



**Hibbing Chisholm Youth Hockey Association  
Board Meeting  
Memorial Building CANTEEN  
400 East 23<sup>rd</sup> Street**

**Monday, December 21, 2015  
6:00 PM**

**AGENDA**

- 1. Meeting Called to Order**
- 2. Approval of the December Agenda**
- 3. Approval of the November 16<sup>th</sup>, 2015 Minutes and Evotes**
- 4. Approve the Updated By Laws**
- 5. President's Report**
- 6. Treasurer Report**
- 7. Executive Director Report**
- 8. Arena Manager Report**
- 9. Fundraising Report**
- 10. Coaching Committee**
- 11. Old Business**
- 12. New Business**
- 13. Parent Volunteer Coordinator Report**
- 14. Association Member Open Forum**
- 15. Adjournment**

**Hibbing – Chisholm Youth Hockey Board Meeting: Monday, November 16, 2015, Memorial Building Canteen, 6:00 p.m.**

**BOARD OF DIRECTORS PRESENT: Jon LaMusga, Rally Hess, Mandy Galli, Joel Carlson, Eric Anderson, Mike Sanborn, Chad Jacobson, Steve Estey, and Heather Drews.**

**MEMBERS OF THE ASSOCIATION PRESENT: Kim Ruzich, Jennell Jerkovich, Shane McKinlay, Pete Kaim, Michele Birdsall, Jim Birdsall, JR Albrecht, Larry Tuin, Jesse Babich, Stacia Fosso, and Jim Watkins.**

Vice President Rally Hess called the meeting to order at 6:00 p.m.

**AGENDA:** Joel Carlson made a motion to approve the agenda as presented. Mike Sanborn seconded the motion. **THE MOTION CARRIED UNANIMOUSLY**

**MINUTES:** Chad Jacobson made a motion to approve the minutes of the October 19<sup>th</sup> and 25<sup>th</sup>, 2015 meetings. Joel Carlson seconded the motion. **THE MOTION CARRIED UNANIMOUSLY**

**PRESIDENT'S REPORT:** President Jon LaMusga stated that Heather Drews and Pete Kaim are doing very well in their respected positions and the Board has received many compliments. Jon also thanked all of the volunteers for their hard work.

**OPEN BOARD POSITION:** Jennell Jerkovich nominated Tom Dicklich. Nicole Anderson nominated JR Albrecht. Rally Hess nominated Rachel Delich Sullivan. Shane McKinley and PJ Swartz were also nominated. Rachel Delich Sullivan received five votes. Tom Dicklich received one vote. JR Albrecht received one vote. Shane McKinley received one vote. Rally Hess made a motion to appoint Rachel Delich Sullivan to the open Board position. Joel Carlson seconded the motion. **THE MOTION CARRIED UNANIMOUSLY**

**EXECUTIVE DIRECTOR REPORT:** Heather Drews presented the Executive Directors Report and noted that 208 skaters have registered and 208 were budgeted for.

**ARENA MANAGER REPORT:** Pete Kaim presented the Arena Manager Report. Pete noted that the plant has been running overtime with the warm weather. Pete also inquired on if the association owns the painting machine.

**FUNDRAISING REPORT:** Steve Estey presented the fundraising report. Steve noted that the Como Tournament is filling up and currently 17 teams are registered. Steve noted that the Armory has been secured for the banquet. Steve made a motion that himself, Jon LaMusga, and Rally Hess as signers on the fundraising account. Rally Hess seconded the motion. **THE MOTION CARRIED UNANIMOUSLY**

**COACHING COMMITTEE:** No Report.

**OLD BUSINESS:** Rally Hess noted that the Trophy case is on the way and that when it arrives he will assemble it and display trophies at the arena. It was also noted that the Memorial Wall is in the process of being relocated. Mandy Galli noted that she would communicate for the raffle permit with the City of Hibbing and Nicole Anderson would follow up on the matter.

**NEW BUSINESS:** Joel Carlson noted that he would like to create a policy book for the association and have all policies posted online. Mandy Galli made a motion to form a policy committee. Joel Carlson is the Chair of the Committee with Erik Anderson and Jon LaMusga as members of the committee. The Board approved for the 12 U team to enter the Silver Bay tournament on January 2 and 3, 2016. There was unanimous parent consent obtained by team manager Mandy Gherardi and the parent agreed to pay for the extra tournament. (12/2/2015)

**PARENT VOLUNTEER COORDINATOR REPORT:** Nicole Anderson noted that she would like to sell the extra raffle tickets and enter members that sell them into a drawing to win items. Nicole also noted that she has approximate 600 coupon books left and would like to also sell or donate the remaining books. It was also noted that a raffle permit will be applied for as soon as possible.

**ADJOURNMENT:** Due to no further discussion it was moved by Jon LaMusga, seconded by Mandy Galli to adjourn until the next meeting. **THE MOTION CARRIED UNANIMOUSLY**

Respectfully Submitted,

*Mandy Galli*

Mandy Galli  
HCYHA Secretary

## EVOTES

11-27-2015

Bantam Director Jennell Jerkovich requested that the Bantams attend an extra tournament in Moorhead. All parents unanimously agreed. All E Board Members voted in support of the request. MOTION CARRIED UNANIMOUSLY

12-2-2015

The Eboard approved to purchase Hibbing Chisholm Hockey Logo decals and install them in the arena. MOTION CARRIED UNANIMOUSLY

12-8-2015

Rachel Delich Sullivan made a fourfold motion to include

- 1.) Pending parent approval to approve the removal of the Mini-Mite Tournament from the schedule and permit the Mite teams to sign up for the Eveleth-Gilbert Tournament and permit the mini mite team's sign up for the Greenway Jamboree.
- 2.) The HCYHA agree to pay the tournament fees for the new tournaments. The Greenway Fee is \$100 a team and the Eveleth – Gilbert tournament fee is \$150 a team.
- 3.) The Board approves to move forward with the bidding process for the VFW Bantam Tournament on the weekend of the Mini-Mite and Mite tournament.
- 4.) Allow the Mites and or Mini Mites to hold a one day Jamboree at the Chisholm arena if the schedule allows.

All parents unanimously agreed. All E Board Members voted in support of the request. MOTION CARRIED UNANIMOUSLY



## Treasurer's Report – November FY16

### Accounts

#### Savings

Beginning balance	\$993.50
Ending balance	\$0.00

Notes: Closed, balance transferred to General Fund

#### Fundraising

Beginning balance	\$25,927.33
Ending balance	\$22,967.08

Notes: \$2,960.25 fundraising expenses

#### General Fund

Beginning balance	\$83,448.45
Ending balance	\$95,320.80

Notes: Total income \$43,160.57 vs. budget of \$15,367.00

In November we received \$2,650.00 in signage donations, \$28,877.99 in Winter Registration. We also received \$300.00 in Tournament Advertising Income and \$11,332.58 in Tournament Entry Fees.

Total expenses \$28,800.70 vs. budget of \$33,830.00

In November we spent \$2,327.07 vs. \$500.00 a budget on arena maintenance. This variance is due to a 6 month linear distribution of the arena maintenance expense. However we are at \$3,776.94 YTD vs. \$3,000.00 budgeted YTD. We spent \$2,905.35 on insurances vs. a budget of \$930.00. This variance is due to the 12 month linear distribution of the insurance expense. However we are at \$6,471.90 YTD vs. \$5,580.00 budgeted YTD. We spent \$482.99 on refunds. We are over our \$1,500.00 annual budget, spending \$3,731.21 YTD on refund expense. We spent \$2,486.40 on supplies-general - other vs. a budget of \$500.00. This variance is due to the 12 month linear distribution of the supplies-general - other expense. However we are at \$3,253.86 YTD vs. \$3,000.00 budgeted YTD. We spent \$1,925.93 on utilities vs. a budget of \$3750.00. This variance is due to the 12 month linear distribution of the utility expense. Total Arena Operations Expense for November was \$16,551.81 vs \$14,637.00.00 budgeted. \$2,906.03 Total Concession Expense vs. \$1,000.00 budgeted. This variance is due to the 6 month linear distribution of the Total Concession Expense. We spent \$1,214.96 in depreciation expense, \$3,950.25 Total Fundraising Expenses, \$3,127.40 Total Tournament Expenses and \$781.25 Total Traveling Fee Expenses.

### Other

A new finance committee developed the FY16 operating with limited information. We will continue to see budget to actual variances throughout the fiscal year as a result of the assumptions made in the budget. This will be corrected in the FY17 budget.

**Hibbing-Chisholm Youth Hockey Association**  
**Profit & Loss Budget Performance - DRAFT**  
November 2015

	Nov 15	Budget	Jun - Nov 15	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Concessions</b>	0.00	2,000.00	0.00	3,000.00	10,000.00
<b>Fundraising</b>					
Calendar Raffle	0.00	0.00	0.00	29,000.00	29,000.00
Donations - Signage	2,650.00	0.00	10,580.00	10,000.00	10,000.00
Fraboni's Fundraiser	0.00	0.00	0.00	0.00	0.00
Golf Fundraiser	0.00	0.00	17,482.00	4,700.00	4,700.00
Law Enforcement Tournament	0.00	0.00	1,040.00	0.00	25,000.00
Other Fundraising Income	0.00	0.00	0.00	0.00	1,200.00
Shirt Sales	0.00	400.00	0.00	400.00	2,000.00
<b>Total Fundraising</b>	2,650.00	400.00	29,102.00	44,100.00	71,900.00
<b>Miscellaneous Income</b>					
4 on 4 League	0.00	0.00	0.00	0.00	0.00
<b>Donations</b>					
City of Hibbing forgiven debt	0.00		7,637.50		
Donations - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Donations</b>	0.00	0.00	7,637.50	0.00	0.00
Ice Rental	0.00	100.00	0.00	200.00	600.00
Interest Income	0.00	0.00	0.00	0.00	0.00
Learn to Skate	0.00	0.00	0.00	0.00	0.00
Misc Income	0.00	967.00	0.00	1,934.00	5,802.00
Vending Income	0.00	0.00	166.56	0.00	0.00
Miscellaneous Income - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Miscellaneous Income</b>	0.00	1,067.00	7,804.06	2,134.00	6,402.00
<b>Registration Income</b>					
Coupon Books	0.00	0.00	565.00	40,000.00	40,000.00
Fall/Spring Registration	0.00	0.00	17,014.66	25,000.00	50,000.00
Fees	0.00	0.00	0.00	0.00	0.00
Mite Jersey	0.00	0.00	0.00	0.00	0.00
Traveling/Tournament Fees	0.00	0.00	0.00	0.00	0.00
Winter Registration	28,877.99	0.00	103,721.79	82,000.00	82,000.00
<b>Total Registration Income</b>	28,877.99	0.00	121,301.45	147,000.00	172,000.00
<b>Tournament Income</b>					
Advertising	300.00	500.00	950.00	1,000.00	3,000.00
Entry Fees	11,332.58	11,000.00	44,415.92	21,000.00	65,000.00
Gate Fees	0.00	0.00	0.00	0.00	0.00
Misc Tournament Inc	0.00	200.00	0.00	400.00	1,200.00
Mite Jamboree	0.00	0.00	0.00	0.00	0.00
Region Tournament Hosting	0.00	0.00	0.00	0.00	0.00
Shirt Sales	0.00	200.00	0.00	400.00	1,200.00
Squirt Tournament	0.00	0.00	0.00	0.00	0.00
<b>Total Tournament Income</b>	11,632.58	11,900.00	45,365.92	22,800.00	70,400.00
<b>Total Income</b>	43,160.57	15,367.00	203,573.43	219,034.00	330,702.00
<b>Cost of Goods Sold</b>					
Cost of Goods Sold	0.00	0.00	0.00	0.00	0.00
<b>Total COGS</b>	0.00	0.00	0.00	0.00	0.00
<b>Gross Profit</b>	43,160.57	15,367.00	203,573.43	219,034.00	330,702.00
<b>Expense</b>					
<b>Arena Operations</b>					
Arena Maintenance	2,327.07	500.00	3,776.94	3,000.00	6,000.00
Chisholm Ice Rental	0.00	0.00	6,450.00	9,000.00	18,000.00
<b>Coaching</b>					
USA Hockey and Coaching Clinic	0.00	500.00	(180.00)	2,000.00	2,500.00
Coaching - Other	0.00	500.00	0.00	1,000.00	3,000.00
<b>Total Coaching</b>	0.00	1,000.00	(180.00)	3,000.00	5,500.00
<b>Expense-Reimbursed</b>	0.00	0.00	0.00	0.00	0.00
<b>Ice Sheet and Related</b>					
Propane	0.00	300.00	0.00	600.00	1,800.00
Ice Sheet and Related - Other	0.00	1,000.00	790.45	2,000.00	6,000.00
<b>Total Ice Sheet and Related</b>	0.00	1,300.00	790.45	2,600.00	7,800.00

**Hibbing-Chisholm Youth Hockey Association**  
**Profit & Loss Budget Performance - DRAFT**  
 November 2015

	Nov 15	Budget	Jun - Nov 15	YTD Budget	Annual Budget
<b>Insurance</b>					
Building and Contents	457.60	242.00	2,745.57	1,452.00	2,904.00
Disability Insurance	0.00	0.00	0.00	0.00	0.00
Liability Insurance	1,360.00	117.00	1,360.00	702.00	1,404.00
Officers/Directors Liability	844.00	71.00	844.00	426.00	852.00
Workmans Comp	243.75	200.00	1,522.33	1,200.00	2,400.00
Insurance - Other	0.00	300.00	0.00	1,800.00	3,600.00
<b>Total Insurance</b>	2,905.35	930.00	6,471.90	5,580.00	11,160.00
<b>Miscellaneous</b>					
Bank Service Charges					
Returned Check Charge	0.00	0.00	0.00	0.00	0.00
Bank Service Charges - Other	0.00	50.00	24.86	300.00	600.00
<b>Total Bank Service Charges</b>	0.00	50.00	24.86	300.00	600.00
Dues and Subscriptions					
District Dues	0.00	0.00	0.00	0.00	0.00
Dues and Subscriptions - Other	0.00	0.00	0.00	0.00	1,300.00
<b>Total Dues and Subscriptions</b>	0.00	0.00	0.00	0.00	1,300.00
Interest Expense	0.00	5.00	0.00	30.00	60.00
Professional Fees					
Accounting	506.80	1,000.00	2,405.43	6,000.00	12,000.00
Website	0.00	67.00	780.00	402.00	804.00
Professional Fees - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Professional Fees</b>	506.80	1,067.00	3,185.43	6,402.00	12,804.00
Miscellaneous - Other	0.00	5.00	0.00	30.00	60.00
<b>Total Miscellaneous</b>	506.80	1,127.00	3,210.29	6,762.00	14,824.00
<b>Payroll Expenses</b>					
Contract Labor	0.00	0.00	0.00	0.00	0.00
MN UI Fund	0.00	0.00	0.00	0.00	0.00
Quarterly Taxes	689.14	0.00	1,375.98	3,250.00	6,500.00
Wages	4,917.50	4,500.00	9,802.50	13,500.00	35,000.00
<b>Total Payroll Expenses</b>	5,606.64	4,500.00	11,178.48	16,750.00	41,500.00
<b>Registration Expenses</b>					
Coupon Books	0.00	0.00	0.00	0.00	0.00
Fees	0.00	0.00	0.00	0.00	0.00
Refunds	482.99	0.00	3,731.21	1,500.00	1,500.00
<b>Total Registration Expenses</b>	482.99	0.00	3,731.21	1,500.00	1,500.00
<b>Repairs</b>					
Building	0.00	100.00	0.00	600.00	1,200.00
Repairs - Other	0.00	50.00	0.00	300.00	600.00
<b>Total Repairs</b>	0.00	150.00	0.00	900.00	1,800.00
<b>Supplies-General</b>					
Office	0.00	250.00	660.36	750.00	2,000.00
Supplies-General - Other	2,486.40	500.00	3,253.86	3,000.00	6,000.00
<b>Total Supplies-General</b>	2,486.40	750.00	3,914.22	3,750.00	8,000.00
Telephone, Internet, Cable	138.09	160.00	824.77	960.00	1,920.00
Utilities	1,925.93	3,750.00	8,542.50	22,500.00	45,000.00
Zamboni	172.54	470.00	1,283.24	940.00	2,820.00
<b>Total Arena Operations</b>	16,551.81	14,637.00	49,994.00	77,242.00	165,824.00
<b>Concession Expenses</b>					
Licenses	245.00	0.00	245.00	270.00	270.00
Sales tax expense	0.00	0.00	0.00	0.00	0.00
Supplies	2,661.03	1,000.00	2,661.03	3,000.00	6,000.00
<b>Total Concession Expenses</b>	2,906.03	1,000.00	2,906.03	3,270.00	6,270.00
Depreciation Expense	1,214.96	1,066.00	7,290.03	6,396.00	12,792.00
Donation expense	0.00		61.17		
Equipment					
Repair/Cleaning	269.00		269.00		
<b>Total Equipment</b>	269.00		269.00		

**Hibbing-Chisholm Youth Hockey Association**  
**Profit & Loss Budget Performance - DRAFT**  
November 2015

	Nov 15	Budget	Jun - Nov 15	YTD Budget	Annual Budget
<b>Fundraising Expenses</b>					
Advertising Donation Expenses	875.00	100.00	875.00	600.00	1,200.00
Calendar Raffle	115.00	5,000.00	115.00	5,000.00	15,000.00
Coupon Books Expense	0.00	0.00	6,275.00	6,900.00	6,900.00
Golf Tournament	1,012.40	0.00	10,143.96	2,800.00	6,800.00
Law Enforcement Fundraising Exp	1,947.85	0.00	4,614.49	0.00	12,600.00
Misc. Fundraising Expenses	0.00	0.00	952.00	0.00	175.00
Raffle Ticket Reimbursement	0.00	0.00	0.00	0.00	100.00
Raffle Tickets	0.00	0.00	0.00	55.00	55.00
Shirt Sales	0.00	0.00	0.00	0.00	2,000.00
<b>Total Fundraising Expenses</b>	<b>3,950.25</b>	<b>5,100.00</b>	<b>22,975.45</b>	<b>15,355.00</b>	<b>44,830.00</b>
Penalties	0.00	0.00	0.00	0.00	0.00
Returned Checks	0.00	50.00	0.00	50.00	100.00
<b>Tournament Expenses</b>					
Advertising	0.00	250.00	960.00	500.00	1,200.00
EMTs	0.00	900.00	0.00	1,700.00	5,200.00
Misc Tournament Exp	0.00	200.00	0.00	400.00	1,200.00
Programs	0.00	200.00	0.00	400.00	1,200.00
Refs/Timekeepers	3,127.40	5,333.00	3,127.40	10,666.00	31,998.00
Refunds	0.00	250.00	600.00	500.00	1,500.00
Registration of Home	0.00	100.00	0.00	200.00	600.00
Shirts	0.00	200.00	0.00	400.00	1,200.00
Supplies	0.00	0.00	0.00	0.00	0.00
Trophies	0.00	300.00	0.00	600.00	1,800.00
<b>Total Tournament Expenses</b>	<b>3,127.40</b>	<b>7,733.00</b>	<b>4,687.40</b>	<b>15,366.00</b>	<b>45,898.00</b>
<b>Traveling Fee Expenses</b>					
10UA Tournament Expense	0.00	250.00	0.00	500.00	1,500.00
10UB Tournament Expense	175.00	250.00	725.00	500.00	1,500.00
12UA Team Expenses	0.00	0.00	0.00	0.00	0.00
12UB Team Expenses	100.00	750.00	1,625.00	1,500.00	4,500.00
Bantam A					
Team Expenses	100.00	750.00	1,399.00	1,500.00	4,500.00
Bantam A - Other	0.00	334.00	0.00	668.00	2,004.00
<b>Total Bantam A</b>	<b>100.00</b>	<b>1,084.00</b>	<b>1,399.00</b>	<b>2,168.00</b>	<b>6,504.00</b>
Bantam B					
Team Expenses	0.00	0.00	0.00	0.00	0.00
Bantam B - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Bantam B</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Mini-Mite/Mite Out of Town	0.00	0.00	0.00	0.00	2,000.00
PWA					
Team Expenses	0.00	750.00	1,695.00	1,500.00	4,500.00
<b>Total PWA</b>	<b>0.00</b>	<b>750.00</b>	<b>1,695.00</b>	<b>1,500.00</b>	<b>4,500.00</b>
PWB					
Team Expenses	306.25	750.00	1,956.25	1,500.00	4,500.00
<b>Total PWB</b>	<b>306.25</b>	<b>750.00</b>	<b>1,956.25</b>	<b>1,500.00</b>	<b>4,500.00</b>
Referees, Clock and Book	0.00	60.00	0.00	120.00	360.00
Squirt Tournament Expense	100.00	250.00	100.00	500.00	1,500.00
Traveling Fee Expenses - Other	0.00	100.00	0.00	200.00	600.00
<b>Total Traveling Fee Expenses</b>	<b>781.25</b>	<b>4,244.00</b>	<b>7,500.25</b>	<b>8,488.00</b>	<b>27,464.00</b>
<b>Total Expense</b>	<b>28,800.70</b>	<b>33,830.00</b>	<b>95,683.33</b>	<b>126,167.00</b>	<b>303,178.00</b>
<b>Net Ordinary Income</b>	<b>14,359.87</b>	<b>(18,463.00)</b>	<b>107,890.10</b>	<b>92,867.00</b>	<b>27,524.00</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
Interest Expense	0.00	0.00	593.59	0.00	0.00
Loss on Asset Disposal	0.00	0.00	0.00	0.00	0.00
Unknown	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>593.59</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>(593.59)</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>14,359.87</b>	<b>(18,463.00)</b>	<b>107,296.51</b>	<b>92,867.00</b>	<b>27,524.00</b>

December 21, 2015

Executive Director Report

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I. Tournaments

A. Home tournaments

1. 1/8 PWA Founders Cup-YHH
  - a. 24/24 teams registered and paid
  - b. Items complete
    - i. Brackets have been determined and shared with Virginia and Mike Sanborn, the PWA manager.
    - ii. Ice times confirmed at all arenas
    - iii. Tournament application submitted to Minnesota Hockey
    - iv. EMS Coverage arranged at all arenas
    - v. Referee scheduling underway for all games
  - c. Items left to complete:
    - i. Order awards – In contact with Youth Hockey Hub
2. 1/15 Bantam A Tournament
  - a. Draw complete and provided to Manager
  - b. 12/12 teams registered
  - c. Tournament application mailed.
3. 1/22 12UB Tournament
  - a. Draw complete and provided to manager
  - b. 8/8 teams registered
  - c. Tournament application mailed.
4. 2/12 10UB Tournament
  - a. Draw complete
  - b. 4/8 teams registered
  - c. Tournament application mailed.
5. 2/19 Mite/Mini Jamboree has been cancelled. Participating teams contacted and website modified.
6. 2/27 8U Jamboree - 1day Jamboree at the Fairgrounds

II. Remaining Away Tournaments

A. Bantam A

1. Have now played all three away tournaments.

B. PWA

1. 1/1 Bemidji \$895/\$25 per player
  - a. Registered and paid

C. PWB

1. 1/1 Cloquet \$975
    - a. B1 Registered and paid
  - D. U12B
    1. 2/5 Cloquet \$975
      - a. Registered and paid
  - E. SQUIRT (2 Squirt Teams)
    1. 2/5 Superior Squirt B Tournament (\$850/team)
      - a. Registered and paid
  - F. U10B
    1. 1/2 Moose Lake \$550 (600 after 8/31)
  - G. Mite/Mini
    1. TBD
- III. Concession
- A. DIBS is actively being used by association families.
  - B. Concession Stand coverage has greatly improved.
  - C. License was renewed and issued
    1. As part of renewal, the inspector visited and issued several citations. See attachments.
    2. Pete Kaim will be working on assuring all items are addressed.
- IV. Schedule
- A. Skate with the Bluejackets and between period scrimmages have been scheduled
    1. 11/21: Was a good positive success.
    2. 12/29: Mini-Mites will skate between periods of the Bluejacket game
    3. 1/19: Squirts will skate between periods of the Bluejacket game
    4. 1/22: Mites will skate between periods of the Bluejacket game
  - B. Pictures were completed last week without issue.
  - C. Entire practice schedule is posted out through February
    1. Constant revisions are expected as feedback is addressed and games are scheduled.
    2. Input from coaching committee, coaches, and managers are appreciated
    3. Girls Program will be meeting next week to review the remaining schedule and assure games to practice ratio is appropriate and schedule is best for each level of the program
  - D. Game scheduling is still underway
    1. Game counts currently scheduled, excluding tournaments, as of 12/21/2015
      - a. 8U – 0
      - b. 10U – 8 (only home games scheduled)
      - c. 12U – 17
      - d. Mini Mite – 0

- e. Mite – 1 plus intersquad games
- f. Squirt Navy – 21
- g. Squirt White – 21
- h. Pee wee B – 16
- i. Pee wee A – 17
- j. Bantam A – 17

E. Region Tournament

- a. In contact with MN Hockey Officials.
- b. Planning has begun.
  - a. Planning handbook received
  - b. Ice times confirmed based on bracket template
  - c. Banners and decals will be shipped in January

V. MaxSolutions – Facility and League scheduling

- A. Upgrade is in process
- B. Business requirements are currently being reviewed
- C. Go-Live date expected for February.

VI. Spring Skills



Minnesota Department of Health  
 Food, Pools, & Lodging Services Section  
 P.O. Box 64975  
 St. Paul, MN 55164-0975  
 651-201-4500

Type: Full  
 Date: 12/11/15  
 Time: 15:30:00  
 Report: 7983151205

## Food and Beverage Establishment Inspection Report

Page 1

**Location:**  
 Hibbing Youth Hockey  
 23rd Street and Highway 169  
 PO Box 193  
 Hibbing, MN55746  
 St. Louis County, 69

**License Categories:**  
 HOSP, FBLB, FBLF  
  
 Expires on: 12/31/16

**Establishment Info:**  
 ID #: 0022441  
 Risk: Low  
 Announced Inspection: Yes

**Operator:**  
 Hibbing Youth Hockey Associati  
  
 Phone #: 2182622129  
 ID #: 28192

The violations listed in this report include any previously issued orders and deficiencies identified during this inspection. Compliance dates are shown for each item.

The following orders previously issued on 12/06/13 have NOT been corrected.

### 6-300 Physical Facility Numbers and Capacities

#### 6-301.14

MN Rule 4626.1455 Remove the supply of individual dispoable towels, hand soap, and fingernail brush from food preparation sinks, utensil washing sinks, and mop sinks.

THE PAPER TOWELING DISPENSER WAS INSTALLED ABOVE THE CLEAN SIDE OF THE THREE-COMPARTMENT SINK. MOVE IT TO THE LOCATION OF THE WARE-WASHING SINK.

*Issued on: 12/06/13*

*Comply By: 12/20/13*

The following orders were issued during this inspection.

### 4-700 Sanitizing Equipment and Utensils

#### 4-701.11

**\*\* Critical Item \*\***

MN Rule 4626.0895 Sanitize food contact surfaces of equipment and utensils.

SANITIZER COULD NOT BE LOCATED IN THE CONCESSION STAND. SEE THE SAFE SANITIZING FACT SHEET WHICH I HAVE INCLUDED WITH THIS REPORT.

*Comply By: 12/11/15*

### 3-300C Protection from Contamination: equipment/utensils, consumers

#### 3-305.11

MN Rule 4626.0300 Store all food in a clean, dry location; where it is not exposed to splash, dust or other contamination; and at least 6 inches above the floor.

POPPING CORN WAS STORED ON THE FLOOR.

*Comply By: 12/11/15*

Type: Full  
Date: 12/11/15  
Time: 15:30:00  
Report: 7983151205  
Hibbing Youth Hockey

# Food and Beverage Establishment Inspection Report

Page 2

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## 4-600 Cleaning Equipment and Utensils

### 4-601.11C

MN Rule 4626.0840 Clean non-food contact surfaces of equipment and maintain free of accumulations of dust, dirt, food residue, and other debris.

OBSERVED FOOD DEBRIS AND SPILLAGE IN THE REFRIGERATOR/FREEZER.

*Comply By: 12/25/15*

## 6-200 Physical Facility Design and Construction

### 6-202.11A

MN Rule 4626.1375 Provide effective shielding or shatter-resistant bulbs for all light fixtures where there is exposed food, clean equipment, utensils and linens, and unwrapped single-service or single-use articles.

THE FLUORESCENT LIGHT TUBES IN THE CEILING LIGHT FIXTURE ON THE SOUTH END OF THE CONCESSION STAND WERE NOT PROTECTED AGAINST BREAKAGE.

*Comply By: 12/25/15*

## 6-300 Physical Facility Numbers and Capacities

### 6-301.14

MN Rule 4626.1455 Remove the supply of individual disposable towels, hand soap, and fingernail brush from food preparation sinks, utensil washing sinks, and mop sinks.

THE SOAP DISPENSER WAS MOUNTED NEAR THE THREE-COMPARTMENT SINK.

*Comply By: 12/25/15*

## 6-300 Physical Facility Numbers and Capacities

### 6-305.11B

MN Rule 4626.1480 Provide lockers or other suitable facilities for the orderly storage of employees' clothing and other possessions.

THERE IS NO FACILITY FOR VOLUNTEERS' COATS. DISCUSSED INSTALLING A RACK ON THE DOOR ON THE SOUTH END OF THE CONCESSION STAND.

*Comply By: 01/08/16*

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## Food and Equipment Temperatures

Process/Item: Hot Holding

Temperature: 176 Degrees Fahrenheit - Location: Hot dog on roller grill.

Violation Issued: No

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Process/Item: Refrigerator/Freezer

Temperature: 34 Degrees Fahrenheit - Location: Air temperature of the refrigerator compartment of the Magic Chef refrigerator/freezer.

Violation Issued: No

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Process/Item: Refrigerator/Freezer

Temperature: N/A Degrees Fahrenheit - Location: Food in the freezer compartment of the Magic Chef refrigerator/freezer was frozen solid.

Type: Full  
Date: 12/11/15  
Time: 15:30:00  
Report: 7983151205  
Hibbing Youth Hockey

# Food and Beverage Establishment Inspection Report

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Violation Issued: No

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Process/Item: Upright Freezer

Temperature: N/A Degrees Fahrenheit - Location: Food in the Kenmore single-door upright freezer was frozen solid.

Violation Issued: No

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Total Critical Orders This Report: 1  
Total Non-Critical Orders This Report: 6

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GENERAL COMMENTS:

- 1) Discussed excluding food employees ill with vomiting or diarrhea, eliminating bare hand contact with ready-to-eat food, and checking food temperatures and sanitizer concentration as part of a daily self-inspection.
  - 2) Provided an illness reporting fact sheet, an employee (volunteer) illness log, an illness reporting poster, a food temperature sticker, a self-inspection form, and several other food safety fact sheets.
  - 3) Rally Hess is the Vice Chairman, Heather Drews is the Executive Director, and Pete Kaim is the arena manager.
- 
- 

**NOTE: All new food equipment must meet the applicable standards of NSF International. Plans and specifications must be submitted for review and approval prior to new construction, remodeling or alterations.**

I acknowledge receipt of the Minnesota Department of Health inspection report number 7983151205 of 12/11/15.

Certified Food Manager: N/A

Certification Number: N/A Expires: / /

**Inspection report reviewed with person in charge and emailed.**

Signed: \_\_\_\_\_

Ryan Trenberth  
PIC

Signed:  \_\_\_\_\_

Gary J. Collyard  
Sanitarian 2  
Duluth District Office  
218-940-9306  
Gary.Collyard@state.mn.us

# Food Establishment Inspection Report



Minnesota Department of Health  
 Food, Pools, & Lodging Services Section  
 P.O. Box 64975  
 St. Paul, MN 55164-0975

No. of RF/PHI Categories Out	2	Date	12/11/15
No. of Repeat RF/PHI Categories Out	1	Time In	15:30:00
Legal Authority MN Rules Chapter 4626		Time Out	

Hibbing Youth Hockey	Address 23rd Street and Highway 169	City/State Hibbing, MN	Zip Code 55746	Telephone 2182622129
License/Permit # 0022441	Permit Holder Hibbing Youth Hockey Associati	Purpose of Inspection Full	Est Type	Risk Category L

## FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Circle designated compliance status (IN, OUT, N/O, N/A) for each numbered item

Mark "X" in appropriate box for COS and/or R

IN= in compliance    OUT= not in compliance    N/O= not observed    N/A= not applicable    COS= corrected on-site during inspection    R= repeat violation

Compliance Status	COS	R	Description
<b>Demonstration of Knowledge</b>			
1A <input checked="" type="radio"/> IN <input type="radio"/> OUT N/A			Certified food manager, duties
1B <input checked="" type="radio"/> IN <input type="radio"/> OUT			PIC knowledgeable; duties & oversight
<b>Employee Health</b>			
2 <input checked="" type="radio"/> IN <input type="radio"/> OUT			Management awareness; policy present
3 <input checked="" type="radio"/> IN <input type="radio"/> OUT			Proper use of reporting, restriction & exclusion
<b>Good Hygienic Practices</b>			
4 <input checked="" type="radio"/> IN <input type="radio"/> OUT N/O			Proper eating, tasting, drinking, or tobacco use
5 <input checked="" type="radio"/> IN <input type="radio"/> OUT N/O			No discharge from eyes, nose, and mouth
<b>Preventing Contamination by Hands</b>			
6 <input checked="" type="radio"/> IN <input type="radio"/> OUT N/O			Hands clean & properly washed
7 <input checked="" type="radio"/> IN <input type="radio"/> OUT N/A N/O			Hand contact with RTE foods restricted
8 <input checked="" type="radio"/> IN <input type="radio"/> OUT		X	Adequate handwashing facilities supplied & accessible
<b>Approved Source</b>			
9 <input checked="" type="radio"/> IN <input type="radio"/> OUT			Food obtained from approved source
10 <input type="radio"/> IN <input type="radio"/> OUT N/A <input checked="" type="radio"/> N/O			Food received at proper temperature
11 <input checked="" type="radio"/> IN <input type="radio"/> OUT			Food in good condition, safe, & unadulterated
12 <input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A N/O			Required records available; shellstock tags, parasite destruction
<b>Protection from Contamination</b>			
13 <input checked="" type="radio"/> IN <input type="radio"/> OUT N/A			Food separated/protected from cross contamination
14 <input type="radio"/> IN <input checked="" type="radio"/> OUT N/A			Food contact surfaces: cleaned & sanitized
15 <input checked="" type="radio"/> IN <input type="radio"/> OUT			Proper disposition of returned, previously served, reconditioned, & unsafe food

Compliance Status	COS	R	Description
<b>Potentially Hazardous Food/Time/Temperature</b>			
16 <input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A <input type="radio"/> N/O			Proper cooking time & temperature
17 <input type="radio"/> IN <input type="radio"/> OUT N/A <input checked="" type="radio"/> N/O			Proper reheating procedures for hot holding
18 <input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A <input type="radio"/> N/O			Proper cooling time & temperature
19 <input checked="" type="radio"/> IN <input type="radio"/> OUT N/A <input type="radio"/> N/O			Proper hot holding temperatures
20 <input checked="" type="radio"/> IN <input type="radio"/> OUT N/A			Proper cold holding temperatures
21 <input type="radio"/> IN <input type="radio"/> OUT N/A <input checked="" type="radio"/> N/O			Proper date marking & disposition
22 <input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A <input type="radio"/> N/O			Time as a public health control: procedures & record
<b>Consumer Advisory</b>			
23 <input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A			Consumer advisory for raw or undercooked foods
<b>Highly Susceptible Populations</b>			
24 <input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A			Pasteurized foods used; prohibited foods not offered
<b>Chemical</b>			
25 <input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A			Food additives: approved & properly used
26 <input checked="" type="radio"/> IN <input type="radio"/> OUT			Toxic substances properly identified, stored, & used
<b>Conformance with Approved Procedures</b>			
27 <input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A			Compliance with HACCP plan and variance

Risk factors (RF) are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. **Public Health Interventions (PHI)** are control measures to prevent foodborne illness or injury.

## GOOD RETAIL PRACTICES

Good Retail Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

Mark "X" in box if numbered item is not in compliance    Mark "X" in appropriate box for COS and/or R    COS= corrected on-site during inspection    R= repeat violation

Compliance Status	COS	R	Description
<b>Safe Food and Water</b>			
28 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Pasteurized eggs used where required
29 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Water & ice from approved source
30 <input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A			Variance obtained for specialized processing methods, documentation on file
<b>Food Temperature Control</b>			
31 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Proper cooling methods used; adequate equipment for temperature control
32 <input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A			Plant food properly cooked for hot holding
33 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Approved thawing methods used
34 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Thermometers provided and accurate
<b>Food Protection</b>			
35 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Food properly labeled; original container
36 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Insects, rodents, & animals not present; no unauthorized persons
37 <input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Contamination prevented during food prep, storage & display
38 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Personal cleanliness
39 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Wiping cloths: properly used & stored
40 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Washing fruits & vegetables

Compliance Status	COS	R	Description
<b>Proper Use of Utensils</b>			
41 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			In-use utensils: properly stored
42 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Utensils, equipment & linens: properly stored, dried, & handled
43 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Single-use & single service articles: properly stored & used
44 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Gloves used properly
<b>Utensil Equipment and Vending</b>			
45 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Food & non-food contact surfaces cleanable, properly designed, constructed, & used
46 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Warewashing facilities: installed, maintained, & used; test strips
47 <input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Non-food contact surfaces clean
<b>Physical Facilities</b>			
48 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Hot & cold water available; adequate pressure
49 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Plumbing installed; proper backflow devices
50 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Sewage & waste water properly disposed
51 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Toilet facilities: properly constructed, supplied, & cleaned
52 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Garbage & refuse properly disposed; facilities maintained
53 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Physical facilities installed, maintained, & clean
54 <input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Adequate ventilation & lighting; designated areas used
55 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Compliance with MCI AA & Choking Poster
56 <input type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A			Compliance with licensing & plan review

Food Recalls: \_\_\_\_\_

Person in Charge (Signature)

Date: 12/14/15

Inspector (Signature)

Follow-up Needed: YES  NO  (Circle one)

Follow-up Date: / /

**AMENDED AND RESTATED BYLAWS OF  
HIBBING/CHISHOLM YOUTH HOCKEY ASSOCIATION (HCYHA)**

**ARTICLE 1 – CORPORATION & OFFICES**

1.1) The name of the corporation shall be Hibbing/Chisholm Youth Hockey Association. It shall be a nonprofit organization incorporated under Minnesota Statute Chapter 317A, as amended, and the laws of the State of Minnesota.

1.2) The purpose of this nonprofit corporation is for supporting youth hockey in Hibbing and Chisholm, Minnesota and related activities and do such other things as are incidental to the purposes of the corporation or necessary or desirable in order to accomplish them.

1.3) The principal office of the corporation shall be at the Fairgrounds Arena, PO Box 193, Hibbing, MN, Minnesota 55746. The corporation may have offices at such other places, within or without the State of Minnesota, as the Board of Directors may from time to time designate.

1.4) The corporation will not have nor will issue shares of stock and no dividends be paid. No part of the income or assets of the corporation will be distributed to its members, directors, or officers without full consideration. No member of the corporation has any vested right, interest, or privilege in or to the assets, property, functions or activities of the corporation. The corporation may contract in due course with its members, directors and officers without violating this provision.

**ARTICLE 2 - MEMBERS**

2.1) Members. The corporation shall have one class of members. Membership is open to all persons over the age of eighteen (18) years of age, who are interested in the furtherance of the purposes of the corporation, and who have a child that is a registered skater in the

Hibbing/Chisholm Youth Hockey Association, whether that person is a parent, legal guardian, or step-parent. In addition, a membership is open to all persons over the age of eighteen (18) years of age, who are interested in the furtherance of the purposes of the corporation, and who are presently serving as a USA Hockey registered coach or referee in the Hibbing/Chisholm Youth Hockey Association. The immediate past-chair of the Hibbing/Chisholm Youth Hockey Association Board of Directors will also be recognized as a member of the association regardless of meeting other member criteria. A person shall become a member by (1) registering their child for a team; registering as a coach/referee with USA hockey to serve as a coach/referee in the Hibbing/Chisholm Youth Hockey Association; or serving as the immediate past President of the Hibbing/Chisholm Youth Hockey Association, (2) paying any necessary fees for a Hibbing/Chisholm youth hockey team organized through the Association, and (3) signing a written consent that they desire to become a Member. A family that has more than one child participating in Hibbing/Chisholm youth hockey program or has more than one coach coaching in the Hibbing/Chisholm Youth Hockey Program shall be entitled to one vote. A Member's term shall be for a period of one year from the first day of youth hockey registration.

2.2) Election. The Membership shall be permitted to elect all directors to the board of directors consistent with the staggered terms unless a vacancy occurs during the term of a director in which case the vacancy shall be filled by the Board of Directors as set out in Article 3, Section 3.8. Members shall vote for the directors then up for election at the annual meeting for a fixed term as set out in Article 3. The election shall be by the vote of a quorum of those members there present and voting. If, however, the Membership fails to elect members to serve on the board of directors as set out herein, the positions on the board of directors shall be filled by the board of directors at their discretion.

2.3) Resignation. A member may resign at any time, however, the resignation does not relieve the member from any obligation the member may have to the association for dues, assessments, or fees or charges for goods or services.

2.4) Termination. A Membership may only be terminated or suspended pursuant to a procedure that is fair and reasonable and is carried out in good faith. Termination of a Member shall be governed by Minnesota Statute § 317A.411, as amended.

2.5) Annual Meeting. The association shall hold at least one annual meeting of voting members each year at the end of the fiscal year. The annual meeting of members shall be held in the City of Hibbing at an appropriate time and place. At the annual meeting of members, the membership shall elect successors for directors elected by members whose terms have expired or are set to expire; shall receive a report on the activities of the association by the President; shall receive a report on the financial condition of the association by the Treasurer; and shall consider and act upon other matters as may be raised consistent with the notice of meeting requirements.

2.6) Notice. Written notice of meetings of members shall be given to every voting member as of the record date at least five (5) days prior to the meeting. The Notice shall contain the date, time and place of the meeting and any other information required by these bylaws or Minnesota law. If a meeting is adjourned and the date, time, and place of the next meeting is announced at the time of adjournment, notice is not required unless a new record date for the adjourned meeting is or must be fixed.

2.7) Waiver. A member may waive notice of a meeting of members before, at or after the meeting and whether given in writing, orally, or by attendance.

2.8) Record Date. The board may fix a date not more than 30 days before the date of the meeting of members as the date for the determination of the members entitled to notice of and

entitled to vote at the meeting. The Secretary shall prepare an alphabetical list of the names of the association's members who are entitled to notice and to vote. The list must show the address and number of votes each member is entitled to vote at the meeting.

2.9) Special Meeting. The association may hold a special meeting of members on a call of the association's board of directors or if at least 50 members with voting rights or ten percent of members with voting rights, whichever is less, sign, date, and deliver to the President or Treasurer one or more written demands for the meeting describing the purpose for which the meeting is to be held. The special meeting shall be held at a reasonable time and place within the City of Hibbing. Notice and the purpose of the special meeting shall be governed by Minnesota Chapter 317A.

2.10) Remote Communication. An annual or special meeting of the members may not be held solely by one or more means of remote communication. However, a member may participate in an annual member meeting, a regular member meeting, or a special member meeting by remote communication.

2.11) Quorum. A quorum for a meeting of members is five percent of the members entitled to vote at the meeting. A quorum is necessary for the transaction of business at a meeting of members. If a quorum is not present, a meeting may be adjourned from time to time for that reason. If, however, a quorum has been present at a meeting and members have withdrawn from the meeting so that less than a quorum remains, the members still present may continue to transact business until adjournment.

2.12) Proxies. Proxy voting for members shall not be permitted.

2.13) Membership Certificates. No membership certificates shall issue.

## ARTICLE 3 – BOARD OF DIRECTORS & OFFICERS

3.1) Board Role, Size and Compensation. The business and affairs of the association shall be managed under the direction of the board of directors. The board of directors is responsible for the overall policy and direction of the Association and shall delegate responsibility of day-to-day operations to the Association's officers, staff, and committees. The board of directors shall be comprised of Nine Members, all of which shall be elected by voting members of the association as set out in Article 2 unless a vacancy occurs during the term of a director. If the number of board members falls below nine members, the board of directors shall fill the vacancy in accordance with Article 3, Section 3.8. The board of directors and the officers shall receive no compensation other than reimbursement of reasonable expenses approved by the Board of Directors.

3.2) Terms. All board members shall serve two-year terms, not to exceed five consecutive two-year terms. All board members shall hold office until a successor is elected and qualified, or until the earlier death, resignation, removal or disqualification of the director. The term of any director who is filling a vacancy expires at the end of the unexpired term that the director is filling. To achieve staggered director terms, directors in Group C shall serve three year terms. Thereafter, all directors shall be limited to two-year terms not to exceed five terms and shall be elected based on the following schedule:

### **Group A:**

- (1) Director, currently filled by Chad Jacobsen, shall expire on July 1, 2016;
- (2) Director, currently filled by Steve Estey, shall expire on July 1, 2016;
- (3) Director, currently filled by Rachel Sullivan, shall expire on July 1, 2016.

### **Group B:**

- (1) Director, currently filled by Jon LaMusga, shall expire on July 1, 2017;
- (2) Director, currently filled by Clay Koskela, shall expire on July 1, 2017
- (3) Director, currently filled by Mike Sanborn, shall expire on July 1, 2017

**Group C:**

- (1) Director, currently filled by Mandy Galli, shall expire on July 1, 2018
- (2) Director, currently filled by Rally Hess, shall expire on July 1, 2018
- (3) Director, currently filled by Eric Anderson, shall expire on July 1, 2018

3.3) Meetings and Notice.

(a) Regular Meetings. The board of directors shall meet at least quarterly, at an agreed upon time and place within or without the State of Minnesota. Any and all meetings among directors may be conducted solely by one or more means of remote communication through which all of the directors may participate in the meeting if Notice is given as set out below, and if the number of directors participating in the meeting is sufficient to constitute a quorum at a meeting. A director may participate in a board meeting by means of conference telephone or any other means of remote communication.

(b) Notice. Notice of Board meetings shall be made by giving five (5) days prior written notice to all directors of the date, time and place of the meeting except as stated herein. The notice need not state the purpose of the meeting, unless otherwise required by law or these bylaws. Written notice may be given by e-mail or facsimile transmission or may be delivered to the address maintained for each director in the records of the corporation so long as the director has consented to contact in such a manner. If a regular meeting schedule is adopted by the Board, or if the date and time of the Board meeting has been announced at a previous Board meeting, no

notice is required. Directors may waive notice of a meeting of the board, whether such waiver is given before, at or after the meeting and whether given in writing, orally, by authenticated electronic communication or by attendance.

(c) Special Meetings. Special meetings of the Board shall be called upon the request of the Chair, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member as set out herein at least three days in advance of the meeting.

(d) Action without Meeting. An action, other than one requiring approval of members with voting rights, may be taken by written action signed, or consented to by authenticated electronic communication, by the number of directors that would be required to take the same action at a meeting of the board at which all directors were present. The written action is effective when signed, or consented to by authenticate electronic communication, by the required number of directors, unless a different effective time is provided for in the written action. All written actions shall require five hours for discussion before the written action may be voted on by the directors. All directors must be notified immediately of the text of the written action and its effective date.

3.4) Elections. Officers: During the last quarter of each fiscal year of the Association, the Board of Directors shall elect officers, who shall hold office until the next election of officers and until their successors shall have been duly elected and qualified, or until the earlier death, resignation, removal or disqualification of such officer.

3.5) Officers and Duties. There shall be four officers of the board, consisting of a President/Chair, Vice President/Vice-Chair, Secretary, and Treasurer. Each officer shall serve a one-year term and the duties shall be as follows:

(a) *President/Chair:* Unless provided otherwise by a resolution adopted by the Executive Board of Directors or otherwise required by law, the President shall

(a) be the chief executive officer of the corporation, and have general active management of the business of the corporation; (b) preside at all meetings of the Board and of the members; (c) see that all orders and resolutions of the Board are carried into effect; (d) sign and deliver in the name of the corporation any deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles, these Bylaws or the Board to some other officer or agent of the corporation; (e) maintain records of and certify proceedings of the Board and members; and (f) perform such other duties as may from time to time be prescribed by the Board. The President/Chair shall have all other duties set out in Minnesota Statute Chapter 317A.

(b) *Vice-President/Vice-Chair*: The Vice-Chair shall assume any and all duties of the Chair should the Chair be unable or unwilling to fulfill its duties. The Vice President shall perform all reasonable requests of the Executive Board.

(c) *Treasurer*: The Treasurer shall (a) keep accurate financial records for the corporation ; (b) deposit money, drafts and checks in the name of and to the credit of the corporation in the banks and depositories as the Board of Directors shall designate from time to time; (c) endorse for deposit notes, checks and drafts received by the corporation as ordered by the Board, making proper vouchers therefor; (d) disburse corporate funds and issue checks and drafts in the name of the corporation, as ordered by the Board; (e) render to the President and the Board, whenever requested, an account of all of his or her transactions and of the financial condition of the corporation; and (f) perform such other duties as may be prescribed by the Board or the President from time to time.

(d) *Secretary*. The Secretary shall, unless otherwise determined by the Board, be secretary of and attend all meetings of members and Board, and record the proceedings of such meetings in the minute book of the corporation and, whenever necessary, certify such proceedings. The Secretary shall give proper notice of meetings and shall perform such other duties as may be prescribed by the Board or the President from time to time.

Unless prohibited by these bylaws and/or a written action or resolution by the Executive Board, an officer elected or appointed by the Board may delegate in writing some or all of the duties and powers of his or her office to other persons.

3.6) Removal. A director may be removed at any time, with or without cause, by a majority vote of members eligible to elect the director. In addition, a director may be removed at any time, with or without cause, by a two-thirds majority vote of the remaining directors.

3.7) Resignation. Any director and/or officer may resign at any time by giving written notice to the President of the board of directors. Such resignation shall take effect without acceptance upon receipt of the notice, unless a later date is specified in the notice. If a resignation of a director is made effective at a later date, the board may fill the pending vacancy before the effective date if the board provides that the successor does not take office until the effective date. If a director and/or officer have two consecutive unexcused absences from regular meetings or special meetings, that director shall be deemed to resign. The President of the Board of Directors shall have discretion to excuse directors from meetings.

3.8) Vacancies. Vacancies in the Board of Directors shall be filled by the remaining members of the board, though less than a quorum. A vacancy that will occur at a specific later date may be filled before the vacancy occurs but the new director may not take office until the vacancy occurs.

3.9) Quorum. Five of the directors currently holding office shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the directors present may adjourn a meeting from time to time until a quorum is present. If a quorum is present when a duly called or held meeting is convened, the directors present may continue to transact business until adjournment even though the withdrawal of a number of directors originally present leaves less than the number otherwise required for a quorum.

3.10) Act of the Board. The board shall take action by the affirmative vote of a majority of directors with voting rights present and entitled to vote at a duly held meeting, unless Minnesota law requires a vote of a larger proportion or number. Proxy voting shall not be permitted

#### **ARTICLE 4 - COMMITTEES**

4.1) Committee Formation. The board may create committees as needed, such as fundraising, public relations, etc. The board Chair shall appoint all committee chairs.

4.2) Executive Committee. An Executive Committee shall be created and shall be comprised of the following persons: the Former President and the four officers set out above in Article 3. The current President/Chair shall also serve as Chair of the Executive Committee. Except for the power to amend the articles of incorporation and the bylaws, the Executive Committee shall have all of the powers and authority of the board of directors and is subject to the direction and control of the full board. The Executive Committee shall oversee and direct the duties of the Executive Director. The Executive Committee shall be governed by Article 3 of these bylaws and is subject to the direction and control of the board at all times.

4.3) Finance Committee. A Finance Committee shall be created, and the Treasurer is the chair of the Finance committee. The Finance Committee shall be comprised of the Treasurer, Executive Director, and Accountant or accounting firm as appointed by the Board of Directors. The Finance committee is responsible for developing and reviewing fiscal procedures, fundraising plan, and annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be defined by the Board of Directors. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization, including all minutes of Committee meetings, are public information and shall be made available to board

members and the public. The Finance Committee remains, at all times, subject to the direction and control of the Board of Directors.

4.4) Coaching Committee. The Coaching Committee shall consist of two coaching sub-committees: The Boys' Coaching Sub-committee and the Girls' Coaching Sub-committee. The Boys' Coaching Sub-committee shall be created and comprised at a minimum of the following voting members: the Boys' High School Head Coach or his/her designee as approved by the Board of Directors, the President of HCYHA, Vice President OF HCYHA, , the Boy's In-house Coordinator for HCYHA, the Skills Coordinator for HCYHA, and a Secretary appointed by the Committee. The Girls' Coaching Sub-committee shall be created and comprised at a minimum of the following voting members: the Girls' High School Head Coach or his/her designee as approved by the Board of Directors, the President of the HCYHA, Vice President of HCYHA, Girls Program Coordinator for HCYHA, and a secretary appointed by the committee. The High School Head Coaches will typically serve as Chairs of the sub-committees, unless otherwise appointed by the Board President. The Secretaries shall keep written minutes of all Coaching sub-committee meetings which shall be reported to the Board of Directors by a Coaching Committee representative at its regular meeting. The Skills Coordinator shall be responsible for coordinating and establishing all Skills programs for HCYHA. The coaching sub-committees shall include all of the above described individuals as well as additional advisors deemed necessary by the Coaching Committee. Advisors will not be voting members of the committee.

The coaching sub-committees are responsible for the development of the players, teams and coaches within HCYHA. The coaching sub-committee will also handle all disciplinary measures involving players and coaches. However, the Coaching sub-committees remain, at all times, subject to the direction and control of the Board of Directors.

#### **ARTICLE 5 - EXECUTIVE DIRECTOR**

5.1) Executive Director. An Executive Director shall be hired by the board. The Executive Director shall be responsible for the day-to-day operation of the Association, including carrying out the board of director's goals and policies. The Executive Director shall attend all board

meetings, report on the progress of the organization, answer questions or the board members and carry out the duties described in the job description. The board can designate other duties as necessary.

#### **ARTICLE 6 - ARENA MANAGER**

6.1) Arena Manager. An Arena Manager shall be hired by the board. The arena manager shall be responsible for the day-to-day operations of the arena as set forth in the job description. The arena manager shall report to the Executive Director.

#### **ARTICLE 7 - FISCAL YEAR**

7.1) Fiscal Year. The fiscal year of the corporation shall be established by the Board of Directors

#### **ARTICLE 8 - INDEMNIFICATION; STANDARD OF CONDUCT**

8.1) Indemnification. The corporation shall indemnify such persons, for such expenses and liabilities, in such manner, under such circumstances, and to such extent, as permitted by Minnesota Statutes, Section 317 A.521, as now enacted or hereafter amended.

8.2) Conflicts of Interest. The corporation shall not enter into contracts or transactions between the corporation or a related corporation and a director of the corporation or between the corporation and an organization in which a director of the corporation is a director, officer or legal representative or has a material financial interest, except in accord with the provisions of Minnesota Statutes, Section 317A.255, as now enacted or hereafter amended.

8.3) Standard of Conduct. Each director and officer shall discharge his or her duties as a director or officer in good faith, in a manner which the director or officer reasonably believes to

be in the best interests of the corporation, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

#### ARTICLE 9- AMENDMENTS

9.1) Amendments. These bylaws may be amended when necessary by two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the secretary to be sent out with regular board announcement.

The undersigned, \_\_\_\_\_, Secretary, hereby certifies that the foregoing Amended and Restated Bylaws were adopted as the complete Bylaws of the corporation by the Board of Directors of said corporation on \_\_\_\_\_, 2015, by a TWO-THIRDS MAJORITY VOTE.

The undersigned, \_\_\_\_\_, Secretary, hereby certifies that the foregoing Amended and Restated Bylaws were adopted as the complete Bylaws of the corporation by the Executive Board of said corporation on \_\_\_\_\_, 2015, by a TWO-THRIDS MAJORITY VOTE.

The undersigned, \_\_\_\_\_, Secretary, hereby certifies that the foregoing Amended and Restated Bylaws were adopted as the complete Bylaws of the corporation on \_\_\_\_\_, 2015, by a MAJORITY of the members.



## Mandy Galli

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**From:** Hess, Ralland W <Ralland.Hess@CliffsNR.com>  
**Sent:** Thursday, December 17, 2015 2:48 PM  
**To:** Mandy Galli; LaMusga, Jon  
**Subject:** RE: December 21, 2015 Meeting  
**Attachments:** HCYHA Board Motion; RE: Mite/Mini Mite Tourney; RE: DECALS; RE: Raffle Permit

Mandy,

Regarding the minutes...

I don't know if it was mentioned during the meeting or not, but I am also a signer on the fund raising account. They are currently awaiting my signature at the bank. It would probably be good if that was reflected in a board document.

The board approved for the 12U team to enter the Silver Bay tournament on Jan 2 + 3. Unanimous parent consent was obtained by team manager Mandy Gherardi and the parents agreed to pay for it. (12/2)

The E board approved the purchase of youth hockey logos for the arena (\$346)

There was also Rachel's 4 part motion on Dec 8 regarding mini tournament cancelation.

We should mention the raffle ticket permit resolution in old business.

Thanks,

RALLY HESS

Plant Manager

P 218.262.5962 F 218.262.5912 M 218.966.2390 [rally.hess@cliffsnr.com](mailto:rally.hess@cliffsnr.com) HIBBING TACONITE COMPANY Managed by  
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P 218.262.5950 F 218.262.6823 [cliffsnaturalresources.com](http://cliffsnaturalresources.com)

-----Original Message-----

From: Mandy Galli [<mailto:mgalli@ci.hibbing.mn.us>]

Sent: Thursday, December 17, 2015 2:16 PM

To: LaMusga, Jon; Hess, Ralland W

Subject: December 21, 2015 Meeting

Additions, Deletions, or Changes??? I would like to send out tomorrow for Monday's meeting.

Thanks,

Mandy