

Sun Prairie Youth Hockey Association  
Board Meeting Minutes  
July 19, 2015, 6:00 pm

Board Attendees: Karen Welling, Betsy McCrary, Brenda Egli, Becky Lemke, Misi Watters, Patsy Zielsdorf  
Absent: Gary Brendemuehl, Stacy Hollfelter, Jason Ledford  
Public Attendees: Suzanne Doody, Sue Culbertson, Beau Bingham, Jessica Bingham

Meeting was called to order at 6:03PM.

1. **PUBLIC COMMENTS:** None

2. **EXECUTIVE COMMITTEE REPORTS:**

- a. Secretary Report (Lisa Wendler): Lisa made a motion to affirm the email vote of approval for the April and May board meeting minutes as well as the Annual Meeting minutes from the May 31, 2015 meeting. Misi seconded. Motion approved. Brenda made a motion to approve the June meeting minutes, Patsy seconded. Motion approved. Lisa thanked Brenda for doing the notes for the June meeting.
- b. Treasurer Report: Gary Brendemuehl excused from the meeting, sent reports via email. Betsy reviewed the reports. Over the last few months Gary has spent many hours finishing the audit for the 2013-2014 fiscal year, which included many complications from the transfer of items/value from the old rink to the new rink and/or SP Ice. Gary has also closed out the 2014-2015 fiscal year ended 6/30/15. Betsy read all account balances. All bills have been paid for last year but there are a few items to be corrected between SP Ice and SPYHA, including the OBHL capital campaign amounts. Betsy noted that the pledge loan is down to \$58,000, which is reduced by about \$5500 from last month. Gary noted in his email that our new fundraising amounts this year will fall under the threshold of the full audit requirement, although he recommends having a third party audit us every other year fully, with a limited scope audit in between the full audits. Gary also wanted the board to discuss the payment plan options for registration in the coming year. His recommendation is to have people request payment plans during registration which would be reviewed by the board based on family standing with dues/etc in the past.
- c. President Elect: Stacy Hollfelter (excused): no report
- d. Past President: Karen Welling: There has been no SP Ice meeting since the last board meeting, nothing to report.
- e. President Report: Betsy McCrary:
  - 1) Board Proceedings: Betsy reviewed the board processes as we do annually. SPYHA is required to do at least 4 board meetings per year, we typically hold one every month on the third Sunday of the month at 6pm. Please note your upcoming absences when possible so that if we need to reschedule a meeting we can do so. Generally we follow Robert's Rules of Order. Typically action is only taken on Old or New Business items in the agenda. If there is an item that has not been posted on the agenda that impacts the association membership as a whole, the item will be tabled until the next meeting so that it could be posted on the agenda for membership to be able to attend and voice their opinion. We will be using a timekeeper (Becky) to keep us on topic, however it is the President's responsibility to move between comments and voting so as to hear all discussion and comments.
  - 2) Athletic Director meeting: a group of SPYHA representatives held a meeting with Eric Nee (Jen Kurtz, Gary Brendemuehl, Jason Ledford, Troy Giesege, Betsy McCrary, Mark Breyer, Suzanne Doody). Overall the meeting had a positive tone, the group reviewed the history of the program (Sun Prairie at one time did have a JV program). The obstacles to having a JV program are:
    - a. Financial – Varsity Hockey currently has a budget of \$20,000 which is a high amount in their operating budget. Current fees for varsity players are \$85. This is based on past School Board discussion, but fees in the

past were lowered to every other sport fee. Since expenses for the other sports do not include the Buildings and Grounds fees for fields, etc, it is very hard to compare actual costs between sports. Mr. Nee will look into nearby varsity hockey fees to see where the ranges are in the area.

- b. Facility Time – the schedule during the season is tight, but there are ways to work with them on this.
- c. Title IX: there has to be equity between girls and boys athletics, but there are different ways to go about working toward this while implementing new programming. In addition, the Cap City Cougars (girls varsity coop) is nearing capacity as well and may need to expand in the future as well. There is a follow up meeting in September, it is very likely that SPYHA would be asked to help in some significant financial way.

### 3. COMMITTEE REPORTS

- a. Volunteer Committee: nothing to report
- b. Annual Fundraising Committee: Nate Rosin reported via email that they are working on the new calendar raffle for this year. They need to get state approval for the design. The committee is working on an option to donate instead of participating in the raffle.
- c. Communications Committee: nothing to report
- d. Cardinal Cup Committee: Sue indicated that we need to send a check for \$900 to get the tournaments on the WAHA website. She will send a request to Gary for this and will send the dates to Steve Traut to update the website. Lisa asked if Sue would be willing to send a flyer via email to interested/registered teams with information on advertisers who have the tournament ad package. Sue agreed.
- e. Concessions Stand Committee: nothing to report. There is a figure skating event next Saturday with concessions hours posted on DIBS.
- f. ACE Directors: Suzanne asked if we have a start date for Mites, since the Dane County League already has dates proposed and has a meeting scheduled August 13 for U8 and August 26 for U6.
- g. Region 4 Meetings/WAHA Report: nothing to report

### 4. LEVEL REP REPORTS:

- a. MiniMites (open): nothing to report
- b. Mites (Brenda Egli): RWB (Dane Co League) needs ice times and number of teams by October 17 in order to get the schedule of games out. Summer Hockey is starting for U8s on August 10. We will allow equipment rental of \$25 for the summer, we will have equipment room times posted soon for this.
- c. Squirt (Brenda Egli): nothing to report
- d. PeeWee (Patsy Zielsdorf): nothing to report
- e. Bantam (Misi Watters): Based on information, we should have 3 experienced Bantam goalies for our 3 teams this coming season.
- f. High School 2 (open): nothing to report
- g. Coaches' Rep (Jason Ledford): Jason sent Betsy a note about reimbursement for Level 4 coaching clinics. Typically it requires two nights in a hotel. The closest clinic is in Stevens Point this year. Another discussion was held around the new referee clinics, SP Ice no longer has enough space to host this event. There are events in the area, including Madison and Waunakee, before the season.

### 5. OLD BUSINESS

- a. **SPYHA Policy and Procedures Manual:** Betsy distributed the Player and Parent Code of Conduct from the Appendix. We need to take action on these in order to make them part of the official Registration process. The board discussed edits to Betsy's draft of the Player Code of Conduct, she will email a new draft. The board discussed edits to Betsy's draft of the Parent Code of Conduct, she will email a new draft. These will need an email vote to make official before Registration opens, which will be before the next board meeting. The discussion about the cash handling policy was tabled for next month.

- b. **2015-2016 Budget:** Gary took the Income/Expense Statement from last year and formulated a budget for this year based on that past experience. He sent out an email to various groups about expenditures that might need to be put in the budget. One item is Concessions upgrades, including a new hot dog machine and other items, which will total approximately \$5000. Another item is the state Tournament host budget, so that the team can pay for various expenses that occur given that the same team will also be hosting a Cardinal Cup as well. We may need bigger helmets for the Mite program. We would like to have some game times reserved in case of game cancellations (weather, referees, etc) so that teams do not lose games they were entitled to. We will vote on the full budget in August.
- c. **Back to Hockey Day:** We have scheduled this for September 27, it will start sometime between 1 and 2PM. This will be an open house and open skate for the Association, we will highlight volunteer opportunities and information about various programs including Scrip, fundraising, etc.
- d. **Payment Plans:** At registration, a family would request to be considered for a payment plan. The board will evaluate the requests and will communicate whether the family is approved. Payment plans will be invoiced on a monthly basis. Becky and Brenda asked if the families that most likely will not be approved could be notified this month if the conditions of their standing are putting them in jeopardy for these plans in the coming year. Karen forwarded the open balance information to the board, the level reps were asked to contact the families in their level who need to be notified of this condition. Patsy asked if there could be a script for these communications for the level reps to use. Betsy noted that families need to be informed that the fundraising raffle cards are NOT part of the payment plan amount. Becky asked if families could be given a date as to when their payment plan status would be communicated. We are planning on closing registration at 11:59PM on Friday, September 11, and we agreed to evaluate the status of the payment plan options by September 20 (board meeting) and will be communicated by the end of that week. Karen made a motion to approve Gary's revised payment plan process and guidelines. Misi seconded. Motion passed unanimously.

## 6. NEW BUSINESS

### a) **Membership Changes:**

- Beau and Jessica Bingham came, they have been with the Patriots for 7 years. They live in Cottage Grove. They were given a full release at the end of last season. They have a first year Bantam, a first year PeeWee, and two U6 players in addition to a daughter who used to play. SPYHA will need the paperwork signed off by Tom Hansen, Region 4 registrar. They will need a full release for two consecutive years, and in addition SPYHA can only roster 2 players per team out of district on each team. We would have room for all their players as of the current situation. Misi asked the reason for the transfer. The family lives closer to SP Ice Arena than Hartmeyer, and their kids play spring hockey at SP Ice with the Outlaws. Mr. Bingham knows Larry from college, and they feel that our association is more competitive and offers more ice time for their kids. Brenda made a motion to accept the Bingham family into the SPYHA association, provided they secure all the necessary paperwork. Misi seconded. Motion passed unanimously.
- Jones family emailed the board regarding their daughter from Lakeside Lutheran. She is a high school level player and would like to play on the Midget team. She is not Bantam eligible, and cannot play in any adult women's leagues yet because of her age. We are already looking at a sit rotation possibility for our HS2 team due to numbers. Discussion was held around deferring the decision until registration is closed to further evaluate the situation. Betsy suggested that if we decide to defer the decision that we should officially waive the late fee. Patsy made a motion to defer the decision to accept this skater until the September 20 board meeting, so that numbers at the Midget level can be assessed, but to eliminate the late fee for the player should she be accepted to play with SPYHA. Misi seconded. Motion passed unanimously.
- Paul Houle has been released in the past, they open enroll in McFarland. This would be his second year of release. Misi made a motion to release Paul Houle to McFarland for the 2015 – 2016 year. Becky seconded. Motion approved unanimously.

- Misi is aware of another Bantam level player who is moving to Sun Prairie. She has asked the family for a financial release from their previous organization. Betsy noted that communications were sent to the Capitols families who still have financial obligations with SPYHA. Betsy also noted a family has been in contact from Horicon who has skated with Beaver Dam and is possibly looking to play in Sun Prairie. Brenda noted that a current U6 family who gained a release from Janesville also wants to skate this year with SPYHA, they would not need to be accepted into membership since they participated in New to SPYHA Hockey last year.

**b) 2015-2016 Schedule, Dues and Registration:** Some notes on schedule are as follows:

- Travel: December 21-24: one practice scheduled per team based on a short week with a varsity game. The other option was to schedule a practice on Dec. 24, which all agreed was not necessary. The following week there would also not be skills sessions, and two practices per team.
- MiniMites: there are seven days to pick from for game days for DCL: Nov. 15, Dec. 6, Dec. 13, Dec. 20, Jan. 24, Jan.31 and Feb. 24. Most sessions are from 12:45 to 1:45, although not all. Becky will email the scheduler (Ryan) the dates we have available. MiniMites are projected at 40. Ryan responded during the meeting that MinMites start the first weekend of December, the Nov. date will be rescheduled.
- Mites: Nov. 1, 15, 22, Dec. 6, 20, Jan. 10, 24, 31, Feb. 7, 21, alternate 28. All except the alternate date are 2-3PM and 3-4PM, two hours each date. Becky will send these to Ryan as well. Mites are projected at 45 players with 5 teams, so we need two hours at this level per game date.
- Evaluations: Oct. 5, 8, 12, 15. Squirts 5:30 – 6:30PM, PeeWees 6:45-7:45PM, Bantam 7:30 – 8:30PM. First Midget practice is Oct. 10 from 6:15 - 7:15PM.
- Split Squad games Bantam: Oct. 10, 6 – 7:30PM, 7:30 – 9PM
- Skills practices: Bantam/Midget Mondays 4-5PM, Larry will run these in exchange for some sort of consideration to the rink. Players will also be allowed to drop off equipment on Sunday night in a locked location so that they can ride the bus from CHUMS or walk from the high school. He has also offered to make workouts for other days after school, we could consider putting hours on DIBS (providing they pass a background check) for supervision. Squirts and PeeWees will also have skills practice on Mondays as well, and Mites will also skate on Mondays.
- Times: Note that the schedule is not set in stone and it is reasonably consistent but times do vary. There are morning practices, 11 total split between PeeWees, Bantams and Midgets. Most teams only have 3 or 4 morning practices. These had to take game times for varsity teams into consideration. Occasionally, teams may have the sheet to themselves if they have a morning practice. In addition, the number of sessions starting at 8:45 or later was limited this year as much as possible due to the high number of complaints last year. MiniMites and Mites are scheduled pretty consistently, mostly MWSat for Mites and WSat for MiniMites, but sometimes they are switched to Fridays instead of Saturdays on busy weekends.
- Games: We have plenty of game spots reserved. However, the Cougars currently only have one home game scheduled in Sun Prairie. This could impact the schedule if more are needed. The games are as balanced as could be maneuvered. We will determine which slots we intend to keep and give back some usable slots for Larry to schedule with other user groups.
- Dues: \$15,000 from the concessions profits from last year were allocated to dues reduction. Dues for the level are listed below. NOTE: this does not include required raffle cards, registration fees, and other miscellaneous fees that occur like tournament fees, playdown games, etc.

Mini Mites: 18 practices per session, includes Dane County League games: \$315 both sessions or \$215 for one session only.

Mites: 54 practice sessions, built in home jamboree costs and Dane County League games: \$430 for both sessions, no one session option.

(This is a savings from \$405 for Mites full season or \$270 for one session, Mites were \$550)

Karen made a motion to set MiniMite dues at \$215 for one session or \$315 for both sessions, and Mites at \$430 for the full season. Misi seconded. Motion approved unanimously.

Betsy recommended for second session only families of MiniMites, we propose a set fundraising fee for those families since they cannot sell raffle tickets. Lisa made a motion for second session only MiniMite families that there is a set \$25 fundraising fee assessed. Patsy seconded. Motion passed unanimously.

Travel: built in one playdown fee per team, PeeWee B had the state tournament fee of \$240 added as a substitute. Midget had one tournament of \$1000 added to lessen the fees the rep will have to collect. Midgets also had extra games added in case of a sit rotation situation with numbers.

- 1) Squirts: 11 players, 4 teams: \$965 (down from \$1220 original projection last year)
- 2) PeeWee: 13 players, 2 teams: \$1060 (down from \$1540)
- 3) Bantam: 12 players, 3 teams: \$1200 (down from the average last year, slightly higher than last year B team)
- 4) Midget: 20 players roster, 1 team: \$910 (down from \$1400)

Karen made a motion to approve the Squirts dues at \$965, PeeWees at \$1060, Bantams at \$1200 and Midgets \$910. Misi seconded. Motion approved unanimously.

- c) **Appointment of Open Board Positions:** no one applied
- d) **SPYHA Office Furnishings:** Jen Kurtz prepared an estimate of a very nice layout of cabinets for the new SPYHA office. Carpet was installed (thank you to the Wellings for arranging for a volunteer for this). The estimate for the cabinets is \$3,820 and the Kurtz family will donate installation. Brenda said she could install cabinet hardware. Misi made a motion to allow SPYHA to spend up to \$4000 to purchase office cabinetry. Lisa seconded. Motion approved unanimously.
- e) **Fiscal Year 2015 – audit:** Gary would like to do a full audit every other year, with a limited scale in the years between. Betsy's only reservation is the comment in the survey about money handling by board members. Brenda made a motion to do a limited scope audit for 2015. Karen seconded. Motion approved unanimously
- f) **Level 4 reimbursement for coaches:** the board was approached to give reimbursement for some of the Level 4 coaches getting certified this year. Lisa made a motion to allow up to \$125 per night for hotel costs, with a maximum of 2 nights per coach, for reimbursement of costs associated with attending a Level 4 coaching clinic. Misi seconded. Motion approved unanimously.
- g) **Other business:** the windowsills still need to be repainted, and it is a complicated two part epoxy process that has a limited number of hours to be completed. Betsy wanted to have the board think about donating the fee to have these redone. She suggested using volunteer penalty payments to cover this cost. Lisa suggested possibly this could be substituted for the consideration Larry has requested for the rink in return for his services running the Bantam and Midget skills session, in combination for our volunteer requirements for SP Ice. The board discussed getting some estimates for getting this done for consideration.

Karen made a motion to adjourn. Misi seconded. Meeting ended at 9:35PM.