

## Meeting Minutes August 17, 2014

Board Attendees: Stacy Hollfelter, Lisa Wendler, Jen Kurtz, Betsy McCrary, Karen Wellling, Gary Brendemuehl, Misi Watters, Luanne Kostelic, Jason Ledford. Absent: Alison Veldkamp

Audience Attendees: Nate Rosin (left after fundraising committee update), Sue Culbertson, Mike Culbertson, Jeff Wilcenski (left after tournament committee section), Aaron White, Becky Lemke, Tammy Lambert (left after transfer approval)

Called meeting to order at 6:04 PM

1. Public comments: none
2. Ecomm Reports:
  - a. Secretary: Lisa Wendler: The board approved the following email vote motions:
    - i. On July 28, 2014, Misi made the following motion – “Be it resolved that SPYHA approves \$2200 for the purchase of additional jerseys needed for the 2014 – 2015 season.” Stacy seconded, motion passed unanimously.
    - ii. On August 5, 2014, Betsy made the following motion – **“Be it resolved that SPYHA will borrow \$168,361.48 secured by assignment of pledges and other assets, as utilized for the construction of Sun Prairie Ice Arena.” Seconded by Stacy, passed with one abstention. Letter was sent to Bank of Sun Prairie and SP Ice board of directors informing them of the approval of the renewal of the pledge loan at the above amount. Signatures are required by the President (Karen) and Secretary (Lisa).**
  - b. Treasurer Report: Gary Brendemuehl sent out notices for all balances in our accounts. Following a recent meeting with SP Ice Board members, preliminary plans are to use the current balance of the Capital Campaign account for the final construction draw to cover the construction loan which is coming due. In addition, SP Ice has an obligation for a escrow account (\$142,000) due November 1. While we have made progress on the original pledge loan, which was renewed, the outstanding amounts are still concerning.
  - c. President Elect: Betsy McCrary: Registration is open! Betsy noted that while the board voted via email for the items noted above, according to WAHA any email votes should be reaffirmed at the next board meeting. Betsy made a motion to affirm the votes done for the pledge loan renewal and jersey purchases and Jen seconded. Motion passed unanimously.
  - d. Past President: Jen Kurtz: Jen was emailed by a mom with a high school age player in the DeForest school district who would like to play for SPYHA instead of the coop in his area. He is in our jurisdiction so he may be registering for our HS2 team. Also, the Region 4 meetings are being held at Sun Prairie Ice Arena pending further notice. Jen wanted to note that the copier and file cabinet in the SPYHA office were donated by Windriver Financial via Sandy Brendemuehl.

SP Ice Report: Jen is unable to attend SP Ice board meetings since they are in the mornings and it conflicts with her job. Ecomm met with SP Ice board members to address some concerns including the condition of the common areas, the pledge loan situation, communication, etc. Please pay your pledges if you made one, since SPYHA has to cover ALL pledges made, but unfulfilled. These future payments will come from SPYHA's operating account,, which will affect dues and other costs to families. Gary mentioned that the original pledge loan matured on August 1, and we already had to renew and pay some of the outstanding balances that have not been collected. That total is \$6500. Jen mentioned that any family that needs to work out a plan for their pledge loan could contact Ecomm to work out a plan.

e. President's Report: Karen Welling – thank yous to Dave Batterman for his use of a trailer and sound system for the CornFest parade. We had about 22 kids with parents in the parade, and handed out about 2000 flyers for our programs.

### 3. Committee Reports

- a. Volunteer Committee: Sue Culbertson noted that there is nothing on the SP Ice website past the first weekend in September for open skates. We are waiting on SP Ice to confirm dates/times. Attendance over the summer has not been great. We did put the dates/times for August in the Star newspaper, and the dates for those scheduled were on the flyers handed out at the parade.
- b. Annual Fundraising Committee: The State of Wisconsin has approved our raffle calendar and it will be sent to the printer after approval by the board. We are going to give away a total of \$6000 in the raffles, starting December 15. We will pick four ticket every Monday, \$100 each, and then pick some the Fridays before our Cardinal Cup tournaments for \$200. We will be holding all drawings at the Bank of Sun Prairie. Paul Sukenik will witness all the drawings. Gary is working on a cover letter to go with the tickets to the families to notify them on how the raffle works and the laws that apply. The biggest one to note is that **ALL TICKETS MUST BE SOLD AND TURNED IN BY DECEMBER 14 in order to be included in ANY drawings per state law.** Also note that all winning tickets, once pulled, are put back into the drawing every time. The plan is to have these tickets ready to hand out at the registration table during tryouts.
- c. Communications Committee: Karen emailed Steve Traut, webmaster, who is still working on cleaning up the website. Comments/suggestions/directions are appreciated if you see something old that needs to come off. He will be wiping out the old team lists soon in preparation for tryouts. He is working on getting the SPYHA calendar to sync automatically with the SP Ice calendar.
- d. Cardinal Cup Committee: The committee is trying to bring uniformity to all the tournaments, regardless of level. The committee consists of Sue Culbertson, Mike Culbertson, Mike Sanders, Stephanie Wilcenski, and Amy Smith. All advertising (Lets Play Hockey magazine, WAHA website) is sent out. The MyHockeyTournaments listings look almost identical on the website to our Cardinal Cups. Sue had submitted the SPYHA

designation but it was not listed on the website. Jen will email the person in charge of the listing to see if we can list something so it is clear they are different. One way would be to have the [cardinalcup@SPYHA.com](mailto:cardinalcup@SPYHA.com) email address listed. Betsy noted that we have some flexibility in our website now to help add some detail in the listing to make things clearer between the types of tournaments at the rink. The committee has checked prices on printing, awards, etc. The committee has also checked on vendors for tshirts. The committee is still working on that. The committee decided to eliminate goodie bags for tournaments. A discussion was held about what to provide to teams as a freebie. The committee would like to have something free offered in the concession stand to drive people to the window. Betsy noted that the cheapest things in the concessions stand are slushies and popcorn, which we have a smaller size bags for the free ones. It was decided that if teams want to do freebies or a hospitality room, both tournament teams (since we are running two tournaments every weekend for Cardinal Cups) must agree to do the same thing. Betsy noted that we will likely be adding some healthy options like yogurt this year which should address the concern on what is available. Misi noted that goodie bags for our team only in the locker room should be up to the individual teams. The committee also talked about doing a pin trade for each player instead of bag tags or magnets. Gary noted that when the pins were given, coaches thought it was really classy. The approximate cost would be \$1.00 per pin or about \$1000 total. The committee was asked to do more investigation on that. The committee also discussed Chuck A Puck, which with the new rink setup and netting does not work as well as in the old rink. In addition, since we are running two tournaments at a time, it is hard to figure out how to do it. The committee instead proposed doing the sucker tree and titanium necklaces for the younger levels. A discussion was held about doing a raffle (like the Beats last year) at the older levels. We have a board made of 169 squares, where each square was sold for \$5. Mike noted that whatever raffle goes on, the prize has to be distributed the same day. The committee recommended the sucker tree as well since it is so easy to do. Misi is going to check on a sponsor for the headphones, and will check with Dave Batterman on any contacts he has at retailers. There are enough nets for all tournaments to do the team net for each team, and each team rep will be responsible for doing their own tournament nets. Jen suggested making sure the team nets are taken down on Saturday night to avoid any thefts or misinformed teams taking the nets home. Sue asked if Chuck is confirming the officials for tournaments, which he is. Sue also asked about time blocks for the tournaments so that she can send out information on UW Badger hockey games and/or Madison Capitols games for teams that ask. Three out of the four weekends we have Cardinal Cups there are home Badger games. A discussion was held about additional concessions offerings like walking tacos, pizza, etc. State law requires that any food sold must be commercially prepared. Betsy noted that these items have additional risk since there are supplies that must be used up, and her preference is to not do these items.

A question was asked about inquiries into a Face Off Festival or 3 on 3 tournament. We did not buy ice or plan for these activities this year, we may consider them in the future.

- e. ACE Directors: Aaron White has contacted all coaches we have records for to inquire as to whether they would like to coach this year. He feels like we will have enough coaches at every level. He and Suzanne are going to schedule two different orientation sessions for coaches before the season.
- f. Region 4 meetings: Stacy is representing SPYHA at the August meeting, which will be held at Sun Prairie Ice Arena. WAHA meeting: Jen, Betsy, Lisa and Suzanne attended the WAHA meeting in Wausau the first week of August. There were separate sessions targeted at different board positions (president, secretary, treasurer, coaches rep, etc). Important notes: the state does not recognize business done by email, which means if we do an email vote we need to reaffirm the action at the board meeting. SPYHA bylaws are in good shape according to the recommendations of WAHA and state law. We are not bound by open meeting laws since we are a private entity. Regarding USA Hockey rules and registrations, the changes in discipline policies are getting tighter, which means we need to monitor and track these based on the repercussions that now exist. Also, the change is related to major penalties and progressive suspensions. Three major penalties will result in a three game suspension, and the fourth major results in a five game suspension. We don't know how common major penalties are, because it isn't something we have tracked before. And if a team gets three majors in a game, the head coach is suspended for the next game, again with progressive suspensions for additional games with three majors. The specifics will be given to the coaches, team reps and the scoresheet coordinator. Emails will be sent out supposedly for infractions. Also, no team can have more than 2 kids from out of district. Teams that have more are not eligible for playdowns, state tournaments, etc. Last year, the board required that an applicant formally apply for admission to SPYHA, so we have a way to try to track this activity. Note: any player who has hit a two year period already with an association are grandfathered. Stacy asked if kids who do not have a home association count, and the answer is that if you originally joined an association at a travel level, that association is considered your home association going forward. SPYHA boundaries are the Sun Prairie School District boundaries. It was noted that for kids that open enroll in other school districts, the determining factor is the school district that the home address is located in.

Lisa noted that inquiries at the WAHA meeting about volunteer hours and fundraising amounts are right in line with averages for similar sized associations.

Karen noted that SPYHA will be doing a New Year's Eve event. We have both sheets of ice from 5:30 to 10PM. We will send out a request for volunteers for a committee.

#### 4. Level Rep Reports

- a. ADM: no rep yet, nothing to report
- b. Squirt: Stacy nothing to report
- c. PeeWee: Alison absent, via email nothing to report
- d. Bantam: Misi, nothing to report
- e. HS2: Luanne: nothing to report

- f. Coaches Rep: Jason requested that we email SP Ice to have the stuff in the coaches room removed. Coaches who are leading clinics do not want to have to use the kids locker rooms, and the coaches room is too full to be used.

New Business: to accommodate player mom, we moved up item 6b) on the agenda.

Tammy Lambert appeared before the board to apply for membership in the association. They are returning members who live in Lake Mills school district. They do not have a home association according to address. Lucas is an ADM level player and does not need to petition to return. Isaac is a first year PeeWee this year. He played in Stoughton for the Squirt level. According to the policies mentioned in item 3f above, he will be listed as a Stoughton association player and out of district for his career. They intend to stay in the Sun Prairie association, Isaac played in Sun Prairie prior to travel team years.

Jason made a motion to accept the Lamberts petition to return to SPYHA. Misi seconded. Motion passed unanimously.

Owen Leatherberry is a 2001 birth year goalie who has moved around in associations. His parents submitted a letter petitioning to return to SPYHA. Owen had been released by SPYHA to the Patriots years ago, and then played AAA hockey last year. Also - He wanted to return to Sun Prairie to play with teammates he is going to school with. He will be a first year Bantam this year. According to the policies mentioned in item 3f above, since he originally rostered for travel hockey with the Patriots he will be listed as out of district for his career.

Jason made a motion to accept Owen Leatherberry's petition to return to SPYHA, pending the required WAHA paperwork. Misi seconded. Motion passed unanimously.

## 5. Old Business

- a. ADM Equipment needs: Jason has not followed up definitively, he will do that with Larry to determine what was necessary.
- b. U6 Dane County League Participation: Casey received an email from the organizers. We will confirm that Casey will attend the meeting.
- c. Calendar Raffle final approval: Gary had sent an email to the board with the final approved version of the calendar raffle. Gary made a motion to approve the final version of the calendar raffle, to include \$6000 in prize money and printing costs of \$475, with 56 total awards between Dec. 15, 2014 and March 9, 2015, to be drawn at the Bank of Sun Prairie. Jen seconded. Luanne asked if the administrative costs were lower this year, and Gary indicated that our costs last year were \$7500. Misi noted that the football raffle gives prizes for families that go over their allotted amount. Jason suggested in the future we could allow additional sales to count towards family dues. Motion passed unanimously.

- d. Jersey update: Misi negotiated with Tony Schied for 31 jerseys for the price of 29. They are about half white and half red, in appropriate sizes. She believes every kid should have matching numbers in jerseys and approximate fit in sizing this year.

#### 6. New Business

- a. Appointment of vacant SPYHA directors: Becky Lemke has agreed to apply for the U8 position. She is mom to Easton who is a first year U8 as a 2006 birth year. They live in Marshall but open enroll in Sun Prairie.

Jen made a motion to appoint Becky Lemke as ADM U8 director for the 2014 – 2015 season. Lisa seconded. Motion passed unanimously.

- b. Petitions to return: Covered above out of order
- c. Madison Capitols SPYHA night: the Capitols organization has contacted Lisa regarding doing a SPYHA night or ticket package for our membership. The board agreed that it would be difficult to coordinate as an association. Lisa will go back to the Capitols and suggest that our team reps contact them if they want to go as a group. Karen also indicated that they have asked us for contacts in membership for host families for Capitol players. The board agreed that we would put information on our website and put in the next eblast that they are looking for host families and we can direct them to their organization if interested.
- d. Expense approval for cameras in concession stand and dropbox: We would like to put a camera in the concessions stand since the space continues to be accessed by unknown individuals. Many instances of this have been seen in the past weeks. Gary indicated that installation, camera cost and inclusion in the video connections in the rink would be about \$700 – 800 per camera. It was discussed that the lower concessions has much lower utilization currently, but we are sharing the space with equipment from Willie Ty's Eatery. Betsy noted that there are two cameras in the lower area hallways that would catch whatever activity would lead to problems.

Betsy made a motion to spend up to \$900 for a camera for the upper concessions stand. Jen seconded. Luanne asked if the expense was worth the prevention of the trouble that has been caused. The thinking is that there have been enough instances that we are concerned about that we prefer to have camera coverage. Misi asked if there were any maintenance costs long term or issues with getting the footage to review, and those are not issues. Motion passed unanimously.

Karen indicated that we want to install a dropbox in the new SPYHA office (we will be moving as soon as this office, which is the old skate director's office, is clear). We would like to put it on the Tubbs Rink side through the wall into that office. We will try to find a member who will install it for us for free. The cost of a dropbox is anticipated at about \$200.

Jason made a motion for resources to be allocated up to \$300 for a dropbox to be installed in the SPYHA office. Misi seconded. Motion passed unanimously.

- e. SPYHA Policy and Procedures Manual: Betsy noted that our manual is horribly outdated. A few years ago a member did one update, and Betsy has been updating again. Betsy would like to send the current version out to the board to review. She has highlighted changes and places where input is needed. She would like to email it out and have the board to review before next meeting. She would put in all edits received one week before the board meeting and we could review and approve at the next meeting. Lisa asked how much of the SPYHA policies mirror or restate WAHA or USA Hockey policies. Her thought was that if we have the opportunity to educate membership about what is SPYHA vs. required national or state requirements, we should do so. Betsy stated that the most overlap is in the locker room policy, which we are required to have. In addition, there are restatements of concussion policies, code of conduct policies, etc. Her intent would be to get the current 30+ manual down to about a dozen pages. Board agreed to this action item.
- f. Discussion of PAC early exit money: When we vacated the old rink, SPYHA was given \$20,000 in order to cover a portion of our ice purchase costs since we had no rink. The closing costs were taken out of the \$20,000, so the remaining amount was \$12,000. We used \$6500 of the money to cover the unpaid pledges that were due in the previous pledge loan, so the remaining amount is less than \$5500. It is currently in the SPYHA savings account, where it was transferred from the Capital Campaign account. Following a meeting with SP Ice Board members, the preliminary plan is to return this money to the capital campaign account so it would eventually be applied to the final construction draw. Jason suggested that in order to further discuss use of this money, SP Ice would be required to come to a SPYHA board meeting to request those funds if it will be a benefit to SPYHA. There was a discussion about communication with SP Ice and preserving our interests, both spelled out in the agreement between the parties and those not specifically covered but in SPYHA's interests.

Jen made a motion to go into closed session. Jason seconded. Motion passed unanimously. The regular meeting was adjourned at 9:11pm.

- 7. Closed session. Evaluators were reviewed. Additional decisions to be made at future meeting. Evaluation schedule will be confirmed by Betsy and posted on the website calendar. We will add it to the registration page as well. Steve may find another place for it so that it does not get missed. We will indicate that all forms and fees due are required before the first ice session.

Jason made a motion to end the closed session and Stacy seconded. Motion passed unanimously. Jen made a motion to adjourn and Jason seconded. Meeting adjourned at 10:27.