

CREDIT CARDS

POLICY: Minnesota Hockey has a policy for the issuance of bank credit cards and telephone usage cards to designated members.

PROCEDURE:

Bank Credit Cards:

1. Minnesota Hockey may, with the consent of its President and Treasurer, issue bank credit cards to those employees and/or members who regularly incur expenses in ordinary business activities and as a function of their Minnesota Hockey duties. When such cards are issued, their use will be limited to official Minnesota Hockey business that falls within the purview of the Minnesota Hockey approved budget.
2. Minnesota Hockey may also issue credit cards to its program managers who, in the administration of particular Minnesota Hockey program/event and within a definite period, expect to incur expenses in excess of \$250.00. Issuance of such credit cards must be approved by the Controller and will be issued on an "as needed" basis. Once the program/event is concluded, the credit card will be promptly returned to Minnesota Hockey.
3. All holders of Minnesota Hockey issued bank credit cards are required to execute the Minnesota Hockey Credit Card Security Agreement, attached as an appendix hereto.
6. All expenses incurred on Minnesota Hockey credit cards shall be submitted on the Minnesota Hockey approved expense form and shall include all of the pertinent data specified on that form. The expense form and the credit card receipts shall be submitted together to the Controller. In the event a required receipt is lost, a certification of the expenditure shall be submitted in the form of a written statement that defines the expense. The statement shall include:
 - a. The item purchased
 - b. The place of purchase
 - c. The date of purchase
 - d. The amount of purchase
 - e. The reason the expenditure was made.

7. Minnesota Hockey issued credit cards are not used to pay recurring expenses such as monthly subscriptions, regular monthly services and the like. Such expenses shall be charged directly to Minnesota Hockey and managed by the Minnesota Hockey business office.

CASH MANAGEMENT

POLICY: Minnesota Hockey has written procedure to assure that all funds received by the organization are placed daily in an officially designated and secure location. Funds collected and disbursed are distributed to the parent agency and other designated authorities.

PROCEDURE:

Officially Secure Location

All funds are receipted as they arrive at the Minnesota Hockey Business Office and held in a secure location until a bank deposit is made.

Handling of Funds:

All funds collected from membership fees, ~~sponsorship fees~~ and each program shall be received by electronic format or certified funds and are deposited in a Minnesota Hockey designated depository, into Minnesota Hockey's general checking account ~~_, on the same day that they are received.~~ Funds collected from sponsorship fees, grants and other non-program related funds may be in the form of a check and will be handled in the same manner. Expense payments are developed and charged against the general checking account as well. Funds that have been donated to Minnesota Hockey for a specific purpose shall be recognized as restricted assets. Special accountings records have been developed for these funds and are reconciled on a quarterly basis.

NSF Checks

Checks returned for non-sufficient funds will be automatically forwarded for collection to an authorized agency specializing in this activity. The selected agency will have electronics funds transfer (EFT) and automated clearing house (ACH) capability.

Proposal to modify voting for Mn Hockey board member elections

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- 4 Candidates meeting the deadline to express interest in running for positions being elected, and additional candidates identified by the Nominating Committee as described above, shall be placed into nomination by the Nominating Committee Chairman. Candidates may also be nominated from the floor by a Board member. Voting for new officers and representatives shall take place as the last order of business at the annual meeting or other meeting at which an election will be held.

Add to number 4 after the last sentence or mark as 5.:

All board members will cast their one vote; District Directors, Adult, Women, Juniors, Disabled Hockey and Referee will cast the votes reflecting on the number of members registered in their respective Districts or the constituents' they are elected to represent. Registered numbers as verified by the Minnesota District Registrar.

This procure is currently used to elect the USA Hockey Minnesota District Directors.

The reason for the change is to give the registered members of Mn Hockey/USA Hockey a greater voice in the election of the leadership of Mn Hockey. With a greater voice in the election of officers this means a greater accountability for all. If the High schools choose to register their members with USA Hockey/Mn Hockey then these numbers would be added.

If a District Director is elected by this procedure then all officers elected to lead Mn Hockey should also be elected by a majority of the registered constituents of Mn Hockey.

Proposal to modify the Sunday Mn Hockey meeting format

This proposal is made to add to the meeting a portion titled Youth/Girls Hockey. This portion of the meeting would only be for those items that deal directly with the Youth/Girls membership in Minnesota Hockey. Voting on issues would also be limited to the elected board members of Minnesota Hockey, the President, Past President, Secretary-Treasurer, Comptroller, 6 Vice Presidents and the 13 District Directors.

There are groups such as the Adult Hockey, Women's' Hockey, Junior's, Referee's Boy's and Girl's High school representatives and Disabled Hockey that are also members of Minnesota Hockey. These groups have their own By-Laws and or playing rules and boards that are voted on by their own registered members and at no time are the representatives of the Youth/Girl's membership allowed participation in the discussion and voting on their policies, but these representatives are allowed to not only participate in discussions concerning changes to operating and playing rules to the Youth/Girls membership but can also vote on such matters even when there is a conflict between different groups.

This addition can be placed either at the beginning of the meeting thus allowing the other members to arrive later or at the end after new business allowing the others to leave early. It is important that issues that concern the Youth/Girls registered membership are voted on by those directly involved with the management of this group and responsible to enforce the rules and policies in place. Time and confusion would also be taken care of as less time would be needed for explanations and histories of issues to those who do not normally deal with Youth/Girls Hockey.