

**Hibbing Chisholm Youth Hockey Association
Board Meeting**

**Memorial Building Canteen
400 East 23rd Street**

**Monday, August 15th, 2016
6:00 PM**

AGENDA

- 1. Meeting Called to Order**
- 2. Approval of the August Agenda**
- 3. Approval of the July 18th, 2016 Minutes and
Evotes**
- 4. President's Report**
- 5. Treasurer Report**
- 6. Fundraising Report**
- 7. Executive Director Report**
- 8. Arena Manager Report**
- 9. Coaching Committee**
- 10. Old Business**
- 11. New Business**
- 12. Association Member Open Forum**
- 13. Adjournment**

Hibbing-Chisholm Youth Hockey Board Meeting: July 18th, 2016 Memorial Building Dining Room, 6pm

Board of Directors Present: Jon LaMusga, Rally Hess, Joel Carlson, Mike Sanborn, Chad Jacobson, Heather Drews, Nicole Anderson Rachel Delich-Sullivan, Tom Dicklich, Shane McKinlay, Pete Hyduke

Absent:

Members of Association Present: JR Albrect, Tally Sundquist, Pete Kaim, Pat Schwartz, John Horvath, Jennell Jerkovich

Jon LaMusga called the meeting to order at 600pm

Agenda: Add the election of officers. Jon made motion to approve the agenda as presented. Rally seconded the motion. THE MOTION CARRIED UNANIMOUSLY.

Minutes & E-Votes: Rachel made a motion to approve the minutes of the June 13th, 2016 meeting. Joel seconded the motion. THE MOTION CARRIED UNANIMOUSLY.

Presidents Report/ Coaching Committee: See attached lists. Coaches reimbursement policy to be drafted/ revised and voted on at next meeting.

Motion made by Jon to approve members of the boys coaching committee (see attached list) second by Mike. THE MOTION CARRIED UNANIMOUSLY.

Motion made by Rally to approve members of the girls coaching committee (see attached list) second by Joel. THE MOTION CARRIED UNANIMOUSLY.

Memorial Building expansion update: Discussion of the city council meeting was held on the options that were presented.

Fundraising Report: RLP golf outing very successful with 30 teams. Steven reports a big thank you to all the volunteers who helped out.

Treasurer Report: Joel gave report on budget. Rally made motion to approve Treasurer Report, Pete seconded the motion.

MOTION CARRIED UNANIMOUSLY

Executive Director Report: Heather gave E.D. report. See attached report.

Arena Manager Report: Pull-tab storage room is now empty. Start of construction of warm seating area to begin. Compressor needs to be redone appointment will be set up to service.

Old Business: none

New Business:

- **Election of officers:**

President: Rally nominates Jon, Tom seconds. Jon respectively declines. Jon nominates Rally, Rachel seconds. No other nominations. Rally Hess appointed new president of HCYHA.

Vice President: Jon nominates Rachel, Tom seconds. No other nominations. Rachel Delich-Sullivan appointed new vice president of HCYHA.

Secretary: Jon nominates Nicole, Rachel seconds. No other nominations. Nicole Polcher-Anderson to remain secretary of HCYHA.

Treasurer: Rally nominates Joel, Rachel seconds. No other nominations. Joel Carlson to remain treasurer of HCYHA.

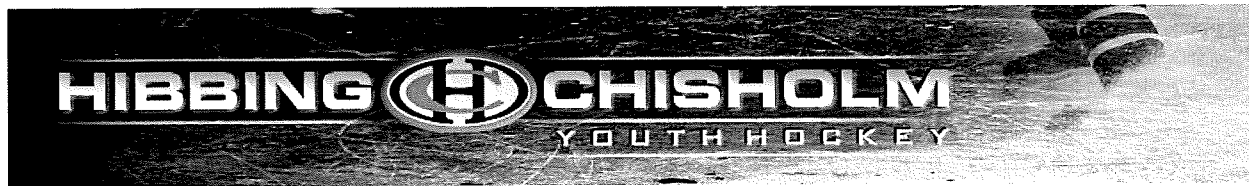
- Joel resigns as policy chair, Rachel named policy chair.
- Concession survey sent out, had a large response with overwhelming results for healthier food and better pizza be served. Will discuss finding at concession stand committee meeting to be held at end of August/early September.
- Tally Sundquist spoke about doing a give back day with the kids from dryland. He will report back with findings of doing a carwash at Valvoline.
- Tally Sundquist also would like to do an outdoor squirt tourney in addition to their scheduled tourney. Nicole and Tally will hold a meeting regarding this.

Adjournment: Rally made a motion to adjourn the meeting. Rachel seconded the motion. THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Nicole Anderson

HCYHA Secretary



President's Report August 15, 2016

- New signers have been established at Security State Bank and Fort & Company (Rachel Sullivan added, Jon LaMusga removed, Heather and Rally remain)
- Nominations and election needed for board seat vacated by Jon LaMusga
- Lara McDowell has accepted volunteer coordinator position
- Pat Schwartz received negative feedback when trying to help the association
- Jon LaMusga and Terri are taking care of jerseys for 10U, Squirts, and Bantams
- Regular season to start Oct 17 (full practice schedule) for Bantam, PW, and 12U, Squirt/10U Oct 24, Mite/8U and below Oct 31
- Working with City on Mighty Duck grant for upgrading refrigerant
- Verify board contact info

Submitted by Rally Hess



POLICY GOVERNING REIMBURSEMENT OF COACHING EXPENSES & TRAVEL EXPENSES

Coaching Expense Reimbursement:

USA Hockey Certified and active HCYHA coaches are eligible for coaching certification and registration reimbursement. To receive expense reimbursement, please submit the following on a Coach's Reimbursement Form to the HCYHA Executive Director at hibbingchisholmyouthhockey@gmail.com:

1. Receipts for any training, both classroom and online.
2. Receipts for the USA Hockey registration fee.
3. Completed Check Request Form which can be found [here](#).

All reimbursement requests for expenses other than travel must be submitted to the HCYHA Executive Director within 30 days of incurring the expense. Any reimbursement expense requests submitted after the expiration of 30 days from the expense will NOT be accepted for reimbursement.

Coaching Travel Expense Reimbursement:

A maximum of three non-parent/guardian coaches per team at the Pee wee/U12 & Bantam/U14 level are eligible for reimbursement of certain traveling expenses, including mileage, hotel, and food. With regard to mileage, coaches should make every effort to carpool. If it is not possible to carpool, a maximum of two-trip-mileage-reimbursements will be paid per trip. With regard to hotel expenses, coaches should also make every effort to share rooms when out-of-town. If it is not possible to share a room, a maximum of two-room-reimbursements will be paid per trip. With regard to meals, coaches should only take meal reimbursement when it is not possible for them to eat before or after travel.

Each non-parent/guardian coach shall be eligible for a maximum reimbursement of travel expenses up to \$1,000 per coach and a maximum of \$3,000 per team. If a coach anticipates exceeding the maximum reimbursement threshold of \$1,000 per coach and/or \$3,000 per team, that coach must obtain prior authorization of the Executive Board before submitting expenses in excess of the threshold.

All reimbursement requests for travel expenses must be submitted on a Coach's Reimbursement Form to the HCYHA Executive Director at hibbingchisholmyouthhockey@gmail.com within 30 days of incurring the expense. Any reimbursement requests for travel expenses submitted after the expiration of the aforementioned 30-day period will NOT be accepted for reimbursement.

Any questions regarding the reimbursement of coaching any expenses should be directed to hibbingchisholmyouthhockey@gmail.com.



Treasurer's Report –July FY16-17

Accounts

Fundraising Security State Bank

Beginning balance	\$62,595.47
Ending balance	\$61,309.00

Notes: \$1,201.47 Fundraising expenses, \$75.00 Golf Tournament income

General Fund

Beginning balance	\$6,981.65
Ending balance	\$15,542.00

Notes: Total income \$12,553.30 vs. budget of \$17,150.00

In June we received \$75.00 vs. \$13,200.00 budgeted golf fundraiser, \$238.78 vs. \$0.00 budgeted in summer programs, \$3,289.52 vs. \$2,950.00 budgeted in winter registration, \$8,950.00 vs. \$1,000.00 budgeted in entry fees.

Total expenses \$5,357.05 vs. budget of \$17,417.74

In June we spent \$(160.00) total coaching vs. \$500.00 budgeted. We spent \$718.11 on total insurances vs. \$699.75 budgeted. We spent \$0.00 on professional fees vs. \$1,063.00 budgeted. We spent \$0.00 in total miscellaneous expenses vs. \$1,286.08 budgeted. We spent \$782.49 in total payroll expenses vs. 1,557.92 budgeted. We spent \$931.75 in total supplies-general expenses vs. 731.08 budgeted. We spent \$468.51 on utilities vs. \$2,000.00 budgeted. Total arena operations expense for June was \$2,655.66 vs. \$9,144.08 budgeted. We spent \$1,187.93 vs. 1,146.58 budgeted in depreciation expense. We spent \$1,513.47 vs. 7,113.25 budgeted total fundraising expenses. And we spent \$0.00 vs. \$0.00 budgeted total traveling fee expenses.

Other

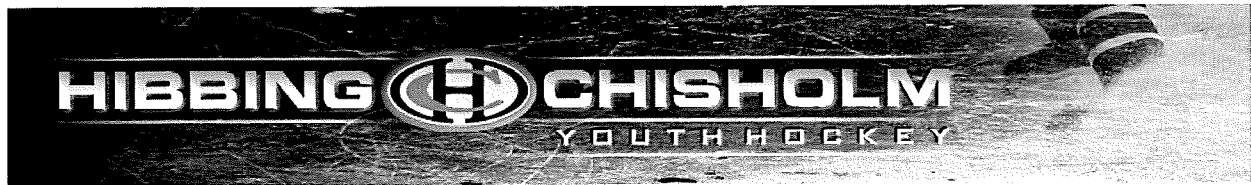
A new finance committee developed the FY16-17 operating budget with limited information. We will continue to see budget to actual variances throughout the fiscal year as a result of the assumptions made in the budget.

Hibbing-Chisholm Youth Hockey Association
Profit & Loss Budget Performance - DRAFT
July 2016

	<u>Jul 16</u>	<u>Budget</u>	<u>Jun - Jul 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
Concessions	0.00	0.00	0.00	0.00	19,000.00
Fundraising					
Donations - Signage	0.00	200.00	0.00	400.00	10,000.00
Fundraising Raffle Income	0.00	0.00	0.00	0.00	70,900.00
Golf Fundraiser	75.00	13,000.00	24,225.00	17,000.00	19,000.00
Law Enforcement Tournament	0.00	0.00	0.00	0.00	38,000.00
Other Fundraising Income	0.00	0.00	0.00	0.00	1,200.00
Shirt Sales	0.00	0.00	0.00	0.00	2,000.00
Total Fundraising	75.00	13,200.00	24,225.00	17,400.00	141,100.00
Miscellaneous Income					
Ice Rental	0.00	0.00	0.00	0.00	3,000.00
Misc Income	0.00	0.00	0.00	0.00	2,000.00
Vending Income	0.00	0.00	0.00	100.00	200.00
Total Miscellaneous Income	0.00	0.00	0.00	100.00	5,200.00
Registration Income					
Fall/Spring Registration	0.00	0.00	0.00	0.00	30,000.00
Summer Programs	238.78	0.00	914.82	0.00	900.00
Winter Registration	3,289.52	2,950.00	3,889.52	2,950.00	75,950.00
Total Registration Income	3,528.30	2,950.00	4,804.34	2,950.00	106,850.00
Tournament Income					
Advertising	0.00	0.00	0.00	0.00	1,000.00
Entry Fees	8,950.00	1,000.00	11,800.00	1,000.00	65,000.00
Misc Tournament Inc	0.00	0.00	0.00	0.00	1,200.00
Shirt Sales	0.00	0.00	0.00	0.00	1,200.00
Total Tournament Income	8,950.00	1,000.00	11,800.00	1,000.00	68,400.00
Total Income	12,553.30	17,150.00	40,829.34	21,450.00	340,550.00
Gross Profit	12,553.30	17,150.00	40,829.34	21,450.00	340,550.00
Expense					
Arena Operations					
Arena Maintenance	0.00	400.00	0.00	480.00	6,180.00
Chisholm Ice Rental	0.00	0.00	0.00	0.00	19,800.00
Coaching					
USA Hockey and Coaching Clinic	(390.00)	500.00	(390.00)	500.00	2,575.00
Coaching - Other	0.00	500.00	230.00	590.00	3,090.00
Total Coaching	(390.00)	1,000.00	(160.00)	1,090.00	5,665.00
Ice Sheet and Related					
Propane	0.00	0.00	0.00	0.00	1,854.00
Ice Sheet and Related - Other	0.00	0.00	0.00	0.00	2,000.00
Total Ice Sheet and Related	0.00	0.00	0.00	0.00	3,854.00
Insurance					
Building and Contents	474.36	436.33	948.72	872.66	5,235.96
Liability Insurance	0.00	0.00	0.00	0.00	1,446.00
Officers/Directors Liability	0.00	0.00	0.00	0.00	877.00
Workmans Comp	243.75	263.42	487.50	526.84	3,161.04
Total Insurance	718.11	699.75	1,436.22	1,399.50	10,720.00
Miscellaneous					
Bank Service Charges	0.00	51.50	200.00	103.00	618.00
Dues and Subscriptions	0.00	111.58	0.00	223.16	1,338.96
Interest Expense	0.00	50.92	0.00	101.84	611.04
Professional Fees					
Accounting	0.00	863.00	1,130.23	1,727.00	10,360.00
MaxGalaxy	0.00	200.00	0.00	400.00	2,400.00
Website	0.00	0.00	0.00	0.00	828.00
Total Professional Fees	0.00	1,063.00	1,130.23	2,127.00	13,588.00

Hibbing-Chisholm Youth Hockey Association
Profit & Loss Budget Performance - DRAFT
July 2016

	<u>Jul 16</u>	<u>Budget</u>	<u>Jun - Jul 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total Tournament Expenses	0.00	0.00	0.00	0.00	48,319.00
Traveling Fee Expenses					
10UB Tournament Expense	0.00	0.00	0.00	0.00	1,500.00
12UB Team Expenses	0.00	0.00	0.00	0.00	4,500.00
Bantam A					
Team Expenses	0.00	0.00	2,563.84	0.00	4,500.00
Total Bantam A	0.00	0.00	2,563.84	0.00	4,500.00
Bantam B					
Team Expenses	0.00	0.00	0.00	0.00	4,500.00
Total Bantam B	0.00	0.00	0.00	0.00	4,500.00
Mini-Mite/Mite Out of Town	0.00	0.00	0.00	0.00	2,000.00
PWA					
Team Expenses	0.00	0.00	0.00	0.00	4,500.00
Total PWA	0.00	0.00	0.00	0.00	4,500.00
PWB					
Team Expenses	0.00	0.00	0.00	0.00	4,500.00
Total PWB	0.00	0.00	0.00	0.00	4,500.00
Referees, Clock and Book	0.00	0.00	0.00	0.00	370.02
Squirt Tournament Expense	0.00	0.00	0.00	0.00	3,000.00
Traveling Fee Expenses - Other	0.00	0.00	0.00	0.00	618.00
Total Traveling Fee Expenses	0.00	0.00	2,563.84	0.00	29,988.02
Total Expense	5,357.05	17,417.74	24,295.07	29,956.48	340,550.00
Net Ordinary Income	7,196.25	(267.74)	16,534.27	(8,506.48)	0.00
Net Income	<u>7,196.25</u>	<u>(267.74)</u>	<u>16,534.27</u>	<u>(8,506.48)</u>	<u>0.00</u>



Girl's Coaching Committee

COMMITTEE CHARTER

The Girl's Coaching Committee is responsible for the development of the female players, teams and coaches within HCYHA. The Girl's Coaching Committee will also handle all disciplinary measures involving players and coaches. However, the committee remains, at all times, subject to the direction and control of the Board of Directors.

<u>Committee Member</u>	<u>Phone #</u>
Emily Erickson (Chair)	218-259-8080
Pete Hyduke	218-969-7146
Eric Rewertz	218-969-0786
Beth Davies	218-996-1938
Rachel Sullivan	218-966-0329
Paul Gherardi	218-969-3752
Martin Lundell	218-289-5041
Larry Tuin	218-969-1376
Holly Rewertz	218-969-4657
Rally Hess	218-966-2390
Mandy Gherardi	218-969-3825
Nate Rewertz	218-969-5460
Carl Boben	218-966-2444
Carrie Gustavsson	218-969-3153
Josh Renskers	218-969-8901
Steve Oberstar	218-969-0994
Caitlyn Bangs	970-310-5881
Jared Bangs	970-310-5881
Jesse Babich	218-208-8775
Josh McDowell	218-929-9732
Bryan Strukel	320-250-2328
Lara McDowell	218-929-9733

Boy's Coaching Committee Recommendation for 2016/2017 season:

Pete Hyduke – Temporary CC Chair and HCYHA board member

Jon LaMusga – Peewee A head coach

Rally Hess – U8/U12 coach, girls coaching coordinator and HCYHA president

Tom Dicklich – Bantam A head coach and HCYHA board member

Phil McDonald – In House Coordinator and mite coach

Pat Iozzo – Skills Coordinator and skills instructor

Justin Tomberlin- HHS boys head coach

Eric Rewertz – HHS girls assistant coach

Aaron Jamnick – Bantam A assistant coach

OJ Bottoms – Mite coaching coordinator

Jake Dougherty – at large member, past Bantam assistant coach

Squirt Coaching Coordinator – Heather Drews

Rachel Sullivan – HCYHA Vice President

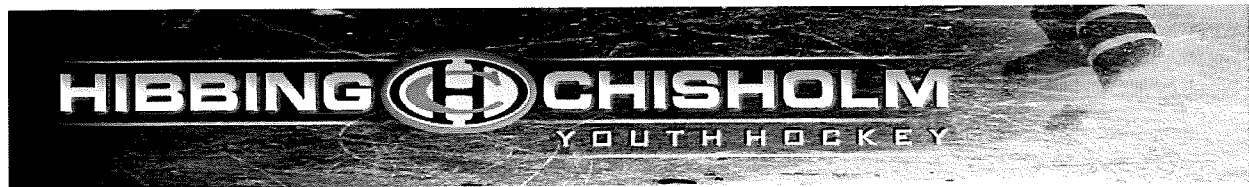
- This represents the levels of the HS, Bantam, Peewee, In House Coordinator (Squirt, Mites, Mini's), and other At Large members that can contribute from their hockey experience, coaching experience, as well as their experience coming thru HCYHA.

Kris Walters – removed 8/10/16 due to lack of interest

Shea Walters – removed 8/10/16 due to lack of interest

Ryan Hanegmon – removed 8/10/16 due to lack of interest

Revised August 10, 2016



Boy's Coaching Committee Minutes 8/10/2016

Present: Phil McDonald, Rachel Sullivan, Jon LaMusga, Pat Iozo, Pete Hyduke, Jake Doherty, Aaron Jamnick, and Rally Hess

- Committee agreed that all coaches should be encouraged to attend Scott Bjugstad shooting clinic
- A letter was submitted by an association member expressing concern for some players not receiving enough skills work at the beginning of the season and that they might be unfairly disadvantaged against those who participated in fall skills. Rally suggested and the committee agreed that additional skills-only practices should be added to the beginning of the season for Bantam, Peewee, and 12U players. Those sessions will be Saturdays in October (10/1, 10/8 and 10/15) in Chisholm as part of regular season.
- Rachel suggested that we survey players who did not enroll in fall skills to determine why they did not enroll
- Shea Walters, Kris Walters, and Ryan Hanegmon are being removed from the boy's coaching committee due to lack of interest
- Phil presented a mite/squirt guideline document to help aid in game and play consistency throughout the season
- Justin Tomberlin (new HS boys head coach) has expressed interest in being active with youth hockey and the coaching committee. He will be a part of the committee as soon as he moves to town.
- There will be a boy's all coaches meeting August 31 to discuss the upcoming season
- Jon presented a list of tentative coaches and team managers for each level. There were still several vacancies and recruiting continues.

Submitted by Rally Hess