

City of Lakes Youth Hockey Association

July 2023 Meeting Minutes

July 13th, 2023

1. Call to Order: 7:05

2. In attendance (Board, Appointed Positions): Cory Larson, Peter Janelle, Abby Buschena, Tracy Williamson, Dalton Van Buren, Steve Mann, Jennifer Van Buren, Paul Egtvedt, Jordan Goodman, Joe Halvarson, Nancy Nordeen, Matt Sheldon, Seth Spangler, Zhimin Song, Anne Monnes, Sarah Carsello, Heidi Tolman

Total attendance and determination of membership quorum: Quorum is 12

3. Previous meeting minutes:

<https://docs.google.com/document/d/16FXXQCPDpRu7A1s48nb0OlqfIXIuwXrF/edit>

Minutes accepted: 7:05

4. Old Business:

- Installation of new Board members and Officers- completed by acclamation
- Second reading of the proposed new Bylaws -
- Any camps available?
- Starwhal Uniforms
- Need for volunteers Juneteenth and especially walkers and rollerbladers for the NE Parade; spread the word.
- Tendered resignation of [Paul Egtvedt](#) from board
- Provisional acceptance of Geoff to board with Sarah's resignation

Review Action Items:

- Secretary to update website w/ current policies
- Cory to get Jen info on Hat Trick Challenge (emailed June 15th)
- Nancy to get Cory PVC pipe (done)
- Dalton to get swag tote to Paul
- All board members must complete SafeSport and Background check through USA Hockey
- Nancy, Sarah and Joe to work on Traveling Team Policy
- Cory to update execution calendar with May 1 tournament registration task (done)
- Cory to update execution calendar with summer camp info in March (done)
- Cory to open registration mid-July (done)

5. Monthly Calendar Review:

<https://docs.google.com/spreadsheets/d/1ahYTzqBGhTYAT-qywiEY79we9p5hbfZM/edit#gid=400375471>

6. President's Report:

- Registration is open!

Accepted: 7:23

7. Treasurer's Report:

This is the beginning of the 2023-24 fiscal year

- Cash on hand (as of 7/13):
 - Checking: \$19,994.32
 - Cash box: \$5.83
- Income YTD:
 - Registration

Registration Fees	Budgeted Amount	Deposit Amount
U15		
Peewees		\$ 1,075.00
U12		\$ 215.00
Squirt C		\$ 180.00
Mite		
Mini Mite		\$ 750.00
Learn to Skate		\$ 50.00
REGISTRATION FEES TOTAL	\$ 81,625.00	\$ 2,270.00

- Volunteer buyout: \$160
- Donations: \$400

- Budget Summary YTD

CURRENT BUDGET SUMMARY	BUDGET	ACTUAL
Total Income	\$ 146,754	\$ 2,830.00
Total Expenses	\$ 146,754	\$ 2,250.00

- Taxes will be filed by 8/31/2023

Accepted: Budget Report:7:26

8. Vice President's Report:

- Equipment closet lock needed batteries. Central Lock did the work for us for about \$80. NE Arena director Emily Wolfe and Equipment Manager Dalton Van Buren facilitated the repair.
- Grievance Policy is drafted and needs a committee to review and finalize. Who would like to read and finalize the policy? This work will be done in the next 2-4 weeks so a final policy can be ready for the start of the 2023-2024 season.

Accepted: 7:30

9. Secretary's Report:

- Targeting end of July to have past board meetings and new bylaws added to the Titans web page. I'll need someone to show me how that's done.

Accepted: 7:32

10. Ice Director's Report:

- No major updates
- Registration will give us a clearer idea on how many teams at each level we will need to schedule for (will be especially helpful for Squirt level – let's push for two teams!)
- What date are we thinking for Open House event? Is the first week or two of September the usual timeframe for this?

Accepted: 7:49

11. Gambling Manager's Report:

- We are now officially working with MN Gaming Services. We pay them to handle some accounting, consulting, and reporting services. We are negotiating fees and a contract has not been signed.
- Working with Cheryl Nesser from Jim Nesser Agency to get a dishonest bond.
 - Application has been sent and I am working on filling it out. I plan to submit that by the next board meeting.
 - Looking into other insurance companies as well.
- I have reached out to the City of New Brighton- Terri Spangrud, city clerk to see exactly what is needed from us to get our gambling license.
 - Terri did not express any concerns and recommended we work through the state for those requirements.
- Waiting on a date to meet with restaurant owners to discuss details for the pull tabs, and to complete required applications.
- Abby- current board member is going to be my assistant. She will be taught exactly how to service the machines when I am not able to.
- Chris from the MN Gaming Service also recommended I find an auditor that is willing to count all completed pull tab games. This is a paid position \$8-\$12 per game, and could take them 15-30 min to complete.
 - I have someone in mind but I am open to anyone willing to do the job.
- Chris recommends opening the dedicated charitable gambling account as soon as possible.
 - Budget calls for a \$20,000 loan, this fits within the \$20,000- \$30,000 start-up loan that Chris recommends.
 - I need a date when I can receive that start-up loan.

Accepted: 7:56

12. Appointed Positions Reports

Equipment Manager (Dalton VanBuren):

Coaching Coordinator (Brandon Arneson):

- I am planning to put together a Coaches Handbook for coaches at each level (mite, squirt, etc) with information and practice planning resources/drafts they can reference throughout the season. Does this feel like a need/good idea? If so, I can have final drafts completed by August meeting.
- [Here](#) is a brainstorm draft detailing ideas for inclusion in the handbooks. Input is welcome and especially desired in the sections marked with red text. Feel free to enter ideas in any format as this is simply a brainstorm draft version.

- Are there any other thoughts on what would be helpful for me to prepare for coaches this year beyond a handbook and being a personal resource throughout the season?

District Representative (President or available board member):

- No report from president
- Update from District Director
 - They are working on eliminating the limit of full ice games for mites and we should be able to do up to 10 if we'd like.
 - They are working on adjusting the boundaries of East Metro to give Langford and Edgumbe more opportunity for skaters.

Fundraising Chair: (Open):

- Team is reaching out to past donors with requests for 2023-2024 sponsorship. Writing and sending silent auction donation receipts.
- Next meeting: Monday July 24, 6-7:30 p.m. on Zoom and in-person TBD. We will coordinate the fall sales, support lawn sign distribution, plan 1-2 dine outs, plan parent mixer, look ahead to Give to the Max, and write funding requests to community organizations. **Who will attend the meeting and help us get a solid start on fundraising for the upcoming season?**
- This committee needs a chair. Contact Nancy Nordeen for info.

Registrar/Safesport Coordinator (Sarah Carsello):

- USA Hockey Portal - new season not available, cannot build rosters or verify background checks/training activities.
- USA Hockey sent email today that the portals will begin to update today (7/13/2023)
- Everyone
 - Register in USA Hockey and send USA Hockey number to Sarah/Registrar
 - Complete Safe Sport training(s) ASAP
 - Submit background screening (new members and those who haven't completed for the past two years). Reimbursement for fee can be sent to the Board Treasurer.

Volunteer Coordinator (Cory Larson):

- DIBS list has been updated to include many of the season needs. I'm sure there will be some more needed but probably not a lot.

Tournament Coordinator (Anne Monnens):

Webmaster (Cory Larson):

- In the process of creating the 2023-2024 teams as well as cleaning up the old team pages so it is easier to manage the website behind the scenes.

Manager Coordinator (Matt Sheldon):

Communications Lead (Jennifer Van Buren):

- New interactive boundary map is embedded on our homepage. Please review and approve. It's easy to switch back to the previous map, if necessary.
 - Website homepage has been updated with 2023-2024 registration links.
 - USA Hockey Hat Trick Growth Challenge: Online application Google form is specific to the 2022-2023 season. I contacted USA Hockey's Manager of Youth Hockey for assistance, waiting to hear back.
 - Emailed MN Hockey regarding the Minnesota Model Association Program to request current application. New application document is saved in our Google Drive "District Documents" folder—please move to a more appropriate location if necessary.
https://drive.google.com/file/d/1TaqMWfJ_4lYzdzTH1tkEk_K3_Tlmch5q/view?usp=drive_link
- NOTE:** This award requires the Association to have a Hockey Director position, and the application form must be completed by the Hockey Director and approved by the Association President.
- Link to review yard sign design options:
https://drive.google.com/drive/folders/19oUOAVnj9Qf_uyQnZu7eDHJ6SWrOjpV8?usp=drive_link
 - Yard sign quotes (24"x18" Yard Signs, Quantity 500, 2 Sided, Full Color, with Metal Stakes):
 - Fastsigns of Roseville \$8.28 each - ESTIMATE:
https://drive.google.com/file/d/1kwR6sVeSokYR8pYH0HwqdBTsul2SSP_/view?usp=drive_link (Sales tax of approx. \$300 will be deducted upon presentation of tax exempt certificate)
 - Minuteman Press: \$8.90 each
 - Cornerstone Copy Center Burnsville: \$8.28 each
 - Signsonthecheap.com \$8.43 each with delivery

Promotions (Seth Spangler):

Juneteenth, lower attendance than last year, but got several sign ups on the contact list
NE Parade, good turnout
Open Streets West Broadway, registration completed

12. Action Items:

- Add changing the batteries to the execution calendar (done)
- Send registration notice through SE (done)

13. New Business:

- Vote on Starwhal jersey purchase
 - Personal jerseys vs team jerseys
 - Equipment budget is \$1,000
- Begin creating a plan to reach out to as many schools as possible this fall
 - Dibs items needed?
- Gambling manager salary discussion
- Volunteer job descriptions
- Update Open Houses
 - Discussion was had about how to run the program

- 3-4 hours in mid September, Start with the older kids and have them exchange equipment and work our way down to the younger kids ending with THFF.
- Skills clinic?
- Discussed mini schedule
 - Start after MEA and only skate once per week until the THFF day in November.
 - Take the entire winter break off
 - This will avoid burnout

14. Adjournment:9:00