

**ACYHA Board Of Directors
Membership Meeting Minutes
2026**

Meeting Type: Monthly Meeting
Date: Monday January 12, 2026
Time: 6:30 pm
Location: NHIA Meeting Room 1

Attendees

Brian Thul - President -
Dustin Glad - Vice Chair -
Scott Allen - Treasurer -
Kevin Pote - D3 Rep. -
Kim Nau - Secretary -
Michael Thompson - Boys Travel Director -
Norm Orstad - Girls Travel Director -
Scott Tousignant - ACE -
Derrick Raymond - Ice Scheduler -

Julie Wahl - Sales/Fundraising -
Susie Melynchuk - Tournament Dir -
Matt Inciti - Concession Manager -
Jim Lewandoski - Mite Director -
Sarah Guzman - Mite Program Director -
Drew Herron - Communications and Marketing -
Ryan Hegarty - Safe Sport -
Wendy Mathiason - At Large - ex
Tina Schochow Greazel - Volunteer Program Dir -

Additional Representatives

Lance McKinnon - WEB Admin - ex
Tracee DeNeui - Gambling Mgr -
James Tousignant - Asst. ACE - ex
John Dooley - Eval Coordinator - ex
Erin Dungan/John Knutson - Equipment -
Kari Karsnick - Registrar -
Ryan King - HDC Chair -
Miranda Hortenbach - Skate - ex
Lida Knoll - Graphic Design -
Lindsey Brekker - Fundraising Director
Liz Tratnick - Ass't Treasurer
Michael Kautzman - Ass't Ice Sched
Heather Arenson - Ass't Girls Travel Coordinator
Stephanie Hagen - 2026-2027 incoming Secretary

LEVEL COORDINATORS

Bantam - Cam Opel -
PeeWee - Peter Houghtaling -
Squirt - Jake Standafer -
Goalie - Andrew Cooper -

18 Current voting members; 10 required for quorum

Topics:	Presenter(s):
6:30 pm	Call to Order Brian Thul
	Roll Call Kim Nau

Approval of Meeting Minutes: Motion: Tina Seconded: Matt I

1. Gambling Director (Tracee)

MN Gambling Board sent a letter giving our association/Tracee a 5 out of 5 star rating on our charitable gambling reporting. Thank you so much for your hard work, Tracee!

Approval for expenses for February 2026 - \$43,100

Approval to make an ice time donation in the amount of \$45,000 for December 2025

Approval to make a payment to the city of Plymouth for the fourth quarter taxes for 2025 in the amount of \$7598.50 (Ties to the Sunshine Factory site)

Approval of gambling report: Motion: Dustin Seconded: Scott

Guest Trey Gladney - Observations & Considerations Regarding Youth Hockey - Varsity Alignment and Facility Access

2. Chair (Brian)

A huge thank you to the Girls High School Program for their excellent service this past weekend at the Knockdown. The families did a great job and this partnership is a strong example of connecting our programs. I was very impressed with the level of engagement by our high school players and wish them the best as they progress through the season.

ACYHA - AC High School alignment (Trey Gladney)
Jr. Gold Coop. initial board briefing (Thul / King)
Skate it Forward (Thul)
Feb. 3rd event

Take your gift on the way out! Let me know if you didn't get it

3. Treasurer (Scott)

Income of \$69,312.39 currently.

3 different re audits going on right now. One hopefully wrapping up soon.

Scott A - motion to \$6k to the girl's high school booster program for helping out with the Knockdown tournament, Norm seconded. Motion passes.

Matt I - motion to give \$6k to the boys high school booster club for their help with the New Hope Invitational tournament. Tina seconded. Motion passes.

Financial Control Structure- 10 Financial Control - Scott gave a quick update on these controls, which are as follows:

ACYHA Monetary Authority and Financial Control Structure

Key Control 100 - Monetary Authority

Monetary Authority for ACYHA is contained within the Executive Board of the Association, principally with the Treasurer and Assistant Treasurer. This authority includes the ability to write checks on behalf of the Association, and specifies that both the Treasurer and Assistant Treasurer should be named on the bank accounts.

Key Control 101 - Financial Statement Validation

Each Month, the Treasurer will reconcile the cash balance in the Books and Records (kept in QuickBooks Online) with the bank balance for the main account. A signed (electronic signature is sufficient) reconciliation, including the bank statement will be sent to the Executive Board of the Association.

Key Control 102 - Daily Transactions

As financial transactions occur for the Association, the Books and Records (currently maintained in QuickBooks Online) will be updated accordingly. Each transaction should include the following information: Date of Transaction, who was paid, method of payment, Amount of transaction, Budget Line Item from Chart of Accounts, description of transaction, and a receipt attached, if available.

Key Control 103 - Scholarship Application Process

Each season, the registration process should provide notification for families to request a scholarship based on financial need. The application form should be filled out and sent to the Treasurer for processing. The applicant should also include either a recent tax return or all applicable W2's from the recent year. The Treasurer will present this information to the Executive Board only, and this group will discern the need and ability of the Association to cover the need. Documentation used in the scholarship application process will be kept in a secure location, and destroyed/shredded after the retention period expires. Retention period for scholarship applications is two years.

Key Control 104 - Budget

Near the end of each fiscal year, the Treasurer will provide a proposed budget to the entire board of the Association,

and after review, the entire board will vote to approve the new budget for the next fiscal year. The fiscal year runs from June 1 - May 31. To provide efficiency to this process, a separate date should be set up for the Board to meet and discuss the various line items of the budget. Once approved, the expenses of the Association will be recorded (KC102) and tracked against the approved budget, and provided monthly to the entire board. Expenses that are over budget per line item, need board approval.

Key Control 105 - Team Accounts

Each Season, the Assistant Treasurer will meet with the team managers for each traveling team (see appendix 1 for list of traveling team accounts), and have them sign the appropriate paperwork to be added to the team account at the Association's bank (as of 2018, this is Trustone Financial Credit Union). This process also includes deciding if a debit card would be needed as well for each team. The Assistant Treasurer will provide each team manager with the team checkbook, and collect both the checkbook and debit card at the end of the season. During the hockey season, both the checkbook and debit card are to be kept in a secure location, with the team manager, and once the season is over, they are to be returned to the Assistant Treasurer. If a team manager decides to use Venmo or a similar application to transfer to and from the team account, that app must be secured with a PIN, fingerprint or Face ID.

Key Control 106 – Entity Tax Status

Since ACYHA is registered as a 501(c)3 non-profit, the Association seeks to minimize the amount of fees and taxes incurred during each fiscal year. To this end, the Treasurer is charged with maintaining this non-profit status with the Minnesota Secretary of State each year (must be filed by December 31 of each year). Also, form ST3 is available for businesses to use to remove the tax on invoices being prepared for ACYHA. And finally, any bank fees, overdraft charges, or other transaction fees are passed along to the family/member responsible for the charge. ACYHA maintains a policy that it will not knowingly incur those expenses, unless directed by the Board.

Key Control 107 - Expenses

The Treasurer maintains the Books and Records of the Association, and submits payments for expenses incurred during the season. Methods of payment include writing checks, Bill Pay (At Trustone Financial), debit card, and the Square Cash app. Expenses must be approved by a board member with jurisdiction over the expense.

Key Control 108 – Revenue

ACYHA utilizes SportsEngine for registration of its members, which allows for registration payments to be submitted to the Association via credit card. This process maintains security for confidential information, and tracks the payments from each member. Members are allowed to pay the registration fee in one payment or select the choice to pay in automatic installments during the season.

Key Control 109 – Cash

On the occasion that cash is needed for the operation of the Association, the Treasurer will withdraw the cash from the main account, and transfer it to the person requiring it. Once the event is over, the cash will be deposited into the Association's main bank account in a timely manner. The Petty Cash template will be utilized to track the cash used during the event. Example of the need for cash include: fundraisers (e.g. Chuck-a-puck).

4. Secretary (Kim)

Travel team pano picture samples are in. Managers have been notified and know orders need to be in by 1/19.

5. District 3 (Kevin)

See Notes doc sent with meeting email; also:

The big thing out there right now is there is talk of disbanding the girls U12 level and going to U13...

This would have to come from Minnesota Hockey, but it's definitely a move that would benefit both metro and outstate associations.

Basically, it would allow 8th graders to remain at the youth level for another year before entering their respective high school programs. Depending on the year, this could be a good thing or not for us at AC....yes, 8th graders don't necessarily have to be playing high school hockey yet, without our 8th graders this year, we wouldn't have a JV team!

6. Concessions (Matt)

Closed out last year over \$100k in sales. A little down from year over year, but overall very good.

7. Marketing/Communications (Drew)

Mural update - a lot of cool Robbinsdale HS pics to put on wall by concession stand

8. Registrar (Kari)

Registration is still open for the Mite level. Some coaches got redlined 12/31 due to missing credentials.

Feb considerations - increase in registration fees? SE service fee for registration. Currently we DO NOT pay those - families do. Proposal to increase registration fees by \$50 or so to cover that fee instead of the surprise at check out. An item to vote on in April.

9. ACE director (Scott)

Nothing to report

10. Boys Travel Coordinator- (Michael)

Nothing to report

11. Girls Travel Director- (Norm)

Great improvement and growth this season.

11.1 - Girls Ass't Coordinator (Heather)

U6 playing frost mite classic

U8 travel accepted into MN Wild Jamboree late February

Little Wing program going well for mites, happy to be part of it!

ODR will start this week

Gathering numbers and interest for u10 move ups for next season.

12. Mite Coordinator (Jim/Sarah)

Outdoor ice is touch and go due to weather, everything else is good.

13. Tournaments (Susie)

Knockdown Tournament went well

14. Sales and Fundraising director (Julie)

Heggies orders are due January 19th.

Fork and Flair signed a dasher contract for one year and a dasher on both rinks.

15. HDC Update (Ryan K)

See Notes doc sent out with meeting email

16. Equipment (Erin/John)

No updates

17. Ice Scheduler (Derrick)

Working with rink/HS on scheduling for next year

18. Safe Sport Coordinator (Ryan H)

No SafeSport incidents have been reported to date.

19. Volunteer Program Director (Tina)

DIBS Program Update:

-160 Returning Families have completed their Special Events hours. 37 families will work the D3 tournaments in Feb.

-153 Returning Families have completed their Regular DIBS hours. 44 Returning families are still working hours.

-21 New Families have completed their DIBS hours. 35 New Families are still working their hours.

We have one Returning mite family who has not completed the separate DIBS/Fundraising registration, so has not been included into the DIBS session.

20. Skate Coordinator (Miranda)

Google form will be finalized and sent to team managers in a couple weeks. Families will fill the form out and return it to me directly (less lift of managers!). We will still need each team to send a chaperone. I have reached out to Dave and Busters, Top Golf, and New Hope Bowl. Dave and Busters is way over budget with little flexibility on price. Top Golf came in over but have been willing to work with me to find something that could work within the budget line amount (this option would likely include no "gifts cards" for the qualifiers, just the actual event). New Hope would be able to accommodate us and would allow for a "gift card" added option as well. Final selection and details will be made by early next week so we can secure the location. Let me know if you have any strong opinions one way or the other!

21. Member at Large (Wendy)

I would like to try to organize a Flock Day on Sat 1/24. We have 6 games from 11:45 to 5:45. My son has a tournament in Elk River, so I'll be in and out and would need volunteers. I have reached out to Jessica Brown, who coordinated last year, but I haven't gotten a response yet.

My thoughts:

Chuck a puck at all games

Plinko in lobby (free- win stickers, candy, slushie coupons?)

""Feed our Flock"" food drive for PRISM/NEAR

I don't recall what other events happened in the past, but am open to ideas.

Meeting adjourned 8:25 pm - Motion: Dustin Seconded: Scott