



- **Movie in the Park:** Proposal to Sponsor Movie in the Park through City of New Hope. Mighty Ducks in August, will be use for marketing effort. Cost is \$285, propose it comes out of Marketing Budget.
  - **Move to approve the donation to the City of New Hope for \$285 to sponsor Mighty Ducks II in August –Jeff Motion, Tuck Second-UNANIMOUS**
- **Nominating Committee**-proposal to appoint nominating committee to interview applicants for the open board positions. Tim McGlone has agreed to chair the committee. Chris Kaisershot will be on the committee. Still seeking one or two more individuals to be on the committee.
  - **Motion to approve Tim McGlone as the lead for the nominating committee and authorization him to choose up two additional members, in addition to Rachelle Erickson and Chris Kaisershot, - Jeff Motion, Kara Second-Unanimous**
- **Charitable Gambling** –See attached summary and update re:checks and balances for time keeping review. Implementing electronic timesheets through quickbooks. Proposal for new paid position within Charitable Gambling for bank reconciliation.
  - **Motion to approve new position for up to \$500 annually for a Bank Reconciliation Position payable at the rate of \$20/hour, to submit a timesheet to gambling manager on a monthly basis for approval. Pay will begin effective June 1, 2018. Duties will include input into master tracker information and checking account information into bank reconciliation. Follow up on items in question, note any outstanding checks, deposits and discrepancies and submit rec to accounting firm and gambling manager. –Motion by Dawn, second by Jeff- APPROVED (Unanimous)**
- **Registrar Compensation** –Exec voted 4-0 to pay compensation for the last year of current registrar’s term as per the compensation that was posted when she started her term (two skater’s registration no cap on amount). Exec felt it was unfair to change the policy mid-term and that there was conflict of when the change occurred that could not be clearly determined and as such we are going to honor the request to complete the term as originally started. The registrar term ends and the position as posted now reflects the consistency throughout the compensated positions of a \$1500 cap on compensation.
  - **Motion for Board approval of Executive’s recommendation that the registrar compensation for 2017-2018 skating year be two skaters as per her original appointment. Compensation going forward will be as posted in the new revised job description. Jeff-Motion, Dave Second-Motion passed unanimous**
- **Board Meetings and Preparation Ahead-** See attached reporting duty timeline. Requesting that all board members prepare a written summary each month they have a reporting obligation and submit to the secretary by the Thursday before the meeting, expectation that board all reads ahead of time to streamline meetings and minutes.
  - **Please provide feedback and additions to task calendar before next board meeting for your position and for other positions.**

## 2. Secretary/Vice Chair

- **Need to Post Year 1 positions that are up for renewal.** They are as follows:
  - D3 Rep (Jim is not renewing)
  - Secretary (Julie Ann is not renewing)
  - Registrar-
  - Equipment Director
  - Hockey Development Coordinator
  - Gambling Coordinator

- Mite Director
    - Asst ACE Coordinator-Coaches
  - **Proposed Revised Job Description for D3 Representative** (See Attached)
    - **No motion necessary, board all agreed upon proposed revisions to job description as recommended by outgoing D3 rep.**
  - **Proposed Revision to Equipment Director Position** (See Attached)
    - **Motion to Approve converting Equipment Director Position to a non-voting board position at the manager level, reporting to the Travel Team Coordinators and the Chair - Jeff Motion-Dave Second Tuck–Unanimous**
- 3. Volunteer Coordinator/Vice Chair/Concessions (Dawn)**
  - Request to establish a sub-committee to review DIBS, concession stand and tournaments. Concession lease signed was for one year only. Need to be prepared to make a decision by June 1, 2018 on how we want to proceed. Seeking board members to be a part of the discussion, and agree upon two meeting dates to conduct the discussion, one beginning of April and the second in May.
    - Subcommittee- formed, Kara, Suzie, Stephanie, Natasha, Brian, Dawn, Mark, Allison.
- 4. D3 Rep**
  - Annual Minnesota Hockey Leadership Training is April 27<sup>th</sup> and 28<sup>th</sup>. Seeking committee from at least two board members to attend.
  - D3 Competition Committee – discussed at last D3 Board Meeting that the Competition Committee will start meeting once season is (earlier than last year).
  - D3 Treasurer Position: D3 Treasurer is still an open position and it is a priority to fill. Discussed option of hiring if no applies or is interested in filling. D3 Executive Board will look into costs and if reasonable may need to consider (these costs would be passed down to D3 Associations).
  - D3 Ice Schedulers about support for ice scheduling software, Maximum Enterprise
  - High Performance Tryouts will start in March. Tryouts are by invite only based on recommendations of AA and A coaches of each Association.
  - Gentry Academy – D3 will allow Top Teams in Associations to do “Controlled Scrimmages with Gentry Academy. Need to get prior approval from Nicole, D3 Director. Coaches need to be on the ice and no clock, penalties, officials or score keeping.
- 5. Registrar**
  - Proposed Revised Refund Policy (Current Policy is Attached)-TABLED TO NEXT MEETING
- 6. HDC Update Hans Skulstad**
  - Want to start talking about WINGS culture in hockey specific terms.
  - Discussed more personalized culture training next year at coaches meeting.
- 7. Mite Update**
  - See attached recap of Mite Pancake Breakfast
  - See attached update regarding upcoming ACYHA Mite Jamboree
  - We did submit application for Mite Jamboree to D3 on time
  - Mite 2’s participated in Plymouth Fire & Ice and Mite 1 will be participating in Golden Valley Winterfest 2/10. Good community exposure.
  - Upcoming National Try Hockey for Free **March 3<sup>rd</sup>**
  - **Motion to Approve \$300 sponsorship of Spring Plymouth New Hope Little League in reciprocation from their sponsorship to us. -Kim-Jeff –second-Unanimous**
- 8. Boys Travel Update (Dave)**
  - Bantam C-Wisconsin Dells Gate Fee

- Gate fee satisfied by reduced registration fee achieved by hotel accommodations paid for by team.
  - Cost to run team-future planning, looking at analyzing the actual costs for teams this season to lead to a review of registration costs.
- 9. **Sales and Fundraising Update (Alison)**
  - New Fundraisers
    - BW3-10% back to us
    - Applebees –Tuesday March 13<sup>th</sup> 4-9 pm – 15%
  - Sales
    - Dunkin Donuts-Two Dasherboards and graphic on top of blue Zamboni
    - Will wrap one size
    - All Star Renewed for three years
    - Tru-Stone Financial may be advertising
- 10. **NGIN Issues**
  - Not syncing, the NGIN App is working as is the website. Do not rely on I-cal until further notice. Gina to communicate to membership.

Minutes submitted by Dawn Speltz February 20, 2018. Approved March 12, 2018.

**ACYHA**  
**Budget vs. Actuals: Mid season 2017-18 revised bdtg - FY18 P&L**  
 June 2017 - May 2018

	Total				ORIGINAL Budget	Diff +/-
	Actual	REVISED Budget	over Budget	% of Budget		
<b>Income</b>						
4000 *REGISTRATION FEES	321,842.50	318,600.00	3,242.50	101.02%	318,600.00	
4050 *Misc Income*	23,656.96	23,502.00	154.96	100.66%	24,800.00	-1,298.00
4200 *ACYHA TOURNY INCOME*	68,693.00	68,693.00	0.00	100.00%	66,200.00	2,493.00
4300 *Concessions Income/bank deposits*	57,918.70	70,000.00	-12,081.30	82.74%	70,000.00	
4400 *FUNDRAISING income	63,157.06	63,287.00	-129.94	99.79%	61,100.00	2,187.00
4700 *Gambling Income*	180,000.00	200,000.00	-20,000.00	90.00%	200,000.00	
4900 *Concessions Contributions*	0.00	25,000.00	-25,000.00	0.00%	25,000.00	
<b>Total Income</b>	<b>\$715,268.22</b>	<b>\$ 769,082.00</b>	<b>-\$ 53,813.78</b>	<b>93.00%</b>	<b>\$ 765,700.00</b>	<b>3,382.00</b>
<b>Cost of Goods Sold</b>						
5000 Scholarships	11,475.00	11,475.00	0.00	100.00%	7,000.00	4,475.00
5001 registration credits-mgrs/ice sched/registrar	14,000.00	14,000.00	0.00	100.00%	15,000.00	-1,000.00
5090 fundraising invoices	33,116.21	33,116.00	0.21	100.00%	35,300.00	-2,184.00
5200 Goalie Credits	11,775.00	11,775.00	0.00	100.00%	11,500.00	275.00
5300 Concessions	24,878.27	31,500.00	-6,621.73	78.98%	31,500.00	
5500 Shared ad revenue w NH	2,471.00	5,450.00	-2,979.00	45.34%	5,450.00	
56650 bad debt	15.00	50.00	-35.00	30.00%	1,500.00	-1,450.00
<b>Total Cost of Goods Sold</b>	<b>\$ 97,730.48</b>	<b>\$ 107,366.00</b>	<b>-\$ 9,635.52</b>	<b>91.03%</b>	<b>\$ 107,250.00</b>	<b>116.00</b>
<b>Gross Profit</b>	<b>\$617,537.74</b>	<b>\$ 661,716.00</b>	<b>-\$ 44,178.26</b>	<b>93.32%</b>	<b>\$ 658,450.00</b>	<b>3,266.00</b>
<b>Expenses</b>						
6000 *ICE & FACILITIES FEES*	234,706.50	309,000.00	-74,293.50	75.96%	315,000.00	-6,000.00 Per Mark
6100 *LEAGUE REFEREE FEES*	7,755.00	13,000.00	-5,245.00	59.65%	13,000.00	
6200 *HOST TOURNAMENT EXPENSES	14,956.63	26,850.00	-11,893.37	55.70%	26,850.00	
6281 *DONATIONS*	0.00	5,000.00	-5,000.00	0.00%	5,000.00	
6300 *Concessions*	11,253.32	34,000.00	-22,746.68	33.10%	34,000.00	
6400 *COACHING/SKILLS*	69,945.78	110,287.00	-40,341.22	63.42%	116,030.00	-5,743.00
6500 *ACYHA ADMIN*	18,069.02	32,700.00	-14,630.98	55.26%	29,325.00	3,375.00
6525 SKATE expense	0.00	1,000.00	-1,000.00	0.00%	1,000.00	
6610 *TRAVEL AWAY TOURNAMENT REGISTRATION*	27,046.63	30,050.00	-3,003.37	90.01%	40,500.00	-10,450.00 Per Kara
6665 *DISTRICT 3 TEAM FEE*	0.00	13,000.00	-13,000.00	0.00%	12,800.00	200.00
6700 *EQUIPMENT*	25,818.53	28,700.00	-2,881.47	89.96%	28,700.00	
<b>Total Expenses</b>	<b>\$409,551.41</b>	<b>\$ 603,587.00</b>	<b>-\$ 194,035.59</b>	<b>67.85%</b>	<b>\$ 622,205.00</b>	<b>-18,618.00</b>
<b>Net Operating Income</b>	<b>\$207,986.33</b>	<b>\$ 58,129.00</b>	<b>\$ 149,857.33</b>	<b>357.80%</b>	<b>\$ 36,245.00</b>	<b>21,884.00</b>

# Armstrong Cooper Youth Hockey Association

## Job Description



**Title:** ~~Equipment Manager~~ **Director**  
**Role:** ~~Non-Voting~~ **Board Member**  
**Election/Appointment:** **Appointed**  
**Voting Status:** ~~Non-Voting~~  
**Budget:** ~~No Budget responsibility~~  
**Term:** **Three years, year one in the cycle**  
**Compensation:** full hours

**Description/Role:** The Equipment ~~Director~~ Manager is responsible for maintaining all association equipment including distribution, maintenance and replacement of or procurement of new equipment at the direction of the Travel Level Coordinators.

### Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month for the months July, August, September and the annual budget and upon the request of the board.
- Must attend the annual meeting of ACYHA Membership in April
- Must attend the Travel Team Manager meetings in the fall and facilitate the distribution of all equipment to travel teams.
- Conduct equipment return sessions at the end of the season. Ensure that all equipment is returned and stored in a proper manor to ensure maximum use of the equipment.
- Maintain the equipment storage facility in a clean and orderly fashion, removing all old, outdated and unsafe equipment.
- Ensure equipment distributed by Association meets safety needs/standards set by the District
- Report monthly to Board of Directors
- Report annually to Board on condition of jerseys and estimated replacement dates/costs . Research and provide a minimum of three options for pricing of replacement equipment.
- ~~Partner with Treasurer on budget~~ Partner with Travel Level Coordinators on budget annual equipment needs. Research and obtain quotes for all anticipated equipment needs for the season as determined in conjunction with the Travel Level Coordinators.

Document: Job Description - Equipment ~~Manager~~ Director

1 of 2

Created: May 8, 2015

Updated: ~~February 7, 2018~~ August 20, 2016

# Armstrong Cooper Youth Hockey Association

## Job Description

- Work with and support the Mite Equipment Manager and fill in the role if it is not filled
- Represent ACYHA in a positive manner during all ACYHA activities and interactions with vendors
- Specific tasks relative to traveling teams:
  - Game jerseys
  - Socks
  - First Aid kits
  - Banners
  - Helmet stickers
  - Pucks/Puck bags
  - Practice jerseys
  - Tryout jerseys
  - Goalie equipment
- Training your successor at the May meeting at the end of your term

### Desired Skills:

- Strong communication skills
- Strong leadership
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

### Reporting:

- This role reports to the Travel Level Coordinators~~Board Chairman~~

The Charitable Gambling Organization is a separate entity, however the reporting structure is that the Gambling Coordinator (Tracee) reports to the Chairman of the Board. We felt it was a good opportunity, with so many new board members to provide an update on some of the function of the Charitable Gambling Entity.

1) Payroll- The total monthly payroll is submitted to the board monthly for approval as a part of Tracee's update. The pay structure and processes are as follows:

- a. **Employee Time Sheets:** There are paper time sheets at every site for each employee that works at that site. The employees fill out when they do their hours and sign at the end of the pay period. Tracee collects the paper time sheets, signs off on them that they are consistent with the shift's scheduled. Then every two weeks Tracee calls the hours to Paychex who issues the payroll.
- b. **Gambling Manager Timesheets:** Historically has not done time sheets. Eric has set up electronic timesheet through Quickbooks for checks and balances to protect both the Gambling Manager and the Organization and those will be submitted bi-weekly and the chairman, or alternative executive member will sign off on timesheets.

2) Pay Structure

- o Pull Tab Employees \$9.65/hour (min wage) plus tips
- o Auditors \$10/hour
- o Gambling Manager = \$20/hour-40 hours week
- o Special Event Bingos- \$80 per event per employee
  - Normally 5-6 staff plus Tracee, Tracee's time at these events is part of her 40 hours per week already being billed.
- o Payroll runs \$7500-\$7900 per pay period (every two weeks)
- o If Tracee works a booth shift she bills \$10/hour as additional hours over and above her 40 hours.
- o There are currently 19 employees including Tracee

3) Proposed New Position:

- a. Andrea Omodt
  - i. She has been filling the FULL DIBS position to complete Bank Reconciliation Position. This position has been a DIBS position since gambling started with the organization.
  - ii. See description proposed
- b. This has been a FULL DIBS position since Charitable Gambling
- c. POSITION DUTIES (NEED LIST FROM TRACEE)
- d. Approve position up to \$500 annually, which is the equivalent of the DIBS buyout that has been currently being "paid" through DIBS hours, payable at the rate \$20/hour, to submit a timesheet as other employees. Effective June 1<sup>st</sup>, 2018. At such time Andrea no longer wants position, it shall be reviewed to determine if we re-offer as DIBS.