

# COON RAPIDS YOUTH HOCKEY ASSOCIATION



## Purpose

The purpose of this document is to capture meeting agenda items, action items, and motions (key decisions) from monthly Board Meetings. Meetings are the last Sunday of each month at 7pm at Coon Rapids and minutes are taken by the Secretary unless otherwise noted.

## CRYHA Board Meeting Information

Fill in the meeting details in the below table.

<b>Date</b>	<b>3/28/21</b>	
<b>Scheduled Time</b>	5:00pm (called to order at 5:04pm)	
<b>Location/Conference #</b>	CRIC	
<b>Participants</b>	<input checked="" type="checkbox"/> <b>Jeremie Bresnahan, President</b>	<input checked="" type="checkbox"/> <b>Geoff Spah, District 10 Representative</b>
	<input type="checkbox"/> <b>Sara Barsness, Vice President</b>	<input type="checkbox"/> <b>Don Ruotsinoja, Sponsorship Coordinator</b>
	<input checked="" type="checkbox"/> <b>Holly Bachman, Treasurer</b>	<input checked="" type="checkbox"/> <b>Mandi DeGrote, Registrar</b>
	<input checked="" type="checkbox"/> <b>Todd Bushy, Youth Traveling Director</b>	<input checked="" type="checkbox"/> <b>Stacy Johnson, Recruiting and Retention</b>
	<input checked="" type="checkbox"/> <b>Sheila Trymucha, Secretary</b>	<input checked="" type="checkbox"/> <b>Dave Schmidt Tournament Director</b>
	<input checked="" type="checkbox"/> <b>Brian Peterson, Fundraising Coordinator</b>	<input checked="" type="checkbox"/> <b>Jim Boden, Player Representative</b>
	<input checked="" type="checkbox"/> <b>Tim Matsche, House/Mite Director</b>	<input checked="" type="checkbox"/> <b>Sue Erickson, Gambling Manager</b>
	<input checked="" type="checkbox"/> <b>Scott Anderson, Girls Traveling Director</b>	<input type="checkbox"/> <b>Assistant Gambling Manager (Vacant)</b>
	<input checked="" type="checkbox"/> <b>Scott Brown, ACE Coordinator</b>	<input checked="" type="checkbox"/> <b>Jessica Ables, Communications Coordinator</b>
		<input checked="" type="checkbox"/> <b>Kelly Traynor, Volunteer Coordinator</b>
		<input type="checkbox"/> <b>Brian Alphin, Ice Scheduler</b>
<b>Voting Members Present</b>	14 <i>*Non-voting members are designated with a grey highlight and yellow highlight, if the position is vacant.</i>	

## Agenda Items & Meeting Minutes

Provide details of the agenda items and related meeting minutes (*see Motions Made section for motion details on Agenda Items noted with an (\*)*).

#	Agenda Topic	Board Position	Board Member	Agenda Item
1	<b>Attendance</b>	Secretary	Sheila Trymucha	<b>Roll call</b>
2	<b>Agenda</b>	President	Jeremie Bresnahan	<b>March 2021 Committee Reports</b>
3	<b>Meeting Minutes</b>	President	Jeremie Bresnahan	<b>February 2021</b>
4	<b>President Report</b>	President	Jeremie Bresnahan	<p>Highschool Hockey Team</p> <p><b>-Proposal submitted to go from AA to A-Rejected</b> by MN State Highschool League with justification based upon number of students and free and reduced lunch. Meeting scheduled to discuss further.</p> <p><b>-Co-Op potential at the highschool</b>-Some interest. Logistically, it doesn't work.</p>
5	<b>Treasurer Report</b>	Treasurer	Holly Bachman	<p><b>Significant Changes-</b></p> <p><b><u>Revenue Sources</u></b>-Getting tournament reimbursement checks in, still have \$2k outstanding.</p> <p><b><u>Employees (new/terminated/resigned)</u></b>-N/A</p> <p><b><u>Process and Controls</u></b>-N/A</p> <p><b><u>Identified Risks</u></b>-Not paying February ice payments, due to Super Rink overbilling ice expense since the start of the season. Speedpro vendor invoicing for product not received, asking for purchase request and proof of delivery for current billing. Vendor told previous year's billings will not pay due to fiscal year budgets closed.</p> <p><b><u>Annual Audit (preparation, status, presentation)</u></b>-Annual Mair audit fees hit.</p> <p><b><u>Operating Budget Review</u></b>-Negative position due to Ice payments resuming in February (for January ice) after COVID restrictions loosening. Continuing to get payments on bad debt.</p> <p><b>February 2021 Financial Statements*</b></p>

6	<b>Gambling Report</b>	Gambling Manager	Sue Erickson	<p><b>Significant Changes-</b>  <b><u>Gambling Sources (sources, sites, upcoming events, etc.)</u></b>-Eagle Street may open in June 2021. Will need cash to start up.  <b><u>Employees (new/terminated/resigned)</u></b>-N/A  <b><u>Donations (amount/to whom)</u></b>-N/A  <b><u>Process and Controls</u></b>-State of MN Gambling Control Board Who May/May Not Play review segregation of duties matrix.  <b><u>Identified Risks-</u></b>  <b><u>Compliance (rules, regulations, star rating)</u></b>-barely a 4 rating.  <b><u>Annual Audit (preparation, status, presentation)</u></b>-  <b><u>Gambling Financial Review</u></b>-Stimulus checks have really helped revenue. Bingo doing well at Chanticlear. Games are going up, as the cost of paper is increasing, approximately \$750 per month. Pull tabs up, along with e-tab sales.  <b>February 2021 Gambling Activities and Related Expenses*</b>  <b>March 2021 Estimated Gambling Activity and Expenses*</b>  <b>February 2021 Gambling Activity Comparison*</b></p>
7	<b>Committee Report</b>	Vice President	Sara Barsness	<b>Admin Committee</b> -N/A
		Traveling Director	Todd Bushy	<p><b>Hockey Ops-</b>  -Release 2 schedule next year: tryout to district games and then district games after to address current issues.  - Going through development vendor review right now and will approve (within the next month) for next season.  - Disciplinary Review Panel wants to be apprised of players that have violations, along the way, instead of once that player hits the third time. Need a new parent to represent next year for one parent that is rolling off.</p>
		D10 Representative	Geoff Spah	<b>D10 Update</b> -N/A
8	<b>Old Business</b>	Gambling Manager	Sue Erickson	<b>Gambling Insurance</b> -Application submitted by Sue to insurance agent, who will get quotes from insurance companies.
9	<b>New Business</b>	N/A	N/A	
10	<b>Good and Welfare</b>	Communications Coordinator	Jessica Ables	<b>COVID Update</b> -N/A
		Volunteer Coordinator	Kelly Traynor	<b>Volunteer Checks</b>
11`	<b>Adjournment-</b>	President	Jeremie	

	6:34pm		Bresnahan	
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### Motions Made

List the motions made during the meeting for documentation purposes *(see Agenda Item/Meeting Minutes section for additional details)*.

#	Agenda Topic/Agenda Item	Motion By	Motion 2nd	Any Opposed?	Motion Pass?
1	<b>Agenda-March2021</b>	Dave Schmidt	Todd Bushy	No	Yes
2	<b>Meeting Minutes-February 2021</b>	Kelly Traynor	Todd Bushy	No	Yes
3	<b>Treasurer Report-February 2021</b> Financial Statements	Geoff Spah	Todd Bushy	No	Yes
4	<b>Gambling Report-February 2021</b> Gambling Activities and Related Expenses	Dave Schmidt	Todd Bushy	No	Yes
5	<b>Gambling Report-March 2021</b> Estimated Gambling Activity and Expenses	Geoff Spah	Jim Boden	No	Yes
6	<b>Gambling Report-February 2021</b> Gambling Activity Comparison	Scott Brown	Kelly Traynor	No	Yes
7	<b>Good and Welfare-Volunteer</b>	Holly Bachman	Tim Matsche	No	Yes
8	<b>Adjournment-March 2021 Board Meeting (6:32pm)</b>				

### Key Decisions Made

List the key decisions made during the meeting for documentation purposes.

#	Agenda Topic/Agenda Item	Description
1	<b>Good and Welfare/Volunteer Checks</b>	Following our policy, we will cash checks for those association members that did not fulfill volunteer hours.
2		

## Action Items Based on Meeting

List the key action items from the meeting to ensure accountability.

#	Agenda Topic/Agenda Item	Description	Assigned To	Due Date
1	<b>Committee Reports/Hockey Ops</b>	Need to recruit a new parent for the Disciplinary Panel.	Hockey Ops	4/30/21
2	<b>Old Business/Gambling Insurance</b>	Follow up with Insurance Agent for quote.	Sue Erickson	4/30/21
3	<b>Gambling Report/Gambling Financial Review</b>	Send email to Mair to ask about Scoops tax rate being higher than other sites.	Sue Erickson	4/30/21

## Supporting Documents

List the supporting documents presented during the meeting for documentation purposes.



## Coon Rapids Youth Hockey Association

Balance Sheet  
As of February 28, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11800 Spire Savings Account	61,074.83
11810 Spire Main Checking Account	175,563.70
<b>Total Bank Accounts</b>	<b>\$236,638.53</b>
<b>Total Current Assets</b>	<b>\$236,638.53</b>
Fixed Assets	
1600 Fixed Asset Furniture	6,150.00
1610 Furniture & Fixtures	650.00
<b>Total Fixed Assets</b>	<b>\$6,800.00</b>
Other Assets	
1650 Accumulated Depreciation	(6,496.63)
<b>Total Other Assets</b>	<b>\$ (6,496.63)</b>
<b>TOTAL ASSETS</b>	<b>\$236,941.90</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	281,823.49
32000 Unrestricted Net Assets	(160,090.34)
Net Revenue	115,208.75
<b>Total Equity</b>	<b>\$236,941.90</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$236,941.90</b>



## Coon Rapids Youth Hockey Association

Profit & Loss

February 2021

	TOTAL	
	FEB 2021	JUL 2020 - FEB 2021 (YTD)
Revenue		
41000 Charitable Gambling Donation	0.00	75,000.00
42000 Registration and Player Payments	41,356.64	247,882.73
43000 Misc Donations	124.03	1,182.07
44000 Sponsorships	0.00	6,124.37
Unapplied Cash Payment Revenue	0.00	(321.12)
<b>Total Revenue</b>	<b>\$41,480.67</b>	<b>\$329,868.05</b>
<b>GROSS PROFIT</b>	<b>\$41,480.67</b>	<b>\$329,868.05</b>
Expenditures		
60000 Ice Arena Payments	40,221.79	107,559.29
61000 Hockey Tournament Fees	(5,830.00)	10,235.00
62000 Hockey Player Development	2,700.00	28,425.00
63000 D10 Fees	0.00	7,039.00
64000 Hockey Player Jersey/Socks	0.00	4,426.10
65000 Mite Skills	0.00	1,000.00
67000 Boys Tryout Expenses	0.00	6,803.23
67050 Girls Tryout Expenses	0.00	3,328.97
70050 Coach Salary	4,200.00	19,200.00
71050 Coach Reimbursement	654.88	1,794.59
72000 Hockey Player Equipment	0.00	1,118.57
74000 Advertising Expenses	0.00	525.95
75000 Office Supplies	11.00	80.81
76000 Gambling Expenses	0.00	(1,060.00)
77000 Bank/Credit Card Service Fees	383.53	1,209.50
78000 Audit Fees	3,115.00	3,140.00
79000 Software Fees (QB/NGIN)	150.00	2,612.00
80000 Collections/Bad Debt	(182.00)	18,402.52
82000 Fundraising for players	(386.55)	(1,766.67)
<b>Total Expenditures</b>	<b>\$45,037.85</b>	<b>\$214,073.86</b>
<b>NET OPERATING REVENUE</b>	<b>\$ (3,556.98)</b>	<b>\$115,794.19</b>
Other Revenue		
93000 Golf Event	96.80	96.80
<b>Total Other Revenue</b>	<b>\$96.80</b>	<b>\$96.80</b>
Other Expenditures		
85000 Youth PTO Camp	0.00	(1,928.23)
85200 Jr. Cardinal Camp	0.00	(1,102.66)
93100 Golf Event Expenses	3,713.13	3,713.13
<b>Total Other Expenditures</b>	<b>\$3,713.13</b>	<b>\$682.24</b>
<b>NET OTHER REVENUE</b>	<b>\$ (3,616.33)</b>	<b>\$ (585.44)</b>
<b>NET REVENUE</b>	<b>\$ (7,173.31)</b>	<b>\$115,208.75</b>