



# Otsego County Hockey Association

PO BOX 835, Gaylord MI 49738

OCHA Board of Directors  
Bi- Monthly Meeting

May 14th, 2020  
Via Zoom Meeting

Attendance: President: Adam Respecki, V. President: Michael Hutchens, Secretary: N/A, Treasurer: Emily Barber, Coaching Director: N/A, ADM: N/A, Checking Director: N/A, Non-Checking Director: Nathan Mattson, Registrar: N/A Travel Director: Lindsay Kline, Tournament Director: N/A, Equipment Room Manager: N/A, Scheduler: Jennie Carr, PR/Website: N/A

Meeting Called to order at 7:30pm by Adam Respecki

Roll Call for Attendance:

Adam Respecki, President  
Michael Hutchens, Vice President  
Nathan Mattson, Non-Checking Director  
Lindsay Kline, Travel Director, (Joined late and left early)  
Emily Barber, Treasurer  
Jennie Carr, Scheduler

Adam and Michael received several positive comments regarding the Newsletter that was sent out.

Minutes from April 30<sup>th</sup> motion to approve April 30<sup>th</sup> minutes with the edits of spelling errors and edit that there is no secretary/registrar manual- error on notes, made by Emily, second by Michael. All in favor, Yes. No no's, motion carried.

Treasurer's report- Quickbooks are balanced and all months are reconciled. Received a bill from the Accounting company, Rheman and Associates, we will pay once the at home order is lifted. Adam to be added to the Bank account. Discussed the current CD that the association has. Currently earns .25% . Discussed moving money to a new cd, establish scholarship fund and open a Money market account to earn interest on our funds.

Emily has been communicating with Club Excellence over the past few days regarding OCHA account. We do not have one, they are updating it and once done, OCHA will register for an account. Meantime they will send us what ever we may need and did send over positions and responsibilities for us to use while drafting bylaws.



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Shayne and Emily are arranging a ZOOM meeting on Friday 4/15/2020 to. Update website, get registration going along with volunteer tab and more.

Ryan and Nathan did an inventory of all items in cage at the Sportsplex. The inventory list is in word and will be exported to a excel spreadsheet in placed into the google drive for all OCHA board members to review along with the future equipment manager have access to update and utilize. Currently, it does not appear that the association needs to order much for this season in regards to equipment. We do need to get all equipment that we own from this past season coaches along with the equipment lent out to players. Inventory will be priced and added to OCHA assests for accounting purposes.

Awards: Emily will be communicating with Corrie once she returns home to obtain trophies and secretary items.

Assigned duties updates:

- Executive/fianicial- Adam and Emily meet via Zoom and discussed budget for ice fees, along with CD, money market, scholarships, sponsorships and fundraisers.
- Bylaws- Emily and Lindsay have not started, plan is to have a first draft by next meeting for review.
- Policy and procedures: have not started them, will also be having a rough draft for next meeting.
- Manuals: Jennie has both started, shared the Team Manager Manual, still workinga dn looking for any feedback. The other manual she has started but will be sharing over the next two weeks prior to next meeting.
- Scheduling: Jennie is working with Bill and Sportsplexstaff to start scheduling Ice time.
- Coaching Application- Joe has submitted a rough draft to Adam, Adam sent to board will be making a few edits and turn into a google form. Also discussed getting coached applying soon, they still need coaches meeting and clinic. Joe and Adam would like to post all open coaching postions regardless of if we currently have interst in certain position to keep everything transparent and fair.
- Fundraising and sponsoships: Michael, Meghan, Emily and Andrea had a Zoom Meeting on the 13<sup>th</sup> regarding ideas, thoughts, etc. Needed more information from board regarind the storage unit, cards, raffle, and other fundraising ideas. Discussed grants we are eligible for and will work with treasurer on them. Meghan is reaching out to Munson and Insurance agency to see about donations or grants for this coming season. Andrea is drafting a donation/sponsor letter to send to community businesses. Also dicussed the remind app and using that. Getting players involed in the community to give back for all the community does for OCHA, discussed the community dinners and such. Will be meeting in two weeks.



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Joe St. John, Meghan Powell, Nick Powell and Andrea Kirkby are all interested in helping.

Any members or volunteers interested in helping in any of the above or in general to reach out to board we are still looking and accepting help.

IP season:

Board discussed having IP season this coming year be full season with 2 days a week. More details to come on this.

Motion to have IP season full season program, with two -1hour practices a week, made by Michael, Second by Emily. All Favor, Yes, No- no's Motion Carried.

Nathan discussed socks Jerseys and pucks- we should not need to order much. We will know more once we start registration.

Squirt travel team- still awaiting a meeting and update regarding this. More to come.

Board agreed to wait until the 28<sup>th</sup> to decide about equipment return, hopefully we can have a drop off day.

Storage Unit for returnables is Mike Willets storage unit #33 per Adam. Need to plan to go and remove whats in the unit to then use to store the returnables until order allows returning. Michael, Adam, Nathan and Ryan Kline will be going Monday the 18<sup>th</sup> around 7pm to empty the unit. Start advertsing bottle and can return colletion. More to come on drop off times.

Midget Split Season:

Kevin Hop reached out to Adam at last meeting some questions arose from the board, Adam followed up. They want one practice a week, prefer Wednesday at 630om. They will pay the USA hockey fee and Association fee to use OCHA. They have a budget proposal.

Motion made by Emily to approve the split season with two contingencies: first, any all expense that accur on behalf of the team that are not covered in the budget they agree to pay, signed and notorized agreement needs to be onfile with treasurer at time of agreement. Second is all OCHA teams/ players get first priority for ice time. Seconded by Michael. All in favor, yes. No-no's Motion carried.

Newsletter:

Had great feedback, board agrees to stay consistent and continue to provide this to our members. Board discussed a "President's Corner" on the newsletter along with a Treasurer's



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corner to have financial update for members. Also discussed having a place for past and current coaches to have a area to offer advice or quote or what not. Agreed on a send out date of the 20<sup>th</sup> of each month, this allows for the monthly meetings to happen prior to sending it out. The first REGULAR edition to start this will be June 20<sup>th</sup>. This give the board time to get ice fees final and other items to have on the newsletter.

Will be sending an notification to the members about the returnables, coach app and anything else that needs to be announce prior to June 20<sup>th</sup>.

Fundraisers: Emily motioned to not do the discount cards this season, second by Michael, all in favor, Yes, No-no's Motion carried.

Discussed a silent auction in the spring, hopefully align with an OCHA tournament. Other associations have good results from a silent auction.

Board agreed to do another raffle this coming season with the same pay outs and awards. More details to come once it is applied for. Emily will be doing this within the next week so we have raffle tickets for registration in July.

Discussed Wreath, garland, door swag and such fundraiser. HS hockey does this- Jennie will inquire on the 18<sup>th</sup> of May about joining forces on this fundraiser for HS team and OCHA to do together. Emily have a vendor and the profit on the smallest wreath if ordered in time is around \$10. Emily will get details for next meeting.

Little Ceasars pizza kit fundraiser was also discussed for late November.

### Budget:

Emily, Adam and Shayne worked on budget for Ice fees for the season. Potential fees are in the works for fall season will be voted on and finalized at next meeting- Amounts have decreased so far.

### Scholarship:

Emily inquired about the board agreeing to move \$5,000 to establish a scholarship fund for this season. The goal of this would be to use \$2,500 for this season in scholarship money, then work on fundraising and donations/sponsorship to replenish that \$2,500 and or exceed it. Each year use half of what is in the fund for scholarship amounts. It will fluctuate but it definitely needed to help our local families!

U12 fees were discussed more and currently the projections are based off of ten players.



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Motion made by Emily to provide a stipened to the U12 team of \$3120 to reduce fees for the upcoming season. Second by Michael, all in favor, Yes, no-no's Motion Carried.

Motion made by Emily to adopt the current Ice fees as follows for the 2020-2021 season.

- IP- Free
- U6-\$237
- U8-\$237
- U10-\$789
- U12- \$850
- U14-\$928

The fees above include the Assocaition fee and USA Hockey fee. Fundraising fees will not be paid in advance, they will be earned through the season with the fundraisers offered. Incentives will be given to fundraise.

Motion seconed by Michael, All in favor- yes, No-no's Motion Carried

Emily will provide more explanation and information to the fees at next meeting to be advertised and published.

July 1<sup>st</sup> is the propsed date for registration to open, Incentive will be gien to those that register in the month of July. Plan to have in person registration if the pandemic allows, otherwise will be online. All players that register in July will be entered to win a \$100 off their Ice bill. A fee os \$85 dollars will be due at time of registration (USA hockey fee \$30 and Association Fee \$55)

We will be offering two payment plans for our members:

1. \$85 due at time of registration,net amount due on Sept 1<sup>st</sup>
2. \$85 due at time of registration, then 10 month payment plan for monthly payments due on each month- more details to come.

The goal is for all kids to be able to play. In the event the above options do not work, families are recommended to speak with the treasurer to establish a way for your child to play. We are working on. Sibling discount and will have more at next meeting. There will be late fees added to any payments not paid on time. Bank transfer, credit cards and checks are acceptable ways to pay. A form will be created to have banking information on file in the event a family does not pay.

There was discussion of a volunteer fee- this will be scratched for this season but will remin to be discussed for future.

Fees and more to be included in the newsletter



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Discussed sponsorship levels- Michael will work with committee to address these and establish new ones for this coming season.

Motion made by Michael to utilize and pay the annual non profit fee for Constant Contact for marketing communication to members for the year. Second by Nathan. All in favor Yes, no- no's Motion Carried.

Need to have atleast \$20,000 in account to cover ice fees for the beginning of the season. Discussed rearranging money in the bank to utilize earning interest.

Emily suggested the following:

- Take \$15,000 and the current cd and merge them to 6 month CD.
- Move \$20,000 to amoney market account
- Leave \$7,000 in main account.

These are estimated amounts. Will confirm with bank on the ability to do the above. This will allow for easy transfer of money when needed and ability to earn interest.

Motion made by Emily to move money as discussed above, Second by Michael. All in favor, Yes, No-no's. Motion Carried

Motion made by Emily to allocate \$5,000 from the general fund to establish a scholarship fund for the association. Second by Nathan, all in favor, Yes, no-no's Motion Carried.

Emily will make a application for schoalshpr fund. Finacial/Executive Committee will review applications and make decision on awardees.

Next Meeting is May 28<sup>th</sup> at 7:30 pm Via ZOOM

Motion to Adjurn by Michael at 10:18 pm, second by Emily All in favor, Yes, no-no's motion carried.