



River Falls Youth Hockey Association

Sunday January 9th 2011 Board Meeting Minutes

Date: Sunday January 9th, 2011

Place: Riverview Hotel and Suites

Board Members Present: Mike Kealy, Tom Magill, Dan Briese, Marc Harer, Paul Wilson, Lisa Woiwode, Shelly Thompson, Jody Christensen, Brian Sylla, and Kent Manglitz

Board Members Not Present: Dave Buck, Troy Kusilek

Guests: Scott Harer, Debbie Rotsaert, Brooks Lockwood

Notes taken by: Marc Harer

Meeting called to order @ 7pm by Mike Kealy

Approval of meeting minutes from December 12th, 2010 Board meeting

Jody motioned to approve minutes from December 12th, 2010 Board Meeting, Marc 2nd motion. Board voted in favor – approved.

Finance Operations

Action Items

- *Dan to follow-up with financial report via email*
- *Dan to follow-up on payments from High School and Stillwater*
- *Dan and Jody to follow-up on Calendar raffle payments*
- *Tom to follow-up on bank accounts and provide status back to board*

Financial Report (Treasurer)

- Dan was unable to complete the financial report due to the move up of the meeting by 1 week. He will communicate the report as a follow-up via email.

Payments Outstanding

- Waiting on check from High School
- Stillwater ice rental
- Calendar Raffle – few families
 - Jody and Dan will follow-up with families and discuss plan for immediate payment arrangements. 1st payment will need to be in place by Jan 16th, 2011 or the skater will not be eligible to skate.

Bank Accounts (Fundraising, Building Operations, Scholarship)

- The Fundraising and Building committee's have requested independent banking accounts to allow for funds for these committees to be accessible as events are being organized and repairs are being completed.
- The accounts would allow for only certain individuals from the committee's to have access for deposits and withdrawals with monthly reports to the Board required.
- Management of accounts and identification of those having access was discussed.
- The Purpose was expanded to include Fundraising, Scholarship and Facilities accounts, all of which exist today.
- The Guidelines and Responsibilities for the Fundraising account were distributed via email, with the only comment raising the threshold from \$500 to \$1000. Since the below is specific to Fundraising, similar Guidelines and Responsibilities should be drafted for the Scholarship and Facilities accounts.
 - **Purpose:** Create a bank account for the Fundraising Committee to conduct their business for RFYHA.
 - **Guidelines and Responsibilities:**
 - RFYHA Board
 - Shall assign the Fundraising Committee members.
 - Shall approve the Fundraising account and authorize use of RFYHA's tax exempt status as a 501(c)(3) non-profit organization.
 - Shall assign and approve one Fundraising Committee member and one RFYHA Board member with access to the Fundraising account.
 - Shall review the Fundraising account status during monthly RFYHA Board meetings.
 - Shall amend these Guidelines and Responsibilities in the future as necessary.
 - Finance Committee
 - Shall draft a letter to the bank authorizing the Fundraising account and use of RFYHA's tax exempt status as a 501(c)(3) non-profit organization.
 - Shall oversee the Fundraising account income and expenses.
 - Fundraising Committee
 - Shall utilize the Fundraising bank account solely for RFYHA authorized business.
 - Startup funds for the Fundraising bank account shall come from Fundraising proceeds.
 - Shall record income and expenses by Fundraising activity so the Fundraising and Finance Committees and RFYHA Board can determine the effectiveness of any individual activity.
 - For accountability, gross proceeds for each Fundraising activity shall be deposited into the Fundraising bank account.
 - Shall transfer funds from the Fundraising bank account into the RFYHA bank account when the Fundraising account balance exceeds \$500.
 - Shall submit requests for funds greater than \$1,000 to the RFYHA Board for review and approval (e.g., Kwik Trip card advance purchases).
 - Shall provide a monthly Fundraising account status to the Finance Committee for their review and inclusion in the monthly RFYHA Board meeting.
 - Shall review the effectiveness of Fundraising activities at least annually.
 - Treasurer

- Shall verify what information is necessary to be recorded by the Fundraising Committee during the execution of their business in accordance with RFYHA policy and accounting practices.
- Shall receive deposits from the Fundraising bank account and deposit into the RFYHA bank account.
- Shall audit the Fundraising Committee bank account as necessary.

Jody motioned to approve the Fundraising, Facilities, and Scholarship bank accounts based on the above guidelines and responsibilities, Tom 2nd motion. Board voted in favor – approved.

Fundraising

- Shelly provided update on fundraising to this point. All have gone very well including Blankets, Apparel, Schwan's, and Kwik Trip.
- We are looking at another Schwan's and Kwik Trip fundraiser along with the Golf Tournament and the Ice out Gala coming this spring.
- We are always looking for your ideas

Scholarship

- Tom will handle again this year and submit for student applications

Wild Program Sales

- Feb 15th – Tom will check with Jeanne to get the details.

Hockey Operations

Action Items

- *Mike will contact WAHA to request movement to Division 3*

Debbie Rotsaert on Max Rotsaert request to Roster and Play at Squirt level

- Review of current situation by Debbie
 - Review of season to this point, Max has been playing most of season with Squirt B team
 - Thought approval was already in place
 - Questions around what happens now
- Jody and Lisa shared input on situation
- Marc provided information on Double Rostering policy as currently stands.
- Debbie request for Max to play as a Squirt (B) for the remainder of the 2010/2011 season

Lisa motioned to approve Max Rotsaert as a B Squirt for the remainder of the 2010/2011 season. Max will be a Squirt only and will not play at the Mite level. Max will be responsible to pay a prorated amount of \$167.50 to cover the difference in registration costs from the Mite to Squirt level. Marc 2nd motion. Board voted in favor 5 to 4 – approved.

Double Rostering

- A focus group including Lisa, Marc, Jody, and Kent has been established to review the current player movement polices and update/adjust them accordingly to meet the association needs of today and looking forward.

Mite Program

- Jody will take the lead and provide the details for the 4 level ADM focused model to be reviewed by the Board for discussion at the next Board meeting.

WAHA Level of Play

- Board reviewed the level of play in WAHA Division 2 vs. 3 from a competition perspective.
 - By way of comparison associations in Division 2 are River Fall (130), Menomonie (141), New Richmond (218), and Somerset (84). Division 3 Baldwin (143), River City (123), Tomah (139).

- The intent for review is to be positioned in a division which allows us to be most competitively balanced with the other associations.

Jody motioned to approve to approve the request to WAHA to move to District 3, Lisa 2nd motion. Board voted in favor – approved.

Misc.

- **Hockey Weekend across America**
 - Saturday at 12noon Karyn Bye will be at the Wildcat Centre during the Mite A/B Tournament
- **Association Observed Days Off**
 - Review for next meeting days throughout the season which should be off from scheduled events. Examples include Christmas Eve, Christmas Day, New Years Day...

Building Operations

Action Items

- *Paul and Brian will work on changing out burnt out lights*
- *Paul will take care of key box access pad change out*

Skybox

- State approval have been received
- Donation of \$4000 has been received
- Next step is procurement of materials for building. Brain will be working with local suppliers to obtain bids.

Outdoor Rink

- In great shape overall. Some repairs needed on the boards and grounds however for the most part all is in good condition

Brian On behalf of Dave, Paul, and himself, would like to make a motion to have the \$1500.00 received from the city of RF to be used to repairs the outdoor rink and if funds are still available, build a warming shelter. Jody 2nd Motion. Board voted in favor – approved.

Locker Room Arrangements

- Considerations being made to accommodate the Fusion which in turn will work better overall for everyone.
 - Discussions are currently around the combination of Locker Room 7 with the Pro Shop
 - More to come on this topic

Communication Operations

Association Event

- The Fundraising Committee is looking at an event around the time of the ice removal in early April.

Annual Meeting Prep

- Discussion on preparation for upcoming Annual Meeting
 - Need to identify a committee to focus on the upcoming Annual Meeting.
 - Identify Nomination Committee and soliciting new Board member candidates
 - Agenda items identified to this point
 - Atoms/Mites program
 - Registration fees/late fee's
 - Ice time
 - Total Hockey

Other Items

Looking Forward –

▪ **February**

- Raffle drawing (2nd Month)
- Annual meeting preparation
- Regional playoffs
- Fat Boys tournament preparation
- Golf tournament preparation (May 31st)
- Twin States pool tournament preparation

▪ **March**

- Raffle drawing (3rd Month)
- Tax preparation
- File annual report with Wisconsin Department of Financial Institutions (DFI)
- Atom and Mite schedule for upcoming year
- High School schedule and contracts review
- Review next year's registration and fundraising details
- Registration dates for upcoming season
- Annual meeting agenda preparation
- Service hours update to Treasure (hours not worked)
- Ice removal preparation (1st or 2nd week in April)
- Establish next year's committee list

Next board meeting will be 5pm on Sunday February 13th, at the Riverview Hotel & Suites

Marc motioned to end meeting at 10pm, Kent 2nd motion. Board voted in favor – approved.