



Yankton Area Ice Association Meeting Minutes

November 15, 2016 at 6:30pm
Rink Meeting Room



Board Members Present: Kevin Schulz, Gwen Wenisch, Kevin Heiman, John Lillevold, Sarah Thoms, Heath Larson and Heidi Berry

Guests Present: Chad Kapla, Kendra Bakke, Pam Erickson

I. Call the meeting to order

II. Approval of October minutes; with no corrections needed to final Meeting Minutes presented to the Board prior to the November Meeting, these stand approved.

III. Old business

a. Bathroom Update

- 1) The plan is for this project to be started the week of 11/28/16 and finishing the same week.

b. Cameras Installed

c. Prison help certification- Jill Sternhagen

- 1) Heath is arranging for Jill to be at our December meeting.

d. Other-

1) Black rubber mats:

- a. Motion was made to purchase the 150 ft of rubber matting. Older mats will be placed in back by mite boards & player boxes by Kevin Heiman, second by Gwen Wenisch via email October 27, 2016.

IV. Committee Reports

a. Financial – the Monthly Financial Report is available for review upon request.

- 1) Annual taxes have been prepared and and insurance has been paid.
- 2) Other large purchases: practice jerseys, helmets, skates, utilities etc.
- 3) Invoices paid since first of month:
- 4) Rubber mats, concession merchandise, security systems, and calendar winners.
- 5) We will also need to include a whistle blower and documentation retention policy in our handbook per completion of our 2016 taxes.
- 6) See attach example.
 - 1) Document Rentention:
http://www.smartgivers.org/uploads/record_retention_policy_HNC.docx
 - 2) Whistleblower:
http://www.smartgivers.org/uploads/Whistleblower_policy.docx
 - a. Motion was made for Kevin Heiman to add a Document Retention and Whistleblower policy to the YAIA handbook by Gwen Wenisch, second by John Lillevold.
- 7) Cashed calendar fundraiser checks -
- 8) Uncashed Volunteer checks are placed in a secure location.

b. Registrar –

- 1) Final registration numbers compared to last 2-3years
 - a. We are down approximately 30 kids total within our Upper Levels, Learn to Skate and Mini-Mites; this year compared to previous years.

c. Coaching- NA

d. Figure Skating- submitted by Pam

- 1) Figure skaters would like to put on vendor fair fundraiser on Tuesday December 6th in the warming area, are there any conflicts with this?
 - a. There are no conflicts with this date; proceed with the vendor fair.
- 2) November 30th is dress rehearsal
- 3) Figure Skaters are selling Butter Braids.

e. Equipment

- 1) **Motion was made to purchase three(3) size 8 and three(3) size 9 figure skates by John Lillevold, second by Kevin Schulz**

f. Scheduling-

- 1) How are Tournament signups going? OK
- 2) Game Scheduling? OK
- 3) Open Skates

g. Marketing-

- 1) Family Night/Teen Night- Open skates– paper/facebook/twitter
 - a. Ugly Sweater on 12/23
 - i. Maybe get some trinkets like horns, hats, etc.

h. Discipline-NA

V. New business

a. PeeWee A Tournament-February 17-19, 2017

- 1) We need someone to coordinate this tournament as all PeeWee B parents will be gone.
- 2) Heidi and Kevin S. are going to work on a checklist of things that would have to be done. (will check with State on requirements as well)

b. Installing new Water fountain

c. Remaining Miracle Fund money

- 1) Discussed a couple options- will revisit at next meeting
 - a. Bleacher Caps; Heath is getting quote
 - b. New ½ glass doors into Rink; Heath is getting quote
 - c. Dehumidification- save this for future Dehumidification system

d. To Do Checklists for the Rink

- 1) Create Monthly To Do checklists for tasks that need to be completed at the Rink every year.
 - a. Ex. When to order paint for rink setup, when to put Tournament sign up info on our website, Pest Control, etc.

VI. Adjourn –Motion was made by Kevin Schulz, second by John Lillevold, all in favor

- a. **Next meeting December 13, 2016**