



ACYHA Board of Directors Monthly Meeting Minutes July 2014

Meeting Type: Monthly Meeting
Date: July 14, 2014
Time: 6:30 pm
Location: New Hope Ice Arena - Meeting Room #1

Attendees:	P	Kirk Anderson	E	Beth Battina	P	Eric Berns	P	Kevin Conway
	E	Crissy Ginther	P	Scott Graul	P	Buck Humphrey	E	Jon Hill
	E	Tawnia Johnson	P	Jerry Mlekoday	P	Carrie Potter	P	Derrick Raymond
	P	Carla Schoenberg	P	Jenn Sondrall	P	Bob Sticha	P	Sara Subby
	P	Julie Ann Schmidt	P	D. Olson/M. Lucas				

Add'l Reps:	P	Jon Campion	P	Tracee deNeui			
	A	Absent	E	Excused	P	Present	

Guests:

Topics:

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| <ol style="list-style-type: none"> 1) Call to Order
<i>Meeting called to order at 6:36pm.</i> 2) Roll call
<i>Attendance taken; results indicated above.</i> 3) Approval of Meeting Minutes <ul style="list-style-type: none"> • Approval of June 2014 Meeting Minutes • Ratification of electronic board vote on 6/24/14: Tunnel
<i>Buck Humphrey moved and Julie Ann Schmidt seconded the motion to approve the June board meeting minutes as submitted and the ratification of the Tunnel vote made electronically. The board unanimously approved the motion.</i> 4) Reports/Updates <ol style="list-style-type: none"> a) Charitable Gambling Manager <ol style="list-style-type: none"> i) Charitable Gambling report <ol style="list-style-type: none"> (1) <i>Checkbook balance as of the end of June 2014 - \$11,014.04</i> (2) <i>Profit for June 2014 - \$5,855.10</i> (3) <i>Revenue in June \$61K, May \$74K, Apr \$87K, Mar \$103K, Feb \$61K, Jan \$83K, Nov \$71K</i> (4) <i>Outtakes for the time period of June 2013 – June 2014, we are negative \$15,317.86. Unfortunately, things do not appear that they will change. My advice, is that the Board needs to make a decision regarding this site.</i> (5) <i>April at the SF contacted me after one of my employees won the \$1000 at that Bingo and does not want ACYHA employees playing Bingo there any more.</i> (6) <i>Got our shirts for the gambling employees. Everyone will have them and start wearing them by the end of the month.</i> (7) <i>Checking account pretty low due to all the months of high volume, meaning higher taxes. Need a few months to build it back up before making any donations.</i> ii) Monthly approvals <ol style="list-style-type: none"> (1) <i>Expenses for August 2014 - \$40,450</i> (2) <i>Approval to pay June 2014 taxes to the City of St. Louis Park - \$250.00</i> (3) <i>Approval to accept Jere Bartz as the auditor to handle our annual audit – fee appx \$4,000</i> (4) <i>Approval to make a donation in the City of St. Louis Park for our Toby Keith’s location in the amount of \$673.36</i> (5) <i>Approval to make the final donation to the City of Maple Grove for our Champps site for the months of Jan ’14 – May 3, ’14 to the Maple Grove Lions for their Christmas Basket drive in the amount of \$3550.00.</i> | <p>Presenter(s):</p> <p>Scott Graul</p> <p>Buck Humphrey</p> <p>Buck Humphrey</p> <p>Tracee deNeui</p> |
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+ Materials included in packet
 ✓ Provided at meeting
Italicized Added since last version

iii) **Outtakes Bar**

Closing of ACYHA's charitable gambling site at Outtakes Bar - 2749 Winnetka Ave N New Hope, MN 55427. Carla Schoenberg moved to close the Outtakes site and Julie Ann Schmidt seconded the motion. The board voted to approve the closing of the site (Board members Olson and Conway abstained all other votes were in the affirmative.)

(1) The board discussed the difference in performance between the ACYHA charitable gaming sites at Broadway Pizza-Crystal and Outtakes Bar. Outtakes Bar has consistently been running negative balances. During FY 2013-14, Outtakes ran a \$15,000 negative balance (this included start up costs and booth costs; it is noted that the booth at Outtakes can be used at another location; it was also noted that there was construction going at Outtakes during 4 of the 12 months they were in the red). Broadway was profitable during 2013-14.

(2) The board encouraged Tracee and her team to come up with 1-3 new sites to possibly look at for ACYHA charitable gambling operations for the 2014-15 FY.

b) **ACE and Coaches Coordinator(s)**

Jon Hill

- *PeeWee A – Spencer Arvold & Team will be coming back to coach*
- *Bantam B1 – West & McChesney*

c) **SafeSport**

*Need Rep

The need for a SafeSport representative was discussed. It was recommended that Scott Gaul and Jon Hill recommend to the board a person to take on this position and responsibilities prior to the season and also look into USA Hockey or other requirements.

a) **Player Development Committee (PDC)**

Jon Champion

PDC Update:

- *Camp and Evaluation Process Update.*
- *Dryland Training Facility Committee met 5 times during June/July*
- *Committee Members; Jon C, Scott, Buck, Julie Ann, Carla, Kevin, Derek, Eric*

Dryland Training Facility Discussion Points:

- *Discussed having Mondays as an additional Dryland training day for all members of the association.*
- *Funding strategies were discussed (increased registration fees, fundraiser, additional charitable gambling site(s)...etc.)*
- *Majority feel Dan must create and grow the Dryland Training business with funding sources other than ACYHA.*
 - ✓ *Discussed having the facility available to all association members/teams on Sundays.*
 - ✓ *Discussed negotiating ACYHA member discount for future DTF fees.*
 - ✓ *Discussed the amount of funding already provided by ACYHA to build the DTF (~33K) and how will we be compensated for that cost.*
 - ✓ *Add feedback from Impact Co-Owner (Impact is separate from MYHA (Minnetonka) registration fees. thinks added costs and programs during season will be deterrent to families as opposed to attraction.)*

Proposed ACYHA Dryland Plan for 2014-2015 Season

- *Final ACYHA Dryland Implementation Plan to be voted on during August board meeting.*
- *Give general overview of Dan's proposed service fees - (this will be based on his response to email due to me today.*
- *Funding strategy (discussed in Discussion Points)*
- *Wednesday Night Skills will remain the same and is not associated with these proposals.*
- *Monday Night Dryland – TBD*
- *Sunday Dryland Facility open to ACYHA teams - coaches and/or Dan will organize sessions.*
- *Dan Charleston may create additional fee-based Dryland programs that will be optional to ACYHA families.*
- *Mid-season evaluation of ACYHA Dryland.*
- *Update on Committee's Monday pre-board meeting.*

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- *Evaluation Committee will meet August 2nd for the first time to discuss and plan for the 2014-15 evaluations. Jon said everything is on track, but there is work to be done. Ice has been scheduled for evaluations and the Committee will discuss expanded girls evaluation and other issues.*
- *The PDC is working with John Hill and others to schedule and plan for pre-evaluation camps. Coach Kevin Gray has agreed to help lead the camps and Coach Charleston has been asked to help lead them as well. Coach Charleston has not agreed to how and when he will participate. Jon is to discuss this with him soon. \$50 an hour was offered to both coaches (same amount as last year)*
- *PDC Committee will meet before the next board meeting in August.*
- *Jim Wilharm will join the PDC. Jim's background was discussed including his Div 1 hockey player experience and his past coaching experience. (Derek Olson moved and Carla seconded that Jim be added as a member of the PDC. The board members unanimously approved the motion.)*
- *Next, Jon started the discussion about ACYHA's desire to expand and implement dryland off-ice training for all Mite3/U8 and above ACYHA players. (See the above proposal that was discussed.) Several board members weighed in with questions and perspective:*
 - *Derek Olson asked when the board would make a final decision about what dryland program the association will commit to? After thorough discussion, it was determined that the PDC dryland taskforce would meet again to finalize our proposal to Overspeed Hockey Training for off-ice training services and work with Coach Charleston to finalize a contract or MOU with him/Overspeed.*
 - *Julie Ann Schmidt brought up and asked the essential questions to be answered:*
 - *What the ACYHA program would include and which players would be offered the training?*
 - *How will we fund any ACYHA dryland commitment?*
 - *How will we market and publicize the dryland off-ice programming?*
 - *Derrick Raymond: was concerned that one specific night per week, Monday, could be tough for some players and team to take advantage of based on their schedule. Could Overspeed be flexible with their schedule if Monday doesn't work for an age group/team. Was also concerned that only 50% of the players will use the programming. Not sure the programming should be offered to Mites. The suggestion was made that the training be offered to mite3/U8s and above.*
 - *Jerry Mlekoday spoke about how some teams may have games on Monday night and the need for flexibility.*
 - *There was discussion on both sides of issues such as participation, age specific programming, how will the programming be paid for, how long our initial agreement with Overspeed should last and it was discussed that there is no more convenient place for our kids to have further development training than the New Hope ice Arena. The board discussed whether to have dryland training at all, the genesis of the dryland facility and vision for training came from as well as potential "protections" we should have with Overspeed should we desire to move ahead with a commitment to Overspeed.*
 - *After much discussion and debate, it was decided that while we need to have a program and contract in place with Overspeed soon, there still needed to be further discussion and research done to make a final decision.*
 - *Several board members suggested that we need further discussion and another board meeting to deliberate. Derek Olson moved and Buck Humphrey seconded a motion to have an interim board meeting, Monday July 28th to discuss the dryland programming proposal and bring back a proposal to discuss and finalize with Coach Charleston and ultimately have adopted by the board at the August board meeting.*

a) Registrar

Crissy Ginther

- *Working with NGIN to update the Registration Module - email Crissy if you have any additions to the registration module so we are sure to capture all the info we need.*
- *Plan to send out letters to mite families to let them know what level to sign up for by first week in August.*

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- *Registration Plan:*
Registration opens August 11
Drop off nights: Wednesday, August 20
Scholarship applications due: September 5
Traveling registration closes September 10 - late fee assessed to traveling players after this date
Mite registration closes - December 15

b) Mite Coordinator

Derrick Raymond

- *Dawn and Derrick are working on a proposal for the '15-'16 season that may suggest changing our mite level player fee structure. They are going to look at other associations and how they charge. Is there a better way to generate the same amount of revenue while implementing a different fee structure? They will have a report and proposal for the board to consider in the next few months.*

There will be 5 "Try Hockey for Free" dates at the New Hope Ice Arena (NHIA):

CLINIC DATES

September 9, 2014 3 p.m.
September 13, 2014 10:30 a.m.
September 20, 2014 10 a.m.
September 27, 2014 3 p.m.

October 4, 2014 10 a.m.

All sessions are at the New Hope Ice Arena (South Rink)

Helmets & Skates Required

- *September 20th will be the designated date for girls to try hockey for free. All ages are welcome for the try hockey for free clinics.*
- *Carrie and Derek asked about equipment drives and said that both boys and girls had dates planned for equipment drives. Derrick reminded board members and association members that if anyone knows of a player or potential player with issues obtaining equipment, they should let Derrick know and he will find or arrange for a potential player to be equipped.*
- *Derrick discussed the ACYHA tunnel, it's use by the Armstrong/Cooper boys and girls hockey teams as well as the ability for sponsorship and other uses of the tunnel. We discussed the logo options for the tunnel.*
- *Both ACYHA and the high school teams will use and are excited to use the tunnel.*
- *Derrick will have an update on when the tunnel will be ready at the August board meeting.*
- ***Julie Ann's tunnel motion needs to go here.***
- *Questions about responsibilities for any damages and how to schedule use were brought up.*

c) Boys' Travel Coordinator

Bob Sticha

- *Jr. Gold*
- *ACYHA will have a Jr Gold program.*
 - *Bob will name a coordinator soon.*
 - *The Jr Gold team will be treated like any other traveling team except that the evaluation (if needed) and the team roster will not be figured out/finalized until after the Boys high school hockey tryouts.*
 - *The need for jerseys for a Jr Gold program was discussed. A suggestion was made to see if the year to 2-year-old boys high school jerseys could be used since the boys high school team will have new jerseys. Bob and Scott will look into.*
 - *Bob moved and Derek Olson seconded that ACYHA establish a Jr. Gold program. The motion was approved unanimously.*
 - *There was some discussion on whether or not there would be enough interest and enough players to have a team this year. All anecdotal evidence is that there will be enough players for a team.*

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- *Bob will work with several board members and have a Jr. Gold proposal to present to the board at the August board meeting.*
- *Bob is working with the PDC and ACE Coordinator to figure out how many boys teams we will have this season. Actual player and team numbers will not be known until after registration.*
- *Squirt Coordinator*
 - *Bob moved and Derrick Raymond seconded a motion to make Dave Essen be the Squirt Coordinator. (Board voted unanimously to approve Dave Essen.)*

a) **Girls' Travel Coordinator**

Jerry Mlekoday

- *Jerry discussed the proposed co-op agreement between North Metro and ACYHA for the girls programs at the U10, U12 and possibly the U14 levels. Jerry briefed the board on the deliberations and meetings had with North Metro and their leadership team. All parties involved are committed to moving ahead with the coop. Discussion around payments, player registration, ice time at New Hope and Brooklyn Park arenas, fees and parent volunteer hours.*
- *Jerry moved and Derek Olson seconded a motion that the board formally adopt (and Kevin sign) the following ACYHA/North Metro girls coop:*

ACYHA/NM Girls Co-op AGREEMENT

Armstrong Cooper Youth Hockey Association (ACYHA) girls program has agreed to do a co-op with the North Metro (NM) girls program under these conditions:

- 1) All teams will play under ACHYA colors and all teams will follow ACYHA bylaws*
 - 2) ACYHA will grant each NM player a \$75.00 credit to use towards the purchase of white helmets and red hockey pants or hockey pants cover. This credit will deducted from NM's first installment payment to ACYHA (see item #7) and credit to the NM parents will be handled by the NM treasurer.*
 - 3) Co-op is for U12 and U10 levels*
(ACYHA will invite any NM U14, U8 or U6 girls to skate at ACYHA)
 - 4) NM Girls Coordinator, Joe Bidwell, will have input regarding all girls hockey decisions;*
 - a) Joe will be a member of the ACYHA Evaluation Committee - final decisions will be made by ACYHA Director of Player Development, Jon Campion.*
 - b) Joe will have input on coaches - final decision will be made by ACYHA ACE Director, Jon Hill.*
 - c) Joe and Jerry will work together to choose tournaments*
 - d) Grade waivers will be handled by each association according to bylaws – but will be discussed prior by Joe and Jerry.*
 - 5) NM players will register at NM and complete volunteer hours at NM*
 - 6) NM will fund each girl according to the same fee structure as ACYHA players;*
 - 7) NM will pay ACYHA in four equal installments - 10/1/2014 (less equipment credits), 11/1/2014, 12/1/2014, 1/5/2015 (less goalie credits)*
 - 8) ACYHA will cover all fees (except for team fees - see #11)*
 - 9) NM players will participate in NM fundraisers and be excluded from ACYHA fundraisers.*
 - 10) NM goalies will be eligible for goalie credit from ACYHA and this amount will be deducted from NM's 1/5/2015 payment to ACYHA and returned to the NM goalie parents by the NM treasurer.*
 - 11) Team fees - after a player is assigned to a team, said player will pay any fees that are associated with that team (same as ACYHA players)*
 - 12) All home games will be split between ACYHA and NM**
 - 13) Practices will be split between ACYHA and NM according to ice scheduler's agreement***
- * D3 will need to schedule games before teams are assigned*

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*** Ice schedulers will do their best to make sure ice is split as close to team split as possible.*

The motion was unanimously approved.

- b) Tournament Director Jenn Sondrall
- Tournament registrations are open for the most part. We are already signing up teams for this season's upcoming tournaments.*
 - We are on track with all tournaments at this time.*
- c) Volunteer Coordinator Sara Subby
- Nothing to report.*
- d) Equipment Manager Kirk Anderson
- Kirk discussed the need for new jerseys. Do we want to purchase them this year? If not, what is the plan going forward to save for new jerseys and/or have ACYHA possibly buy jerseys on a multiple year/staggered schedule.*
 - The cost breakdown for new jerseys is approximately \$2,700 per team, approximately \$60 per jersey or approximately \$60,000 for new jerseys for all teams.*
 - Several board members asked what the condition of the current jerseys are. From all accounts they are in fairly decent shape. The jerseys were purchased 6 years ago.*
 - Kirk discussed getting multiple bids. Kirk is currently working with General Sports to have a proposal with options put together to show the board at the August board meeting.*
 - The board did not formally adopt a motion, however, the consensus was that we should wait, save and plan to buy new jerseys in the coming years. We should not purchase new jerseys this year because of the overall cost, the fact that the high school has still not decided what it is doing for boys and girls jerseys and that we can not afford the expenditure at this time.*
- e) D3 Representative Kevin Conway
- Dave Essen will head up the Mite coordination for District 3.*
 - Delano \approved and is beginning work on a \$1.3 million expansion project to build another sheet of ice.*
 - D3 adopted a motion sponsored by Kevin that basically says that if an association fields a AA team at the Bantam or peewee levels, they must also have an A team at those levels. Associations the have a squirt A team have to also have a B1 team if numbers permit.*
- f) Ice Coordinator/Website Administrator
- Derek reported that ice scheduling is on track. He is working with NHIA, VMIA and Breck to build out the ACYHA ice schedule. There may also be games or practices held at PIC.*
- g) Treasurer Eric Berns
- Eric presented the 2014-15 fiscal year budget (attached) and led general discussion about the budget. He went through projected revenues and expenses as well as showing the board how actual outlays were budgeted for last year and what the association actually spent and brought in.*
 - A new line item, \$20,000, was budgeted for dryland off-ice training for the 2014-15 season.*
 - Buck Humphrey noted that we were going to approve a budget with an approximately \$41,529 deficit. Board members had general consensus about this and understood. A couple of board members pointed out that the registration revenue numbers where conservative in the budget and that the deficit probably was not accounting for larger registration numbers and other factors driving the deficit.*
 - Julie Ann spoke about and asked for more granularity in general with the budgeting and expenditure process. Buck and others suggested an association calendar that set out a longer more deliberate process to put the budget together next year starting in March immediately following season play.*
 - After further discussion and Eric answering some basic questions, Buck Humphrey moved and Jenn Sondrall seconded a motion to approve the FY 2014-15 ACYHA budget of (\$41,528.07.) The motion also called for quarterly updates from the Treasurer. The motion and budget was unanimously adopted.*
- h) Marketing & Fundraising Coordinator Carla Schoenberg

- +* Materials included in packet
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- *We are looking for a member to lead and organize the annual wreath fundraiser. This year is a transition year to new wreath fundraiser leadership.*
 - *Carla asked that we post on the website a need for a professional graphic designer to help with association work that is needed throughout the year for various association project work. She asked that this volunteer have their volunteer hours requirement waived. There was consensus from the board that we credit the volunteer position with all their volunteer hours. Bill Collins was mentioned as a possibility.*
 - *Derrick Raymond moved and Carrie Potter seconded that the Graphics Design volunteer position have their volunteer hours credited. The motion was unanimously approved.*
 - *Carla is working with various board members who have specific marketing needs in their areas of responsibility for the upcoming registration and other in-season marketing needs.*
- i) Concessions Director Tawnia Johnson
No report.
- j) Recruiting & Retention Coordinator Carrie Potter
- *New Hope City Days was a big hit and we had a lot of foot traffic at our association booth. Several young/new to hockey families stopped by to obtain information and many young kids tried out the shooting exercise.*
 - *New Hope Movie Night (The original Mighty Ducks movie) was not such a hit. Only a couple ACYHA members showed up.*
 - *It was noted that the girls hockey group that was in the Robinsdale Whiz-bang Days parade was a huge success. The girls roller bladed and walked the parade, while moms handed out ACYHA brochures and spoke to would-be hockey parents in along the route. Some of the dads rode in a truck that was home base for candy, water and brochure information. Everyone had a terrific time and it was estimated that we could have 2-3 new players register because of the information they were provided during the parade and the great fun being had by our girls. It is highly recommended that this activity be an annual event/commitment for the ACYHA girl's hockey program.*
 - *ACYHA will again have a booth at Duk Duk Daze in New Hope and Crystal Frolics.*
 - *Carrie asked that the Try Hockey for Free clinics be posted on the Association website.*
- k) At-Large Member Julie Ann Schmidt
The following tasks were articulated by Julie Ann Schmidt as a priority list to complete over the next two years not necessarily in this order:
- *Revise and update By Laws, support YD in communication to members and work with Sec on providing documents for posting.*
 - *Revise and update Guidelines and Policy document and other stand-alone policies, partner with Sec on getting online documents updated.*
 - *Develop job descriptions for all volunteer roles not just the board, work with each person in the existing role where a description already exists to make updates and start the document for missing descriptions and work with the person in the role to ensure they are correct*
 - *Review all volunteer roles to determine the number of people in them and the amount of hours that equates to and compare that total to the total hours to fill to ensure that we are not giving away too many hours for things like SKATE and that is not impacting concessions negatively, work closely with Sara on this project.*
 - *Review and define in writing the process for filling all volunteer roles not defined in the By Laws, add to the guidelines if missing*
 - *Work with Sec, YD and AYD to update the board communication plan to the membership, a number of items have been already suggests, all board members will have input on this project*
 - *Develop succession plans for the whole board and review terms to have only 1/3 turn over per year based on terms*
 - *Develop manual for each board position (Binder), including transition training check lists and document standards (our books and processes should ensure if we lose someone unexpectedly someone can pick up their book and step into the role) This will take time to complete. More*

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massive a project than the By Laws because everyone has to take the time to document what they do. Think I would not start on this till the second year.

- *Special projects as assigned*
- *Assume my role includes the task of examining other clubs rules and process to seek out best practices and apply them to our board*

My three starting projects are:

- *Job descriptions – I have determined what is missing on the web site, I need to connect with Beth to see if she has any other ones and start to back fill and update existing*
- *Review of By Laws and Guidelines for and conflicts, and then start the refined line by line review*
- *Start to fill out an org chart and track down all volunteer roles and check our hours totals.*

l) Secretary

Beth Battina

No report.

m) Assistant Youth Director

Buck Humphrey

- *Skate shop at NHIA. Buck spoke about the possibility of asking the City/New Hope Ice arena to utilize the space along the North rink main level hallway for a skate sharpening and basic stick, tape, laces, etc. shop for players. It was noted that the rink has a sharpener that is rarely used now and that this small shop with a limited offering could be a great resource and generate nominal revenue either for the rink/City and/or association. Buck said he would raise the idea with City and rink staff.*
- *Buck talked briefly about the need for a more deliberative and inclusive budgeting process that starts earlier and includes a prioritization of expenditures for that FY. While not all budgeting needs can be anticipated, one-off expenditures like the tunnel need to be talked about, discussed and decided on in a broader-overall budget context.*

n) Youth Director

Scott Graul

- *Scott brought up the topic of electronic voting. He asked Julie Ann to do further research on the subject and come back with guidance as to how ACYHA should formalize an electronic voting/remote voting policy. At this point ACYHA has, on an ad-hoc basis, taken electronic votes on a range of topics in its recent past. Scott asked that these votes now be limited to “time-sensitive” topics and decisions. He also asked that if a board member was going to make a motion electronically/remotely in between board meetings, that they please talk to Scott about the motion and then he/the Youth Director will determine if the board needs an interim – remote vote or if it can wait until the next board meeting where a quorum is present. Julie Ann will report to the board in August.*
- *Scott mentioned that the Concessions stand lease is up for renewal with the NHIA/City of New Hope. At the most recent meeting with Scott, Buck and the City, Scott aired our concerns about who covers what when equipment or the concessions stand physical structure is damaged or needs repair. All but the ice machine repairs (50/50) are to be covered by ACYHA including refrigeration (unless the power or another City responsibility affects). The City is responsible for the physical space, cabinetry and having the space and tenant code compliant. The concessions stand lease rate will be increased by \$50 from \$900 to \$950 per month through the term of the 3-year lease.*
- *At the every other monthly meeting with the City, Scott also spoke to the City about the dryland facility lease and how ACYHA wants to continue to be a full partner in the use and direction of the training facility. Scott asked several questions related to the lease of the dryland facility. He also brought up the NHIA ATM machine issue. It’s staying and now working.*

5) New business:

Joan Evans, the Armstrong/Copper boys high school hockey Blue-Line Booster Club member addressed the board. She will be the ACYHA Youth Liaison for the Blue-Line Booster club this year. Joan let the board know that in an effort to try and get more youth to the boys and girls high school home games, they are going to reduce ticket prices to games. With a paying adult, a youth will be admitted free. They are also looking at how the Blue-Line Booster Club can help sponsor the ACYHA tunnel. She is working with Derrick Raymond on a

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sponsorship plan. Joan also invited all ACYHA members to their August 24th Ice Cream Social event for the boys high school team.

6) **Adjourn**

Scott moved and Sara seconded the motion to adjourn. Meeting adjourned at 9:42 PM

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