

# 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>	10/25/20	
<b>Scheduled Time</b>	7:00pm (called to order at 7:44pm)	
<b>Location/Conference #</b>	CRIC, Coon Rapids, MN	
<b>Participants</b>	<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 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 type="checkbox"/> Brian Alphin, Ice Scheduler
<b>Voting Members Present</b>	15 <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>October 2020*</b>
3	<b>Meeting Minutes</b>	President	Jeremie Bresnahan	<b>September 2020*</b>
4	<b>President Report</b>	Registrar	Mandi DeGrote	<b>Safe Sport status:</b> all in for traveling <b>Background check:</b> all in for traveling <b>Waiver process:</b> only needed one time, if there are no school changes
5	<b>Treasurer Report</b>	Treasurer	Holly Bachman	<b>Significant Changes-</b> <b><u>Revenue Sources-</u></b> <b><u>Employees (new/terminated/resigned)-</u></b> <b><u>Process and Controls-</u></b> <b><u>Identified Risks-</u></b> <b><u>Annual Audit (preparation, status, presentation)-</u></b> <b>Operating Budget Review-</b> 4K from collection agency in October for bad debt, previously written off, and Other expenditures of 10K credit exists, due to timing difference with paying ice fees. First time ever in the history of CRYHA that there are no carry over receivables. Families are paying on-time each month.  <b>September 2020 Financial Statements*</b>
6	<b>Gambling Report</b>	Gambling Manager	Sue Erickson	<b>Significant Changes-</b> <b><u>Gambling Sources (sources, sites, upcoming events, etc.)-</u></b> Calendars will be given out by Thanksgiving. Chanticlear received permit and open, running, and going well. <b><u>Employees (new/terminated/resigned)-</u></b> <b><u>Donations (amount/to whom)-</u></b> 25K to CRYHA*; borrowed scale to SLP Lions to use at new premise site. <b><u>Process and Controls-</u></b> A Bingo training program needs to be put in place at the sites, regarding better process. It is not a financial concern. The thought is to start at Muddy Cow, then Chanticlear, and graduate to Scoops.

				<p>Bingo at Scoops has been great.</p> <p><b>Identified Risks</b>-We do not have insurance if someone breaks in and steals cash. Sue Erickson has contacted an insurance agency to be provided with a quote. Sizeable cash is on-hand, especially on bingo night.</p> <p><b>Compliance (rules, regulations, star rating)</b> Star rating almost a 4 from Minnesota Gambling Board.</p> <p><b>Annual Audit (preparation, status, presentation)-</b> <b>Gambling Financial Review-</b></p> <p><b>September 2020 activity and related income and expenses*</b> <b>September 2020 activity comparison*</b> <b>November 2020 estimated allowable expenses*</b></p>
7	<b>Committee Report</b>	Vice President	Sara Barsness	<p><b>Admin Committee Priorities:</b></p> <ol style="list-style-type: none"> <li>1. Financial review and revision of financial processes, including budget to actual tracking and division of labor (roles and responsibilities) and rainy day fund.</li> <li>2. Scholarship fund and reinstatement of golf tournament, which provides for our scholarship fund.</li> <li>3. Review Bylaws for any updates needed for annual meeting</li> <li>4. Revamp sponsorship packages. Recruitment and retention.</li> </ol>
		Traveling Director	Todd Bushy	<b>Hockey Ops Committee Priorities</b> -Committee didn't meet up yet to discuss priorities.
8	<b>Old Business</b>	N/A	N/A	N/A
9	<b>New Business</b>	President	Jeremie Bresnahan	<b>Disciplinary Committee*</b> <b>Gambling Committee</b>
10	<b>Good and Welfare</b>	Sponsorship Coordinator  Communications Coordinator  Vice President	Don Ruotsinoja  Jessica Ables  Sara Barsness	<p><b>Super Rink Contract Update:</b> CRYHA continues to work with Coon Rapids City Council and city staff to resolve contract issues. Jeremie also contacted Mayor Koch to meet and discuss the damage to the youth ice activities with the loss of the Super Rink contract. Mayor Koch has not responded.</p> <p><b>Sponsorship Update:</b> Sold 2 sponsorships to Coon Rapids Chrysler Teams, for Bantam's and Peewees Traveling Teams, in the amount of \$1.6K.</p> <p><b>COVID Update:</b> CRYHA is governed by MN Hockey, so we have to follow what they say, not D10 unless the association rules are stricter. CRYHA rink is mandated by the state and can run at 25% capacity, allowing 2 spectators for games and 1 spectator for practices.</p>

				<b>CRYHA Board Accomplishments:</b> <ol style="list-style-type: none"> <li>1. Held 1st ever annual membership meeting.</li> <li>2. Revised/updated policies and procedures</li> <li>3. Onboarded 3 new board members</li> <li>4. Successfully administered tryouts for both Youth and Girls Co-Op</li> <li>5. Completed Co-Op agreement with CPYHA</li> <li>6. Completed several gambling initiatives</li> <li>7. Successful launch of COVID response plan</li> </ol>
11`	<b>Adjournment</b>	President	Jeremie Bresnahan	<b>October 2020 Board Meeting</b>

### 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-October 2020</b>	Kelly Traynor	Jim Boden	No	Yes
2	<b>Meeting Minutes-September 2020</b>	Todd Bushy	Scott Brown	No	Yes
3	<b>Treasurer Report-September 2020 Financial Statements</b>	Todd Bushy	Kelly Traynor	Yes-Sheila Trymucha	Yes
4	<b>Gambling Report-September 2020 activity comparison</b>	Geoff Spah	Brian Peterson	No	Yes
5	<b>Gambling Report-September 2020 activity and related income and expenses</b>	Dave Schmidt	Scott Brown	No	Yes
6	<b>Gambling Report-November 2020 estimated allowable expenses</b>	Dave Schmidt	Jim Boden	No	Yes
7	<b>Gambling Report-October 2020 Gambling Donation to CRYHA (25K)</b>	Jeremie Bresnahan	Dave Schmidt	No	Yes
8	<b>New Business-Disciplinary Committee</b>	Geoff Spah	Todd Bushy	No	Yes
9	<b>Adjournment-October 2020 Board Meeting (9:23pm)</b>	Todd Bushy	Holly Bachman	No	Yes

## Key Decisions Made

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

#	Agenda Topic/Agenda Item	Description
1	<b>New Business-Gambling Committee</b>	Sheila Trymucha, Kelly Traynor, Todd Bushy, and Don Ruotsinoja will meet one hour, prior to each Board Meeting to review the monthly Gambling financial inputs below: <ol style="list-style-type: none"><li>1. Check registers of all gambling fund accounts</li><li>2. Reconciled bank statements for all gambling fund accounts</li><li>3. Monthly activity, tax returns and month end physical inventory</li><li>4. The lawful purpose rating</li><li>5. Schedule C and Schedule F documents</li></ol>
2	<b>New Business-Disciplinary Committee</b>	Three panel members for this committee will be: Paul Schroder, Brian Morgan, and Doug Stahlboerger. Opportunity will be communicated out to the association next year, so all levels will be considered.

## 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 Report-Hockey Ops Committee Priorities</b>	Present top 5 priorities at November 2020 Board Meeting	Todd Bushy	11/29/20
2	<b>Gambling Report-Significant Changes/Identified Risks</b>	Look into insurance for cash vaults at gambling sites to protect against theft.	Sue Erickson	11/29/20
3	<b>Gambling Report-Significant Changes/Process and Controls</b>	Define Bingo training program for all gambling sites, to implement a consistent process for facilitating Bingo.	Sue Erickson	11/29/20
4	<b>Gambling Report-Significant Changes/Gambling Sources</b>	Deliver CRYHA calendars to CRYHA association members	Sue Erickson	11/29/20
5	<b>Good and Welfare-COVID Update</b>	Verify if Super Rink is following the same spectator rules, as CRYHA	Jessica Ables	11/29/20
6	<b>Committee Report-Hockey Ops Committee Priorities</b>	Define process through D10 to facilitate Junior Gold for high school hockey players	Todd Bushy	11/29/20

## Supporting Documents

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



# 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)
<b>Total Revenue</b>	<b>\$87,457.65</b>	<b>\$198,186.84</b>
<b>GROSS PROFIT</b>	<b>\$87,457.65</b>	<b>\$198,186.84</b>
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
<b>Total Expenditures</b>	<b>\$27,560.91</b>	<b>\$96,332.99</b>
<b>NET OPERATING REVENUE</b>	<b>\$59,896.74</b>	<b>\$101,853.85</b>

Other Expenditures		
85000 Youth PTO Camp	5,670.00	(1,928.23)
85200 Jr. Cardinal Camp	0.00	(1,102.66)
<b>Total Other Expenditures</b>	<b>\$5,670.00</b>	<b>\$ (3,030.89)</b>
<b>NET OTHER REVENUE</b>	<b>\$ (5,670.00)</b>	<b>\$3,030.89</b>
<b>NET REVENUE</b>	<b>\$54,226.74</b>	<b>\$104,884.74</b>



## Coon Rapids Youth Hockey Association

### BALANCE SHEET

As of October 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11800 Spire Savings Account	61,067.13
11810 Spire Main Checking Account	161,914.38
<b>Total Bank Accounts</b>	<b>\$222,981.51</b>
Accounts Receivable	
11000 Accounts Receivable	3,333.01
<b>Total Accounts Receivable</b>	<b>\$3,333.01</b>
<b>Total Current Assets</b>	<b>\$226,314.52</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	(5,889.90)
<b>Total Other Assets</b>	<b>\$ (5,889.90)</b>
<b>TOTAL ASSETS</b>	<b>\$227,224.62</b>

### LIABILITIES AND EQUITY

Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	281,823.49
32000 Unrestricted Net Assets	(159,483.61)
Net Revenue	104,884.74
<b>Total Equity</b>	<b>\$227,224.62</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$227,224.62</b>