

West Fargo Hockey Association Board Meeting

Board Meeting Minutes: Monday, April 15, 2019

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

Board Members:

Present: Brad Saville, Brent Kuehne, Jessi Kuhn, Josh Benson, Shana Wilson, Anthony Houkom, Eric Nelson, Rob Otterson, Joel Honeyman, Desirae Holum, Jareb Raan

Absent: Ryan Endres, Corey Moos

Others Present:

Gaming Manager: Jason Campbell

Hockey Director: Jason Gregoire

Office Manager: Julie Fraser

Others: Kristen Cigelske

PROCEEDINGS:

Meeting called to order at 6:00 p.m. by President, Joel Honeyman.

Introduction of New Board Members

Joel Honeyman

Honeyman welcomed the new board members, Desirae Holum, Director of Membership & Recruitment, and Jareb Raan, Treasurer, to the board. Honeyman also congratulated Josh Benson for being elected Executive Vice President from his previously held position of Treasurer, and Brent Kuehne on a reelection into his position of Director of Equipment & Facilities.

Administrative Expectations

Joel Honeyman

Honeyman relayed his expected administrative changes for the board and confirmed that board meetings will continue to take place at the West Fargo Sports Arena conference room.

Minutes Approved

Honeyman requested to approve the March 2019 Regular Board Minutes. Approved by all and passed without dissent.

Honeyman requested to approve the April 2019 Annual Membership Board Minutes. Approved by all and passed without dissent.

NDAHA Meeting Update

Joel Honeyman

Honeyman updated the board regarding a meeting held with Bob Bye, NDAHA District Representative, Greg Evenson, NDAHA President, Jason Gregoire and himself a week prior. Honeyman reported the meeting to be productive and reflecting good changes made within the WFHA. Honeyman will submit a written status update to Bye within the next week based off of past board action, updates from directors, to which Bye hopes to present at the April 27th meeting of NDAHA.

Fargo Angels Full Affiliate Request**Joel Honeyman**

Fargo Angels are looking to obtain full affiliate agreement with NDAHA. Bye recommended a meeting between all local associations to discuss further but has yet to be scheduled. Honeyman will update the board once more information becomes available.

2019-2020 Hockey Calendar**Joel Honeyman**

Honeyman provided the board with a calendar of 2019-2020 Season Key dates. Gregoire reviewed these dates and changes at a high level, which Honeyman hopes to approve at the next board meeting and publish for the Association. In discussion, it was widely remarked that a "set" hockey calendar will help improve association organization and provide better communication and transparency of key dates to the members much further in advance. Requested the rest of board provide any suggestions for the next meeting. Once approved, the calendar will be published to the association body- goal is to have sent out by June 1, 2020.

Financial Report**Josh Benson**

Benson provided the February 2019 Financials to the board for review, stating that overall the WFHA is positioned pretty well. He reported concern about making drastic changes of removing all fundraising for Termite level players as a potential suggestion by NDAHA to grow the game with younger players with the minimal financial operating data. Brent Kuehne reminded the board that the West Fargo Park District does fund the WFHA each year for the Introduction to Hockey we facilitate for the community. Topic was tabled until a committee can review overall financials and recruitment/retention requirements by NDAHA and USA Hockey, in addition bring forth further suggestions how we may grow the game further.

Insurance Update**Brent Kuehne**

Kuehne reported the change of association insurance to Dawson Insurance, which increased coverage at a cost savings of \$3,000 annually. In addition to prior coverage, this includes board member insurance, general coverage on rinks, gaming locations, Zamboni exhaust, employee theft, cyber insurance, and additional hockey insurance. Dawson also provides a free tool to be used by our office staff with HR support. Kuehne reported coverage is approximately 70% gaming and 30% hockey the way it is written.

Honeyman recommended based upon this new service now available that a updated employee handbook be created for the gaming staff in order to ensure consistency across all WFHA employees with changes in federal laws, etc. and recommended Eric Nelson, Anthony Houkom, Jason Campbell and Julie Fraser meet to discuss the updated Gaming Employee Handbook.

Center Ice Report**Eric Nelson**

Nelson reported an estimated \$5,000 was made on Center Ice this year. Saville reported approximately \$18,000 earned the prior year. Nelson felt the time of year decreased the desire to attend as many are

onto new activities. Overall, Nelson felt the amount of work that goes into the event does not product the financial return we would expect. It was agreed that the topic of Center Ice be evaluated with recommendations to be made at a future board meeting.

New Gaming Site Request**Eric Nelson**

The Blarney Stone in West Fargo met with Nelson, Campbell and Tina Jorgenson to request a new gaming site be serviced by WFHA. Nelson presented a Start-Up Estimated for their site as shown below:

Black Jack Table	\$2,500? Waiting on estimate from Western Distributing Inc.
Chairs	\$1,000
Cabinets	\$2,000? Waiting on estimate from Cabinet Maker Inc.
Pull Tab Jars	\$500
Security System	\$3,000
Safe	\$400-\$1,000
Misc. Supplies	\$600-\$1,000
Cash Banks	\$11,000
Total Estimate	\$21,000 to \$22,000

Items shown above are fixed expenses, but assumed total startup would be around \$30,000 for this site.

Motion made Nelson to approve gaming (black jack and pull tabs) at Blarney Stone. Seconded by Benson. Approved by all and passed without dissent.

Communication Expectations**Rob Otterson**

Otterson reviewed his team and changes made during the prior season. He reinforced the need to be detail-oriented and timely with communication requests, as well as following procedures for getting information update in SportsEngine, Facebook, Twitter as well as sending emails to the membership. Otterson agreed to make a web form to capture all requests from board member and WFHA employees and will engage the audience once it is ready for use.

Sponsorship Committee**Shana Wilson**

Wilson reported the need for a Sponsorship Committee with the focus being on overseeing sponsorship opportunities for dasher boards, wallboards, in-ice marketing and jerseys. After discussion, it was agreed the topic would be tabled until after the board's roles and responsibilities work group session held this month.

2019-2020 Registration**Shana Wilson****Overall Registration Review**

Wilson updated the board on the upcoming registration changes to be made by Julie Fraser, who will be taking on the role of Registrar & Registration for WFHA starting with the 2019-2020 Season. Fraser will create a registration for Players, Team Managers and Coaches, and will work with board members and employees to ensure all key pieces of information are captured during this process.

Scholarship Committee**Shana Wilson**

Fraser hopes to include scholarship applications as a part of the annual player registration this season. Wilson's review of scholarship policies and committees at similar sized hockey associations reflected a

more balanced committee versus the July 2018 WFHA approved Board President & Director of Membership & Recruitment only. It was agreed that the new Scholarship Committee would be made up of the Director of Membership & Recruitment, Vice President of Hockey Operations and the Treasurer.

2019-2020 Handbook

Brad Saville

Saville reminded the board of the need to review the handbook for next season's changes. He had previously sent this out to all members with areas designated to specific directors. The board must have the final changes approved on or before the June 2019 meeting to be included in the 2019-2020 Season Registration when it opens on July 1, 2019.

Board Member Annual Certifications

Brad Saville

Saville reminded the board of annual certifications required for both new and existing board members. He would like all board members to have their certifications completed by July 1 annually. Saville requested Fraser include board members into the coach registration as many of the same requirements need to be met.

Hockey Operations Update

Jason Gregoire

Gregoire reported an update of the Hockey Operations committee which had met the prior evening.

Squirts will start in-house play on Sunday nights with the 2019-2020 season, in addition to their travel play. In addition, this level will have tiered practices (20 minutes of skills and 35-40 minutes of stations) in place of Skills on Wednesday nights. Many of the better associations in Minnesota are doing this and seeing great results in their players. This will also give players the opportunity to try goalie in an in-house format, without having to commit for the season to the position. Keith Walsh at Play It Again Sports agreed to donate the jerseys to WFHA which will be assigned to players and turned in at the end of the season. Gregoire will send information to board for review.

Based off of Gregoire's discussions with other North Dakota teams of our size, he is feeling good about being able to move forward with the Pee wee and Bantam AA programs that we are looking to have approved by NDAHA at the April 27th meeting.

Gregoire reported that summer camps still are low in numbers. Board discussion presented varying reasons that parents and players have not yet signed up, but we cannot financially support camps with only a few kids. There will be additional communication going out but will need to make some serious decisions as the dates get closer to move forward or cancel weeks with limited numbers.

Gregoire confirmed he will be offering checking clinics in the fall for Bantams as well as possibly offering Transition Camps (Mite to Squirt), but that is yet to be determined.

Other Business

Saville inquired with Otterson regarding survey results to be sent to the board. Otterson confirmed that a high-level overview was created for Honeyman at a high level summary and he would forward to the board for review.

Meeting adjourned by Honeyman at 7:45 p.m.

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

Next Board Meeting: Monday, May 20, 2019 at 6 p.m.