

West Fargo Hockey Association Board Meeting
Board Meeting Minutes: Monday, July 16, 2018
6:00 PM West Fargo Sports Arena, West Fargo, ND

Board Members:

Present: Jessi Kuhn, Joel Honeyman, Shana Wilson, Anthony Houkom, Brent Kuehne, David Chapman, Brad Saville, Rob Otterson, Corey Moos, Eric Nelson, David Chapman

Absent: Josh Benson, Drew Likness, Ryan Endres, Corey Moos

Quorum present? Yes

Others Present:

Hockey Director: Jason Gregoire

Gaming Manager: Jason Campbell

Other: Kristen Cigelske

Proceedings:

· ***Meeting called to order*** at 6:09 p.m. by President, Jessi Kuhn.

· ***Minutes Approved*** –

· Motion made by Honeyman to approve the minutes with the above changes. Seconded by Otterson and carried without dissent.

I. Financial Report

Anthony Houkom presented for Josh Benson

Dasher Board Receivables - Houkom provided an update on the action taken to collect on our Dasher Board receivables. Benson, Kuehne, and Houkom have gone through prior records and spoke with Jay Ysteboe, who was previously managing the dasher board advertising for the West Fargo Hockey board. Ysteboe has agreed to assist the board members in this process, and this group will be meeting the week of July 23rd to formulate a plan for collection and renewal. Total outstanding \$97,550.00 and Houkom feels confident we should be able to collect 80% or more of that balance outstanding.

Motion to approve financials by Honeyman, seconded by Kuehne and carried without dissent.

II. Hockey Operations Committee Report

Jason Gregoire presented for Ryan Endres

Scheduling Software RFP – Hockey Operations Committee will be submitting an RFP for scheduling software in the near future. Two current programs are in consideration, Autolce and MaxEnterprise. Gregoire felt Autolce would be of most benefit due to its integration with SportsEngine. He will be attending a webinar next week with Autolce and has sent over old schedule data from last year to see how it could integrate with their system. The expense for Autolce is calculated based on the number of scheduling hours used, but estimates with our hours should cost between \$2,500-4000 per year. MaxEnterprise is the second option which is currently the system being used by the West Fargo Park District, but they have found it to be challenging to maneuver.

Hockey Operations Committee Structure – Per the bylaws amended in May of 2018, the board of directors will have a Hockey Operations Committee, comprised of the Director of Hockey Operations, the Hockey Director, as well as ex officio non-voting Director positions offered to all the head high school hockey coaches whose high school falls within the in the jurisdictional area granted to the Association by the Association’s local affiliate agreement. The Hockey Committee is responsible for overseeing all aspects of hockey programs of the Association to maximize player participation and other authority delegated by the Board of Directors. The plan is to have two “at large” people and two high school coaches. Gregoire will be the liaison for them and bring items from the Hockey Operations Committee to the WFHA board of directors. Confirmation has come from Troy Miller of West Fargo High School and Dave Benson of Sheyenne High School, and pending response from Tim Capouch (West Fargo High) and Pat Johnson (West Fargo United).

a) Hockey Director Report

Jason Gregoire

Hockey Coordinators – Hockey Coordinators are being chosen at each level. Girls – Keith Walsh, Bantam – Ryan Evenson, Pee wee – Zach Feltman, Squirts – Eli Duncan, Mites & Termites – TBD.

2018-2019 Tournaments – Gregoire has started signing our teams up for tournaments with different opportunities for our players than in the past, providing an example of a Pee wee A Tournament in Roseau with 8 outlying teams and 8 MN inner city teams.

Coaching –Gregoire has altered the pay offered to coaches within WFHA as recommended by the Hockey Operations Committee. It is the plan to have the squirt group head coaches as hired employees (not parents) with assistant coaches are parents (unpaid/dibs).

Upcoming Events

Intro to Hockey	Sept. 4 – Orientation and Equipment Handout Sept. 6, 10, 11, 13 – On Ice First Session 5:45-6:30 p.m. Second Session 6:30-7:15 p.m. *50 Sets of One-Goal Gear are available from NDAHA
3 on 3	Sept 5, 9, 12, 16, 19, 23 *One hour sessions with the first group starting at 5:00 p.m.
Fall Clinic	Sept 30, Oct 3, 7, 10, 14, 17 *Time TBD
TryOuts	Oct 21 – Tryout Kickoff & Jersey Pickup Oct 22-28 – Tryouts Oct 27 th Scrimmages Oct 28 th Tentative scrimmage against another association *Teams will be posted on website prior to 6:00 p.m. on Oct 28 th **Five independent evaluators will be facilitating tryouts for Squirts, Pee wees, and Bantams along with the Hockey Director and Coordinators.

Other

Gregoire is trying to schedule so that we are off for Thanksgiving Weekend with no games and no practice. All teams will be off December 23-30th.

Gregoire hopes that during the upcoming season, Termites will be practice on Wednesday nights only with three different sessions offered, but details are to be confirmed. Example:

4:30-5:30 A-L Vets 1, M-Z Vets 2

5:45-6:45 A-L Vets 1, M-Z vets 2

7:00-8:00 A-L Vets 1, M-Z vets 2

Mites will hope to have practices Tuesdays and Fridays with game on Sunday, but again is tentative and details are yet to be worked out.

b) Membership & Recruitment

Dave Chapman

Chapman indicated he has received an inquiry about when termite registration was open, to which he sent the link. There are 91 entries so far for registration and have only been open 3 weeks.

Scholarships

Jessi Kuhn

Kuhn provided 2018-2019 scholarship form used by WFHA for board review. Only changes from prior year are date changes. Deadline for scholarship submission is August 15th. In the past, the board has reviewed as a whole and made decisions based on criteria. Houkom felt that Scholarship Committee would be able to decide on scholarships based on criteria and report final outcome to the board. Honeyman agreed that unless there is an unusual number of applicants that the Board President and Membership & Recruitment Director could make these decisions. Otterson also suggested that this be posted with the registration; Kuhn agreed.

Lifetime Facility Fee

Jessi Kuhn

Due to the changes made this year to incorporate the facility fee into the registration, the families who had purchased a Lifetime Facility Fee offered years ago should receive a discount code to adjust for this change.

Chapman made a motion to send out a discount code for people who purchased the lifetime facility fee. Seconded by Otterson, and carried without dissent.

c) Compliance & Safe Sport

Brad Saville

Updated Policies

Saville had emailed the board with 7 policies to be reviewed and approved (*Board of Directors Code of Conduct Policy, Coach/Coordinator/HD Code of Conduct Policy, Parent Code of Conduct, Player Code of Conduct, Locker Room Supervision Policy, Compliance Reporting Form, Travel Policy*). These documents were developed based off of USA Hockey policies and documents, prior WFHA documents, and other Association's documents to create a policy that made the most sense for WFHA. Honeyman inquired about the policing of these policies to which it was agreed it would be a collaboration between Hockey Ops and Compliance. Chapman asked if the Travel Policy had to be signed to which Kuhn indicated USA Hockey has gone away from signing documents. Wilson asked Saville to look into the requirement of signing documents with USA Hockey prior to next meeting and present to board. Board will review the documents and provide feedback to Saville with plan to approve at the August 20, 2018 board meeting.

Locker Room Supervision

Saville has been working through the policy and procedure for Locker Room Supervision with the compliance committee as well as Hockey Operations. Challenges have been discussed when coaching co-ed vs. boys vs. girls. Different Locker Room Policies and procedures will need to be created to ensure expectations are clear. Gregoire has spoke with some of the coaches and coordinators with most having no issue being in the locker room to support the policy and prevent behavior issues.

Concussion Protocol

Saville had emailed Kuhn regarding USA Hockey's documents indicated associations should have a concussion protocol, but when following the link found no protocol per say. Saville will work with Kuhn and Benson on the protocol requirements. Kuhn stated that USA hockey does have marketing for concussions that should be utilized as well.

Compliance Reporting Online

Otterson offered to create a form within SportsEngine that would allow for reporting online vs. paper form. This could be used both to help with reporting as well as tracking complaints and reporting. Also said forms could be created and used for other areas such as gaming, building issues, etc.

a. Tournaments

Corey Moos

No update as Moos not present.

III. Business Operations

a. Fund Raising & Gaming

Eric Nelson

Center Ice: Finalize Change in Date & Budget

Nelson confirmed the date of Center Ice for the 2018-2019 season will be Friday, March 15, 2019 at the Hartl Building (Red River Valley Fairgrounds). At this point, the West Fargo Public School schedule has no school scheduled for March 14 (Snow Day, Make Up #1) and March 15 (TCD4). Change from a season kick-off to a year-end celebration is a welcome change for new parents who wouldn't attend due to not knowing anyone until the season was over. Cost for the Hartl Building is \$1100. Budget has not been finalized for event, but we need to secure a date and location immediately.

Motion was made by Nelson to hold Center Ice on Friday, March 15, 2019 at the Hartl Building and to sign the contract. Seconded by Chapman and carried without dissent.

Gun Raffle Ticket Sales

Nelson shared that he and Campbell have continued to be available at Vets on a recurring basis to both hand-out and accept turned-in raffle tickets. Campbell said that 74 Elk and 88 Gun raffle tickets were turned in completed as of the board meeting. The big push from email came out on Friday. He does have concern that if we cannot get more gun raffle tickets sold that we may end up losing on what used to be a very large fundraiser for the association. He suggested options for families who sell a certain number of tickets would get a percentage off of registration.

Otterson has been working with the email list created and captured from prior Gun Raffles and inquiries. From his evaluation, it has been falsely reported that this email list has sold the majority of the tickets.

From the data provided, each email address has only bought approximately 1.5-1.7 tickets. Otterson has created an email to go out to this group as well as a WFHA Alumni email that he plans to send in the next few days to push sales. Nelson did remind everyone that the gun raffle does not win you a gun, but rather a credit to purchase the gun you won. If the winner decides to take the credit as a gift card, that is their choice. Nelson and Campbell will continue to work with Otterson on communication and marketing to push for ticket sales.

Gun Raffle Drawing Event

Nelson indicated they are still working the details of the Gun Raffle Drawing, which is to be held at the Harlt Building on Friday, September 21, 2018 at 7 pm. Will likely have a cash bar, which Brickhouse requires a \$500 minimum spend. Campbell clarified that Brickhouse also does catering which might be a good option to get all from one vendor.

b. Facilities & Equipment

Brent Kuehne

One Way at Veterans Memorial Arena

Kuehne has been working with West Fargo Parks on changes to the drop off challenges at the arena. He presented a map to show how traffic flow should occur allowing for a safer environment. The current plan is a one way but the West Fargo Parks also have future plans for a “lazy river” drop off in front of the arena that would allow a car to drop off closer to the building. West Fargo Parks have asked for financial assistance with some of the changes being made but until a total cost is presented, this option is on hold. Otterson inquired if we will need to work through a communication plan on the West Fargo Sports Arena as well. Kuehne confirmed these details will be worked out based on the lease agreement, ice time, etc. and will be included as a part of the discussions.

West Fargo Parks – Vets Lease

Kuehne has been working on a lease agreement with the West Fargo Park District for the 2018-2019 season. He is trying to get 2000 guaranteed hours for Vets 1 and Vets2 over the yearly lease (Sept 1-Aug 31), with payments made in January and June of the lease term. Cost per number of hours used is \$126/hour up to 1400 hours, and \$75 after 1400 hours. With a proposed 2000 hours, it would average \$103/hour, totaling \$206,000. This would allow us the first right of refusal as well as the right to sublease, which we have never had in the past. Kuehne clarified we used an estimated 1400 hours last year at Vets, but plan to hit at least 1700 hours just with WFHA ice, that includes summer hockey hours too.

Motion made to approve 2000 hours for \$103 per hour on the renegotiated lease with the WFSA from Sept 1-Aug 31 by Kuehne. Seconded by Honeyman and carried without dissent.

c. Communications & Marketing

Rob Otterson

Quad Communication Document

Otterson emailed all board members a Quad Communication Document to help him capture what is going on within each director’s portfolio. Information obtained is high level bullets allowing Otterson to ask questions and in-turn share this with the association.

Membership Survey Results

Otterson has finished compiling the deep dive data on the membership surveys and will provide to the board. If approved, he will move forward and communicate it out to the membership.

Strategic Plan

In response to the January 2018 request of the NDAHA, Otterson has been working on the strategic plan required to meet *“The development of a multi-year plan to run hockey within WFHA with stability, transparency and effectiveness.”* He plans to have this ready to vote on in August.

IV. Old Business

a. Administrative Assistant to the Hockey Director

Chapman inquired on the status of the Administrative Assistant to the Hockey Director. Benson had provided a job description at the July 9, 2018 board workgroup meeting but no further action has been taken. Campbell inquired if the Gaming Office would have access to this individual as well; this item has been noted.

V. New Business

a. 2018-2019 Handbook

Brad Saville

Copies of the 2018-2019 Handbook were emailed to the board for review. Due to the length of the document, the board has asked for more time to review and asked that it be tabled for the August 20th meeting.

b. Gaming Laptops

Anthony Houkom

Houkom asked the board for a budget of \$1800 to purchase two new laptops for the gaming office. At this point, only the Gaming Manager has a laptop that requires replacement due to age. Wilson requested that a policy or policies be put in place to manage all employee electronics that belong to WFHA such as Acceptable Use Policy and Laptop Security Policy going forward.

Houkom made a motion to purchase two new laptops for a maximum of \$1800. Seconded by Nelson and carried without dissent.

- Motion to adjourn meeting made by Kuehne, seconded by Otterson.
- **Meeting adjourned** at 9:09 p.m.
- Minutes submitted by Secretary, Shana Wilson.