**Park Rapids Amateur Hockey Association**

**Board Meeting Agenda**

**September 22nd, 2014**

1. **Call to Order:**  By: Norita Smith Time: 6:04 pm

**Members present are bolded:**

Lance Crandall, President **Frank Stuemke,** Past President

**Norita Smith**, Vice President – elected as of 8/25 special election

**Tricia Crandall,** Secretary **Kelli Johnson, Treasurer**

**Clayton Hoyt Jed Nordin**

**Brent Hagen Dion Pederson**

**Eric Ravnaas Mark Carlstrom**

1. **Agenda Approval**: M/S/P
	1. Motion by Frank /second by Mark to remove annual meeting mention at bottom of agenda.
	2. Background checks – USA Hockey and Safesport
	3. Rink Manager
2. **Approval of regular Secretary’s Minutes:** Brent/Kelli/Passed
	1. Add all members to meeting members including those absent.
3. **Directors reports:**
	1. Executive – nothing to report
	2. Treasurer/Scholarship – nothing to report
	3. Facilities Management – Brent
		1. Lighting upstairs – hard costs approximately $38 for 50 lights or fix those not working. Eric would donate time. Did not get in on Operation roundup grant so will just fix those that need fixing. Eric proposed putting in 28 watt bulb with whiter lights; conserving energy but brighter lights to eye.
		2. Motion by Frank and seconded by Mark to approve up to $500 to Eric to replace lights that need replacing. Will look at other lights if get operation roundup. Eric will keep track of those replaced. **Motion Passed.**
	4. Staffing – Dion
		1. Added: Rink Manager
		2. Dion recapped that they interviewed 4 applicants. Dion and Brent recommend Applicant Dan Sweeney from Akeley. Been manager, supervisor, worked on computer and good people skills. Ed will help train new manager as much as he can and Mike and Chad returning part time. One other applicant also willing to work part time. Brent and Dion will get those names to new manager.
		3. Motion by Frank to approve the hiring of the rink manager contingent upon acceptable background checks then hired at base wage, second by Eric, motion passed with no oppositions.
			1. ACTION: Need to do background checks and complete forms. Diane Johnson has had those in the past. Norita will touch base with Diane to ensure no other forms to sign.
			2. Brent and Dion will touch base with Dan upon receiving info from Norita.
4. Administrative – Mark Carlstrom (new to this position)
	1. Capital – Clayton
		1. Boys Varsity Coaches – discussed having players hand out invoices for signs. He will visit with manager and put plan together.
	2. Hockey Development – Eric is willing to take on this position and will visit with John Hoscheid.
		1. Deb King looking at schedules and asked that HDC visit with Morris/Benson that if PR not interested in traveling with squirt team to let them know and have conversation. Discuss with coach John, HDC and scheduling. ACTION: Eric will talk to John H.
		2. Discussed HDC having a meeting prior to next meeting and discuss new ACE Coordinator.
			1. 10,000 shot challenge – forms need to be turned in. ACTION: Eric will talk to John H.
	3. Hockey Outreach
		1. Added: Background checks – USA Hockey and Safe sport
			1. Jed will look online to those approved and send out information and how to get these completed.
			2. Jed asked that he get a list of managers and emails.
				1. Shelley Herman – Bantams
				2. Peewees unsure
				3. Nancy Mitchell – Squirts
				4. Jenny Lee – Mites
5. **Old Business**:
	1. Adult League/fees – same fee as other rentals for ice. Pay weekly to rink manager before take the ice. Dion/Mark/Passed
		1. Discussed getting ice time for adult leagues and groups to rent ice for scheduling.
	2. Tournament fees –$600 no gate fee for invitation tournaments. Motion by Jed/Second by Mark/passed with no change in fees and gate fees.
		1. PW B Tournament – Dec 5 – 7th - The girls varsity and JV have games on Saturday Dec. 6th
			1. Should be OK as can schedule tournament games around those times.
		2. Bantam B Tournament – Jan 16-18th
		3. Squirts B Tournaments – Feb 7-8th
		4. Bantam B District – Feb 13th – 15th - different fee schedules as set by district
			1. Jed will update website and tournament forms on website. Getting calls.
			2. Dion blocked rooms already.
		5. Mite Jamboree – ACTION: Eric will talk to Kevin Lund on that.
6. **New Business:**
	1. Registration overview and QuickBooks for registration computer
		1. Laptop – old quick books did not work as not up to date. Norita brought to Microtech but could not get it to work. Quick Books from Walmart is $200. Clayton mentioned buying additional license for quick books that is on Diane’s computer. ACTION: Frank called Diane to see what treasurer uses and if we can load that to new registration computer. Diane uses Quick books, unsure if additional licenses. Diane spoke to Patty and does not interface with Cybersport. Excel does integrate and can be used for invoicing. Find template for invoicing and use that for registration. Question, does it need to integrate into Diane’s program? Diane stated no, just takes totals and deposits into quick books. Cyber sports has invoicing module but only accessible with online registration. Diane recommends using Excel for invoicing. Board agrees with recommendation.

ACTION: Tricia will touch base with Laura Hilluka on excel.

* Unpaid Fundraising bills – registration wants to be sure they have that information and get that out to parents before season ends. If not paid in full before next season, cannot register until paid in full.
* Raffle for upcoming season – should parents pay with cash or check at time of receiving? **Correct and then they can keep or sell tickets.**  Team managers will get sold ticket books back to return to Dion and Brent.
* Volunteer hours – write check for upfront volunteer hours and will not be cashed if hours are fulfilled. Parent meeting of oldest child as that is hours needed to fulfill.
* **Registration update:**
	+ Numbers at night of registration: Mini Mites - 4 Mites, Squirts- 4, PW- 4, Bantams-6, Girls Varsity 3, Boys Varsity – 0. This is the norm; many late registrants. Discussed having early bird discount or late fee if register after registration night. Discussed implementing next year and have a cook out and fun way to get families here to register early. Need to know the numbers in putting teams together. (keep on agenda ongoing). Have it ready for annual meeting.
	+ **ACTION: Managers** – call players and parents to find out numbers and who’s registering. Letter from President Lance welcoming to season and send to managers.
	1. Registration –Bantams
		1. High school varsity coach discussed holding tryouts for bantams. If a bantam does make it on the team and already registered with USA hockey that $50 fee is non-refundable. Frank talked to Lance and talked to Pete regarding tryouts. Pete stated he will make decision closer to November 10th if tryouts needed. Frank conveyed parents to register as planned. Bantam’s practices begin before varsity and have to be registered and paid before hitting the ice.
	2. Ice-In Date – Discussed October 13th prior to MEA or week of the 20th. Diane stated that there was low numbers for captain practices and low numbers in open hockey. Question brought to the board on if it’s worthwhile to have the rink open. If turn things on the Wednesday prior then can have ice Monday. Verify with Ed. Start on Oct 15th and have ice by Oct 20th.
		1. ACTION: Coach’s clinic – Eric will talk to John H about that. Pete runs this and about 4 days. Discuss if this works with ice-in date of October 20th – 24th.
	3. Mini Ice Rink – checking with Ed on if have enough product needed. Clayton is going to order; approximately $75.
	4. Raffle – books ordered.
	5. Spaghetti Dinner – Mark heading this on. Will check with Legion on dates open etc.
1. Next Meeting date is **Monday October 13th, 2014 at 6:00pm** Board Room, second floor.

\*Meetings are scheduled for every 2nd and 4th Monday of the month unless otherwise noted.

1. **Adjournment**: Frank/Eric/Passed TIME: 7:55 pm