Park Rapids Amateur Hockey Association

Board Meeting Minutes

Date: 2/13/2017

1. Call to Order: By: Pete Time: 5:05 p.m.
2. Agenda Approval: Nancy/Brent H./Passed
3. Minutes Approval: Brent H./Shaun/Passed
4. Director’s Reports
   1. Executive
      1. Annual non-membership fee
         1. $25 fee for non-members is annual. Fee will stay the same.
         2. Motion to stay the same: Brent H/Jeromy/Passed
      2. Approval for expenditures
         1. Nancy has been getting bills without having the expenditures discussed prior to her getting the bill. EX: The sharpening room needed a new heater, the board had not heard about this or discussed it, and Nancy got a bill for $800+.
         2. In the future, Nancy would like expenditures discussed prior to her receiving the bill. We may need to consider adding something to the policy book regarding large expenditures being approved by the board.
   2. Treasurer
      1. Motion to approve treasurer’s report: Brent H/Pete/Passed
   3. Facilities Management
      1. Brent H would like approval to get remaining Freon replaced next year, so we will be completed with this. He will get the pricing and we will discuss at a future meeting.
      2. Doors for locker room doors bid from Emcon was $8300 for frames, painting, doors and installation. Brent H requested to have them look into reusing the frames, as Matt states the frames have been cemented into the wall. Matt will look into it and see what the price difference will be.
   4. Staffing
      1. Rink manager
         1. Rumor is that none of our rink staff is returning next year. Ed is leaving for vacation on February 17, and he is not returning after that time.
   5. Administrative
      1. Concession report
         1. Health inspector was here. Some changes need to be made. Crockpot and microwave are not commercial, so they need to be replaced with commercial items. Chlorine test strips to test the sanitizing sink.
   6. Capital
      1. Raffle/dinner updates
         1. Blake sent an email to all managers to have all stuff turned into him tomorrow. He has only heard back from two managers.
         2. Blake will not be attending the raffle, so we need someone to run the raffle at the dinner.
         3. Blake will be leaving town on Thursday, so if things are not turned in before that date he will not be available to take in late items.
         4. We need to figure out some place for the tickets and money to be locked up until the spaghetti raffle. Blake is looking into finding a location for this.
   7. Hockey Development
      1. District meeting report
         1. Norita and Brent S attended, neither of them present.
         2. Matt gave a recap. Safe Sport and making sure all policies are being followed was the biggest takeaway from this meeting. Bemidji and Thief River Falls have recently had incidences due to lack of locker room monitors.
            1. Brent H would like to put a lock box outside the locker rooms with a key to each locker room door (when they’re replaced). Each coach would have a key to the lock box. Locker rooms would not be unlocked and kids wouldn’t be able to be in the locker rooms until the coaches are present.
            2. Brent H would also like to find out what the policy is if there are problems in the varsity locker rooms, as they do not follow safe sport. Brent will call Jon Schumacher.
      2. Sponsor night
         1. More sponsors showed up than usual. One of the sponsors won the split the pot and donated the money back to the hockey association.
      3. Try Hockey for Free is in two weeks.
      4. Registrar-protocol – Norita requested this be added, we will cover at next meeting.
         1. Matt thought this may have had something to do with the 12U coach, Travis Floyd, not being added to the roster. Matt sent the information to Kathy. Nancy said that even though his stuff was turned in it has to be approved District 15 before he can be put on the roster. Managers need to be educated on this, so they are not adding coaches to rosters that are not actually rostered.
   8. Gaming
      1. Dez feels like everything is going well. She has a question about Shai closing boxes and making deposits and then have a family member do the second audit. She will be contacting the gaming commissioner to see if there is any conflict of interest.
      2. Gaming needs help March 31 counting boxes and machines at all sites for an audit. This will have to be after 5:00. There are eight sites, they are hoping to have two teams going to sites to do this, as Dez and Shai have to oversee the audit.
      3. Blueberry Pines – we need to give a 30-day notice to pull our boxes out of there. We have until February 20 to pay the compliance board for each site, otherwise we have to pay $150 for the site. The other option is to send Blueberry Pines a letter and inform them the boxes will be closed on February 20, not giving them a 30-day notice. They would be able to appeal this if they wanted.
      4. Motion to approve closing Blueberry Pines pull tab sites: Brent H./Jeromy/passed
      5. Motion to approve gaming report: Brent H/Nancy/Passed
5. Old Business
   1. Founders Award – will be presented at the spaghetti dinner. Price of plaque is $35-40. Motion to approve: Brent H/Matt/Passed
   2. PAAS program – 3.0 or higher GPA, Heidi is requesting a Top Shelf gift certificate, and possibly a movie night. There are many students this year, so this way more kids would get a reward. Motion to approve Heidi to spend $150 for these prizes.
   3. Policy book approval
      1. Table this discussion for another meeting.
6. New Business
   1. Avenson Insurance invoice/quote
      1. Richard Bradow present from Avenson Insurance Agency to talk about gaming loss. Revisit controls on when deposits happen, so there is not a build-up of cash available. Currently there are four days allowed, but Richard suggested we change that to next day. He left written information regarding cash control for board to make things more secure and decrease chances of loss. Also discussed current insurance policy. Brent H. will inventory some of our larger priced items to ensure we have proper coverage. Renewal is March 11, 2017.
   2. Plan annual meeting
      1. Monday, April 10 at 6:00.
   3. Positions to be posted for next season: Equipment manager, concessions manager, ACE coordinator, coaches.
   4. Kid-less coaches – in the past we have reimbursed the coaches that don’t have a kid in the association. Motion to approve $200: Brent H/Matt/Passed
   5. Equipment manager
      1. Brent will bring to Clayton’s attention the policy for returning jerseys and setting up time to receive them.
   6. Hubbard First Responders
      1. Nancy is wondering if we are going to donate to the First Responders again this year.
         1. Motion to approve $100 donation: Jeromy/Matt/Passed
      2. We need to discuss the contract with the school prior to next season to see who is going to be responsible for covering the games next year.
   7. Survey questions
      1. Same questions will be on the survey as last year. Matt will forward it to the board for review.
   8. Manager meeting
      1. Manager meeting at the end of the year to finalize everything for the season.
   9. Parent meeting
      1. Parent meeting for the end of the season was discussed at the start of the season.
   10. Jessica Jensen – has requested to be part of the board. The board decision is to wait until the annual meeting and she can have her name placed on the ballot for an open position.
   11. 12U volunteer – Jessica Lauwagie is an RN and would like to know if she can get volunteer hours if she could cover the medical coverage for the 12U District games. Motion to approve: Blake/Jeromy/Passed
   12. Brittany Floyd letter – will discuss at a later meeting.
   13. Grievance
       1. A grievance was filed by a family claiming harassment from a child on the team to their child.
       2. John Hoscheid present to discuss grievance. He is upset about what was contained in the letter with regards to his ability to handle children.
       3. Parents have admitted that this child has had problems at school, hockey, and boy scouts.
       4. Coaches have reprimanded any behavior that they have seen, but they have not seen all of the behavior that the parents have brought forth; they cannot stop behavior that is not happening in their presence.
       5. Parent is requesting education for the coaches on how to deal with kids in these types of situations. At the time that this was brought forth, they wanted the child in question to be removed from the ice based on hearsay.
       6. Per policy, this needs to be presented to the grievance committee. They need to arrange a time to meet with all involved parties to try to resolve the issue.
   14. Sled hockey is on Sunday, February 19 from 2-5. Laura Hillukka asked if the managers could see if anyone would volunteer to run the concession stands that day from 1-5. Shaun will send an email to the managers.
7. Next meeting date is: 2/27/2017
8. Adjournment: By: Pete/Nancy/Passed Time: 7:30 p.m.