

Bismarck Hockey Boosters Board Agenda
Tuesday, June 11, 2024 @ 5:30 PM

Board Members Present:

Ian McDonald
Layne Sedevie
Jacqueline Ressler
Jerry Bahn
Kyle Leftwich

Other Members Present:

Mikayla Jablonski-Jahner
Mario Lamoureux

Absent:

Brad Thompson
Matt Power

1. **Call to Order**
2. **Parks and Rec Update – Dylan – No Update**
3. **Old Business**
 - a. May Meeting Minutes
 - i. Ian motioned to approve the May meeting minutes
 - ii. Layne second the motion
 - iii. Motion passed.
4. **Program Updates**
 - a. Executive Director – Mikayla Jablonski Jahner – See ED Report Attached
 - i. Discussion:
 1. Policy and Handbook Updates
 - a. Off-Ice Updates have been made and reviewed. Mario will add updates to the On-Ice portion of the handbook and get those to the board for approval before registration opens.
 - i. Jackie motions to pass the handbook as proposed with off-ice changes.
 - ii. Layne seconds the motion.
 - iii. Motion passed.
 2. Jersey Order – we would like to stay local and build partnerships in the community.
 3. Tournaments – Mario is working to get all teams their games for the season.
 4. Budget –
 - a. Line items discussed – Sanford Power, GoalRobber, Jerseys, Tournaments, extra programs offered free to members.
 - b. Layne motioned to approve the proposed budget.
 - c. Jerry second the motion.
 - d. Motion passed.

- b. Hockey Director – Mario Lamoureux – Discussed during ED
 - c. Treasurer – Ian McDonald – No Update
 - d. Fundraising Committee – Matt Power – No Update
- 5. Public Comment – None
- 6. Agenda Items –
 - a. Updated Handbook – motioned and passed.
 - b. Budget Discussion – motioned and passed.
- 7. Executive Session
 - a. Layne motioned to move into Executive Session
 - i. Ian second the motion.
 - ii. Motion passed.
 - b. Ian motioned to leave Executive Session
 - i. Layne second the motion.
 - ii. Motion passed.
- 8. Additional Items:
 - a. Ian motioned to purchase two computers, one for the Disciplinary Chair and the other for the Secretary of the Board.
 - i. Layne seconds the motion.
 - ii. Motion passed.
 - b. On 6/23/2024, Layne motioned to proceed with Jersey purchased as outlined to the Board.
 - i. Jackie seconds the motion.
 - ii. Motion passed.
 - c. Mike completed the on-ice portion of the handbook, which was email to the board on 6/24/2025.
 - i. Jackie motioned to pass the handbook with these changes.
 - ii. Ian seconds the motion.
 - iii. Motion passed.

**Executive Director Report
Bismarck Hockey Boosters
June 2024**

Since our May meeting was not too long ago, not as much to report on but here are the updates as to where everything sits.

Monthly update:

- Parks and Rec:
 - Mike Wald is taking our advertising packet to the Park Board this next week to get approval
 - I am meeting with him on Monday to also go through our current ice contract/schedule and the advertising contract
- Financials/Budget:
 - Mikayla did get those financials from the accountant in May and Mikayla and Ian are meeting with them on Monday to go through all of the details so everything is categorized correctly – Mikayla will update our financials after that and send them off to everyone
 - Mikayla made a few changes to the budget and resent to the Board – please note Mario did not provide budget items for equipment, pucks, goalie gear, etc. so the budget does not include anything in those categories
 - Matt Butz did finish up his quarterly return as well so we were able to transfer additional funds from gaming into the trust account, which will help to pay operating costs until we open up registration
 - May financials will be sent to accountant after this meeting
 - Some additional funds still coming in for this year from BWW, BPRD, and CVB
- Events and Fundraising Committees:
 - Mikayla revamped the volunteer signup for the committee – will send off this coming week to see who is returning from last year and then we will send to general membership to see if we can get some additional help
 - Start planning Kickoff Events
 - Tentative dates put on the operations calendar, which will be in the Board Packet in July
 - Family Fun Nights
 - Jamie and Mikayla met with UMary to discuss what this looks like but it is more of a game sponsorship so we will look into this further and discuss with the committee
 - Waiting to discuss the Meltdown more with the committee to decide how to proceed with this
 - Mikayla will work with Larks on BHB Night at the Ballpark and sell tickets – event August 8
 - Also looking at creating a fun shirt for those that attend the event
 - Rah Rah:
 - Mikayla set up a meeting with Rah Rah for Thursday with Ian and Matt to discuss what this looks like more at that time
 - Sponsorships:

- Mikayla worked with Jamie to update the sponsorship brochure and information
 - Will send thank you cards and sponsorship brochures off to businesses in coming weeks – offering sponsorships of each team to coincide with jerseys – will need to get these going soon so we can prepare for getting sponsor names on jerseys
 - Advertising:
 - Updated contract should be finalized in coming weeks from Park Board
 - Jamie working on updating the diagram so we can start working on new advertisers in July
 - Mikayla sent all invoices off to all past due and coming due advertisers
 - All new signs to be installed by September
 - Giving Hearts Day
 - Mikayla to get us registered again for next year by August 1
 - Big Gun Raffle
 - Mikayla to work with Claire on this and establish committee for hand out/hand in
 - Order tickets in August
 - Golf Tournament:
 - July 19 – Tom O’Leary
 - Registration is open – 12 teams and 11 hole sponsors
 - Mikayla – signage, hole in one sponsorship, and swag items sponsors have been contacted and confirmed
 - Mikayla confirmed food and drinks with Bobcats and have secured a sponsor for food
 - Mikayla and Jenn working on a shirt for the golf tournament
 - Prizes and games need to be determined
 - Volunteers – will get helpers from the committee but asking Board Members and Employees to also be present to help out
- Apparel:
 - Jenn and Mikayla met to discuss what the apparel stores will look like and how the operations will run
 - We have made space for the equipment and blanks
 - Mikayla working on job description for Apparel Assistants
 - Mikayla reached out to past vendors to collect commissions and also get new contracts – one vendor would like to be more involved with events next season
- Inventory:
 - Jerseys
 - Mikayla got quotes from Pure Hockey and K1 on jerseys
 - Mario got a quote from Lunch Bucket Hockey and Duffy’s on jerseys
 - Mikayla met with Scheels reps to discuss pricing, sponsorships, and opportunities for community partnerships – Mikayla then connected Scheels with K1 rep so Scheels could get us better pricing
 - Final jersey bids will be sent to Board once Mikayla receives final numbers from Scheels
 - Old Jerseys:

- Mikayla will use the oldest jerseys for a fun craft night/fundraiser
- There is a pile that will also be thrown (large pile)
- Then there are decent condition jerseys that we will do a one-day sale of for those who wish to come and purchase
- Game Jerseys:
 - Mikayla is recommending we order the following from Scheels/K1:
 - Bantams: 8 sets of jerseys (20 home/20 away per set)
 - 15U: 3 sets of jerseys (20 home/20 away per set)
 - Peewees: 10 sets of jerseys (20 home/20 away per set)
 - 12U: 3 sets of jerseys (20 home/20 away per set)
 - Total of 960 jerseys – approximately \$48,000
 - These will be updated design – Mikayla is finalizing mock-up from K1 on jerseys
 - Scheels/K1 will also produce socks to match and we will sell these at our concessions, along with Scheels having some in stock
 - Mikayla is looking for team sponsors that will sponsor a team for 3 years and the sponsorship will cover the costs of the jerseys (only for upper levels)
- Practice Jerseys:
 - Mikayla is recommending we order the following from Lunch Bucket Hockey:
 - 1 color practice jerseys (would order 2 colors and would provide for Peewees/Bantams/12U/15U this year – look at providing for Squirts/10U next year when we order jerseys for these groups)
 - 860 jerseys @ \$15 each = \$12,900
 - Practice jerseys would be kept by players and used for additional seasons
 - Once a player outgrows the jersey, they would need to purchase a new one on their own
- Mites and Termites Jerseys:
 - Mikayla is still waiting on bids for these items from Scheels/K1 and Duffy's
 - Duffy's last year was \$32/\$18 respectively
- Intro Jerseys:
 - We will use up all the old jerseys in the storage area for Intro this year to get rid of some of these – may need to add Duffy's name to these though, depending on what they are asking for their sponsorship terms
 - In looking at sizes, we may also be able to allocate some of these to our squirts/10U for practice jerseys
- Socks
 - Socks will also be ordered through Scheels/K1

- Scheels will keep some on-hand at the store and we will also sell out of our concessions again – need to determine how many pairs of socks to order – these will be new for the upcoming season to match the updated jerseys
 - Squirts and younger will use old socks still – Scheels, Duffy’s and BHB all have some old ones for those that will need to purchase these yet
 - Intro to Hockey gear:
 - Mario met with Clark and got an order ready to go for our equipment – only thing not ordered was jerseys and skates
 - Mikayla met with Clark and made a few adjustments based off of what was requested last year for sizes and current inventory, including a few skate sizes – gave him the go ahead on ordering this
 - Mikayla also met with Clark to discuss an opportunity for sponsorship of our Intro to Hockey Program – he spoke with Duffy and is sending me an email proposal of what this may look like
 - Goalie gear:
 - Stacey had her goalie gear hand-in nights but we are unsure of what may still be out there
 - We will start fresh with what is currently in the storage area and Stacey is working on creating a check-out/check-in process so this is smoother in the future
 - Stacey is meeting with Nate this week to go through goalie gear
 - Did not receive an update from Mario on his meeting with Nate to see if we need to order anything for budget purposes so this is not in the budget
 - All other items:
 - Stacey started counting all other items so we know what we have for medals, socks, swag items, etc.
 - Mikayla plans to spend time in the office in the coming weeks to get that cleaned up as well so we can make sure everything is accounted for
 - Stacey to establish a plan for gear/jersey check out and check in and for inventory purposes
- Home Tournaments:
 - Jamie opened June 1
 - Mikayla sent an email to all teams who came last year and invited them back again
 - PA: 2 teams
 - BA: 4 teams
 - PB1: 4 teams
 - PB: 6 teams
 - BB1: 2 teams
 - BB: 6 teams
 - SB1: 6 teams
 - SB: 7 teams
 - SC: 8 teams (full – will expand if more teams commit)
 - 10UB: 8 teams (full – will expand if more teams commit)
 - 12UB: 3 teams

- Mikayla did receive payment from BWW from this past season – will check back in about the 2024-2025 season
- Mikayla is waiting to hear on CVB grant
- Stay and Play hotel information will be sent to all teams on September 2
- Mario will start working on 8 team brackets
- Dates:
 - Pee wee A/Bantam A: November 22-24
 - Pee wee B/B1: December 13-15
 - Bantam B/B1: January 10-12
 - Squirt B/B1/C: January 24-26
 - 12UB/10UB: February 7-9
- State Tournaments in Bismarck:
 - March 7-9: PB1
 - March 14-16: 12UA/15UA/BB Silver
- Scheduling/Ice Offerings:
 - BHB Summer Camp – August 12 – opened last week
 - Mario finding coaches to run this with him
 - Preliminary Dates:
 - Preseason:
 - Mikayla spoke with Dylan about ice availability – VFW 2 and 3 will be open all summer so we will use those rinks for preseason (and need to plan for intro and tryouts here as well, which means moving equipment/jerseys)
 - Dylan needs to know our schedule ASAP so he can rent ice to other user groups
 - Mikayla sent schedules from last year for Intro and Preseason to Mario so Mario could put together schedules
 - Mario did not provide this and we needed to get it to Dylan so Mikayla put together a schedule with Mike and sent to Dylan for approval
 - Mario to run 2 nights/week and Mike to run 2 nights/week, along with additional coaches
 - Mario to set up coaches for preseason and ensure availability
 - Jamie to set up registration for each group/time
 - Jamie to open registration July 1
 - Starts August 5 and will run through September
 - Tryouts:
 - September 30-October 4: Bantams/Pee wees/15U
 - October 7-11: Squirts/10U/12U
 - October 14-16: Mites
 - Mario to work on evaluators and tryout structure to put on website and send information to members
 - Mario to gather evaluators for each level and create evaluation form

- Jamie will send informational email to members once she receives info from Mario
 - Stacey will have all tryout jerseys ready for hand out
 - Intro to Hockey:
 - Mario was to set layout for intro and set dates/times
 - Due to it not being done, Mikayla and Mike decided to go with what was previously done for a schedule and also discussed with Sherry to ensure her availability – Sherry is putting together a proposal and she will plan to “run” it again – Mike and Mario will be expected to also help
 - Mario to set up coaches to run the programming and work with Sherry on this
 - Jamie to open registration July 15
 - Practices Start:
 - Bantams/15U/Pewees/12U – October 21
 - Squirts/10U – October 28 (first in-house games November 2 weekend)
 - Termites/Mites – November 4 (first games November 17)
 - Jamborees/Tournaments:
 - Squirt In-House: December 6-8
 - Termite/Mite Jamboree: February 28-March 2
 - Also looking at possibly doing something to end the Squirts/10U season at beginning of March
 - Scheduling meeting:
 - Mikayla sent a mock schedule to Mike, Mario and Jamie based off the employee meeting we had in May – have not been provided any feedback on this
 - Mario will ask Nate about moving Goalrobber to VFW
 - Mario will talk with Hunter on his availability but would like to run power skating Tuesdays and Wednesdays for mites and up, every other week
- Gaming:
 - All 4 sites have given us the “thumbs up” for establishing or maintaining gaming at their location – Claire is working on getting all documents finalized from the city and to the AG’s office
 - Claire, Matt, and Lesley trained on bingo and Claire is working on job description to get bingo workers hired for July
 - Current Gaming Sites: Tap-In Tavern, Our Place Tavern, and The Pier (Lucky’s 13 will start July 1)
 - All gaming sites to get a free hole sponsorship at the Golf Tournament
 - Mikayla to work with Claire on Caps and Taps events and Club Card
 - Mikayla to work with Claire to discuss 50/50 raffles for next year
 - Mikayla to work with Claire on ordering Big Gun Raffle tickets
- Coaches/Coordinators and Evaluations:
 - Mike is working on notes from the meetings to share with Mario
 - Mario deciding on coordinators for next season but likely will have tier coordinators for Termites and Mites again

- Mario is working on lists of potential coaches for next season
- 10,000 Puck Challenge:
 - Mario to get Jamie the weekly tips/tricks/videos/etc. but missed the first two deadlines of May 13 and May 27 so she found something to use
 - Layne also sent a few things for Jamie to use
 - Jamie also highlighting players and doing a leaderboard
 - Jamie is also working on another form for players to fill out so we can “get to know our players”
 - Already have over 219,000 shots taken (as of June 4)
 - Sponsored by Horizon Market and Bismarck Bobcats
- Preliminary Team Declaration:
 - Actual declaration to state is July 15 so these may shift a bit depending on registrations and numbers as they come in
 - Bantams:
 - BAA/BA/BB1/BB Red/BB White/BB Blue
 - Peewees:
 - PAA/PA/PB1 Red/PB1 White/PB1 Blue/PB Red/PB White/PB Blue
 - Girls:
 - 15UA/15UB/12UA/12UB/10UB Red/10UB White
 - Squirts:
 - SA/SB1 Red/SB1 White/SB1 Blue/SB Red/SB White/SC Red/SC White/SC Blue
 - Squirt In House:
 - 2 tiers – 6 teams each
 - Termites and Mites will remain the same
- Policies/Handbooks:
 - Updated DIBS, Fundraising, and Grievance Policies were sent to Board for review after Mikayla met with the specific individuals involved with those policies – did not receive any further updates/feedback from employees or Board so resent as it was in May
 - On-ice portions of the Handbook had no updates made to them so no changes will be made to the programming as it is stated in the Handbook
 - Coaches Handbook had no updates made to them
 - Mario reviewing and editing the “Systems Handbook” for coaches next season
- Registrations:
 - Regular season:
 - No recommendations to change any fees this year (updated goalie fees last year)
 - Jamie will open this on July 1 so we keep the fees within our fiscal year
 - Jamie will send informational email to club prior to registration opening with tryout dates and updated handbooks/policies once everything completed and information provided to her
 - Coaches, managers, and locker room monitors will all be part of this registration
 - Intro to Hockey:
 - Will keep cost at \$100

- Jamie will open on July 15
 - Preseason:
 - Keep cost at \$15/session
 - Will not include dryland
 - Jamie will open registration on July 1
 - Referee registration:
 - Separated this for this season so we could track and communicate better
 - Jamie will open registration on August 1
- Other:
 - Operations Calendar – Mikayla working on Operations Calendar for employees to keep everyone on task
 - Club Calendar – Jamie working on updating the Club Calendar for the year as dates are being finalized
 - Robby Glantz – set for October 17-20
 - Website – Jamie worked with Sports Engine to re-vamp our website and is working on updating all information on website
 - Board Welcome Packet – Jamie and Mikayla working on this and will have to new Board members in July, as we wanted to include the approved handbooks/policies
 - Mikayla has been in touch with Dakota Awards and Mann Signs about needs for next season and sponsorship opportunities

BOARD ACTION ITEMS:

- 2024-2025 BHB Handbook
- Grievance Policy
- Fundraising Policy
- DIBS Policy
- 2024-2025 Budget
- Jersey orders