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## Meeting Minutes

July 26th, 2023

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**Date:** Wednesday, July 26, 2023

**Location:** The Le Sueur Country Club

**Time:** 7:00pm

**Call to Order:** 7:10 by president Troy Domain

**Board Members in Attendance:**

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|-----------------------------------|-----------------|
| 1. Troy Domine, President         | 5. Peter Haugen |
| 2. Cormac Dunning, Vice President | 6. Chris Miller |
| 3. Kris Wilke, Treasurer          | 7. Jeff Christ  |
| 4. Brittany Schaffler, Secretary  | 8. Dan Weydert  |

**Board Members Absent:**

1. Ron McCabe
2. Matt Hathaway
3. Dan Weydert
4. Open - Girls High School

**Others in Attendance:**

1. Carrie Mueller
2. Terry Hoehn

**Opening Business:**

- Additions/Changes to the Agenda
  - Motion to approve made by Kris Wilke, seconded by Chris Miller
- Approval of previous Meeting's Minutes
  - Motion to approve made by Cormac Dunning, Troy Domain

**Reports:**

- **President's Report**
  - Troy introduced Terry Hoehn as the official accountant of the MN River Bulldogs High School booster board. Further details below in the New Business.
  - Troy announced Tim Lessman as the volunteer attorney of the MN River Bulldogs High School booster board.



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- **Treasurer's Report**

- Need update from the July 13th meeting with the LSH AD on outstanding invoices
  - Carrie Mueller will take initiative to create a standardized process for how receipts are submitted to the LSH school for reimbursement.
  - Kris Wilke will look into getting a debit card for the Booster Club, or head coaches, to handle and use throughout the season.
  - Per Player Budget will remain \$100/player for the 2023-2024 season
  - The Board determined that a mission statement needs to be established so that we can figure out what we are investing our time and money in as a Board.
- Current checkbook balance is \$35,436
  - Does not include hockey bags (\$3400)
  - Girls jerseys still need to be paid (\$1432)
  - Huddle invoice coming (\$1000)
- In the future, Boys' team will instate a "Players Package" for players to purchase:
  - Personalized apparel and gear
  - Will include breezer covers, helmet, gloves, bag, etc.
  - The board to set aside a budget for a scholarship for X players?

- **Golf Committee Report**

- Gross revenue of \$22,800 for the 2023 tournament
- After all expenses paid, the Booster Club made \$12,500
- Golf teams cost = not a charitable donation because its covering the green fees
- Sponsorships = charitable donation
- 124 golfers this year, we had 128 golfers last year
- 54 sponsor this year, we had 76 sponsors last year
  - Thoughts on giving hole sponsors a season pass in exchange for their sponsorship?
- Short on Le Center visibility/participate for the tournament this year
- Last year, the golf tournament brought in \$16,000 – our biggest profit ever
- We did not include booster club membership flier in the golfer registration mailing this year
  - Idea: Set up a booster table at high school hockey games this winter to promote and capture membership payments. Include a unique booster member logo/item gift after payment to showcase their membership
- LSCC was booked for this year's date (the first monday after the 4th of July), so this year was held at Shoreland Country Club in St. Peter
- Kris Wilke will contact Montgomery for reserving the July 8th, 2024 date
  - Will the clubhouse be open? Handle food for golfers?



- Kris Wilke – will be the new board liaison; Will attend the golf meeting follow up meeting (Carrie will let him know when that is)

#### **Business from the Previous Meeting - Items for Discussion:**

- Review and finalize the board terms discussed from last month's meeting
  - Brittany will get the bylaws re-written and then we submit to our newly confirmed attorney Tim Lessman to review and see if there are any red flags
- Preview our ideal bylaws as a board and discuss submitting for approval to the State
- Establish a mission statement for the Booster Club
  - Pete and Troy get in touch and give the board homework for everyone to give their thoughts for next meeting, everyone comes to the meeting for us to discuss as a group
  - A mission statement should be no longer than 10 words; Should be memorizable
  - What do we value? What do we serve?

#### **New Business - Items for Discussion:**

- Accounting – Visit from Terry Hoehn (Troy)
  - The Board has a letter on file from 2023 (from the IRS) confirming we are a 501c3 organization
  - Our tax ID number is EIN: 41-1788332
  - Terry praised the Board for getting non-parent continuity involved year over year is a good thing for the organization
  - Board agreed to have Terry's office file and pay our annual paperwork and fee to maintain our good status standing with the State (rather than have our treasurer do this). It will cost the Board ~\$70 to pay Terry's office to do this.
    - Under \$50,000 in gross donations gets filed with the secretary of state
    - Under \$25,000 in gross donations gets filed with the attorney general's office
  - In the last 3 years, we've had 1 request from a donor to see our 501c3 letter/status
  - The Board had questions regarding when do we pay sales tax and when do we not have to, since we are a 501c3 organization:
    - Terry advised we call the MN Dept of Revenue and ask them if we pay the sales tax as we purchase items
    - Additionally, if we have vendors we commonly do business with, we can give them our tax ID number to keep on file and continue to waive the sales tax
    - When making purchases for the purpose of playing hockey (ie. ice time, equipment, jerseys, etc) do we ask the schools if they want to pay for the



expenses and the boosters reimburse, or if the boosters should pay straight out. This could affect paying the sales tax.

- Our legal paperwork lists outdated names for our organization (LSP Bulldogs High School Hockey Booster Association) – do we want to look into the process to formally change our name to align with our DBA name of MN River Bulldogs?  
Things to consider:
  - Need to make sure we are differentiated from the Youth association
  - Work with our attorney to file amended articles
  - But is this necessary? Will we lose our 501c3 status with a name change?
- Legal Counsel (Troy)
  - Tim Lesson (Knutson Casey firm) will volunteer to be our legal representative for the organization (he will not represent individual members) and will do the work pro bono for one-off questions at the discretion of Tim.
  - Regarding our review and edits of the existing bylaws, an attorney should typically be drafting the bylaws – so at minimum, have legal representation review our updated draft bylaws prior to submitting to the State for updating.
- Discuss the historical budgets and set hard budgets for 2023-2024 season (Troy)
  - The board chose to table the topic of team budgets until a girls head coach is named.
  - Photography - Carrie and Brooke Hathaway will each get a quote from two different photographers to propose to the board.
  - Clothing - The Boys team and our Youth association is working with General Sports (Edina) this season. This raised discussion to make General Sports the preferred vendor across all youth and high school teams in our association. Motion to make General Sports the chosen apparel vendor made by Kris, second by Cormac and Miller. Motion passed unanimously.
- Finances -
  - The current designated signer for our checking account is our Treasurer (Kris Wilke), and it was decided the Secretary (Brittany Schaffler) would be the 2nd signor in the event it is needed.
  - Kris Wilke will work with the bank to update all paperwork to align with up to date information, including the allowance of using a DBA “MN River Bulldogs”
- Questions from the Girls Captain’s parents questions (Peter)
  - The Board will establish a committee to organize and execute the annual Hockey Fights Cancer event
  - Bulldog Hockey Day has not been established at this time
  - Captains practice for girls - Details are unknown at this time
  - The annual pre-season parent meeting for both Boys and Girls will be held at the Le Sueur High School this season – saving the teams \$40 from what the LSCC charges us to host the meetings.



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- Booking a coach bus for 1-2 games this season is undetermined at this time.
  - Finances - can we purchase a laptop for record keeping? (Kris)
    - Topic tabled for next meeting
  - Title for the trailer is not in Chuck Wenner's name – what do we do next? (Matt)
    - Topic tabled for next meeting

**For next meeting:**

- Discuss budgets
- Discuss a process for submitting receipts for reimbursements
- Review the status of the Golf committee and discuss if other committees are needed this season
- Review our proposed bylaw revisions

**Adjournment:** Motion to adjourn the meeting at 9:10pm made by Pete, second by brittany

**Next Meeting:** Wednesday, August 30th, 2023 at 7pm at The Bar in Le Sueur