



**ACYHA Board of Directors
Meeting Minutes
January 2012**

Meeting Type: Monthly Meeting
Date: January 9, 2012
Time: 6:30 pm
Location: New Hope Ice Arena - Meeting Room #1

Attendees:	P	Eric Berns	P	Dale Bjerke	P	Alicia Brown	A	Kevin Byrnes
	A	Brad Caron	P	Kevin Conway	A	Mike Goergen	P	Tawnia Johnson
	P	Josh Levoir	P	Len Lopez	A	Dave McDonough	A	Derek Olson
	P	Dave Parenteau	P	Beth Preissing	P	Derrick Raymond	P	Cristy Siede
	P	Greg Symicek	P	Anne Winter				

Add'l Reps:		Kirk Anderson	P	Jon Campion	P	Tracee de Neui		Eric Marsh
		John O'Dell		Jon Piazza				

Guests: Marty Daughenbaugh, Jill Byrnes, Greg Enderle, Dave Ruoho, Julie Jordan

- Topics:**
- 1) Call to Order
 Meeting called to order by Kevin Conway at 6:37 pm
Presenter(s): Kevin Conway
 - 2) Roll call
 Attendance taken; results indicated above.
Presenter(s): Cristy Siede
 - 3) Approval of Meeting Minutes
 a) December 12, 2011 meeting
 i) Cristy Siede presented the minutes from the December 12, 2011 meeting for approval. Moved by Anne Winter and seconded to approve the minutes as presented. Motion carried unanimously.
Presenter(s): Cristy Siede
 - 4) Reports/Updates
 a) Secretary
 Cristy Siede
 i) Cristy Siede presented follow-up to items from December meeting:
 - (1) New Hope Ice Arena has an emergency first aid kit in the Zamboni room. It is serviced monthly by Cintas.
 - (2) Emergency contact information collected from all traveling teams is located in red binder in the youth hockey office. Managers have distributed information to coaches as well as placed it in puck bags and first aid kits.
 - (3) Equipment manager position description outline obtained from Wayzata and shared with Dave McDonough.
 - (4) Kevin Conway, Dave Parenteau, and Cristy Siede met to review ACYHA By-laws, meeting abbreviated due to conflict with another situation Kevin and Dave were handling.
 - b) Charitable Gambling Manager
 Tracee deNeui
 i) Charitable Gambling report
 Tracee deNeui shared the following report and sought board approvals as indicated below:
 ii) Charitable Gambling report
 - (1) Checkbook balance as of December 31, 2011 = \$34,793.46
 - (2) Profit for December 2011 = (\$4,145.00)
 - (3) Revenue for December 2011 = \$53,000
 - (4) Donation from ACYHA is due to the City of Maple Grove. See item (ii) (9) below.
 - (5) Last day at Steve O's location will be January 31. Lost money for entire year of 2011.

- (6) Met with Warren Walberg, MN Gambling Control Board, regarding compliance review. He is happy with how things are being run. Tracee shared letter received.

Monthly approvals

- (1) Approval of expenses for February 2012 in the amount of \$39,475.
- (2) Approval to pay December 2011 taxes to the City of Maple Grove in the amount of \$62.78.
- (3) Approval to make the following donations in the Maple Grove trade area from profits from the Champps location:

Maple Grove Lions: Holiday food basket drive	\$3,000.00
Maple Grove LaCrosse Association	\$923.77
Maple Grove Girls Swim & Dive Team	\$923.77
Maple Grove Boys Basketball Booster Club	\$923.77
Osseo High School Wrestling Booster Club	\$923.77
Osseo Maple Grove Hockey Association (OMGHA)	\$923.77

Moved by Anne Winter and seconded to approve the charitable gambling report as presented.

Discussion: Tracee shared that 50% of Maple Grove Champps location profits are reinvested into Maple Grove; 10% used to pay taxes, 40% to given to charitable organizations. Kevin Conway inquired as to which groups solicited funds; Tracee shared she believed it to be OMGHA, the wrestling booster club and girls swim and dive team.

Kevin Conway inquired that the December profit numbers are as expected based on historical results; Tracee agreed results are typical due to the holidays.

Discussion regarding a site replacing Steve O's. Tracee shared research that has been done regarding potential sites.

Hearing no further discussion, motion carried unanimously.

- c) Boys' Traveling Coordinator Brad Caron
 - i) Cristy Siede shared Brad Caron's resignation effective immediately.
- d) Girls' Traveling Coordinator Anne Winter
 - i) Spring pond hockey preparations in process. Program will adapt to the ice times available resulting from arena improvements.
 - ii) Discussion regarding forecast numbers for 2012-13. Anne is working on projections and preparations.
 - iii) At the February meeting we can look at eligibility for purpose of planning.
 - iv) Hopkins; Anne to follow up with Eric Berns; and to send note to Peter Gainsley, Hopkins Girls Coordinator, regarding AC closing the books on the 2010-11 rainbow U12 team.
- e) Mite Coordinator Derrick Raymond
 - i) Jr. Hawks program with Mite 3s; skate at Cooper high school home games; listen to pre-game speech in the locker room
 - ii) Mite 3 5 on 5 play starts at end of January; U8 5 on 5 starts soon.
 - iii) Mite 1s and 2s skating between periods for high school games.
 - iv) Working on coach volunteer hour model. Anticipates approx. 80 additional hours to be allocated with the new model.
 - v) Discussion regarding hosting another 'Try Hockey for Free' event; will not be hosting the event due to limited ice time during rink improvements.
- f) Hockey Development Committee (HDC) Jon Champion

- i) Working on 2012-13 ADM player development strategy; will preview at Board level prior to sharing with membership.
 - ii) Establishing player development metrics on measure HDC success.
 - iii) Seeking estimates for on-ice training equipment to be shared by all teams and will be stored on North and South rinks with coach access. Kendra Verbeten, U12A head coach, taking lead on creating the list and getting estimates.
 - iv) Working on updating Policy and Guidelines language.
 - v) At the request of coaches, updating the HDC Charter to include a coach agreement, a fair play policy, and a positional play policy
 - vi) Discussion regarding proposed changes to tryout structure; changes will be communicated to membership to ensure no surprises prior to the beginning of camp/tryouts.
- g) ACE and Coaches Coordinator Greg Symicek
- i) Payment authorizations for upper level coaches have been sent to Eric Berns; lower level authorizations going out this week.
 - ii) Mid-season coaching surveys have been distributed to upper level teams; lower level surveys being distributed this week. Greg is ensuring one survey per skater is being distributed.
 - iii) USA Hockey has granted an extension for completion of level-specific training modules. 11 ACYHA traveling level coaches have training modules outstanding.
- h) Equipment Manager Dave McDonough
- i) Absent; Dave submitted a draft job description for the Equipment Manager position.
 - ii) Kevin Conway shared that Kirk Anderson will be posting for the open Equipment Manager position when Dave's term expires. Dave has agreed to train Kirk.
- i) Concessions Manager Tawnia Johnson
- i) Tawnia submitted the June – December 2011 P&L. YTD net income is \$11,245.
 - ii) Travel mug sale update; a/o 12/31 51 mugs have been sold at \$13.50 each.
 - iii) Staffing solid
 - iv) Storage now available in the Falcon/Hawkwear space in the North rink space.
- j) Parent Volunteer Coordinator Alicia Brown
- i) Things going well; a few shift cancellations and some Dibs user issues.
 - ii) Volunteer hours have been credited to team managers and board members.
 - iii) Anticipate no major issues with shortage or surplus of volunteer hours.
- k) Marketing & Fundraising Coordinator Jill Byrnes
- i) Kevin Conway presented resignation letter from Kevin Byrnes due to a job opportunity.
 - ii) Motion made by Dave Parenteau and seconded to appoint Jill Byrnes as Kevin's replacement. Motion carried unanimously.
 - iii) Advertising update:
 - (1) Jill shared with the board a draft of the advertising brochure created for dasher board and Zamboni advertising that will be presented to potential advertisers consisting of New Hope businesses and other logical local businesses (insurance, dentists, orthodontists, etc.) Jill encouraged board members to email her with ideas for potential advertisers/connections people may have.
 - (2) Due to the anticipated arena improvement downtime, any advertising sold at the standard price for the North rink until Sept. 1, 2012 can be installed now and be visible for approximately eight additional months before the official contract begins on Sept. 1, 2012.
 - iv) Action items include securing AC water bottles available for sale; trophy case to be used for marketing various hockey-related items.
 - v) ATM machine installed. Positive experience thus far; owners providing much more robust service than owners of previous ATM; new owners also absorbing cost of the required phone line.

- vi) Broadway Pizza intends to switch fundraising nights from First Tuesday to Any Tuesday. Tracee deNeui mentioned that Broadway has vouchers (flyer-type) association members will present to server to ensure ACYHA receives 10% of food expense. Tracee to send voucher to Jill.
- vii) Discussion regarding Target fundraiser.
- l) D3 Representative Josh Levoir
 - i) Reminded board that Jamboree dates need to be approved by D3. Requests must be submitted to D3 30 days in advance. Form located on D3 documents page.
 - ii) NHIA will host U10A (March 4 – 14) ‘End of Season’ Tournament and PeeWee B1 (Feb. 18-26) District Tournament; still waiting on status of U10B End of Season Tournament.
 - iii) Received substantial coach feedback on CEP training; submitted report to D3.
 - iv) Brief discussion regarding ACYHA Bantam A/SLP issue.
- m) Registrar Beth Preissing
 - i) Final roster verification meeting on Jan. 23 to re-roster final mites.
 - ii) Two coaches requested waivers.
 - iii) Beth requested 2012-13 tryout dates for all traveling levels for the purpose to plan roster verification meetings for next year.
 - iv) Kevin Conway shared that Carla Schoenberg is working on finding her replacement as Mite Registrar.
 - v) Derrick Raymond indicated he has the name of a potential replacement for Beth Preissing.
- n) Tournament Director Dale Bjerke
 - i) No report.
- o) Recruiting & Retention Coordinator Len Lopez
 - i) Preliminary Survey Results
 - (1) Using historical registration data; Len sent survey to anyone who registered in 2008 and did not register this year. Len will present final information at February meeting.
- p) Treasurer Eric Berns
 - i) Concession Manager Credit Follow-up; cleared up with LarsonAllen; 1099s will be issued to those receiving over \$600; i.e., referees, concession managers, Tracee
 - ii) Shared June – December 2011 YTD Budget vs. Actual
 - (1) Registration income is down; Ice fees through April, tournament fees came in higher; still waiting on \$3000 in gate fees to come in; fundraising includes payment to evergreen
 - (2) Tournaments; major deposit in tournament income; scholarships are on track with budget.
 - (3) Invited board to review report closely and send any inquiries/questions to Eric.
 - (4) Eric suggested that budget numbers be shared with line-item owners/those responsible for expenditures so they can be aware of their budget.
 - (5) Discussion regarding bad debt. Some wreath deposit checks bounced, some from clients bounced.
 - iii) LarsonAllen audits
 - (1) Two audits have been performed by LarsonAllen. All activity was reviewed; no substantial issues; e.g. asked to rename some things.
 - (2) Eric proposed we perform an internal audit to avoid the cost. Board discussed and agreed to continue using external auditors for increased transparency.
 - iv) Membership Payments
 - (1) Discussion from board regarding request to adjust payment system allowing for monthly in addition to quarterly and one-time payment options.
 - (2) Discussion regarding adjustments made to payment system for those on partial scholarship indicating their actual balance due; possibility of providing a coupon code to adjust the balance due at registration.

- q) Ice Coordinator/Website Administrator Derek Olson
 - i) Absent; no report.
- r) Youth Director Kevin Conway
 - i) City of New Hope Meeting Update
 - (1) No meeting in December. Meeting on Jan. 23. Lights are being replaced on the South rink.
 - (2) ACYHA was awarded \$275,000 for the energy efficiency improvements project as part of the 2012 Hennepin Youth Sports Grant program.
 - (3) Discussion regarding Carlson Sports Marketing (CSM). No invoice has been received from CSM for Broadway Pizza Zamboni advertising. Kevin Conway to contact CSM. Jill to source vendors for Zamboni ad materials.
 - (4) Jon Evans is applying for an additional \$15,000 grant in 2013 for facility improvement.
- s) Assistant Youth Director Dave Parenteau
 - i) Drafting long-term strategic plan for the association.
 - (1) Outline; Major topics:
 - (a) Financial goals
 - (b) Marketing
 - (c) Player goals metrics
 - (d) Coaching
 - (e) Sustainability
 - (f) Board governance
 - (2) Would like to enlist help of 3-4 people to form a working committee; Dave is open to names of members for this committee.
 - (3) Will present a draft at April meeting
- t) At Large Member Mike Goergen
 - i) Absent, no report.
- 5) New Business
 - a) Jack Jablonski Support Update Kevin Conway
 - i) Membership support has been enthusiastic. Beth Preissing has volunteered to spearhead ACYHA's participation in Jack's Pledge, working with Minneapolis Storm. Anne Winter shared the situation of the injured St. Croix Lutheran High School skater, Jenna Privette, and would like to see additional support opportunities made available for her. Beth shared various fundraisers taking place. Harnett family is buying wristbands available for team purchase and for sale at upcoming tournament.
 - b) Equipment policy Cristy Siede
 - i) Cristy Siede shared her experience of seeing the Squirt A team at the December 28 game vs. Wayzata at PIC, and not recognizing them as an AC team due to their non-standard red jerseys with a non-standard logo. Discussion took place regarding brand issues and precedent setting associated with team's continued use of these jerseys. Cristy presented language from the Eden Prairie Youth Hockey Association guidelines for this same situation: *"Teams may elect to purchase an additional game jersey for the use at non-EPHA tournaments, scrimmages, trade games, regional, and State playoffs. This jersey must include [the EPHA logo] and is subject to review and approval by either the President or EPHA Equipment Coordinator to assure that the design complies with the philosophy of the EPHA. Teams must wear regulation issue EPHA jerseys for all league games (home and away), District playoffs, and any EPHA sponsored tournaments. Teams not abiding to this policy will be subject to sanctions approved by EPHA Board up to and including exclusion from any post-season play."* Further discussion took place regarding coach's purchase of jerseys as a gift for skaters and his intent. Greg Enderle, from the floor requested and received permission to participate in the discussion, adding that regardless of where the funding for the jerseys came from, the perception of the association and the community is

that association dollars were used to purchase these jerseys. Discussion regarding when and how the non-standard logo was placed on the ACYHA approved logo page. When asked if they participated in the approval of the logo in question at a previous board meeting during their tenure, no board members in attendance indicated participating in such approval. The decision was made to remove the non-standard logo from the website. Alicia Brown moved that the Squirt A jerseys with the non-approved logo cannot be worn at D3 league games, or tournaments (district, regional, state tournaments), or scrimmages. Motion seconded. Discussion regarding the jersey approval process; Kevin Conway shared the approval process. Discussion regarding whether Squirt A coaches can continue to wear the non-standard warm ups inclusive of the non-standard logo. Board determined coach warm-ups, while non-standard and outside of the apparel guidelines established at the beginning of the season, impact the association's image far less than jerseys completely different than standard association jerseys. Discussion closed. Motion was put to a vote and passed with the following results: Yes (7), No (5), Abstain (1).

- c) Board structure/Open positions Kevin Conway
 Kevin Conway shared a possible restructure and streamlined board membership in light of recent quorum issues and in addition to Brad Caron's resignation. Kevin shared that this proposed restructure was discussed at the HDC meeting, resulting primarily from the 2011-12 tryout process. The potential redundancy between the Boys' and Girls' Travel Coordinator functions and those of level coordinators was another point of consideration. Kevin proposed eliminating the Travel Coordinator roles from the board as voting members, as well as the ACE Coordinator, and transitioning the current travel coordinator(s) to level coordinator positions. Discussion took place with regard to what is redundant and what is working. Anne shared in greater detail the tryout centric role of the level coordinator and that, following tryouts, level coordinators are typically finished. Discussion regarding having only one voice representing skaters and coaches at the board table vs. a significant number of business line owners. Discussion took place regarding modeling the structure after Maple Grove, for example, with an executive committee with a second layer of operating representation. Kevin closed the discussion and reiterated his purpose was to share the concept of the restructure.
- d) Appointment of Nominating Committee Kevin Conway
 - i) Kevin solicited volunteers to participate on the Nominating Committee to solicit and submit names of persons interested in being on the Board of Directors, either for appointment or election at the annual meeting on April 9, 2012. Josh LeVoir, Dave Parenteau and Anne Winter volunteered.
 - ii) Kevin Conway appointed Josh LeVoir, Dave Parenteau, and Anne Winter to the Nominating Committee.
 - iii) An electronic board vote will be taken to formally approve these individuals to the Nominating Committee.
- e) PeeWee A coaching update Kevin Conway
 - i) Kevin shared an incident that took place on 1/1/12 at Bemidji tournament, where the PeeWee A head coach, Derek Olson, engaged in inappropriate physical contact with a player on the bench during a game. The coach initially self-reported to Kevin Conway and Dave Parenteau, asking who else he should report to, and after receiving guidance from Kevin and Dave, also self-reported to Greg Symicek and Jon Campion. After reviewing Policies and Guidelines, Kevin C., Dave P., and Jon C. met with parents of the skater involved. A suspension of the coach was issued during which time he was not to be on the ice during a practice, game or during dry land with the PeeWee A or U10A team. He could resume coaching duties on February 1, 2012. The coach filed a grievance in response to the suspension and was granted a grievance hearing; those in attendance were Kevin Conway, Dave Parenteau, Greg Symicek, Jon Campion, in addition to the assistant coaching staff of

the PeeWee A team and the parents of the skater involved in the incident. As a result of filing the grievance, the suspension became indefinite, which is standard procedure. As of this Jan. 9 meeting, Derek has had no contact with the U10A or the PeeWee A team since Jan. 5. After hearing from the team and the association and gaining a greater understanding of the event and situation, the disciplinary panel determined that Derek will be reinstated to coach on 1/13. Board discussion took place regarding player and family reaction to the incident; parents have shared with Dave Parenteau that the skater is playing well. Discussion regarding the policy and the disciplinary action. Dave P. shared the guidelines aren't specific or don't require suspension. Greg shared this is the first time he has dealt with this type of coach reprimand. The policies and guidelines were followed by the team. Discussion regarding how the situation was handled and the best possible solution was the result. Discussion regarding the number of events missed due to the suspension. Derek received approval from the disciplinary panel to deliver a message to the team. Kevin Conway shared with the board that the discipline taken was tied strictly to this incident; it has nothing to do with feedback or midseason.

- f) Development of association locker room policy Parenteau
 - i) Following a goalie clinic, an incident took place in a locker room. As a result, Dave Parenteau will draft a policy. Symicek asked to provide input to Dave's policy draft. Dave will circulate the policy for additional input for approval at February meeting.
 - g) Review of Policies and Guidelines - Tabled All
 - 6) Open Floor Discussion Membership
 - 7) Adjourn
- Meeting adjourned at 9:20 pm.

Respectfully submitted,
Cristy Siede
 Board Secretary

Action items:

- Recruiting and Retention Report (February meeting) Len Lopez
- Locker Room Policy draft (February meeting) Dave Parenteau
- Electronic board vote to approve Nominating Committee (before Feb. mtg.) Cristy Siede

- Future Meetings:**
- February 13
 - March 12
 - April 9 – Annual Meeting
 - May 14

**Agenda items/
 Report in absentia** *By the first business day of the month, send agenda item(s) (and document(s) for electronic distribution) or a brief report if you anticipate being absent to cristy.siede@comcast.net. Thank you.*