

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.

Date	11/29/20	
Scheduled Time	7:00pm (called to order at 7:04pm)	
Location/Conference #	Google Meets	
Participants	<input checked="" type="checkbox"/> Jeremie Bresnahan, President	<input checked="" type="checkbox"/> Geoff Spah, District 10 Representative
	<input checked="" type="checkbox"/> Sara Barsness, Vice President	<input checked="" type="checkbox"/> Don Ruotsinoja, Sponsorship Coordinator
	<input checked="" type="checkbox"/> Holly Bachman, Treasurer	<input checked="" type="checkbox"/> Mandi DeGrote, Registrar
	<input checked="" type="checkbox"/> Todd Bushy, Youth Traveling Director	<input checked="" type="checkbox"/> Stacy Johnson, Recruiting and Retention
	<input checked="" type="checkbox"/> Sheila Trymucha, Secretary	<input checked="" type="checkbox"/> Dave Schmidt Tournament Director
	<input checked="" type="checkbox"/> Brian Peterson, Fundraising Coordinator	<input checked="" type="checkbox"/> Jim Boden, Player Representative
	<input checked="" type="checkbox"/> Tim Matsche, House/Mite Director	<input checked="" type="checkbox"/> Sue Erickson, Gambling Manager
	<input checked="" type="checkbox"/> Scott Anderson, Girls Traveling Director	<input type="checkbox"/> Assistant Gambling Manager (Vacant)
	<input checked="" type="checkbox"/> Scott Brown, ACE Coordinator	<input checked="" type="checkbox"/> Jessica Ables, Communications Coordinator
		<input checked="" type="checkbox"/> Kelly Traynor, Volunteer Coordinator
		<input checked="" type="checkbox"/> Brian Alphin, Ice Scheduler
Voting Members Present	16 <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	Attendance	Secretary	Sheila Trymucha	Roll call
2	Agenda	President	Jeremie Bresnahan	November 2020*
3	Meeting Minutes	President	Jeremie Bresnahan	October 2020*
4	President Report	President	Jeremie Bresnahan	District 10 looking at extending the hockey season and most associations appear agreeable at this time.
5	Treasurer Report	Treasurer	Holly Bachman	Significant Changes- Revenue Sources- <u>Employees (new/terminated/resigned)-</u> <u>Process and Controls-</u> <u>Identified Risks-</u> <u>Annual Audit (preparation, status, presentation)-</u> <u>Operating Budget Review-</u> October 2020 Financial Statements*
6	Gambling Report	Gambling Manager	Sue Erickson	Significant Changes- <u>Gambling Sources (sources, sites, upcoming events, etc.)</u> -October is the first full month with Chanticlear. Bingo has been very busy with Legion not doing Bingo yet at Lenerds Bar & Grill. <u>Employees (new/terminated/resigned)</u> -Looking at hiring Michelle Clark, as Assistant Gambling Manager. Michelle would need to go through a background check and be bonded, similar to Sue Erickson. Currently, Michelle has worked for CRYHA for the past year selling Bingo, ticket counting, and auditing games. Also, Sue Erickson's contract is up for review. <u>Donations (amount/to whom)</u> -None provided. <u>Process and Controls-</u> <u>Identified Risks</u> -Waiting to hear back from an insurance agent, on last month's identified cash risk. Sue will reach out to the insurance agent again. <u>Compliance (rules, regulations, star rating)</u> Received guidance from MN Gambling Control Board during

				<p>shutdown that we can keep games at premise sites locked up, along with bingo paper. However, they said all cash must be deposited back into the bank, so that means we will start banks back up when they open up again.</p> <p><u>Annual Audit (preparation, status, presentation)-</u></p> <p><u>Gambling Financial Review-</u></p> <p>Sales and expenses are up because of our new site Chanticlear. E-tabs at Chanticlear are very popular. No abnormal expenses incurred this month at any of our sites.</p> <p>October 2020 Gambling Activities and Related Expenses*</p> <p>November 2020 Estimated Gambling Activity and Expenses*</p> <p>October 2020 Gambling Activity Comparison*</p>
7	Committee Report	District 10 Representative	Geoff Spah	<p>District 10 Update-D10 is concerned with kids photos surfacing showing that they are not social distancing. Clarified 15 minute rule is within a 24 hour period, supporting our 7 minutes before game and 7 minutes after game rule (goalies do not have an exception). Coaches are obtaining doctor’s notes to avoid wearing a mask on the ice. Mite pods are limited to no more than 50 players on ice at same time. Locker room monitors are required during COVID, along with safe sport. All teams need approval before leaving the state and Mites need approval before leaving the district. A list of youth referees has been requested to share around the district. Coaches and players can’t be in official locker rooms. Starting next year, rosters will need to be turned in 10 days, prior to sign-off next year.</p>
		Vice President	Sara Barsness	<p>Admin Committee-No new updates, as emergency Board Meeting took precedence during the last scheduled meeting.</p>
		Traveling Director	Todd Bushy	<p>Hockey Operations Committee-</p> <p><u>Top 5 Priorities for the next 4 months:</u></p> <ol style="list-style-type: none"> 1. Ongoing evaluation of coaches and vendors (ie. skating instruction) to ensure they are upholding CRYHA core values and doing what we hired them to do. 2. Ongoing coaches meetings with both girls and boys together to ensure consistent communication. 3. Update policies and procedures around Tryouts, PTO, and registration date (i.e. hard). 4. Determine how to combine PTO camp into

				<p>registration camp, in coordination with Admin Committee.</p> <p>5. Determine how to get Hockey Ops more involved with Mite program (i.e. different recruitment tactics, CRYHA/CPYHA Co-Op, etc.)</p>
8	Old Business	N/A	N/A	N/A
9	New Business	Vice President	Sara Barsness	<p>Refund Request</p> <p>In the past, Board reviewed total cost of team for month, divided cost by 4, and issued refund for the weeks injured player didn't play. These decisions were at the board discretion, not documented in a policy, and were typically for concussion and broken bones. MN Hockey insurance could cover this if a family doesn't have insurance, but they would be subjected to a \$3,500 deductible. Three players have requested a refund (see below), which the Board reviewed detailed around the request.</p> <p>-BB1 player broke his arm. He was last on the ice on 10/28/2020 and did not return, prior to shutdown. Player broke his arm at hockey practice.*</p> <p>-B Mite player attended HEP testing, but attended no practices.*</p> <p>-1st year Mite player attended Mite camp and practice before COVID shutdown.*</p>
		Treasurer	Holly Bachman	<p>Ice Billing Plan*</p> <p>Presented two options for the Board to vote on how to proceed with Ice Billing.</p> <p>Option 1: Season extended, will not bill for December, extend current payment plan in Sports Engine to be taken out in March (Mandi verified with Sports Engine this possible).</p> <p>Option 2: Season not extended, bill December, end season as planned, and reconcile for last payment deducted in February.</p> <p>-Noted, we cannot alter our payment amount at this time through Sports Engine. We would have to let the payment run through and then put individual transactions through for each player to refund them. Need to give Sports Engine 5 business days to stop December billing by December 7th. Also, negative positions (exceptions Bantams) are due to upfront tournament costs paid (we do not know if tournaments will send full refunds, try to reschedule, or if they will provide refunds if CRYHA does not want to reschedule).</p>

		President	Jeremie Bresnah	Calendar Raffle* Calendar expenses currently are \$950 and have already been paid. The drawing is scheduled for January 25th 2021. Raffles would have to be in by December 2020 to proceed with Raffle as planned. If going to cancel or extend the raffle date, CRYHA has to follow instructions from MN Gambling Control Board.
10	Good and Welfare	Communications Coordinator Girls Traveling Director	Jessica Ables Scott Anderson	COVID Update -Covid policies good opportunity to review and revise if needed; address teams volunteering to shutdown their teams -when we resume we will have to ask parents if we are in the middle of a quarantine -discuss topic further in Admin CRYHA Girls Finances -No response from CPYHA Treasurer, regarding CRYHA girls finances.
11`	Adjournment	President	Jeremie Bresnahan	November 2020 Board Meeting

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	Agenda-November 2020	Don Ruotsinoja	Todd Bushy	No	Yes
2	Meeting Minutes-October 2020	Jeremie Bresnahan	Kelly Traynor	No	Yes
3	Treasurer Report-October 2020 Financial Statements	Scott Brown	Dave Schmidt	Yes-Sheila Trymucha	Yes
4	Gambling Report-October 2020 Gambling Activities and Related Expenses	Dave Schmidt	Geoff Spah	No	Yes
5	Gambling Report-November 2020 Estimated Gambling Activity and Expenses	Dave Schmidt	Kelly Traynor	No	Yes
6	Gambling Report-October 2020 Gambling Activity Comparison	Geoff Spah	Dave Schmidt	No	Yes

7	New Business -Table refund request for BB1 player*	Sara Barsness	Kelly Traynor	Todd Bushy	Yes
8	New Business -Refund full amount of \$150, minus \$50 processing fee for B Mite player*	Jeremie Bresnahan	Sara Barsness	No	Yes
9	New Business -Refund full amount of \$125 minus \$50 processing fee contingent upon return of equipment to 1st year Mite player*	Dave Schmidt	Scott Brown	No	Yes
10	New Business -Ice Billing Plan (Option 1)	Scott Brown	Kelly Traynor	No	Yes
11	New Business -Table decision on Calendar Raffle, pending special meeting, 2 days prior to return to play date (12/18)	Dave Schmidt	Todd Bushy	No	Yes
12	Adjournment -November 2020 Board Meeting (9:13 pm)	Dave Schmidt	Holly Bachman	No	Yes

Key Decisions Made

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

#	Agenda Topic/Agenda Item	Description
1	Gambling Report -Significant Changes- <u>Employees</u> (<u>new/terminated/resigned</u>)	Look at hiring Michelle Clark, as Assistant Gambling Manager.

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	Good and Welfare -CRYHA Girls Finances	Reach out to Champlin Park to gather finances for CRYHA girls and send an email to board.	Scott Anderson	12/27/20
2	New Business -Ice Billing Plan	Email CRYHA Members with Ice Billing action plan, including a "why" explanation.	Jessica Ables	12/27/20

3	Gambling Report -Significant Changes- <u>Employees</u> (<u>new/terminated/resigned</u>)	Review Sue Erickson's Contract and start the process to hire Michelle Clark, as Assistant Gambling Manager.	Jeremie Bresnahan	12/27/20
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Supporting Documents

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

		Coon Rapids Youth Hockey Association	
		BALANCE SHEET	
		As of October 31, 2020	
			TOTAL
ASSETS			
Current Assets			
Bank Accounts			
11800 Spire Savings Account	61,067.13		
11810 Spire Main Checking Account	161,914.38		
Total Bank Accounts	\$222,981.51		
Accounts Receivable			
11000 Accounts Receivable	3,333.01		
Total Accounts Receivable	\$3,333.01		
Total Current Assets	\$226,314.52		
Fixed Assets			
1600 Fixed Asset Furniture			
1610 Furniture & Fixtures	650.00		
Total Fixed Assets	\$6,800.00		
Other Assets			
1650 Accumulated Depreciation	(5,889.90)		
Total Other Assets	\$ (5,889.90)		
TOTAL ASSETS	\$227,224.62		
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			
Equity			
30000 Opening Balance Equity	281,823.49		
32000 Unrestricted Net Assets	(159,483.61)		
Net Revenue	104,884.74		
Total Equity	\$227,224.62		
TOTAL LIABILITIES AND EQUITY	\$227,224.62		



Coon Rapids Youth Hockey Association

PROFIT & LOSS

October 2020

	TOTAL	
	OCT 2020	JUL - OCT, 2020 (YTD)
Revenue		
41000 Charitable Gambling Donation	50,000.00	50,000.00
42000 Registration and Player Payments	38,061.53	143,688.95
43000 Misc Donations	19.12	760.89
44000 Sponsorships	0.00	4,360.00
Unapplied Cash Payment Revenue	(623.00)	(623.00)
Total Revenue	\$87,457.65	\$198,186.84
GROSS PROFIT	\$87,457.65	\$198,186.84
Expenditures		
61000 Hockey Tournament Fees	4,795.00	38,475.00
62000 Hockey Player Development	10,550.00	20,775.00
64000 Hockey Player Jersey/Socks	2,930.10	135.10
65000 Mite Skills	1,000.00	1,000.00
67000 Boys Tryout Expenses	4,271.00	5,743.23
67050 Girls Tryout Expenses	2,346.47	2,346.47
70050 Coach Salary	4,100.00	4,100.00
71050 Coach Reimbursement	556.57	825.45
72000 Hockey Player Equipment	434.96	1,118.57
74000 Advertising Expenses	0.00	525.95
75000 Office Supplies	27.66	44.16
76000 Gambling Expenses	0.00	(720.00)
77000 Bank/Credit Card Service Fees	29.43	647.74
79000 Software Fees (QB/NGIN)	300.00	2,012.00
80000 Collections/Bad Debt	(3,780.28)	19,304.32
Total Expenditures	\$27,560.91	\$96,332.99
NET OPERATING REVENUE	\$59,896.74	\$101,853.85
Other Expenditures		
85000 Youth PTO Camp	5,670.00	(1,928.23)
85200 Jr. Cardinal Camp	0.00	(1,102.66)
Total Other Expenditures	\$5,670.00	\$ (3,030.89)
NET OTHER REVENUE	\$ (5,670.00)	\$3,030.89
NET REVENUE	\$54,226.74	\$104,884.74