

West Fargo Hockey Association Board Meeting

Board Meeting Minutes: October 15, 2018

6:00 PM West Fargo Sports Arena, West Fargo, ND

Board Members:

Present: Brad Saville, Brent Kuehne, David Chapman, Drew Likness, Eric Nelson, Jessi Kuhn, Joel Honeyman, Josh Benson, Rob Otterson, Ryan Endres, Shana Wilson, Corey Moos

Absent: Anthony Houkom

Quorum present? Yes

Others Present:

Hockey Director: Jason Gregoire

Gaming Manager: Jason Campbell

Other: Kristen Cigelske, Gene Astolfi

PROCEEDINGS:

· **Meeting called to order** at 6:05 p.m. by President, Jessi Kuhn.

· **Minutes Approved** Motion made by Joel Honeyman to approve the September 17, 2018 minutes. Seconded by Ryan Endres. Approved by all and passed without dissent.

Presidents Report

Jessi Kuhn

Board Meeting Update

Julie Fraser has been hired as Office Manager reporting to Jason Gregoire, Hockey Director, and Jason Campbell, Gaming Manager. Julie will be responsible for accounting, registrar, payroll, SportsEngine superuser, as well as helping out the gaming side. Julie will be located out of the Main Ave. gaming office.

Financial Report

Josh Benson

Accounting Transfer

Accounting has moved over to Fiebiger, Swanson, West & Co. as of October 1. September financials were still with prior accountant.

Budget Comparison

Benson provided board with budget comparison YTD. As transition occurs with Fiebiger, he will be pulling data into Quickbooks for more accurate and timely reporting. Benson highlighted a few items on the report:

- Hockey Registration Income is an estimated \$40,000 short of budget. Speculation was that 2018-2019 budget were created off of averages from prior years as well as decrease in expense for lower levels and less numbers in higher levels.
- Gun Raffle Net Income was \$51,000. Brewtus Brickhouse served at the banquet and donated the profit of \$500 back to West Fargo Hockey Association.
- Coaching expenses appear to be on-track but Gregoire will continue to monitor throughout the season.

- Hockey supply budget is approximately half utilized due to pre-season replenishing and replacement of supplies and equipment.
- Miscellaneous Hockey is a category created by the prior accountant and is misaligned. With the new accountant, these items will be better categorized.

Budgeting

Benson will be meeting with each director individually starting next month to go through their budget to ensure all expenses are anticipated for next year.

Gaming

Had a great quarter and are outperforming our budget by almost double from our net gaming revenue. Elk raffle is in the gaming budget, which does help this but overall gaming is doing well.

Overall

Revenue is increasing, expenses are stabilizing. Raffles are doing well. Gaming is doing very well. Q1 2017 was \$192k net increase in assets earned and we are currently at \$309k.

Hockey Director Report	presented by Ryan Endres
-------------------------------	---------------------------------

Tryout Emails

Emails have been sent out regarding tryout dates and groups. Endres will post these on the www.westfargohockey.com and will work with Otterson to improve this process and communication. Final teams posted by noon on Sunday, October 28th on website.

Hockey Operations

Meeting with Autolce tomorrow to load the year's schedule into SportsEngine. All coordinators, practices, drills, have all been coordinated and are ready to be pushed out with the teams.

Jersey Handout Tryout

Tryout Jersey Handout is planned for Sunday, October 21st. Gateway Chevrolet has donated \$500 for the event and will bring vehicles to have on-site as a part of the celebration. All details are finalized and will be communicated out this week.

NEW BUSINESS

Compensation Committee

Joel Honeyman

Honeyman presented the board with a proposal for the Compensation Committee. This would ensure the board determines the adequacy and reasonableness of the total compensation paid West Fargo Hockey Association employees. Responsibilities are included but not limited to recommendations regarding annual reviews, salary, benefits, employment agreements, and severance agreements. Honeyman recommended the committee be made up of Executive Vice President, Vice President of Hockey Operations, Director of Gaming & Fund Raising, and Treasurer. Benson made a motion to approve committee. Second by Endres. Approved by all and passed without dissent.

Conflict of Interest Form

Joel Honeyman

Nonprofits boards often sign an IRS 990 Form annually surrounding conflicts of interest. Honeyman presented the board with a sample form for board use. Benson recommended the addition that any

change in status after annual signing must be disclosed. This addition will be made in a policy and procedure document. Motion made by Likness to approve form. Seconded by Endres. Approved by all and passed without dissent.

WFHA Parent & Player Discipline Guidelines

Brad Saville

All updates are in compliance with NDAHA hockey. Motion made by Saville to adopt the revised Parent and Player Discipline Guidelines. Seconded by Otterson. Approved by all and passed without dissent.

Kuhn would like to have these posted on the website.

Bylaw Amendment Process

Brad Saville

Saville inquired with board regarding procedure to review and amend bylaws. Current bylaws state: *These Bylaws shall be reviewed annually by the Executive Committee and may be amended only upon the approval of 2/3 of all members of the Board of Directors at any meeting of the Board of Directors. Any proposed amendment shall be circulated to all Members and to the Board of Directors at least thirty (30) days prior to the meeting at which such amendment is to be considered.*

Board agreed to have board secretary track recommended bylaw discussion items for annual review.

Scholarships & Philanthropy

Brad Saville

Saville would like to consider developing a Stampede Scholarship for former Stampede players to apply for towards their future education. Both Honeyman and Likness have been working on an Endowment Fund for the association and feel this would fall under that category. This topic could be considered in the future once this fund has been set up.

Technology & Project Dibs

Shana Wilson

The association and board have tasks that may require the attention of an individual specialized in technology (email, website, VOIP) as well as project management. Wilson inquired with the board if one of our members could assist with these matters for their annual dibs. Items discussed were reassigned to board members Honeyman (Project Management) and Otterson (Technology) and will not require membership help at this time.

OTHER BUSINESS

Transfer Waivers and Scholarships

Jessi Kuhn

Three additional transfer waivers were reviewed and approved. Late scholarships were summarized by Kuhn recommended for approval.

Robby Glantz

David Chapman

Chapman presented an opportunity for skating coach, Robby Glantz, to hold a clinic in West Fargo on November 12, 13 and 14th. Challenges surround mid-season camps outside of NDAHA and USA Hockey certification will prevent this camp from occurring, but Chapman can discuss further with Endres and Gregoire for post-season or summer camps.

Committee Updates

Rob Otterson

Otterson provided an update of both the E-Marketing and Communication committees. He has received a great response and is working to finalize the tasks and connect with those members who volunteered.

Board Letter Updates

Kuhn/Honeyman

Response letter to Troy Miller's bylaw request and the NDAHA Update letter are being finalized and will be sent to the board for notification once they have been sent out.

Mites/Termite Sponsorship

Ryan Endres

Endres has received interest in a business sponsoring the WFHA Mite jerseys. Jerseys and socks for both Termites and Mites are donated by Play It Again Sports, so Endres will connect with Keith Walsh to see what options we have. Sponsorships could cover the cost of the additional printing on the bottom of the jersey and any additional collected revenue would go to Intro to Hockey and Grow the Game. At this time, Endres will scope the overall project if feasible, may pursue a sponsor for our Termite jerseys as well.

Motion to adjourn 7:30 pm.

Board of Directors

Jessi Kuhn, President

Drew Likness, Past President

Joel Honeyman, Executive Vice President

Josh Benson, Treasurer

Shana Wilson, Secretary

Ryan Endres, Director of Hockey Operations

Corey Moos, Director of Tournaments

Brad Saville, Director of Compliance & Safe Sport

David Chapman, Director of Membership & Recruitment

Anthony Houkom, Director of Business Operations

Brent Kuehne, Director of Facilities & Equipment

Rob Otterson, Director of Communications & Marketing

Eric Nelson, Director of Fund Raising & Gaming

Upcoming Board Meetings: Nov 19, Dec 17, Jan 21