

PYHA Board Meeting
 August 8, 2011
 Called to order 5:09 pm
 Minutes: Christina Aune

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Attendees: Deanna Lindquist, Dave Abrahamson, Todd Anderson, Nate Cook, Christina Aune, Chris Flor, Dawn Smith, Josh Juntunen, Jill Jackson, Jeff Swanson

Agenda Item	Notes	Action	By Whom	Due Date
Monthly Standard Items				
Minutes from 06.20.11 & 7.11.11	Approved 8.8.11	Motion to approve minutes from 6.20.11 Chris by 2 nd by Nate Motion to approve minutes from 7.11.11 Nate Cook motioned and Todd Anderson Approved.		
Background Checks	All board Members Need the remaining board members to get electronic screen program.	Electronic screening program is available. To use the program, follow these steps: 1. www.minnesotahockey.org 2. Click "General" on far right 3. Click "Show All" 4. Click "Screening" 5. Click first option "Coaches Screening (Register)" 6. Log in, or create log in 7. Follow through all of the forms and submit.		
Gambling Report	Andrea was not at meeting to discuss	All Board Members: Present any opportunities to Andrea that we may know of in Sherburne or Mille Lacs	Andrea Ende	
Treasurers	Reviewed Reports	Motion to approve: Nate Cook 2 nd Jeff Swenson	Deanna	

Report	Reviewed vendors that payment is outstanding or being questioned Arena Report and Treasurer reports have been corrected to match.		Lindquist	
D10 report	We did not discuss this item at this meeting. - Tag up rule discussing this being in squirts – this was voted down. - Discussion of a separation of current A teams into AA/A for Bantams and Pee Wee levels for 11/12 season, vote anticipated for next meeting. Discussion on how the standings are figured out at the end of the season. In 12/13 season the state has announced there will be a Bantam level state tournament - Pee Wee checking. Link is on website, recommendation for Board members to listen to the podcasts, Dave voted No for the rule change in a president's poll but there has not been an official vote yet.		Dave Abrahamson	
Arena				
Arena Update	<ul style="list-style-type: none"> - Reviewed Arena report - Ice for the following year. Elk River is getting a contract with what his ice dues will be. Elk River is looking to get a contract with us. - North Branch bought 125 hours of ice time. - Isanti bought 200 hours of ice time. - We are unsure of hours will be one hour or 1.5 hrs of ice time for sold ice times - Becker big lake working on a contract with them. - \$2300 expense to fix dehumidifier that will be split throughout the winter. - Electrician for the room in entry way. Quote was \$1600. 	Motion to pass: Nate Cook Second by: Jeff Swanson Motion carried	Josh Juntunen	
Arena Budget	Reviewed budget To increase revenue looking to add gun shows and craft shows to the arena. Find sponsors to pay for spring league jerseys. Area for opportunity...trying to get local businesses to assist.		Josh Juntunen	
NEW BUSINESS				
Past Fees	Suggestion to go to conciliation court to recoup	Motion by Nate Cook, second by Todd Anderson:	Dave	

	unpaid fees from a family that is overdue for past two seasons in the amount of \$2,600. Costs approximately \$75 to file.	motion carried Action Item: file in conciliation court	Abrahamson	
Fundraising General	<p>Fundraising Guidelines</p> <p>General Fundraising Information The Princeton Youth Hockey Association has selected several, highly profitable, individual fundraising opportunities to provide an easy way for you to offset your travel and/or house hockey costs. The fundraising calendar runs from January 1st to December 31st. Any credits earned during this period will be applied to the skater's account. A 10% fee will be deducted for administrative costs. Fundraising credits will apply to regular registration fees for the Fall season only. They cannot not be used for Spring League, Tiger Sports Camp, Clinics, or Pre-Registrations Fees. If credits are earned after the due date of your final fall bill, a check will be cut. Accounts must be current and in good standing. Checks will be available the first Monday after the 15th of January. Please note: you must have a minimum of \$10.00 credit per fundraiser in order to have your fees reduced or a check issued. For questions regarding fundraising, please contact the Fundraising Director. Also, anyone interested in joining the PYHA Fundraising Committee should contact the Fundraising Director. We have many fundraising opportunities at the player and association levels.</p>	Motion Jeff Swanson 2 nd Karen Bromberg Approved	Jeff Swanson	
Tournaments	<p>To get board approval for \$\$ for each team for tournaments. 3 tournaments up to \$2100.00. No gate fees will be paid out of this amount no surplus will be applied or given to a team. If we have to pay gate fee the team will have to reimburse association.</p> <p>Host 2 tournaments. Chicks with sticks. Modify for a u10b and u12a on the other ice. Wants the Brian Oskar tournament. 2 tournaments in one weekend.</p> <p>4 game format instead of 3 game.</p> <p>Ads – we will go with 2 let's play hockey ads.</p> <p>Budget for ads is: \$700.00</p>	<p>Tournaments: Motion by, Nate Cook second by: Chris Flor motion carried</p> <p>Ads: Motion by: Nate Cook Second by: Deanna Lindquist</p>	Todd Anderson	
OLD BUSINESS				

Registrar	Todd and Dawn covered everything and how registration will all play out.		All Dawn	On-going
Association Sub Committee – Girls Program	<p>Karen Bromberg will head up the Girls Program committee. Responsibilities: Determine the anticipated and committed numbers by level for next season, based on numbers if there are opportunities to coop with other groups, discuss common internal cultural challenges. Subcommittee will try to get a participant from each level. Rob Skuza, Jeff Swanson and Sandra Nelson have expressed interest. Date for the first meeting to be set by 5/25.</p> <p>We have a parent here to discuss the U14 decisions. If they try out for JV and it is decided are they required to register? We are discussing to refund the \$50 reg fee however the \$40 USA hockey would not. We will also discuss further on refunding first month of ice bill. There is a lot of things we need to consider. Nothing is final. We recommend that her daughter still register.</p>	Karen to send letter to determine commitment.	Karen	
General	<p>Internal Control Email</p> <p>Procedures and controls we should try to implement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Change locks on all doors, get keys that cannot be copied. <input type="checkbox"/> New money collection box, only one or two people should have access to this box. <input type="checkbox"/> One person to collect all cash for both the Arena and the Association, those who collect cash should not have access to QuickBooks. 	Action Item: Review Deanna's internal control email - Deanna & Dave will review fully and assign tasks as needed.		

	<ul style="list-style-type: none"><input type="checkbox"/> Could put up camera by lock box and concession.<input type="checkbox"/> All bills will be placed in specific to pay fill, no one shall carry bills around.<input type="checkbox"/> Audit of concessions, equipment, and supplies for new 2011-2012 season.<input type="checkbox"/> New passwords for QuickBooks, Payroll, Arena, Association.<input type="checkbox"/> Could have Petty Cash Fund.<input type="checkbox"/> Find person other than Josh to do Payroll.<input type="checkbox"/> All ordering should be double checked by board member.<input type="checkbox"/> All Gambling entries should be entered at arena and in our QuickBooks system.<input type="checkbox"/> Start book of correct accounting procedures, so all entries are entered consistently.<input type="checkbox"/> All collection on past due bills should be done by one person. Every person who owes money should be on one specific list with no exceptions. There must be consistency or the members will not			
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feel they can trust those in control.

- Put in a safe.
- All monthly bank reconciliations should be reviewed by someone other than preparer, this includes, Arena, Association and Gambling.
- Decide who will perform review of accounting functions for all areas.
- New detailed process for credit card processing in concessions.
- Put process in place for counting of all cash drawers and compared to register tape in concession area and ice sharpening room, which will allowed it to be reviewed.
- Consistent approach in tracking funds from contributions.
- Accrued vacation carryover must be approved by the board.
- All monthly board minutes must be kept in one location and labeled consistently.
- Correct outstanding items on bank reconciliations.
- Bonding of rink manager?

Volunteer Hour Policy	<p>How many hours for the association? Do we increase this? The decision to do 15 hours. 10 tournament and 5 regular hours. The volunteer check amount will not be changed this year.</p> <p>Coach and assistant get the volunteer credit. Committee's will not get volunteer hours.</p>	<p>approved by Chris Flor 2nd Nate Cook</p> <p>Action Item: Jeff Swanson to research if we are limited to a \$95 check for volunteer hours. Or are there better methods to approach the volunteer needs. Jeff has not had time to research but this will be put for next year if the decision is to increase.</p>		
Managers Responsibilities	<p>Jill has gone over what she is expecting of the managers for the 2011-2012. She will supply checklist along with Job responsibilities at registration.</p>		Jill Jackson	
Coaches	<p>If we know of coaches who would like to coach to fill out application.</p> <p>Goalie clinics. We are going to use GDI.</p> <p>Tryouts are Sat/Sun 10th & 11th Bantams 12-2 squirts 3-5 peewees 6-8</p> <p>2 hours after tryouts Jeff will have his information finalized.</p> <p>U12 times are still not decided.</p> <p>Evaluators are not known to board members.</p> <p>Need to have kids there and ready for assessments and tryouts 30 minutes prior.</p> <p>Absentees to tryouts/assessment – how do we handle this? These are mandatory so without an accused absence... we will allow the child to play on each team with Jeff being present to make the decision based on his practice/performance of a late absentee the child will be placed on the best team that he fits with. We will not allow a child to be bumped.</p> <p>If you have 2 coaches going for same position. Jeff Hanson will handle who will be head. If there is another issue Dave and Chris will be in to assist with any conflicts.</p>		Nate Cook	
Handbook	<p>General refund policy</p> <p>U14 if there is an individual that wants to play on JV and they are not chosen. First payment at registration will not be refundable.</p> <p>Should a player be unable or unwilling to complete a season consideration for any refunds will be at the discretion of the board.</p>			
Meeting Adjourned 10:27pm –		Motion to adjourn, by Mark Zins; 2 nd by Chris Flor;		

		passed.		
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