

# COON RAPIDS YOUTH HOCKEY ASSOCIATION



## Purpose

The purpose of this document is to capture meeting agenda items, action items, and motions (key decisions) from monthly Board Meetings. Meetings are the last Sunday of each month at 7pm at Coon Rapids and minutes are taken by the Secretary unless otherwise noted.

## CRYHA Board Meeting Information

Fill in the meeting details in the below table.

<b>Date</b>		
<b>Scheduled Time</b>	7:00pm (called to order at 7:02pm)	
<b>Location/Conference #</b>	Google Meets	
<b>Participants</b>	<input checked="" type="checkbox"/> Jeremie Bresnahan, President	<input checked="" type="checkbox"/> Geoff Spah, District 10 Representative
	<input type="checkbox"/> Sara Barsness, Vice President	<input checked="" type="checkbox"/> Don Ruotsinoja, Sponsorship Coordinator
	<input checked="" type="checkbox"/> Holly Bachman, Treasurer	<input checked="" type="checkbox"/> Mandi DeGrote, Registrar
	<input checked="" type="checkbox"/> Todd Bushy, Youth Traveling Director	<input checked="" type="checkbox"/> Stacy Johnson, Recruiting and Retention
	<input checked="" type="checkbox"/> Sheila Trymucha, Secretary	<input checked="" type="checkbox"/> Dave Schmidt Tournament Director
	<input checked="" type="checkbox"/> Brian Peterson, Fundraising Coordinator	<input checked="" type="checkbox"/> Jim Boden, Player Representative
	<input checked="" type="checkbox"/> Tim Matsche, House/Mite Director	<input checked="" type="checkbox"/> Sue Erickson, Gambling Manager
	<input type="checkbox"/> Scott Anderson, Girls Traveling Director	<input type="checkbox"/> Assistant Gambling Manager (Vacant)
	<input checked="" type="checkbox"/> Scott Brown, ACE Coordinator	<input checked="" type="checkbox"/> Jessica Ables, Communications Coordinator
		<input checked="" type="checkbox"/> Kelly Traynor, Volunteer Coordinator
		<input checked="" type="checkbox"/> Brian Alphin, Ice Scheduler
<b>Voting Members Present</b>	14 <i>*Non-voting members are designated with a grey highlight and yellow highlight, if the position is vacant.</i>	

## Agenda Items & Meeting Minutes

Provide details of the agenda items and related meeting minutes (*see Motions Made section for motion details on Agenda Items noted with an (\*)*).

#	Agenda Topic	Board Position	Board Member	Agenda Item
1	<b>Attendance</b>	Secretary	Sheila Trymucha	<b>Roll call</b>
2	<b>Agenda</b>	President	Jeremie Bresnahan	<b>December 2020</b>
3	<b>Meeting Minutes</b>	President	Jeremie Bresnahan	<b>December 2020 12/17/20 Special Meeting</b>
4	<b>President Report</b>	President	Jeremie Bresnahan	<p><b>Upcoming Operational Season-</b>                      -Games start 1/18/21.                      -Tournaments still on if scheduled prior to COVID shutdown.</p> <p><b>COVID Update-</b>                      -Stringent restrictions by MN Hockey are frustrating, but we have to follow them.                      -MN Department Health is calling shots right now, rather than State of MN.</p>
5	<b>Treasurer Report</b>	Treasurer	Holly Bachman	<p><b>Significant Changes-</b>  <b>Revenue Sources-</b>  <b><u>Employees (new/terminated/resigned)-</u></b>  <b>Process and Controls-</b>  <b>Identified Risks-</b>  <b><u>Annual Audit (preparation, status, presentation)-</u></b>  <b>Operating Budget Review-</b>                      Butter Braids, pizza, wreaths deposited the money from the families in November 2020 and then product invoices paid in December 2020 (19.5k timing difference). North Metro check refund received from cancelled tournament. Culvers and Chipotle sponsorship dollars received in December 2020.  <b>November 2020 Financial Statements*</b></p>
6	<b>Gambling Report</b>	Gambling Manager	Sue Erickson	<p><b>Significant Changes-</b>  <b><u>Gambling Sources (sources, sites, upcoming events, etc.)</u></b>                      Income was affected by the Governor closing Bars at 10 pm and then total closure on November 20. Turkey bingo at Scoops and Chanticlear and it was a huge success. Tried to start bingo backup at Muddy Cow, but it was not successful.</p>

				<p><b><u>Employees (new/terminated/resigned)</u></b>-Need to get Assistant Gambling Manager roles and responsibilities before approaching Michelle Clark; pursue Michelle Lange Bond; and Sue to present contract change request.</p> <p><b><u>Donations (amount/to whom)</u></b>-None provided.</p> <p><b><u>Process and Controls-</u></b></p> <p><b><u>Identified Risks</u></b></p> <p><b><u>Compliance (rules, regulations, star rating)</u></b>-4.5 star rating currently.</p> <p><b><u>Annual Audit (preparation, status, presentation)</u></b>-</p> <p><b><u>Gambling Financial Review-</u></b></p> <p>Rent high because October was a good month. Estimates are low because of COVID.</p> <p><b>November 2020 Gambling Activities and Related Expenses*</b></p> <p><b>December 2020 Estimated Gambling Activity and Expenses*</b></p> <p><b>November 2020 Gambling Activity Comparison*</b></p>
7	<b>Committee Report</b>	Vice President	Sara Barsness	<b>Admin Committee-N/A</b>
		Traveling Director	Todd Bushy	<b>Hockey Operations Committee</b> -to add to priorities, determining ways to improve CPYHA Co-Op.
8	<b>Old Business</b>	N/A	N/A	N/A
9	<b>New Business</b>	N/A	N/A	N/A
10	<b>Good and Welfare</b>	N/A	N/A	N/A
11`	<b>Adjournment</b>	President	Jeremie Bresnahan	

### Motions Made

List the motions made during the meeting for documentation purposes *(see Agenda Item/Meeting Minutes section for additional details).*

#	Agenda Topic/Agenda Item	Motion By	Motion 2nd	Any Opposed?	Motion Pass?
1	<b>Agenda-December 2020</b>	Dave Schmidt	Scott Brown	No	Yes
2	<b>Meeting Minutes-November 2020 with Sue's correction</b>	Todd Bushy	Jeff Spah	No	Yes

3	<b>Meeting Minutes-12/17/20</b> with Kelly, Sue, and Mandi's corrections	Jim Boden	Kelly Traynor	No	Yes
4	<b>Treasurer Report-November</b> 2020 Financial Statements	Dave Schmidt	Don R.	Yes-Sheila Trymucha	No
5	<b>Gambling Report-November</b> 2020 Gambling Activities and Related Expenses	Dave Schmidt	Scott Brown	No	Yes
6	<b>Gambling Report-December</b> 2020 Estimated Gambling Activity and Expenses	Dave Schmidt	Todd Bushy	No	Yes
7	<b>Gambling Report-November</b> 2020 Gambling Activity Comparison	Todd Bushy	Brian Peterson	No	Yes
8	<b>Adjournment-December 2020</b> Board Meeting (8:19 pm)	Scott Brown	Todd Bushy	No	Yes

### Key Decisions Made

List the key decisions made during the meeting for documentation purposes.

#	Agenda Topic/Agenda Item	Description
1		

### Action Items Based on Meeting


List the key action items from the meeting to ensure accountability.

#	Agenda Topic/Agenda Item	Description	Assigned To	Due Date
1	<b>Good and Welfare-CRYHA Girls</b> Finances	Reach out to Scott to gather information on finances for CRYHA girls and send an email to board. <i>Carryover from November 2020 Board Meeting Action Items.</i>	Jeremie Bresnahan	1/8/21
2	<b>Gambling Report-Significant</b> Changes- <u>Employees</u> ( <i>new/terminated/resigned</i> )	Present contract change request.	Sue Erickson	1/8/21
3	<b>Gambling Report-Significant</b> Changes- <u>Employees</u> ( <i>new/terminated/resigned</i> )	Draft Assistant Gambling Manager roles and responsibilities.	Todd Bushy/Sue Erickson	1/15/21

4	<b>Gambling Report</b> -Significant Changes- <u>Employees (new/terminated/resigned)</u>	Pursue Michelle Lang Bond.	Don Ruotsinoja/ Sue Erickson	1/8/21
5	<b>Committee Reports/Hockey Operations Committee</b> -CPYHA CO-Op	Discuss ways to approach CPYHA CO-Op improvement.	Todd Bushy	1/31/21

### Supporting Documents

List the supporting documents presented during the meeting for documentation purposes.

 <b>Coon Rapids Youth Hockey Association</b> BALANCE SHEET As of November 30, 2020	
	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11800 Spire Savings Account	61,067.13
11810 Spire Main Checking Account	187,045.94
<b>Total Bank Accounts</b>	<b>\$248,113.07</b>
Accounts Receivable	
11000 Accounts Receivable	3,333.01
<b>Total Accounts Receivable</b>	<b>\$3,333.01</b>
Other Current Assets	
Credit Card Receivables	74.67
<b>Total Other Current Assets</b>	<b>\$74.67</b>
<b>Total Current Assets</b>	<b>\$251,520.75</b>
Fixed Assets	
1600 Fixed Asset Furniture	6,150.00
1610 Furniture & Fixtures	650.00
<b>Total Fixed Assets</b>	<b>\$6,800.00</b>
Other Assets	
1650 Accumulated Depreciation	(5,889.90)
<b>Total Other Assets</b>	<b>\$ (5,889.90)</b>
<b>TOTAL ASSETS</b>	<b>\$252,430.85</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	281,823.49
32000 Unrestricted Net Assets	(159,483.61)
Net Revenue	130,090.97
<b>Total Equity</b>	<b>\$252,430.85</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$252,430.85</b>



## Coon Rapids Youth Hockey Association

### PROFIT & LOSS

November 2020

	TOTAL	
	NOV 2020	JUL - NOV, 2020 (YTD)
Revenue		
41000 Charitable Gambling Donation	25,000.00	75,000.00
42000 Registration and Player Payments	31,479.65	175,168.60
43000 Misc Donations	277.15	1,038.04
44000 Sponsorships	0.00	4,360.00
Unapplied Cash Payment Revenue	0.00	(623.00)
<b>Total Revenue</b>	<b>\$56,756.80</b>	<b>\$254,943.64</b>
GROSS PROFIT	<b>\$56,756.80</b>	<b>\$254,943.64</b>
Expenditures		
60000 Ice Arena Payments	38,375.00	38,375.00
61000 Hockey Tournament Fees	350.00	38,825.00
62000 Hockey Player Development	3,600.00	24,375.00
64000 Hockey Player Jersey/Socks	4,471.00	4,606.10
65000 Mite Skills	0.00	1,000.00
67000 Boys Tryout Expenses	0.00	5,743.23
67050 Girls Tryout Expenses	0.00	2,346.47
70050 Coach Salary	4,100.00	8,200.00
71050 Coach Reimbursement	0.00	825.45
72000 Hockey Player Equipment	0.00	1,118.57
74000 Advertising Expenses	0.00	525.95
75000 Office Supplies	0.00	44.16
76000 Gambling Expenses	0.00	(720.00)
77000 Bank/Credit Card Service Fees	30.07	677.81
79000 Software Fees (QB/NGIN)	150.00	2,162.00
80000 Collections/Bad Debt	0.00	19,304.32
82000 Fundraising for players	(19,525.50)	(19,525.50)
<b>Total Expenditures</b>	<b>\$31,550.57</b>	<b>\$127,883.56</b>
NET OPERATING REVENUE	<b>\$25,206.23</b>	<b>\$127,060.08</b>
Other Expenditures		
85000 Youth PTO Camp	0.00	(1,928.23)
85200 Jr. Cardinal Camp	0.00	(1,102.66)
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$ (3,030.89)</b>
NET OTHER REVENUE	<b>\$0.00</b>	<b>\$3,030.89</b>
<b>NET REVENUE</b>	<b>\$25,206.23</b>	<b>\$130,090.97</b>