

Sun Prairie Youth Hockey Association
Board of Directors Minutes
September 2, 2010
7:30 pm

President	James Trent	LTPH Reps.	Paula Walker (Absent -Jen Voge)
President Elect	Jeff Thornton	DC Diamonds Rep.	Chris Herwig
Past President	Tony Rehm	Mite Rep.	Absent (Mike Weber)
Secretary	Betsy McCrary	Squirt Rep.	Dave Batterman
Treasurer	Tim Butcher	PeeWee Rep.	Jen Kurtz
		Bantam Rep.	Absent (Gary Pfann)
		High School 2 Rep.	Chris Gehrmann
		Coaches Rep.	Absent (Rob Wisniewski)

Audience: none.

This special board meeting was called by Jeff Thornton to discuss hiring of an architect based on interviews held earlier that day.

President James Trent called the meeting to order at 7:35 pm.

Secretary Betsy McCrary confirmed that a quorum was present, and noted that official business, including voting, could be conducted during the meeting.

Jeff reported that he and Dave Batterman spent the day interviewing architects with representatives from Stevens Constructions. All of the firms who received the request for proposal (RFP) responded. The Stevens representatives reviewed the RFP's and calculated "inflated" costs to equalize the RFP's and level the field. This was done to ensure costs for all necessary activities were accounted for, even if the written RFP did not include them. Each interview lasted 45 minutes, with 15 minutes allotted for discussion after. The same questions were asked of each of the firms invited to the interview. The evaluation criteria included the firm's hockey experience, ability to implement our vision, our ability to work with them (willingness to change), cost, interest/passion to do this job. The evaluation committee hoped that one or two firms would stand out based on the criteria. Jeff reported that after the interviews, they were confident that all of the firms could do the job.

Jeff and Dave then presented information from each firm's proposal and an evaluation of the pro's and con's of each firm. Jeff noted that all firms could meet the rendering deadline. Jeff and Dave ranked the firms at the end of the interviewing process. Stevens' personnel was reluctant to do that; however, they did provide feedback on which candidates they thought would be our best fit, and their input matched Jeff and Dave's top two.

Based on the recommendations of Jeff and Dave and the information presented, Betsy made a motion to hire Joseph Lee & Associates, contingent on acceptable references as determined by Jeff and Dave, for the design of our new rink. Paula Walker seconded the motion. During the discussion, it was mentioned that the contract should be reviewed by legal counsel to ensure it is acceptable. It was also clarified that the motion includes acceptance of the cost of the proposal. James Trent requested the vote. All present approved, and the motion carried.