

Sun Prairie Youth Hockey Association
Meeting Minutes
December 14, 2014, 6:00 pm

Board Attendees: Becky Lemke, Karen Welling, Jen Kurtz, Lisa Wendler, Alison Veldkamp, Brenda Egli. Stacy Hollfelter, Gary Brendemuehl, Misi Watters, Jason Ledford, Betsy McCrary, Luanne Kostelic

Public Attendees: Kelly Feiler, Paul Vilwock, Laura Smith, Steve Scherer, Sue Culbertson, Nate Rosin, Aaron White, Ryan Smith

Meeting called to order at 6:02pm.

1. PUBLIC COMMENTS:

- a. Laura Smith approached the board regarding payment of dues for her son with SPYHA and husband with OBHL. There has been some confusion around webmaster duties done by Ryan and past payment of dues by the SP Ice Inc. board. This is an SP Ice board issue at this point and will be resolved there.

2. EXECUTIVE COMMITTEE REPORTS:

- a. Secretary Report: Lisa Wendler
 - Our Class B raffle license was renewed. This applies to any non-calendar raffles we do, such as 50/50 raffles, raffle baskets, golf outing raffles, etc. It is renewed online and comes due on 11/30 every year. We also have a Class A raffle license that applies to our calendar raffle.
- b. Treasurer Report: Gary Brendemuehl
 - Gary announced all account balances. A question was asked about yearly pledges and whether those are being kept track of and where it goes. These pledges go directly to the pledge loan as they are paid. Also noted was that there are 8 more seasons of the current agreement of \$50 per skater going to the Capital Campaign.
 - Concession Stand: year to date (starting 7/1/14) we have a profit of \$3629. This is one of our most important fundraisers as an association and Gary will continue to keep track of it.
 - Gary made two large payments to SP Ice for ice purchases for Oct/Nov/Dec and our two Cardinal Cup weekends. Our total ice purchases for the year will be approximately \$130,000 and referees will be \$20,000.
 - Gary thanked Matt Harms for helping us reduce our insurance costs. We reduced our general liability by about \$3000 and are carrying the lowest possible workers comp insurance. Total SPYHA insurance costs per year is approximately \$6000.
 - We will be starting another Schwanns fundraiser, watch for details.
 - Second half dues invoices will be coming soon.
- c. President Elect: Betsy McCrary – nothing to report not on the agenda
- d. Past President (Jen Kurtz):
 - SP Ice Report: SP Ice board has not met since our last meeting. Nothing to report.
- e. President Report: Karen Welling – nothing to report.

3. COMMITTEE REPORTS

- a. Volunteer Committee: Everyone's hours are updated in DIBS through last weekend. All DIBS possible hours are up through 01/04/14.
- b. Annual Fundraising Committee:
 - All raffle tickets are due today. Someone will check the PO Box one last time. The first drawing will be tomorrow at 4pm at Bank of Sun Prairie. A representative from BOSP will be witnessing every drawing. Winners will be posted on the Fundraising tab on the website.
 - Clark Rowles is interested in chairing the golf committee.
- c. Communications Committee: January schedule is on the calendar tab. Steve asked the level reps to proof their schedules.

- d. Cardinal Cup Committee: Four down, four to go! All tournaments including the ADM Jamboree are full. Sue picked up an iPad mini for the ADM Jamboree. The ADM jamboree weekend will also have a photographer and a small business booth shared by two vendors. Thank you to the tournament committee for all their hard work on successful tournaments. Sue also thanked Mike Sanders for his continued help and Jason for helping with a specific issue as well.
- e. Concessions Stand Committee: Slushy machine fix in the downstairs concession stand is still in progress. A few items have been purchased. The lower concession stand is very busy when there are small kids on the ice. Orange Leaf is back selling frozen yogurt again. There are four flavors, which if we sell well they may add more. The cooler is smaller and on the counter. Jen reminded membership not to open the Willie Ty's ice machine in the lower concession stand, we run the risk of violating state health codes. We have ice bags in the upper concession or we can use the Zamboni slush, as well as the St. Mary's manual break ice packs in the lower concession stand. We can pass some of these out to the coaches going forward as well.
- f. ACE Directors: (Aaron White) Aaron is contacting coaches regarding the age specific modules. Aaron is working with Chris Finkler to have varsity players help with teams. Aaron will be talking to the varsity team to help with the second Try Hockey for Free weekend as well. A handful of student coaches are being used at the Squirt levels. The U6/U8 players really enjoyed the 3 Badger players that came to the rink. There are enough ADM coaches.
- g. Region 4 Meetings/WAHA Report: Gary attended the November meeting. We were asked to be careful when reporting scores for Waunakee and Verona who are both Wildcats. There is a girls national championship tournament in Green Bay this year. The seeding meeting is scheduled for January 7. The last day to report scores is Jan. 4. Reminder to team reps: we run the risk of not being allowed to host tournaments if we do not report scores. Bill Spohn is asking for names/emails of the coaches that will be attending the seeding meeting. Only one coach per team goes to the meeting. Misi asked how the seeding is done with league games not played. Seeding takes into account league games, opponents and scores, etc. Teams do have all season to finish league games. There were 13,148 skaters in WI for THFF. Sun Prairie led the state with 86 skaters registered! Reminder that all players must be verified and registered on the roster by playoff weekend.

4. LEVEL REP REPORTS:

- a. ADM U6 (Brenda Egli) Brenda would like to request a job description as a level rep. There have been a few mishaps where it is unclear what the policies are for the board. This will streamline communication and make things go more smoothly. Betsy would like to put these duties for board level reps and team reps in the policy manual. She will be asking for help with this. Also ADM families have been asking about concessions hours during their practice times, and have been seeing people in the concessions stand when they were not able to sign up themselves. There are times when members of the concession stand need to do cleaning tasks and other administration tasks, and may open the concession stand if no one else has claimed the DIBS hours.
- b. ADM U8 (Becky Lemke) Becky needs clarification on payment for the ADM jamboree. We included 3 teams at \$275 per team, and we are actually sending 4 teams at \$250. The difference is \$175. The actual charged amount is \$825, while we need \$1000. ADM is part of the Flat Bucky program, they are assigned to a Badger player who will be posting on Instagram for the team.
- c. Squirt: (Stacy Hollfelter) Squirt A is 4-9, Squirt B is 5-7-1. Squirt A's had their Cardinal Cup last weekend. The Squirts are also part of the Flat Bucky program, where we are assigned a Badger player. Stacy is also working on getting Bucky to come to the New Year's Eve event.
- d. PeeWee: (Alison Veldkamp) PeeWee A is 7-6-0, and took fourth place in the Cardinal Cup. PeeWee B is 13-1-0, and took the championship in the Cardinal Cup. PeeWee B is skating at the Capitols game on Tuesday Dec. 30. PeeWee C is 14-1-0. PeeWee C also took the championship in the Cardinal Cup. There is an issue with something sticking out on the Tubbs Rink, it needs to be looked at. We are also still experiencing issues with the clock in the Tubbs Rink. It is recommended that any off ice officials talk to the refs and the teams playing to make sure they are aware of the issue. Lisa will check on the timeline for the fix to this issue.
- e. Bantam: (Misi Watters): Bantam A are 9-2-1, they took first place in Chippewa last weekend. Bantam B is 9-1-1, they took fifth place in the Oregon tournament.

- f. High School 2: (Luanne Kostelic) HS2 is 2-5. HS2 just has to email Mike Connor game updates since we are no longer in a league. There is a new team water person, if she stands behind the glass and only distributes water between periods she does not need to register with USA Hockey but it is recommended that she complete a Consent to Treat form.
 - g. Coaches' Rep: (Jason Ledford) Nothing to report.
5. OLD BUSINESS
- a. Cameras and drop box update: Thank you to Jay Harbort for installing the dropbox. Lisa will check into having a sign made for it. The camera is not going to be installed until we are in the new office space.
 - b. SPYHA Policy and Procedures Manual: Betsy is looking for help to fill in sections, TBD.
 - c. Welcome gift to Willie Tys: Gary and Misi will work to pull a jersey that we won't need in the future and get it framed.
 - d. Player refunds:
 - A THFF participant who signed up for the New to SPYHA Hockey program broke his arm. Brenda has received all the equipment back from the family, they did not ask for the \$50 back but it would be a nice gesture. Jen made a motion to refund the \$50 fee to the family. Misi seconded. Motion passed unanimously.
 - A HS2 player injured his knee after participating in minimal team activities and needs surgery. His rehabilitation will take months and the family has decided he is out for the season. This situation is similar to the refund situation for the varsity players. Jason made a motion to refund all but \$275 of the fee charged to the family. Misi seconded. Motion passed unanimously.
 - Varsity players: All families have returned jerseys, some did not pick up cards, some did, there are some returned. The refund will vary by family based on payment plans, etc. Costs were evaluated based on ice time, referee costs, admin, etc. Jason made a motion to refund all but \$275 for HS2 and \$345 for Bantam players. Jen seconded. Motion passed unanimously.
6. NEW BUSINESS
- a. Spirit Wear update: A thank you to Brenda for taking care of Spirit Wear. Brenda has handed out all orders save one. SPYHA will get a check from KollegeTown for about \$240. There were a few quality control issues being worked out.
 - b. U8 Ice Request: Reminder that we need to supply 1 hour of ice for every four teams. We now have 5 teams. There are four dates we could possibly get an extra hour. We actually would need seven hours, but will have to take BYE weeks for three. Jan.4, Jan. 11, Feb. 1 and Feb. 22. This would cost the families approximately \$20 each. Jason made a motion to buy these ice hours for U8 and make a dues adjustment for U8 to cover this and the jamboree. Misi seconded. Motion approved unanimously.
 - c. Dues adjustment:
 - Travel: When dues were set we had only approximate numbers. We now have exact number of players per team, etc. Betsy went through all ice times to look at actual costs and put back into original dues payment spreadsheet. The Squirts were split evenly into two teams and PeeWees were split evenly into three teams. Bantams were split by number of players because the team sizes are very different. Dues also include admin costs, including insurance, audit and tax preparation, pledge loan interest payments and bad debt, Chuck's scheduling time, etc. Our mandatory calendar raffle fundraiser will net us \$22,000 approximately after costs. Based on this, Betsy would like to see the pledge loan costs taken out of membership costs. Our original invoice included \$10,400 in pledge loan payments and 90% bad debt payment to the loan passed on to membership. Jason made a motion to take \$10,400 out of the raffle fundraiser proceeds to cover these pledge loan costs to membership in dues adjustment for second half dues, and also to take \$2000 out of the raffle fundraiser proceeds to put into the scholarship fund. Misi seconded. A question was asked about people who paid in full, they would be either refunded or have a credit for next year. Motion passed unanimously.

- New vs. previous Travel Team dues amounts: Squirt: \$1175 vs. \$1220, PeeWee: \$1490 vs. \$1540, Bantam A: \$1345 vs. \$1315, Bantam B: \$1105 vs. \$1315, HS2: \$1190 vs. \$1460. Betsy made a motion to set dues as follows: Squirt \$1175, PeeWee \$1490, Bantam A: \$1345, Bantam B: \$1105. These include elimination of said pledge loan admin costs, factor in actual ice costs, actual number of players, and refunds granted. Jason seconded. Motion passed unanimously. Gary commented that the refunds for payment plan families will come off of their last invoice. Any family with a scholarship will have the adjustment made at the same level as the scholarship.
- U8 ADM Dues adjustment: Taking the admin costs out of the ADM dues would result in the following new vs. old: U8 has 44 skaters and we have factored in refunding 6 coaches at \$50 per coach for the USA Hockey registration. We are also adding back in the actual jamboree costs at \$1000 for the level. After actual ice costs including the new four hours approved, the new amount is \$525. The original dues were \$550. Discussion was held that this actually adds ice time and pays for the jamboree cost within \$25 of the original dues. The board took no action to adjust dues at this level.
- U6 ADM Dues adjustment: there are 18 U6 kids signed up for the entire season, and 12 kids signed up currently for the New to SPYHA Hockey program that may continue. Using actual ice costs, taking the admin costs off and putting in a \$600 credit for the New to SPYHA Hockey fees towards ice time the actual Session 1 dues should have been \$320 vs. \$270 actually charged. The board discussed that we have been subsidizing this level for a few years, and this is the growth engine of our association. The board took no action on dues adjustment at this level.
- d. Second half only skaters fundraiser requirement: Currently, due to the calendar raffle being due by Dec. 15, any ADM skaters who only participate in the second session cannot participate in the current fundraiser. The board discussed the situation and decided to take no action for this year.
- e. Concession items: We investigated the coffee mugs situation, we would have to order a minimum of 96 mugs. Jen made a motion to purchase the minimum amount of mugs with the SPYHA logo. Misi seconded. Discussion was held to specify that the deal would be to charge the small price for refills to the mug. Betsy would like this to be investigated further with the concessions committee. Motion passed 8-2 with one abstention. We have also been approached by the DECA group at the high school, who have a blanket fundraiser. The blankets are \$60 and are very nice with a cardinal logo. The board decided that we would investigate having SP Ice approve them selling at varsity games, etc without charging a booth fee. Lisa will investigate this.
- f. Cardinal Cup funds approval: Misi made a motion to reimburse Sue Culbertson for the iPad mini purchased for the raffle fundraiser for the ADM Jamboree/Squirt B Cardinal Cup. Jen seconded. Motion approved unanimously.
- g. U6 Coach approval: OBHL player Neil Burgard has a son in U6, he has completed the background check and has coached youth hockey before. Jen made a motion to approve him as U6 coach, Jason seconded. Motion approved unanimously.
- h. Stacy made a motion to go into closed session. Becky seconded. Closed session began at 9:38PM.

Stacy made a motion to end the closed session. Misi seconded. Closed session ended at 11:19.

- i. Meeting Minutes Approval for November: Stacy made a motion to approve the November meeting minutes. Jen seconded. Motion approved with one abstention.

Motion to adjourn by Jason, seconded by Misi. Approved unanimously. Meeting ended at 11:20pm.