

**Executive Director Report  
Bismarck Hockey Boosters  
April 2025**

Where one season ends, another begins...lots of work for 2025-2026 already happening!

1. Inventory
  - a. Jerseys
    - i. Stacey will work on getting us updated numbers for jerseys in the coming weeks
    - ii. Looking at squirt in-house jerseys for next season; possibly looking at tryout jerseys as well
    - iii. Will need to order practice jerseys and any replacement jerseys by June
  - b. Socks
    - i. We do have all sizes of socks still available for sale in the concessions – Stacey will get a count of these to see if we need to order more
  - c. Old Socks and Jerseys:
    - i. We will condense these down and put them out for giveaway next fall
  - d. Intro to Hockey gear:
    - i. Everything is ordered for next year – arrival in July
    - ii. Will work on putting bags together after Stacey receives everything – July/August
  - e. Goalie gear:
    - i. All goalie gear turned in and accounted for
    - ii. New goalie gear policy
    - iii. Layne looking at if we need to replace any gear for next year
    - iv. Future reference on what we will keep on hand:
      1. 18 sets of mite gear and sticks
      2. 8 sets of squirt gear – no sticks
      3. 6 sets of termite gear – no sticks
2. Apparel/Merchandise
  - a. Working on getting inventory accounted for on apparel and merchandise
  - b. Apparel/Logo Use Policy
3. Scheduling
  - a. Proposed calendar for next season – will hopefully get it off to members this week
  - b. Tryouts:
    - i. Preliminary dates set on calendar
    - ii. Mike and Layne will work on evaluators and process for tryouts in the off season
  - c. Home Tournaments:
    - i. These are also on the calendar
  - d. Away Tournaments:
    - i. Layne is already registering for some of the tournaments but most will open May 1 and June 1
  - e. Summer Ice:

- i. June 9 – June 27 – opened and filling quickly
  - ii. July 7 – July 25 – will open April 14
- 4. Home Tournaments
  - a. Discussed more above for next season
  - b. Stay and Play:
    - i. Looking at making this more optional next season but encouraging folks to utilize it
  - c. Registration Fees: Looking at other towns' tournament costs, we are going to put our registrations at \$1,200.00 for squirts and \$1,400.00 for all other levels
- 5. Budget/Financials/Income
  - a. I have financials through March ready to go to accountants this week
  - b. Once I have March financials from accountants, I will do a deep dive into them and get a good proposed budget ready for April, along with some comparisons and information
  - c. Need to invoice Parks and Rec for final payment on Squirts/Mites - \$8,750
  - d. Sponsorships:
    - i. We will send off sponsorship packets in early June so I will work with Jamie on getting a brochure put together
    - ii. Mikayla and Layne will work together on businesses to contact
    - iii. We will invoice those that need to renew their sponsorships in May
  - e. Advertising:
    - i. We will send advertisement packets off with the sponsorship packets in June
    - ii. I will work with Jamie and Figs to get our information updated so we can include that in the packets
    - iii. We will invoice those that need to renew their advertisements in May
- 6. Policies/Handbooks
  - a. All updates on these have been sent to those who may need to review them
  - b. Including for initial board review now – will approve final versions in June once we look through them one more time
  - c. Jacob Retzer working on the concussion policy for us
- 7. DIBS
  - a. DIBS have all been updated and I have met with Miquela to look at the data from this season
    - i. \$0 in incentives this year – that is amazing!
    - ii. 60 did not complete
    - iii. 20 did the buyout at the beginning of the season
    - iv. We will keep at 12 hours again next year
  - b. Invoices for those that did not complete DIBS will be sent this week
- 8. Parks and Rec
  - a. Layne and I met with Dylan and figs last week to discuss next season schedule
    - i. Dylan will try to have schedules to us in June/July
  - b. Ice opens:
    - i. VFW 1 – September 1
    - ii. Wachter – October 13

- iii. SCH – October 20
  - c. Also discussed a few other items that I will work on getting a letter drafted for them to consider:
    - i. Trophy case
    - ii. Banner
    - iii. ATM
- 9. Events and Fundraising Committee
  - a. Reworking this to just be the Events Committee – several events bring in money but the focus of the committee is more on the event itself
  - b. Spring Meltdown
    - i. As many are aware, we did cancel this for the year and we will focus on a Fall Faceoff in October
    - ii. Silent auction items will be up for grabs at the Fall Faceoff but we will also do a low key spring auction the last week of April for those coveted summer camps and summer activities
  - c. Larks Night:
    - i. May 28 – information on this emailed off last week
    - ii. Encourage all staff and board members to attend – good to show our faces at these events
  - d. Golf Tournament:
    - i. July 29 – Tom O’Leary
    - ii. Will need help the day of
- 10. 10,000 Puck Challenge
  - a. Horizon Market and Bobcats will sponsor again
  - b. Will open May 1 and run through August 31
  - c. Layne working on videos and information to send to Jamie for weekly posts
- 11. Coaches Meetings
  - a. Mike and Layne had end of year meetings with all coaches and got good feedback to help move into next season
- 12. Robby Glantz
  - a. October 16-19
- 13. Gaming
  - a. Claire is working on contracts for this upcoming season
  - b. Also working on a possible cash raffle for the summer – could be used for folks to help buy down their registration fees
  - c. Big Gun Raffle
    - i. Not all books sold this year – will have Hunter get me an exact number of what we sold so we can order the correct amount next season – a lot of folks take numerous books and then do not sell them but do not turn them back into us until it is too late to sell them – need to find a way to correct this
    - ii. Invoices for those who did not sell any books or do any sponsorships/advertisements will be sent this week
- 14. Other Issues:
  - a. Hockey Committee – set meeting dates for the 1<sup>st</sup> Monday of each month
  - b. Elections

- c. Operations Assistant position – Miquela has given her notice that she will be done as of June 1 – will send Board a job description and information once I have the financials updated through March
- d. Employee evaluations – sent off all self evaluation forms to employees – working on wrapping these up by first week of May so recommendations can go to the Board in May/June
- e. Survey Results – attached for review
  - i. Biggest themes: tryouts, coaches, financials

**ATTACHMENTS:**

- 2025-2026 BHB Handbook
- 2025-2026 Coaches Handbook
- 2025-2026 Org Chart
- Grievance Policy
- Fundraising Policy
- DIBS Policy
- Refund Policy
- BHB Logo Use/Apparel Policy
- Goalie Registration Fees and Goalie Gear Policy
- Survey Results (Coaches, Member)
- 2025-2026 Calendar
- Financial Summary through February 2025

**DISCUSSION:**

- Bylaws – approval
- Elections – Secretary and Fundraising