



Jun 17, 2024 **Board Meeting Minutes**

In attendance: Mark Schwab, Jamie Wyeth, Rod Rankin (by phone), Tim Affeldt, Sam Crabtree, Matt Berdahl, Jonnie Zook, Eric Fugleberg, Josh Wendel, Jeremy Bell (by phone), Mary Lemmer-Charitable Gambling, Lonie Nelson-Admin

Meeting called to order at 8:11 PM

Minutes from **May 20, 2024 Board Meeting** were distributed for review and approval. (action requested) Requested edits/changes by end of day Tuesday, June 18, 2024. Draft minutes are posted on our website [Board-Agenda & Minutes page](#).

Financial Review Mary Lemmer / Lonie Nelson

Charitable Gambling

Reviewed actual results for 1-mos ending May 31, 2024. Variances in actual expenses were reviewed. Typical variances were noted at E-Tab Revenue share and MN Combined Receipts tax lines. Actual cost of games and payroll were also higher than budget and reflect the added daytime shifts on the weekends at both sites. Motion to approve actual expenditures of \$90,373 was made by M. Berdahl and seconded by J. Wyeth. All in favor, None opposed.

Reviewed estimated allowable expense for Jul2024 and Aug2024. Aug estimates are lower and reflects lower Combined Receipts Tax as this scaled tax resets in July (paid in Aug) – the beginning of the State’s fiscal year.

If line 8 is :		subtract from	multiply	add
over	but no more than	line 8	result by	ship
\$0	\$87,500		8% (.08)	\$0
\$87,500	\$122,500	\$87,500	17% (.17)	\$7,000
\$122,500	\$157,500	\$122,500	25% (.25)	\$12,950
\$157,500		\$157,500	33.5% (.335)	\$21,700

Enter the result on line 9 above.

Motion to approve estimated expenditures for Jul2024 of \$88,303 and Aug2024 of 76,503 was made by J. Wyeth, second by S. Crabtree. All in favor, None opposed.

- M. Lemmer reported that E-Tab Revenue share will be calculated at a flat 25% beginning July2024. Previously it was (LN to research – insert table for reference).
- MN Gambling Control Board made an unannounced site visit last week to both sites-Carmine’s and Ray J’s. No findings were noted.
- Bingo will start-up at Carmines effective July2024. As a result, we will see additional payroll in July.

General Fund

Reviewed QuickBooks P&L and Balance Sheet reports for **1-mos ending May 31, 2024**. Results show a Net Loss of \$370,448 and cash balances totaling \$377,217.



2024-25 Season

Majority of activity in May relates to team tournament entry/gate fees (\$155K through May 31 and \$235K through today) and a donation payment (\$200,000) to City of Woodbury for the East Rink dasher board replacement and for conversion of the outdoor pleasure rink into a hockey – for use beginning in the 24-25 season. The \$200,000 expense will be capitalized and amortized. Adjusted Net Loss will be \$170,448.

Discussion followed on adequacy of cash balance relative to the WAHC fund balance policy – which requires we hold a fund balance at least equal to 25% of our operating budget. The policy sets the required minimum at \$250,000. This policy minimum will need to be updated / increased to \$375,000 given the growth of our club (@900 players and increased operating budget @ \$1.5 million) since the policy was implemented in 2018-19.

Director & Committee Reports

Rod Rankin-Secretary – Nothing to report

Jamie Wyeth-Treasurer – Exploring options for WAHC to comply with the new MN State law – SECURE ACT requiring employers provide employees a 401K option (or State option) by January 1, 2025. Reviewing proposal from Paychex, WAHC’s current payroll provider. Jamie to email Board final recommendation for approval.

Sam Crabtree-Fundraising & Communication

RahRah Fundraising

Discussion around if/how WAHC could utilize the new RahRah fundraising app. Recommendation to table for 24-25 season – to (1) allow us to review actual results and app-functionality, etc., (2) dedicate appropriate time/attention to identify and make the necessary changes to our player fee structure to accommodate this fundraising source, and (3) understand how excess funds (over a fundraising minimum) raised are handled, etc. **(action needed)** S. Crabtree to follow-up with RahRah team with this decision and if/how we can connect again in Jan/Feb to consider for 25-26, etc. to see actual results, etc.

Website Upgrade Opportunity

As one of SportsEngine’s long-standing customers, SE extended WAHC an offer for a FREE website upgrade (FREE subscription upgrade). This is opportunity to create a new, fresh look for the club and give us a review of the SE features/functions to help us make an informed decision to continue with the platform or explore the other options that continue to come our way (B Bonin-Crossbar, Playbook, etc.). This is a limited time offer – **(action needed)** L. Nelson to reach out to SE to connect them to S. Crabtree & webmaster.

Webmaster –

WAHC member expressed interest in taking on a webmaster role for WAHC under direction of the new Communications chair. S. Crabtree to reach out. Member has work experience with the platform (WordPress) that SE uses.

Tim Affeldt-Administration

Grievance Committee – No grievances to report



2024-25 Season

Blue Book Updates –(action requested) Board edits/change requests to be sent to Tim at vpadministration@woodburyhockey.com by Jun 28 so that Blue Book can be updated in time for 24-25 online season registration (mid-July). Changes discussed include:

- Making BlueBook a live document (versus static doc-pdf form) to allow for real-time updates and easy indexing, etc.
- Recommendation (& Board approval) to formally & directly include Tryout Documentation in Blue Book – via appendices
- Recommendation (& Board approval) to define Tryout Results sharing – both in form and in timeframe (2-week limit from end of tryouts) for accepting requests from members.
- Recommendation (& Board approval) of WAHC’s Grievance/Conduct Review Committee (3 person committee) to include: VP-Administration, VP-Hockey Operations and the relevant Level Director (VP Girls Hockey, VP-Mites & Termites, VP-Pee wee & Squirt Level, VP-Bantam/JrGold). This would also allow for escalation/appeal to President and then full Board.

Hockey Committee: **Matt Berdahl**-Hockey Operations/**Jonnie Zook**-Girls Hockey/**Eric Fugleberg**-Mites, MiniMites, Termites & Intro/**Josh Wendel**-Squirts/Pee wees/**Jeremy-Bell**-Bantam/JrGold reviewed season planning/decisions to date.

- **Preliminary teams counts/designations** approved in Apr are confirmed here (see chart below). These are subject to change based on final/actual player registrations and tryout evaluation feedback.
Note: Rosemount Area Hockey Association emailed with request that all D8 associations share their team structures now (instead of waiting for D8’s official team requests in Sep) to facilitate better matching/leveling within District 8. Discussion followed – no issues noted with sharing this information at this time. L.Nelson to email RAHA reply. M.Schwab to share at D8 meeting Jun 26.
- **Preseason & Tryout ice** block scheduling is complete. Ice Scheduler to assign by group – Need to get to PSC skill providers (Sikich-Youth, Talafous-Girls) to lock in lead coaches.
- **YOUTH tryouts** include an extra Day 5 to allow for additional evaluation of the bubble.
- **GIRLS tryouts** will follow last season’s 3-day (15U) and 4-day (12U/10U) scheduling.
- **Mite restructuring plan** completed – YOUTH 8&Under players will be designated “Mites” and levels based on grade.
- **Mite / 8U Assessments** – Targeting Oct 12/13 for clinic/assessment weekend. Will have Coach/Parent meetings week following MEA weekend to go over changes / expectation before the season starts. First practices would be @Oct 26/27.
- **Non-Parent Coaches** - Non Parent Head Coaches have been identified. Hockey Group recommended confirmation of the following coaches:
 - **BN AA:** Kurri Anderson
 - **BN A:** Luke Ohnstad
 - **SQA teams:** Scofield and Gliniany
 - **PWAA and PWA**
Discussion followed around PWAA coaching as a non-parent coaching group would like to coach in



2024-25 Season

WAHC at PWAA level. Hockey Group to follow-up and make coaching recommendation to Board for approval at July Board meeting (or by email prior to Board meeting).

(**action needed**) WAHC's objective has been to have non-parent coaches at the top levels whenever possible. Recommendation for Level Directors to identify and define specific coaching needs for advertisement in Let's Play Hockey, other hockey publications and communication to WAHC membership to leverage member coaching connections through offseason camps, specialized training, etc.

- **Goalie Discounted Fees** – Discussed Hockey Group proposal for 50% off player fees at SQ/10U level – this is decision-point year(s) before commitment to full-time goalies (required at PW/12U).
(**action needed**) Hockey Group to submit final recommendation for budgeting consideration
- **BN team structure** - J. Bell presented request for consideration for fielding **2 Bantam A teams** – based on returning players BNB1 players and PWAA/A players moving up and opportunity to push players up prior to High School play – given the 2 high schools in our boundary pull from this pool of players. Robust discussion followed – WAHC's team structure was benchmarked to other associations Edina, OMG and aligns. See chart below for initial Team Structure as approved by Board at its April Meeting. (**action needed**) Board to vote on proposal to add a second BN A in place of a BN B1 team. J. Bell to send email for this purpose.



<i>Preliminary - approved at Apr 15, 2024 Board Meeting -</i>						
Age Group	Mites					
Team Levels	Termites	Mite 1	Mite 2	Mite 3	Mite 4	Total
# of Teams		4	4	8	2	18
Comments	Pre-K	K & 1	1 & 2	2 & 3	3	
Age Group	Squirt					
Team Levels	A	B1	B2	C	Total	
# of Teams	2	2	3	3	10	
Age Group	PeeWee					
Team Levels	AA	A	B1	B2	C	Total
# of Teams	1	1	1	3	3	9
Age Group	Bantam					
Team Levels	AA	A	B1	B2	C	Total
# of Teams	1	1	2	2	2	8
Age Group	Junior Gold					
Team Levels	B	U16	Total			
# of Teams	1	1	2			
Age Group	GIRLS					
Team Levels	A	B	B2	Total		
15U	1	1		2		
12U	1	1	1	3		
10U	1	2	1	4		
Age Group	GIRLS 6U/8U					
Team Levels	6U	8U				
# of Teams	2	4				
Comments	K & 1	2 & 3				



2024-25 Season

President's Report: Mark Schwab

Association Assessment – MNHockey Association Operational Excellence Check-Up

Continued discussion around our assessment of WAHC on the MN Hockey Association Operational Excellence – Best Practices. Key area that *needs attention* in all best practices is in Organization Structure and Long Range Planning Objective Setting.

WAHC is one of the largest (@4th) hockey associations in Minnesota. As a member association and volunteer based, we need to continue to solve for more active-consistent engagement from our membership in leadership and working committees. WAHC has extensive hockey experience in our membership that we need to leverage better.

Improved/more dynamic ways to communicate needs (coaching/operational/administrative) and invite participation by members is needed. Working committees under each Director role should be established – to move our Board from a working Board and allow for more strategic planning, etc. Defined and documented position description, committee purpose & direction are needed.

Strategic Planning

M. Schwab and T. Affeldt are working on a draft of a business plan for the club with input from this Board on short-term, mid-term and long-term goals. This working document would facilitate periodic (quarterly) reviews by the Board/leadership group to see if we are on track, where we need to adjust priorities, where we have gaps in infrastructure to support progress/execution, etc.

Microsoft Teams

M. Schwab and T. Affeldt recommended a move to Microsoft Teams (or similar platform) to allow for better collaboration, communication – quick decisions between meetings and better/easier document storage/retrieval in transitions between Boards. Will need to establish clear communication guidelines & define/promote appropriate use of Teams & email where there is need for more formal & solid paper trail, confidentiality, permanent written, record, etc. **(action needed)**L. Nelson to explore further – requires move of all @woodburyhockey.com emails to outlook. Solicit WAHC membership for IT experience to help in transition.

24-25 Waiver Requests & Move-Ups

Waivers: Tabled discussion to July Board Meeting. Copies of the [Minnesota Hockey Youth Rules - Participation rule](#) (IV Participation) were distributed at close of meeting for Board to review prior to next meeting – to understand Minnesota Hockey's recent change to the School Attendance Waiver Policy (requiring a request to waive on (automatic) school attendance basis prior to a player's first year of SQ/10U).

Waiver Requests:

(action needed)L. Nelson to review 4 discretionary waiver releases (3 to CGHA and 1 to LHA) from players released in the past season(s) will be reviewed with President for approval. Board update to follow by email and/or at July Board meeting.



2024-25 Season

Move-Up Inquiry:

Copies of the [Minnesota Hockey Youth Rules - Age Regulations](#) (III. Citizenship and Age Regulations) and WAHC's Move-Up policies were distributed at close of meeting for Board review prior to next meeting.

(**action needed**)L. Nelson will review a PW Move-up inquiry with J. Wendel-Director - PW/SQ Level Director and Hockey Group in email form.

24-25 Budget v.1 Summary

A preliminary Budget v1 will be prepared based on the planning notes and Board discussions to date. A draft budget v1 will be reviewed with Treasurer and distributed to Board by email for general review and to approve Player Fees for registration – set to open mid-July. Modifications to the budget will be made based on actual player registrations and a final budget approved when registration closes in September.

Next Meeting: July 17

Meeting ADJOURNED 10:17PM