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# Meeting Minutes

May 31, 2023

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**Date:** Wednesday, May 31st, 2023

**Location:** Neisen's Riverside, St. Peter

**Call to Order:** 8:09pm

**Board Members in Attendance:**

Troy Domine, President

Brittany Schaffler, Secretary

Chris Miller, Head Coach - Boys

Peter Haugen, Captain Parent - Girls

Dan Weydert, Parent Board Member

Matt Hathaway, Parent Board Member

Ron McCabe, Non-Parent Board Member

**Board Members Absent:**

Cormac Dunning, Vice President

Kris Wilke, Treasurer

Jeff Christ, Captain Parent - Boys

**Others in Attendance:**

Carrie Mueller, Parent/Acting Treasurer

**Agenda:**

1. Opening Business
  - a. Additions/Changes to the Agenda
  - b. Approval of previous meeting's Meeting Minutes
2. Board & Committee Reports
  - a. President Report
  - b. Treasurer Report
  - c. Golf Committee Report
3. Old Business - Items for Discussion
4. New Business - Items for Discussion
  - a. Establish a consistent meeting schedule and Annual Meeting date
  - b. Establish board member terms
  - c. Look into changing the by-laws to allow for new fiscal year (TBD: Need to assign this task)



- d. Confirm meeting minutes to be posted on the [Bulldog Hockey](#) website (Brittany)
- e. Begin forming an SOP for the golf tournament (Golf Committee)

## Opening Business

### **Agenda Additions/Changes:**

#### Additions:

- Discuss a Missions Statement - What is the Booster Club's Mission? Historically, what has been done and not done?
- Discuss Budgets – Historically, what has been done and not done
- Discuss Planning – Historically what has been done and not done

Motion to approve agenda additions/changes: Ron McCabe, Dan Weydert. Motion passed unanimously.

### **Approval of Previous Meeting's Minutes:**

Motion to approve previous month's Meeting Minutes: Matt Hathway, Ron McCabe. Motion passed unanimously.

## Board Reports

### **President's Report (Troy Domine):**

No President's Report was given at this time as this was the kick off meeting for our newly, reorganized Booster Club Board.

### **Treasurer's Report (Carrie Mueller/Kris Wilke):**

- Account balance as of 5/31/23: \$22,827.78
- Account is now located at Homewton Bank, allowing for more access in other towns.
- New Expenses since our last meeting:
  - Golf tournament flier mailings
  - Off-ice Workout Program (a set workout plan designed by former Mankato Maverick strength & conditioning coach)
    - There is not a coach present. This is a self-motivated program for the players.
    - Players are held responsible by our high school coaching staff by being required to turn in weekly "max" stats to track their progress. This is also to ensure we are getting the monetary value out of the program.
  - Boys 4x4 fee, Girls 4x4 fee



- We need to pay the invoice for the new team hockey bags. Chris to get Carrie the invoice. The bags are in and ready for next season:
  - Boys - 18 player bags, 3 goalie bags
  - Girls - 18 player bags, 2 goalie bags
- Jerseys:
  - Girls: Knights of Columbus donated \$1,800 to cover the cost of (8) sets of Varsity jerseys for the Girls team. This allows for the same numbers to be offered throughout Varsity and JV. Total cost of the jerseys is \$1,400.
  - Boys: Jerseys are being ordered through the school (LSH), then Booster Club to reimburse the school
- Knights of Columbus has donated \$2,500 to be used for the Boys' breezer covers.
- Expenses are broken down into 3 large categories:
  1. Benefits both Boys & Girls teams (ie. Senior Banners, Huddle software, 4x4 ice time, gray jerseys, coaches apparel, playoff meal, dryland area donation)
  2. Benefits the Boys team (ie. Banquet costs, senior gift, yearbooks, coaches gifts)  
*\*Dollar allotment based on Per Player Cost*
  3. Benefits the Girls team (ie. Banquet costs, senior gift, yearbooks, coaches gifts)  
*\*Dollar allotment based on Per Player Cost*
- SPHS manages the Girls Hockey Program, LSH manages the Boys Hockey Program
  - SPHS is a seamless relationship with regular bookkeeping, transactions, and communication.
  - LSH is a difficult relationship with irregular bookkeeping, little to no communication, and delayed or missing payments. Acting as a board liaison, Matt Hathaway and Carrie Mueller will contact the LSH Athletic Director and Accounting contact to discuss the issues at hand, and how we can find improvement moving forward.
- It was discussed that the Booster Board's responsibility is to set budgets, and Captain's parents, or other designated committees, are responsible for organizing logistics and activation.
  - Photography Budget: Carrie Mueller will pull together past dollars spent on photography and get a quote from Angela Archer Photography (our photographer of interest) for her cost to do team photos this season.
  - Per Player Budget: \$100 per player seems to be a fair allotment for each team. (Example: If Girls have 25 players and 2 managers on the team that season, its  $27 * \$100 = \$2,700$  allotment of money for the team's captain parents to use as they wish.). These dollars come from the money generated by the Booster Club annually. This concept has proven success in the last two years and a large reason why the booster bank account is at its current value.



- Historical Notes:
  - In previous years, there has only been ~\$500 remaining in the Booster Club bank account, due to parents wanting to spend the money before they graduated out of the programs.
  - In years past, there has been a 'Players Fee' for every player on both Boys and Girls teams, which was a revenue source for the Booster Club. This is no longer an active revenue source.
- Motion to approve Treasurer's Report: Ron McCabe, Chris Miller. Motion passed unanimously.

## Committee Reports

### **Golf Committee Report (Dan Weydert/Carrie Mueller):**

- Stayed flat registration fees for the 2023 tournament from the 2022 tournament. A four-some fee will be \$550.
- Marketing:
  - Registration fliers were mailed (via Gustavus for printing, stuffing, and shipping)
  - An electronic flier was posted on the High School Booster Club Facebook page, and shared again on the High School Boys and High School Girls team Facebook pages.
- We have (1) confirmed hole sponsor at this time
- Carrie Mueller is training Jenny Miller on SOP's for the golf tournament, and taking over the registration and money logistics.
- Currently, all registrations and money is mailed back to Carrie Mueller's personal home address. We need to discuss how we change this in the future. Do we get a PO Box?
- This year, we did not include a HS Booster Club Membership flier with the golf tournament registration mailing like in years past. This is because the SPHS athletic director (Shea R.) raised concern that our Booster Club is not allowed to charge a membership fee. We believe this is tied into the gate fees taken at hockey games during the season. Until we have further discussion with Shea about this, our new plan is:
  - Mail our HS Booster Club Membership registration flier along with copies of both Boys/Girls High School teams season schedules to our mailing distribution list this fall. This doubles as a marketing promotion for the upcoming hockey season.
- Golfer Gifts:
  - In previous years, our contact at Waste Management donated the golfers gifts. Right now, this will be an added cost to our tournament expenses unless we can seek another donor.
- Jim Bixby is in charge of getting volunteers lined up to work day of the tournament
- Next Golf Committee meeting: June 22nd, 8pm at The Bar



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- Date of 2023 High School Bulldog Open: Monday, July 10th, 2023 at Shoreland Country Club
  - Motion to approve Golf Committee Report: Ron McCabe, Matt Hathaway. Motion carried unanimously.

### Old Business - Items for Discussion:

N/A

### New Business - Items for Discussion:

- Establish a consistent meeting schedule and Annual Meeting date
  - Bylaws currently state we meet minimum quarterly. The board determined we will meet monthly for the next 6 months then re-evaluate a meeting cadence moving forward.
  - Meeting Schedule: 3rd or 4th Wednesday of each month at 7:30pm. The final date of the next meeting will be determined at each meeting, then posted via social media and Sports Engine to inform the general public.
  - We will do our best to meet at various Bulldog Hockey supporting businesses.
- Establish board member terms
  - Topic tabled for next meeting (June 28)
- Look into changing the by-laws to allow for new fiscal year
  - Topic tabled for next meeting (June 28)
- Confirm meeting minutes to be posted on the [Bulldog Hockey](#) website (Brittany)
  - Approved meeting minutes will be posted to the HS web page within (1) week of approval.
- Begin forming an SOP for the golf tournament (Golf Committee)
  - Carrie Mueller is working on this with Jenny Miller
  - Carrie Mueller & Brittany Schaffler are working together to create an SOP for Captain's Parents as a document to be handed over year over year.
- Additions:
  - Mission – historically what has been done and not done – Topic tabled for next meeting (June 28)
  - Budget – historically what has been done and not done – Topic tabled for next meeting (June 28)
  - Planning – historically what has been done and not done – Topic tabled for next meeting (June 28)

### **Adjournment:**



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With no further business, a motion was made to adjourn the meeting at 10:11pm. Motion made by Dan Weydert, seconded by Ron McCabe. Motion carried unanimously.

**Next Meeting:**

Wednesday, June 28th, 7:00pm at The Bar (Le Sueur)