



City of Lakes Youth Hockey Association

August 2023 Meeting Minutes

August 24th, 2023

1. Call to Order: 7:02

2. In attendance (Board, Appointed Positions): Cory, Brandon, Peter, Nancy, Jennifer, Paul, Cory, Matt, Dalton, Tracy, Sarah, Steve, Zhimn,

Total attendance and determination of membership quorum: Quorum is 12

3. Previous meeting minutes:

<https://docs.google.com/document/d/1ADswQ4OoNEP2SNqecJ0WmC3H1IdvAsjY/edit>

Minutes accepted: 7:04

4. Old 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 - Approved

Tracy Williamson is applying for the position of Gambling Manager and Abby Buschena is applying for the position of Assistant Gambling Manager. They have both satisfied the requirements to hold this position which are outlined at the end of this email.

Their duties will be as follows:

- Each machine (for now, we will only have one) will need servicing 2-3 times/week to ensure that it is stocked and managed.
 - This entails opening the machine, taking the cash out, reimbursing the establishment for winning receipts and collecting receipts, replace the game as necessary and order new games to keep them available as needed
 - This is estimated to take 4-8 hours at first and can likely be reduced in time as experience is gained
 - Tracy and Abby will split the visits to make sure the requirements are met
- Remainder of cash is counted and documented. It will be immediately deposited into the bank. A deposit will need to be done every 3-4 business days
- Appropriate forms will be filled out and submitted to the state
- The bank account will be reconciled on a monthly basis and reviewed by the president of the association.
- A full report of the financials will be submitted and discussed at our board/members meeting. All parties will have access to the data at any time upon request.
- Old games will be stored and audited

- This can and must be done by a third party
 - Paid per game
 - Applications are being accepted
- Tracy is requesting \$28/hour and Abby is requesting \$25/hour
- Both Tracy and Abby will keep track of their hours via an app on their personal device and will be submitted to payroll.

We would also recommend using MN Gambling Services LLC. See attached contract.

- They will charge \$500/month to verify we are doing everything correctly as well as minimize the number of hours that are needed by Tracy and Abby.
- We will work towards replacing the need for their use but will revisit this on an annual basis as a board.
- We will also use their payroll services which will be \$55/payroll plus \$1 per employee.
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- 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

Review Action Items:

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

5. Monthly Calendar Review:

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

6. President's Report:

- Hockey Director Conference
 - Sept 8-10
 - <https://www.minnesotahockey.org/hdc>
 - \$60 - We will reimburse
- Gear Up - received \$700
 - Dick's 9/15-18, 9/29-10/1, 10/13-16
 - 20% off
- Katie Holmgren
 - Membership development department with USA hockey
 - 719-538-1120
 - katieh@usahockey.org
- New City Back to School
 - 8/23, 5-7 PM
 - More school outreach?
- Registration Numbers
 - 52 Registrants
 - 9 minis
 - 10 mites

- 13 squirts
- 5 peewees
- 6 12U
- 9 15U

Accepted: 7:37

7. Treasurer's Report:

- Cash on hand (as of 7/13):
 - Checking: \$33,569.57
 - Cash box: \$5.83
- Income YTD:
 - Registration

| Registration Fees | Budgeted Amount | Deposit Amount | Total Forecast Amount |
|--------------------------------|---------------------|---------------------|-----------------------|
| U15 | | \$ 3,750.00 | \$10,000.00 |
| Peewees | | \$ 3,225.00 | \$9,475.00 |
| U12 | | \$ 1,505.00 | \$7,755.00 |
| Squirt C | | \$ 3,780.00 | \$10,030.00 |
| Mite | | \$ 3,000.00 | \$9,250.00 |
| Mini Mite | | \$ 1,650.00 | \$7,900.00 |
| Learn to Skate | | \$ 394.00 | \$6,644.00 |
| REGISTRATION FEES TOTAL | \$ 81,625.00 | \$ 17,304.00 | \$ 61,054.00 |

- Volunteer buyout: \$560 deposited \$800 total expected
- Donations: \$3,900
- Budget Summary YTD

| CURRENT BUDGET SUMMARY | BUDGET | ACTUAL |
|------------------------|-------------------|---------------------|
| Total Income | \$ 146,754 | \$ 21,942.00 |
| Total Expenses | \$ 146,754 | \$ 7,380.50 |

- Taxes filed on 8/13, accepted by IRS on 8/14

Accepted: 7:42

8. Vice President's Report:

Vice President's Report (Fundraising Report)

August 2023

- Open House Plan - Nancy N, Stacey Welman, and Jyl Dieckhaus will staff the volunteering/fundraising table. What on-ice is needed for open skate and for Try Hockey? Heather Wittstrick-E - will you create the Bingo sheet for various stops at the Open House?
- SAVE THE DATE: Parent/Guardian mixer at Eastside Old-Timer's event on Thursday, Sept 21 at Holy Cross/Kolbe Hall, 6:30 pm. Buy a \$5 advance ticket from Nancy N or at the Open House info table. Invite friends, family, neighbors. Note this is an adults only event. Please take this opportunity to build community with our Titans friends AND show big support to our major community sponsors, the Eastside Old-timers. Our goal is to sell 100 tickets. Do you have a group that might enjoy coming to this night out? Please buy the tickets from the Titans?
- Worked on soft launch of Skate-o-ween online fundraiser. Oct 29 3-4:30 Money is coming in but the site needs revision. **Who would like to work with the fundraising committee on getting this ready to roll out to the membership in September?**

- Tour of the fundraising site:
<https://www.givemn.org/organization/Minneapolis-Titans-Msp-Starwhals-Hockey>
- Registered for Try Hockey for Free site: Sunday Sept 17 3:30-4:30 and Saturday Nov 4 9:30-10:30. The registration site must be monitored. Last year we promoted Learn to Skate registration because it suits our interests but we did end up with about 17 registrations through the THFF portal.
- Edited LTS/THFF flyer for distribution in MPS summer school. **NOTE the flyer does not mention Sept 17. Can we update again before fall?** Are we planning to distribute flyers ahead of open house - what timeframe and who will manage this task?
- Worked with grievance policy review team to finalize document. To do: post to website.
- Contacted HS hockey regarding coaches for LTS
- Last year's sponsors - contacted with updated and request for renewed sponsorship
- Resubmitted request to Mauer Auto Group - used online portal
- Invited to speak to Eastside Old-timers group. We are asked to promote and sell tickets for their only fundraiser: Thursday, September 21, 6:30 at Holy Cross/Kolbe Hall. I agreed to take 100 to sell at Open House and elsewhere. Consider which groups might make a night of this: hockey guardians, Titans/Starwhals alumni, Larson Dental staff, other groups you're connected with that also receive support from the Oldtimers (like NESE baseball) because the more successful this event, the more funds they can distribute throughout the community!
- Corresponded with NE Kiwanis about a renewed sponsorship - tbd.
- NE Kiwanis offered us volunteer shifts at the State Fair. **See email from 8/20 if you'd like to help out.** Each 8-hour shift of selling tickets earns us \$13/hour. You receive admission for the day and a spot in the employee parking lot. If you need this to count for DIBS let the board know and we will update your account.
- Village Ortho renewed sponsorship of \$1000!

- Fundraising team meeting at Nancy's house: Monday 7/24, 6-7:30
 - Wreath Captain: Jyl D.
 - Spiritwear Captain: April R. - expect an online shop to be open for one week during Open House time. Help needed with promotion.
 - Explore boosterthon as a fundraiser
 - Sponsorship guide, donation website, print fundraising materials updated with Starwhals logo - thank you Jennifer V. B

Accepted: 8:00

9. Secretary's Report:

- Completed update on website with past board meetings and new bylaws.
- Shared draft of Grievance Policy with Nancy

Accepted: 8:02

10. Ice Director's Report:

- Power Skating and Goalie Clinics are booked and on the website calendar
 - These sessions start before the open house and are concentrated in early season to motivate players to register early
 - A few more sessions will be booked and added to the later season schedule

- Cost will stay under the budgeted \$4,200. Contracted services (MEGA Goalie coaching and Katrina Stewart skating) have been notified to send invoices to treasurer
- September and October practice schedules are scheduled/planned, have not yet been published to website calendar
 - I was planning to wait a little longer to see if we have two or one squirt teams (schedule is currently constructed for one squirt team but has built in flexibility to accommodate two squirt teams, as well). When do we think is a good time to publish the practice schedule? It is all ready to go.
- Two hour ice slots for squirt/peewee games
 - Cory recently was notified by District 1 that they would prefer two hour slots for game scheduling. Is this a hard requirement or simply a request? We can accommodate but would mean less ice time for our other teams.

Accepted: 8:09

11. Gambling Manager's Report:

- No new updates. All paperwork is complete.

Accepted: 8:10

12. **Appointed Positions Reports**

Equipment Manager (Dalton VanBuren):

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Coaching Coordinator (Brandon Arneson):

- [Coaching guide](#) is complete

District Representative (President or available board member):

- District Director gift?

Fundraising Chair: (Open):

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Registrar/Safesport Coordinator (Sarah Carsello):

- Safe Sport has been up and down but should be steady going forward. Please get your USA Hockey number into Sarah and complete your required screening and training.
- Safe Sport expiration notifications will be sent out 60 days before expiration and again on 30 days before expiration. If Safe Sport is not renewed before expiration date passes, coach/volunteer/manager will be automatically redlined and cannot fulfill the role until Safe Sport has been brought up to date.
- Coaches have to complete their age-specific modules before they can be rostered and on the ice. The modules are changing to 8&Under, 12&Under, and 13&Over
- Coaches who have completed 10U module will not need to take the new 12&Under module
- Certification Levels:
 - Levels 1, 2, 3 will be valid for one season. Level 3 recertifications have been removed.
 - Level 4 obtained after 2021-22 season will be valid for three seasons; then will need to take 5 credits of continuing education to advance the expiration to the next three year cycle.
 - Level 5 obtained after 2021-22 season will be valid for four seasons; then will need to take 5 credits of continuing education to advance the expiration to the next four year cycle.

- Continuing education is provided in the Coaches section of USA Hockey - virtual or in-person courses
- All head and assistant coaches are required to complete concussion training every 2 seasons. This is required before coaches can be rostered.
- All volunteers are required to register with USA Hockey as a volunteer and must be current with a background check and complete Safe Sport. This includes board members, team managers, and locker room monitors.
- New MN Hockey Rule: Locker room monitors must be in the locker room.

Volunteer Coordinator (Cory Larson):

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Tournament Coordinator (Anne Monnens):

Webmaster (Cory Larson):

-

Manager Coordinator (Matt Sheldon):

-

Communications Lead (Jennifer Van Buren):

- Website has been updated to reflect 3 registrations options (Titans, Starwhals, LTS); also updated donation tab pages to reflect individual donor vs. corporate sponsorship levels
- 150 double-sided Titans/Starwhals yard signs have been printed (currently stored in Cory's garage)
- Starwhals banner has been printed

Promotions (Seth Spangler):

- 500 Flyers were distributed to Lucy Laney and Waite Park summer scholars
- National Night Out as potential tabling event for next year, lots of opportunity in North Minneapolis
- Upcoming events:
 - Waite Park Fall Festival, Sept. 9
 - Open Streets West Broadway, Sept. 16

I'll be at both of these events, but would be interested splitting the Open Streets time with more volunteers

12. Action Items:

- Update Flyer with Sep 17 Try Hockey for Free
- Follow up on Hat Trick Challenge
- Finalize Grievance policy - Joe
- Follow up regarding departing director gift

13. New Business:

- Add Learn to Skate Coordinator to an appointed position
- Goalie Discount
- Play up request
 - Luci Howatt

14. Adjournment:8:49