PRAHA Board Meeting Minutes

Date: 12/11/2017

Call to order: Norita at 6:00 p.m.

Approve minutes: Nancy/Jeromy/passed

Approve agenda: Nancy/Brent/Passed

Board members present: Laura, Nancy, Brent, Norita, Jeromy

Others present: Kelly

Directors’ Reports:

* Executive
	+ Manager Updates
		- Norita met with the managers for updates regarding safe sport, etc. Kathy Melvin, Heidi Pachel, Kelsey Sharp, and Megan Hafner were present. Kathy gave them all of the information about what needs to be submitted for someone to sit on the bench. Managers were told to make sure their team pages are updated with contact information.
		- Norita has been communicating with Jess Jopp regarding coverage for concessions for boys’ and girls’ varsity games. She will contact her again for an update.
	+ Policy Book Update
		- Nancy has been working on this. She has a draft that she will send out to the board for approval.
		- Nancy is wondering if we are going to change the number of positions on the board, as this will have to be decided upon so the bylaws can be changed and added to the policy book. This needs to be decided upon and opened up to the membership for conversation before officially changing.
			* President, vice president, treasurer, secretary, and five directors:
				+ No past president, combining facilities and staffing into one directorship, and the remainder of the directorships would stay the same, and the vice president and secretary would take on some duties.
				+ President, vice president, treasurer and secretary would be three year terms.

Vice president does not automatically move to president – they would be voted in.

* + - * + Directorship terms would be two years.
				+ If someone quits the board (for something other than medical reasons and/or an adverse personal event) there would be a wait period of three years before running for a position again.
			* Code of conduct: There was a lot of repetition, which was removed, and followed the guidelines of MN Hockey.
			* Coaches’ agreements: The board has not received signed copies of these agreements per policy book guidelines. Greg stated at a previous meeting that he has all of these, but has not submitted copies of these to the board.
			* HDC had requested that the coaching application deadline be moved back. It will be moved back to August 1.
			* Volunteer work hours:
				+ Currently first year mini mites are not required to do any volunteer hours, second year (and up) mini mites are 5 hours, mites 15, squirts and peewees are 25, bantams and varsity are 30.
				+ The suggestion is to change mini mites first year to 5 hours, second year and up mini mites to 15 hours, squirts/bantams/varsity to 25 hours.
			* Add scheduler to be an exempt position.
			* Web master position is currently an exempt position. This would go back to a non-exempt position and be overseen by the secretary.
			* Exempt positions may still be required to work volunteer hours.
			* Equipment/team uniforms:
				+ Equipment and jersey rental agreements.

Equipment rental agreement would be kept in the equipment room, the form would be filled out, the $150 deposit check would be attached to the rental agreement and filed, check would be returned when equipment is returned.

Jersey rental agreement would be handed out by the team managers, the form would be filled out, the $150 deposit check would be attached to the rental agreement and filed, check would be returned when the jersey is returned.

Anyone with a key to the equipment room would be able to hand out equipment and have the agreements completed and deposit checks collected.

* + - * Motion to approve the above changes to the bylaws/policy book: Brent/Jeromy/Passed
	+ Founder’s Award
		- Nancy is going to call Painted Oaks to get a price for a plaque we can add name plates to including names of recipients.
	+ Next Meeting Date
		- Next meeting date would fall on Christmas. There will be no second meeting in December. If anything comes up that needs to be addressed it will be communicated via email. Nancy will ask Kathy to email this out to the association members.
			* Motion to approve: Brent/Jeromy/passed
* Treasurer
	+ PAAS Program
		- Kids turn in report cards. Heidi Kruchowski will oversee this again this year. $200 for prizes and free registration for the winner.
			* Motion to approve $200 and free registration for this program: Brent/Jeromy/Passed
	+ Treasurer’s report and budget reviewed by board.
		- Motion to approve: Brent/Jeromy/Passed
	+ Jerseys & team sponsor – mites
		- Currently awaiting all game jerseys to be turned in. Once turned in, it is projected that one mite team could have home jerseys, one team could have the away jerseys, and one team could have a practice jerseys. This would eliminate having to purchase additional jerseys this year. This will be readdressed at a later meeting for mites next year.
* Facilities Management
	+ Graham Refrigeration will be here to replace the condensers on Wednesday, December 13.
	+ Hanson Electric will also be here to move electric to the other side of the condenser.
	+ Locker room lock box is up; locker room keys will be handed out to the coaches by the rink staff.
	+ New battery and pads have been placed in the AED and are good until 2021. At the end of the season, the rink staff will pull the battery pack out of the AED.
	+ There is no padding in the home bench. Jeromy thinks he can get some belting to cover this. If not, Brent will call Becker Arena to have some sent.
* Staffing
	+ The board has not received background checks on Garret or Mike.
	+ All rink staff needs to complete safe sport.
	+ Figure Skaters’ sign has not been put up on the dasher board yet.
	+ Old figure skaters’ pictures can be taken down.
* Administrative
	+ Jamborees and mite games
		- Norita is going to contact Greg to get these scheduled.
* Capital
	+ Spaghetti Dinner & Fish Fry
		- Legion needs to be contacted to verify that we are on their calendar for these dates – February 2 (fish fry) and February 24 (spaghetti dinner)
			* Brent is going to call and verify.
		- McDonald’s needs to be contacted regarding reserving juice and cooler for these dinners. We need 4 containers for each dinner.
			* Norita will contact them and reserve them.
* Hockey Development
	+ Approve mite coaches
		- Kathy has on the roster: Jackie Cumber, Kyle Henry, Tyler Lane, Katie Deschene.
			* Motion to approve: Brent/Jeromy/Passed
		- Motion to approve Chris Torkelson as peewee assistant coach:
			* Motion to approve: Brent/Jeromy/Passed
	+ Meeting with mite parents on Wednesday per Greg.
	+ Greg will be coordinating a coaches meeting this week.
* Hockey Outreach
	+ Santa Skate is Sunday. Cookie donations need to come in Friday or Saturday.
* Gaming
	+ George’s Barn closed for the winter. Kelly got pull-tabs out of that site. Will re-open in the spring and he wants to have pull-tabs again when he re-opens.
	+ Foxy’s will be doing meat raffles. They are starting with seven.
	+ Gleason’s software is paid for the year. They give a break if you pay for the year instead of monthly, saves $120/year.
	+ Motion to approve Kelly as a signer on checks: Brent/Nancy/Passed
	+ Clancy’s has not been keeping the money for boxes separated. This does not affect gaming, but it does affect the amount that Clancy’s will get in payment.

Other:

Next meeting date: January 8, 2018 at 6:00 p.m.

Adjournment: Laura at 8:22 p.m.