

# **NORTH ST. PAUL AREA HOCKEY ASSOCIATION**

## **August 14, 2013 Board of Directors Meeting Minutes**

Call to Order: 7:02 p.m., August 14, 2013 @ NSP American Legion

Roll Call: Erick Larson, Gary Stadler, Julie Barrett, Brian Hartman, Christy Loida, Julie Lauer, Nicole Wilms, Dan McClenahan, Tania Mulvaney, Shellie Rowe, Tim Rieser, Cassandra Stepan

Members Absent: Dennis Greeley, Yucel Ozel, Steve Czech, Mike Simons

\*\*Approval of July Meeting Minutes: 1<sup>st</sup> Christy Loida, 2<sup>nd</sup> Nicole Wilms, unanimously approved.

Welcome Shellie Rowe as new Tournament Director.

Welcome Guest Speaker: Steve Hentges w/LifeTouch & Sportography

- Accountant's Report (Gary Stadler)
  - Review of July's Financial Statements (handout)
    - Statement of Assets and Liabilities
    - Statement of Revenues and Expenses
    - Reconciliation Detail
    - Premier Bank Statement for month of July
    - Will have some upfront fees (approx. \$600.00) for gaming.
    - Resale exempt sales tax information – contact Gary.
    - Multi-Period Comparison (2004-2013)
      - ACTION: Gary to email Erick comparison expenditures detail from last year for Squirt C.
      - Total F/R Income down.
      - Spring League numbers down a little based on many variables.

\*\* Motion to Approve July Financials: 1<sup>st</sup> Nicole Wilms, 2<sup>nd</sup> Shellie Rowe, unanimously approved.

- Treasurer's Report (Julie Barrett)

- Premier Bank Update:

Account balances as of today are:	Main operating account:	\$75,466.10
	Savings:	\$13,735.09
	CD:	<u>\$104,572.24</u>
	Total:	\$193,773.43

To maintain transparency, monthly printout of all account activity since the previous board meeting, including check images, will be sent to Board members only (check images should not be included as part of the meeting minutes).

July meeting - The largest expenditures were:

<i>Amount:</i>	<i>Payee:</i>	<i>Check #:</i>	<i>Date:</i>	<i>Memo/Description:</i>
\$28,380.00	Polar Arena	17669	5/31/13	Spring League
\$11,560.00	Tartan Arena	17668	5/31/13	Spring League
\$10,185.00	Bielenberg Sports Ctr	17666	5/31/13	Spring League
\$3,290.00	Bielenberg Sports Ctr	17667	5/31/13	Spring League
\$2,975.00	Gary Stadler	17672	6/27/13	Accounting
\$1,853.00	Polar Arena	17670	6/27/13	Concessions
\$1,500.00	Nathan Peasley	17677	8/2/13	Summer Camp
\$500.00	Nathan Peasley	17676	7/9/13	Summer Hockey
\$500.00	Jill Reed	5006	7/19/13	(Mite skating instruction)

- REMINDER: Online Bill Pay Update:
  - o If you need a reimbursement or a bill paid between board meetings, please remember that Julie B. is able to issue online bill-pay checks through Premier Bank's online banking system. These checks are mailed directly to the payee from Premier Bank.
    - To do this, complete a check request form and email Julie Barrett. A check will not be issued without a completed and signed form on file.
    - These checks are in the 5000- series to differentiate them from computer checks (3000- series) and hand-written checks (17000- series).
    - All requests are subject to approval; requests from Board members for reimbursement in excess of \$200 require board approval before they will be issued. Please make sure you have notified the Board of large purchases BEFORE you make them.

- REMINDER: 48-Hour Rule for Accepting Payments!
  - o Reminder that cash and checks should not be held by *anyone* for longer than 48 hours. This is to protect the hockey families' financial information and to ensure timely presentment of payments.
  - o If you receive a payment, please call Julie B. at 651-247-3656 so that she can make arrangements to pick up the payment(s) and deposit them in our account promptly.
  - o Good to get tournament team registration payments to Julie within 48 hrs.
- Volunteer Checks
  - o Volunteer checks and forms should go to Julie B., Treasurer. Tim Rieser will coordinate the schedule for concessions but he is not responsible for keeping and tracking volunteer payments.
- Financial Assistance Requests
  - o There's a new form for families requesting financial assistance (reduced fees, extended payment plans, etc). A Financial Assistance Committee consisting of Julie B. as Chair, Erick Larson, and Christy Loida will decide what, if any, financial assistance will be given on a case-by-case basis.
    - Committee members' contact information will be posted on website for additional information and forms.

\*\* Motion to Approve Treasurer's Reports: 1<sup>st</sup> Shellie Rowe, 2<sup>nd</sup> Nicole Wilms, unanimously approved.

### **Officers' Reports:**

- President's Report (Erick Larson)
  - Registration is Open.
  - Encourage people to get out and register – put out on FB
  - Oct. 3<sup>rd</sup> – goalies tryouts begin
  - Oct. 5<sup>th</sup> - skaters tryouts begin
- 1<sup>st</sup> Vice President's Report (Brian Hartman)
  - Met w/Tartan members.
  - Fall Clinic – times have been set – flyer on website by end of week.
  - Dan and Brian meet regarding potential coaches.
- 2<sup>nd</sup> Vice President's Report (Christy Loida)
  - Discuss potential change for sport pictures
    - o Advantages to change photography vendor to Sportography:
      - Schedule photo shoots over multiple nights
      - Mails direct to coaches
      - Turn around is a 14 day guarantee.
    - o Photo Coordinator – Nicole Wilms (Mari Drake has organized in past)
    - o Nicole to notify Steve Hentges on being awarded Photography vendor for 2013/2014 season.

\*\*Motion to Approve LifeTouch & Sportography as new photography vendor: 1<sup>st</sup> Nicole Wilm, 2<sup>nd</sup> Christy Loida, unanimously approved.

- Registration Mtg.
    - o Registration is Open - 16 have already signed up.
    - o Rosters no longer have to be signed by coaches and players.
  - District Registration Meeting Updates:
  - USA Hockey Numbers – need to take online clinics and background checks for all Board Members.
  - Level 4 Coaching Clinic – in Duluth – only offered one time.
  - Locker Room Monitors – must have – 3 parents – background checks required.
  - Awards Request Form.
  - Background checks for all Board Members – need before Sept. 30<sup>th</sup> – online – needed for coaches too – and each team needs 3 male parents – once teams are formed team manager can address w/parents.
- Secretary's Report (Julie Lauer)
    - NSPAHA Planning Calendar Updates:
      - o Board Meeting Location/Date Change from Legion/September 11<sup>th</sup> to Polar Arena Mezz/September 18<sup>th</sup> @ 7:00 p.m.
      - o Requesting all Board Members to submit their updates prior to each month's Board meeting.

### **Directors' Reports:**

#### **Tim Rieser (Concessions/Volunteer Coordinator):**

- Concession Stand opening on 9/10/13 for Fall Clinic T/R/S/S
  - o Staff w/2 people during HS game – depends on event for the night. Most will schedule w/1 person.
- Possible equipment needs.
- Need to set concession hours to arena schedule
- Erick to work w/Tim on DIBBS volunteer system

#### **Nicole Wilms (Fundraising/Recruitment Coordinator):**

- Mike Smith – gambling – will complete all paperwork on our behalf
  - o Sept. 11<sup>th</sup> & 12<sup>th</sup> day class for Gambling Manager (Nicole) and Board President (Erick) must attend.
  - o Location: Sidewinders and possibly another facility opportunity
- Welcome Back kick off – end of Sept/Oct.- possible BBQ – dates determined off line
- Received another business sponsorship.
- Sept 11<sup>th</sup> wing eating competition at BWW – NSP Firefighters and Oakdale Firefighters compete.
- Team sponsors – need to start getting jerseys silk screened, etc.

#### **Mike Simons (Girls/Tryout Coordinator)**

- Jerseys on order for Mites.
- Extended co-op with Mounds View for all levels.
- Tryouts - Have ice scheduled for tryouts.
  - o Identify raters
  - o Extending the days and shortening the ice time

Dennis Greeley (Ice Scheduler/D2 Representative):

- Nothing new to report.
- 340 hours of ice ready to go.
- Most of County is sold to Mahtomedi.
- Most ice time will be at Ken Yackel Arena in West St. Paul.
- NSP ice is going smoothly and is on schedule.
- Fall Clinic ice times were provided to Brian and the PD Committee.

Yucel Ozel (Spring League Coordinator/Webmaster):

- Volunteer forms are online – it's located at the beginning of registration and is also on the home page right below the registration link.
- Spring League will be age bracketed going forward.
- Look to identify new referee scheduler.

Tania Mulvaney (Tournaments Coordinator):

- Stepping down – Shellie Rowe stepping in as replacement
- Shellie will shadow Tania at Holiday tournament.
- Tania will help with other tournament
  - o Tania not in town for Squirt tournament
- Tournament Director meeting – Tania to check with Dennis on date.
  - o Will pass along more information to Shellie
- Tania/Shellie/Erick/Tim to meet on DIBBS
- Tournament Committee – email sent in May for upcoming needs.

Cassandra Stepan (Mite Coordinator):

- Summer Clinic Dry Land Training tonight – couple more sessions left – 45 kids total – lots of activity – lots of experience
- Coaches – Hopefully get volunteers from registration – some coaches already identified.
- Erick – get Fall Clinic dates to Cassandra.
- Jerseys in storage and available to use

Dan McClenahan (Clinics/Player Development Coordinator):

- Confusion on application.
- Some people have contacted him.

Erick Larson (Team Coordinator/Coach Development):

- Dennis to email everyone on certification classes.
- Mites will be on registration form.
- Open ice for fall hockey – will add to calendars as soon as dates received from Brad.

Steve Czech (Senior Advisor):

- Nothing reported.

### **Old Business:**

- Tartan Update: Brian and Erick met w/PD Coordinator and Girls Coordinator.
  - o Formally agreed to work as a Co-op next year.
  - o Agreed to work together this year where it makes sense.
  - o Get help at Squirt level where our levels are dropping.
- \*\* Motion to Approve moving forward on Tartan Co-op for multi-year agreement 2014/2015 – all levels: 1<sup>st</sup> Brian Hartman, 2<sup>nd</sup> Nicole Wilms, unanimously approved.
  - o Q&A: How does this affect Board? Start with Co-op – both Boards are in effect – at some point Board numbers will be reduced.
- Association Name – needs to be a non-association name. Ideally, like to see a neutral name.
- Summer Training:
  - Last summer training session – good feedback on program.
  - Should run through the Association next year.

### **New Business:**

- Fall Clinic:
  - o Sept. 10<sup>th</sup> – 29<sup>th</sup> T/R – Sq, PW B, Goalies included
  - o Sat/Sun Mite1,2, Adv Mites - Goalies included
  - o Brochure is ready.
    - Nicole – bring PDF to printer if can't do for free
- Storage Area has been cleaned out.
  - o Some older jerseys kept for potential sale
  - o Misc. equipment in storage
  - o 17 equipment sets – online under new player tab – put link to sheet
  - o Would like to get shelving up – Tim to measure and check on pricing.

Motion to get shelving for storage spend no more than 400.00– 1<sup>st</sup> Christy Loida, 2<sup>nd</sup> Brian Hartman, unanimously approved.

### **Members' Forum:**

- Nothing to report at this time.

\*\* Motion to Adjourn: 1<sup>st</sup> Nicole Wilms, 2<sup>nd</sup> Shellie Rowe, unanimously approved.