

Date: August 7th, 2023  
Location: De Vargas Community Room  
Attendees: Bearclaw Shipe, Kristy Janda, Dylan Moore,  
Liz Alfaro, Lisa Schub, Denise Ip, John Utsey, Japa Khalsa,  
Sarah Miller, Katy Fitzgerald.  
Excused: Dawn Kaufman.



## SFHA Board Meeting Minutes

### I. CALL TO ORDER: 6:36pm

### II. APPROVAL OF JUNE MEETING MINUTES.

- MOTION: Denise moved that the board approve July's meeting minutes. Seconded by Kristy and passed unanimously (they will be posted to the website).

### III. PRESIDENT'S REPORT

- LOE is finalizing their Policies & Procedures. The new LOE Bylaws and these P&P's will be presented for approval at the August 20th General Membership meeting.
- Every Board Member has to be Safe Sport certified (with background check). Deadline is September 1st.
- Locker room monitor needs to be rostered for games.
- In the past, SFHA had applied for a \$1,000 LOE grant. The application has not been submitted for this year. Bearclaw is working with Anne Killoy on a submission for this year. Status will be provided at the September meeting.
- Waiting to hear from the City Manager re: fee waiver for conference/classroom use at GCCC (for monthly Board Meetings).

### IV. TREASURER'S REPORT

- Attached.
- Preliminary 23/ 24 Budget tabled for September meeting (still missing several key items such as ice allocations from GCCC so we are not able to finalize the budget).

### V. OLD BUSINESS

- Slack is the new communications tool for Board Members, Coaches, & Team Managers. If it is successful we can consider rolling it out to the entire association
- We also have Google Workspace (unlimited email addresses), John will do a demonstration at the next meeting.
- Kristy introduced a proposed policy that read: "The President of the Association, or his/her designee, has the authority to make day to day decisions pertaining to the operations, routine scheduling of activities, routine program expenditures, addressing/resolving parent, coach and community concerns and answering general inquiries from the public. Any significant actions taken by the President or his/her designee must be reported to the full Board at the next regularly scheduled Board meeting. Matters of policy, changes to the approved budget or any non-routine expenditures over \$1,000 will be brought to the full board for prior approval." for consideration and adoption by the Board. After discussion, the proposed policy was unanimously adopted.

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- Summer Clinic results: The association was able to cover expenses, however next year we need to plan in February and roll out in summer in order to bump up registrations.
- Jersey/Sock and apparel orders are in. Dylan Moore is tracking registrations and getting sizes. Next step is number preference. He would like to finalize the order by Friday 8/11.
- After discussion, the Board concurred that twenty extra jerseys should be purchased to be used on a contingency basis during the season.
- We may decide to buy coaches' jackets to make the minimum ordering numbers to obtain volume discounts. Final decision will be made by the President after final order numbers are received.
- Discussion ensued regarding secure storage for Association Legal Records, spare equipment and spare jerseys/socks. The Association is required to retain certain legal and tax records for up to seven years. Liz agreed to explore options and report back to the Board with options and a recommendation.
- Communications Plan & Community Outreach (Dawn). Tabled for September meeting.

## **VI. NEW BUSINESS**

- FUNDRAISING goal \$30k. Divided between 90 players means \$300 per person.
- Fundraising committee is key because Japa cannot do this alone. Ideally 1 parent per age group. 4 Pronged approach. Parents. Using 99 pledges as our digital arm. Transparency. How do we bring down costs for everyone?
- Scholarship details before September 1st (1 per age group).
- NO UPDATE ON ICE SCHEDULING. Katy and Bearclaw will escalate if we have not heard back by 8/14.
- COACH AND MANAGER ASSIGNMENTS. Draft list to be finalized in the next 2 weeks.
- COACH AND PARENTS MEETINGS - Will schedule for early October (2 weeks pre-season) with Coaches, then follow up with Managers.

## **VII. BOARD MEMBER COMMENTS**

- Head Coach. We are not in a position to hire a Head Coach this year but it is something we are investigating for future seasons as funding allows.
- Press release for Mustangs Try Hockey for Free August 18th 7:15pm (John).

## **VIII. SEASON START UP TASK LIST**

- Lisa to draft a letter of compliance for coaches.
- Japa will hold a fundraising meeting with Kristy and Bearclaw to develop a plan..
- Set a date for the annual equipment swap. If no progress is made on the season ice allocation, consideration will be given to holding the swap on Friday 09/22 during disco skate.

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**IX. BOARD MEETING SCHEDULE (REMAINDER OF SEASON)**

- First Monday of the month at 6:30 pm except when there is a conflict with holidays. In these instances, the meetings will be held on the second Monday of the month.

**X. NEXT MEETING DATE**

- Monday 9/11 6:30pm at De Vargas.

**XI. ADJOURNMENT: 8:17pm**



## SFHA Treasurer's Report

August 7<sup>th</sup>, 2023

### July Treasurer Activities:

- Bill payments:
  - June Ice Bill: \$1000
  - Renewed UPS PO BOX for 6 months. Due again January 29, 2024. Copy of box rental agreement is uploaded to Drive. Paid \$123.34
  - Locker Rentals at GCCC. Had to put them in my name after spending multiple hours and trips trying to get it sorted out. Note: Asked for one year, receipt states "expires 2029." Maybe we got lucky?? Paid \$720 for 6 lockers.
- Purchases:
  - 5 gift cards were purchased as coach's gifts for June and July clinics and camps. Total \$600 plus activation fees.
- Categorizing transfers from Sports Engine to Quickbooks
  - 23-24 Season Registrations and July and August camps and clinics have been pouring in.
  - Over 8 hours spent categorizing the transactions in Quickbooks due to the way Sports Engine batches the transfers to our bank account.
  - Current 23-24 Season Registrations: \$11,966.56
    - *Projected Registrations 23-24: \$45,600*
- Fiscal Year 22-23 ended on July 31<sup>st</sup>:
  - Outstanding Items:
    - July Ice Bills Received August 1 totaling \$1900 need to be paid and recorded on FY 22-23
    - All Season Registrations received before August 1 totaling \$7,157.63 need to be removed from FY 22-23 and recorded in FY 23-24
    - Our Tax Filing Deadline is October 15.
- Recordkeeping:
  - Familiarizing myself with our archives, QuickBooks, and Sports Engine.
  - Scanning and saving all checks (deposits and outgoing payments), receipts, bills, contracts etc. Goal: Have a complete paper trail for all transactions.