

## Sheboygan Lakers Blue Line Association

Meeting Minutes

07/12/2023

Present: Chase Longmiller, Tom Cagle, Jen Cardarelle, Tammy Dehne, Salena Russell, Brian Allen, John Taber, Kathy Scott, Josh Holte, Kasey Schroeder, Erin Lindow, Jared Roe, Nathan Taylor, Sam Schroeder

Absent: Paul Avery

Meeting was called to order at 6:33pm

Previous meeting minutes approved via email and posed to SBLA website on 06/25/23

Treasurers report sent out previously to board members. No concerns or questions by board.

Motion to Approve Financials

- *Motion to Approve: Salena, 2<sup>nd</sup> By: Brian. Motioned Approved.*

### RINK MANAGER

- We are up and running for the season. Summer adult hockey started this past weekend. Figure skating has started. We are in the first week of Next Level. The camp is going really well and has been run very impressively by Next Level.

### OFFICE MANAGER

- Registration numbers so far: (14) skaters for August 3 on 3 & (73) skaters for the season
- Open spots for Next Level: (10) for week 2 for 10U & (13) for week 3 for 12U & 14U

### FACILITIES

- Locker Room 3 – Bench install will be finished on 07/12/23
- Josh has walked around the rink to make a to do list by priority
  - Paint Day
  - Fix up and paint around player's bench
  - Paint yellow gate
  - Repaint ladder to box above scorers' box
  - Fix up and paint around penalty boxes
  - Drywall repair/finish by girl's locker rooms
  - Pressure wash and paint showers in locker rooms
- **Josh will work with Kasey to set up DIBS hours between July & September. Goal for completion date is October 1, 2023.**
- Final quote for (2) 8' Formica counter tops and (6) cabinets for back wall, (2) butcher block counter tops for the island, and a lamination kit is \$2496. We committed \$1500 in capital improvements for the 23-24 budget for this project.
- *Motion to approve increasing the budget for concession stand project to \$2500: Erin, 2<sup>nd</sup> By Sam. Motion Approved.*

- Jared asked Tom to look into the heating on the home bleachers. Tom was unaware of any issue, but he will look into it.
- Signage/TV's – Nate purchased (2) screens, cables, and necessities for approx \$1000. We committed \$2000 in capital improvements for the 23-24 budget for this project. He has all of the IT ready to go. **Signage to be installed by October 1, 2023.**
- Bathrooms – Contractor has stopped answering calls. **Chase & Tom will start the hunt for a new contractor.** REMINDER TO FAMILIES – IF YOU HAVE A SKILL THAT YOU WOULD LIKE TO SHARE WITH THE ORGANIZATION, THE BOARD WILL WORK WITH YOU REGARDING YOUR WORK HOURS IN EXCHANGE FOR YOUR SKILLS
- Refrigerator/Pepsi Fountain Soda Machine – Pepsi will be coming to remove the fountain soda machine. We will replace it with a refrigerator and sell canned soda in the concession stand moving forward.
- Defibrillator – Ours is old and does not have enough shock left. We attempted to get a grant to replace it, but we were unsuccessful. Chase purchased one from Aurora. The board will submit a reimbursement request to the Foundation. The leads and pads on the one we purchased will work with the Sheboygan Fire Department, should it ever be necessary.
  - Aurora is willing to do a class on how to use the defibrillator and how to do CPR. We would like Tom, Kasey, and the coaching staff to take this class. It will be open to all parents as well. The class is tentatively scheduled for August 8<sup>th</sup>. Time TBD.
- Private meeting room – We have repurposed Tom's office into a private meeting room. Chase ordered an 8-person table. There is a three week wait time on shipping. **Chase will order chairs.**

#### YOUTH HOCKEY COMMITTEE (YHC)

- Discussed YHC Handbook
  - Per Tammy
    - Nice to have people without current skaters on YHC. This allows us to have third party opinions; people who are not directly affected by the decisions made.
    - What is the penalty for coaches' behavior off-ice. (Handbook addresses behavior during games, but not off-ice.) Per John, this will be addressed in their new by-laws.
  - Per Erin
    - Pg 4: Add "member of disciplinary committee" to Director of Hockey (Disciplinary Committee is now: Director of Hockey, Chairperson of YHC, Ref Coordinator, and Tom. Board President is tie breaker.)
    - Pg 5: Add "post approved minutes to the SBLA website" as a responsibility of the Secretary.
    - Pg 20, Item 2: Written notice should be provided to the Board President (currently lists VP)
    - Pg 31: Remove "collect & return jerseys" from the team manager responsibility and add it on Pg 18 under the parent's responsibility.
    - Pg 38: Who is doing evals? Currently states (4) key groups, but only (3) are listed
  - Per Josh
    - Concerns on Pg 22 about the code of conduct stating that hockey comes first. Assured that it is meant to encourage skaters to come to practices and game,

but that with proper communication between parents and coaches we should be fine.

- Per Salena
  - Update Jen's last name to correct spelling
  - Do we uphold the plan for high school skaters to assist with First Ice & Mighty Mites. John assured that we work closely with high school skaters and their coaches to assist and have events like pizza and ice cream with a high school skater.
- Per John
  - Update date of August 3 on 3 for First Ice to Tues/Thur from 5:30pm – 6:15pm
- *Motion to approve YHC Handbook with noted changes: Erin, 2<sup>nd</sup> By Jen. Motion Approved*
- YHC numbers are doing good. 3 on 3 is off to a slow start, but expected to rebound quickly. Season registration is off to a stronger start than normal. We will do an email blast end of July to remind families of both registration deadlines.

## TOURNAMENTS

- Link is live for registration for our two tournaments.

## FIGURE SKATING

- Summer skating started this week. They will need (8) skaters for all sessions to have enough to pay for ice time. At this time Monday night session only has (6). Will re-evaluate on Sunday night.
- Confirmed that 09/16/23 is the date for testing.

## MARKETING

- The intern listing is live on the Lakeland website. Looking for two options: Project based intern that is working on a master's degree or a marketing or business intern that is working on a bachelor's degree. Open to anything that would be beneficial to both parties.
- Survey was created that will be sent to all families with their email confirmation after registering.
- Promotion with prizes is live on our website for all families that register and complete their first payment by July 31<sup>st</sup>.
- Flyers have been posted around the rink about both registration promotion and 3 on 3.
- Marketing would like to put up a "Home of" sign in the rink. *Motion to review the option to remove/relocate the snowflake wall as a possible location: Erin, 2<sup>nd</sup> By Sam. Motion Approved.*
- **Plaque for Brett is still an ongoing project**
- **Framed Memorial Jersey project is ongoing. We are working with the Foundation for funding.**

## FUNDRAISING

- Discussed moving forward with a Class B Beverage License. Cost is a one-time \$250 fee for an occupancy permit & \$100 yearly for the alcohol permit. The city will do a walk through prior to approval. We will need a designated agent of record. Jared has agreed to be this person. (This can be changed yearly) *Motion to approve moving forward and submitting the paperwork: Jared, 2<sup>nd</sup> By Nate. Motion Approved.*

## ADMINISTRTION

- Reviewed the Board By-Laws.
  - Erin addressed the concern about who can be eligible for nomination. (Article IV, Section 2) Would like to clarify that it was be anyone that has been a member of the organization for (2) years at any point and left in good standing. This includes anyone that has been a member of the organization in any sub-category for (2) years such as a previous skater that is now an adult, a member of the adult hockey league, a figure skating parent, etc.
  - Discussed the need for a nomination committee (Article IV, Section 4). Agreed to leave it as is, uphold it, and revamp as necessary
  - Salena addressed the timeline of when we vote in new members. **Would like to further discuss revising process to be updated in next year's revision.**
- Erin will write up the By-Laws with noted changes and we will vote on the By-Laws at the August meeting.
- Reminder to board members to review the Committee Structure prior to the August meeting for vote.
- Chase would like to combine fundraising and marketing. Their goals/roles are similarly aligned and they should be working together for a common goal.

## NEW BUSINESS

- Erin created a Board "Parking Lot" spreadsheet for on-going projects. It will be shared with all members of the board. It is a single spot to review what still needs to be done, who the lead person is, the due date, and notes. This will be another tool to assist us in holding people accountable and guaranteeing completion of projects.
- Salena would like to see something similar as a communication hub for all sub committees. **This will be assigned to a board member at a later point if this is something we would like to move forward with.**
- August meeting has been moved to August 16<sup>th</sup>. *Motion to approve date: Jared, 2<sup>nd</sup> By Jen. Motion Approved.*
- Still need a photographer to take team/individual photos. **If you know of anyone, please have them submit a portfolio to the main office for review.**

Motion to adjourn.