Park Rapids Amateur Hockey Association

Board Meeting Minutes

Date: 6/12/17

1. Call to Order: By: Norita Time: 6:02 p.m.
2. Board Members Present: Norita, Brent H., Nancy, Laura, Jessica, Dez, Blake
3. Agenda Approval: Brent H./Nancy/Passed
4. Minutes Approval: Brent H./Nancy/Passed
5. Director’s Reports
   1. Executive
      1. Quorum – By-laws state that because we have an odd number, we have to have a majority of members present. We would need 6 present to hold a meeting.
   2. Treasurer
      1. Varsity bills – Boys’ varsity bill was sent to Steve Hall today, girls’ varsity bill will be sent to Steve Hall tomorrow. Nancy said it will take him a couple of weeks to look these over.
         1. Boys = About $8,200
         2. Girls = About $14,000
      2. Nancy did get a check from gaming for $3,000.
      3. Jessica tried to reach 12U parent for NSF check with no response. She does not have the peewee parent’s phone number. She did contact peewee manager to get father’s information with no response. Jessica received his number at tonight’s meeting, so she will reach out to him.
      4. Nancy found a financial policy on the internet and modified it to our association.
         1. Norita had a question about getting prior approval for expenditures. Derek suggested that prior approval be submitted to a board member in writing so there is documentation. At this time, we will continue with verbal approval – if something happens we will look at amending this policy.
            1. We discussed setting guidelines for the rink staff for how to address expenditures.
            2. Managers will discuss approval for expenditures at manager meeting with association.
         2. Motion to approve financial policy: Blake/Brent H/Passed
      5. Motion to approve treasurer’s report: Brent H./Laura/Passed
      6. Apparel – Nancy has two companies that will be getting prices back to her. She will report those to the board when she receives feedback.
   3. Facilities Management
      1. Brent H. was contacted by Clayton. He has damaged jerseys hanging in the board room – he will be sending us a formal report detailing who needs to be billed.
         1. Nancy asked that Clayton contact her so that she knows what families to be watching for so Kathy knows to be watching as people are registering – as they will not be able to register until the invoice is paid.
      2. Brent has someone coming in to looking at the bathroom remodels, and the locker room doors to see if we can get a more affordable bid.
      3. The trophy case is completed and Brent H. will be meeting him at the rink tomorrow to bring it in and have it installed.
      4. Brent H. will check into pricing for replacing the second circuit to the new Freon. He feels it would be best for them to do it when they come in to start the system up before the season starts. We will revisit this subject in August – Brent will get a bid from Graham’s.
   4. Staffing
      1. Jeromy not present at tonight’s meeting.
   5. Administrative
      1. Shaun not present at tonight’s meeting.
      2. Shaun should be collecting a check from JT Builder’s.
      3. Tournament committee needs to be formed – address at next meeting.
   6. Capital
      1. Blake completed Essentia Health grant, requesting $5,000. He received an email stating that they could not accept the grant for capital equipment purchases. The grant was denied.
      2. Blake will be looking into the Northwest Foundation grant.
      3. Spaghetti dinner – Nancy asked if the date was set and if the Legion was booked.
         1. Spaghetti dinner – February 24, 2018
            1. Laura to contact Jake Helfrich to see if he is interested in cooking for the dinner again.
            2. Blake will contact the Legion to secure the date. He will also verify that the Legion is secured for Friday, February 2 for the fish fry.
   7. Hockey Development
      1. Matt not present at tonight’s meeting.
      2. Derek was present.
      3. Coaches were discussed at the last HDC meeting, based on applications that have been submitted so far – they are looking at reaching out to other people to be coaches. Currently we have two non-parent applications. There were several return coaching applications.
      4. Norita brought up that they had discussed having someone taking minutes during the HDC meetings to keep everyone updated. Derek will discuss this with Matt.
      5. Derek said that they also started discussing some fall development clinics, but this is still in the development stages. They will update later.
      6. ACE coordinator – Derek is unsure if there is someone filling that position at this point. He said that from a USA Hockey standpoint this position is kind of being phased out and is being incorporated into hockey development coordinator, and more of a liaison for parents.
      7. Derek Ricke is the new Boys’ Varsity head coach. Assistant coach has not been decided yet. There are applications.
         1. He has questions about fundraising – if the booster does a fundraiser it has to be approved by the school, but he was wondering if it also needs to be approved by the hockey board. Nancy said that it is in our policy that if it is in excess of $1000 it needs to be donated to the general hockey association funds. They can make suggestions about where the funds are spent.
         2. Sponsorship was another question.
            1. Varsity is not allowed to have a “team sponsor”, but he is wondering about doing a poster with business sponsors listed on the poster. He is asking if this should also be run past the board so there isn’t overlap. The board agreed that if that information could be communicated to the board that would be beneficial to all parties.
            2. He was asking if this counts for volunteer hours, as this question was raised. The board agrees to this counting for volunteer hours. One person on the committee would need to be responsible for tracking hours until the book is ready for hours to be transferred to the book.
            3. Scheduling – he wants to know when scheduling begins. He is looking at changing a few things up regarding practice schedules. EX: Having a late Wednesday night practice (after figure skaters) versus a Wednesday early morning practice. Derek would like to be contacted when scheduling begins.
            4. Trophies – Derek wants to know if we want to display the varsity trophies as well, because there are several trophies in the boys’ varsity locker room. They will be moved out into the trophy case when the new one is installed.
            5. Derek requested a copy of the varsity bill. Nancy will send him a copy.
            6. Derek had talked to Brent S. about Thursday morning dry land practice from 8-9.
            7. Krista Hesby had a question about work hours at a varsity level. There are 23 positions that need to be filled each game. There were 16 Park Rapids players. She said that the youth levels used to have to cover gate and concessions at the varsity games, so the parents working their Varsity hours were able to be out in the rink and were able to watch the game. She was questioning where the money goes for the parents that buyout their work hours – wondering if she could utilize that money to pay someone to work the gate and concessions. She is asking the board to take this into consideration.

There were many ideas brought up to entice people to work the varsity games.

This will be discussed at a future meeting.

* 1. Hockey Outreach
     1. First R&R meeting was two weeks ago.
        1. Girls’ event this Friday.
        2. We are currently registered for all three parades (Park Rapids, Menahga, Nevis)
        3. Jessica was approached about doing something at water wars. Jessica will reach out to Debbie Tostenson for more information about this.
        4. Next R&R meeting is on June 29, 2017 at 6:00 p.m.
  2. Gaming
     1. Need to approve Haas Printing invoice for envelopes for money in and money out.
     2. The Barn has requested a machine be placed. Dez told him that because they are not bringing in any income for us on pull tabs, and the cost of the machine is $200/month, it doesn’t make sense for us to put one in there. He did inform Dez that he has found another vendor that will supply them with a machine so there is a possibility of them pulling their boxes out. They would, however, like to continue with the meat raffle. Dez will keep us informed.
     3. Dez did find someone to volunteer selling meat raffle tickets at the Iron Horse.
     4. Motion to approve gaming: Brent H./Blake/Passed

1. Old Business
2. New Business
   1. Mission Statement
      1. Our philosophy is in our policy book. We do not currently have a “mission statement”.
      2. We will think about making a mission statement, covering the four questions:
         1. What do we do?
         2. How do we do it?
         3. Who do we do it for?
         4. What value are we bringing?
   2. Fiscal Policy
      1. This has already been approved. See above.
   3. High School Head Coach
      1. Derek Ricke is the new Boys’ Varsity head coach. Girls’ Varsity head coach TBD.
   4. Figure Skaters
      1. Norita will contact Min Klein to invite her to a board meeting.
      2. Rates have been raised, they need to be informed.
   5. Tournaments/Jamborees
      1. Will be discussed at a future meeting. Need varsity game schedule.
   6. Hockey Pictures
      1. We usually start getting bids now and get a date set.
         1. Motion to go with Caulfield: Brent H/Nancy/Passed
         2. Norita will contact them
   7. Team Sponsors
      1. Will discuss at future meeting.
   8. Equipment Report
      1. See above.
3. Next meeting date is: June 26, 2017
4. Adjournment: By: Brent H. Time: 8:05 p.m.