

## PYHA Board Meeting Agenda

Meeting Date: Tuesday, June 6, 2017

6:00 pm – Great Dane

### Board Members Present:

<b>Sarah Genschaw</b>	<b>Brenden Pautsch</b>	<b>Brenda Engleson</b>	<b>Stu Normington</b>
<b>Jim Sheahan</b>	<del><b>Kevin Kuhlow</b></del>	<b>Pat Goss</b>	<b>Sam Rasmussen</b>
<b>Steve Chvala</b>	<b>Jerry Zeutzius</b>	<b>Terry Tourtilot</b>	<b>Zak Holmes</b>

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### Ground Rules:

- Your time is valuable. We respect each other's time so all topics to run on time.
  - If won't be complete, table until next month or discuss via email.
  - *3 Types of topics*
    - Informational – Provides information to the Board.
    - Discussion – Informational plus requires idea generation and/or input in preparation for a Decision.
    - Decision – Discussion plus decision required. A vote is taken.
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- 6:00 pm Call to Order
  - Review and approve minutes from May meeting \*Pre-read\*
  - Agenda Repair - add items or move order
    - *Call to order – 6:13pm: Present – Brenden, Pat, Jerry, Sam, Steve, Terry, Brenda, Jim, Liz*
    - *Motion to approve minutes: Brenden / Pat – all approved.*
- 6:10 pm Old Business
  - *No old business to review*
- 6:15 pm Ice Logos - Steve
  - *Steve sent information out today. Two documents, one is the quote, one is the image. Largest is over \$2100.00. Next size is \$1675.00. Approved at last mtg was \$1500.00 for a new logo. Large logo will be placed facing away from the benches. 1 week production, 1 week shipping. Logos we have now are 10 yrs +. To paint by hand, charge for small stencil would be \$640.00 (paint by hand). Ice goes in by July 11<sup>th</sup> HIA opens July 18.*
  - *Plan is to use current logos.*
- 6:25pm Treasurer's Report – Stu

- *State Tournament Fee / Playdown – Pat opposed to charging for state tournament. Need a written policy to define the procedure for future seasons – Finance Committee needed to address how to bill for state going forward.*
- *Financially we are healthy and can absorb.*
- *Committee will be formed – to discuss and plan for 2018-2019 season. Will cover costs for 2017-2018 season.*
- *Playdowns to be rolled into fees. 1.5 sheets of ice per travel team. Increase of \$20 per skater for playdowns. State will not be included this season.*
- *Coaching reimbursements – need hard cutoff date for submissions. For 2017-2018 season, receipts are due Jan 31, 2018 Add to handbook.*
- *Hotel / Clinic reimbursement – Clinic will be reimbursed 100%. Hotel will be reimbursed to a maximum of \$150/night per coach.*
- *Motion – Stu / Pat - Set up committee to decide fees and open registration with estimated fees to allow early payment.*

- 6:30 pm      Registration. Discussion/Decision.

- Handbook updates
  - Fundraising
  - Fees
  - Reimbursements
  - *7:17 pm - Handbook updates are pending final decision on fees, concession and volunteer requirements.*
- Concessions/Volunteer Credit Requirements
  - Concessions requirement
  - *7:20pm - Prices will be going up. Will be a two-person operation for the 2017-2018 season.*
  - *Move to Square POS system. Oregon sales went up 200%, Monroe up 300% by accepting credit cards. Can load gift cards for skaters. Will return POS system purchased on Amazon. Brenda to email receipts for Amazon purchases to return. Upon further checking, we are beyond the return period, items to be sold on Ebay.*
  - *Square POS System can monitor sales in real time from anywhere – data stored in cloud.*
  - *iPad based – need 2 - \$900 per system.*
  - *Offer training classes in August / September*
  - *See Brendens list of committee stuff for notes.*
  - *Motion to approve the square POS system – Jerry/ Stu – Approved unanimously*
  - *Motion to approve 30 hours total concessions – Brenden: Volunteer, concessions 1 hr = 1.5 credits, penalty at \$15 – Sam objected stating we need a list of opportunities and hours to make sure what we are requiring we actually have hours for. No vote taken.*
  - *Committee Chair recruiting email, start with credits worth... ..they decide how many credits the job will take and how many people are needed to fill the committee.*
  - Volunteer requirement
  - *Tabled volunteer discussion.*
- Sports Forms
  - *7:50 pm - \$2 first form, \$1 all other forms. 1 signature page for all documents (codes of conduct, handbook, social media etc). \$5.00 add on fee for registration.*
  - *Motion to approve - Pat / Jim. Passed unanimously*

- Codes of Conduct, Social/E-media Policy \*Pre-Read\*
  - *7:53 pm, Codes of conduct / Social media – (Coaches) – is this signed by the Coaches?*
  - *Jerry: Code of Conduct - OIC to submit for signature by Coaches.*
  - *Line 4 to be softened to allow for the coaches to critique during practice.*
  - *Line 12 – all extra ice used by a coach needs to be payed directly to the rink. Patriots will not be covered.*
  - *Is there anything spelled out on disciplinary actions needed for coaches – no, how has it operated in the past? Does this need structure? Add in that consultation must take place with board president.*
  - *If a coach touches a kid, what is the disciplinary action, who followed up? Policy needs teeth to back it up.*
  - *Take policy back to OIC on adding matrix, first / second / third offense discipline to be convened.*
  - *OIC does not have a meeting set on schedule – will try to meet again before next board meeting.*
- o OIC Update
  - *8:15pm – update from Chad*
  - *46 PW – 3-4 teams*
  - *54 SQ – 4 teams*
  - *34 Bantams – 2 teams*
  - *Ice schedule not yet released. Goes to HS first, then PYHA. Oregon has committed to Wednesday nights.*
  - *MII ice fees go up \$5 over the next 4 years.*
  - *July 11 ice goes in @ HIA*
  - *Current OIC members – Matt H, Bodenstein, Chad, Zak, Marc, Kinsler, Brunson, Pritchard, Jager (advisory), Straka. Always open to members.*
  - *Coaches should let MII know now that they have interest in early ice next summer.*
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- o Fees
  - Estimated number of skaters by level:
    1. Bantam – 34
    2. Pee Wee – 47
    3. Squirt – 54
    4. Mite – 49
    5. Level 2 – 10 (remainder age out – plan for 30)
  - *8:27 – Fees update*
  - *1 session level 1 = \$25, 2 sessions @ \$35*
  - *Estimates to start registration, final details following committee meeting. Additional items to add = UW health @ 2 sessions. Any additional sessions - teams will need to collect and pay for. Chad sees big benefits of this program.*
  - *OIC To invite Dave Knight to coaches meeting to present merits of program.*
  - *Estimates for fees are:*
    - o *All teams stay the same except Level 1 per above.*
  - *Offer up the 3 weeks before level 1 to skate for free??? Try hockey free.... Build this into fees.3 hours total ice time.*
  - *Table U10/U14 – 1 practice / 1 game per week, same flat fee \$350. Need to let McFarland / SP know we have a desire to host a team, 10 skaters normal team size.*
- 7:15 Break – give Sarah time to get to the meeting
- 7:25 Hartmeyer/MII update – Pat, Sarah, Steve. Discussion/Decision

- Updates from MII Board meeting
- Capitals move to HIA rumor
- New Ice logos
  - *8:42 MII Update – Sam / Pat*
  - *MII Board meeting last night 6/5/17.*
  - *Motion to go in closed session – Pat / Brenden.*
  - *9:00 – motion to come out of closed session - Jim / Brenden. All approved.*
  - *Asbestos removal is done. Next week re-insulation to take place and be complete. Cost of \$105K.*
  - *Bathrooms are still scheduled to be addressed, nothing done yet. Sam to reach out to Stu about schedule.*
  - *HIA opens 7/18 – full schedule, there are concession opportunities for us. Learn to skate on Mon night and Sat mornings.*
  - *MIA opens 9/5*
  - *3x3 tourney Oct 14-15, Mites / Sqs / PW / Bantam, all proceeds to go to a new Zamboni for HIA.*
    1. *We run concessions and all proceeds go to PYHA*
    2. *All tournament logistics to be run by MII – refs / raffle / Marketing etc.*
    3. *Looking for help with tournament format.*
    4. *WAHA Rules state we cannot be associated with it.*
    5. *Need to decide on what volunteer items we will cover.*
    6. *Volunteer opps for score sheet / timekeeper / move nets / hard divider / pads (Steve to put proposal together to get new pads (current are shot – Velcro))*
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- 7:40            Committees & Updates - various. Discussion/Decision
  - Board Liaisons / Committee Chairs – Sarah
    - *Liaisons need to come back with who the chair is and how many hours / people are needed – DUE DATE = JUNE 27, 2017. See matrix for assignments.*
  - Recruitment: Pat
    - *No updates*
  - Fundraising: Brenden
    - Recommended fundraising / promotions for 2017-2018 season
    - *Fundraising – Brenden – June 29<sup>th</sup> restaurant night at Orange Leaf. Working on dates for Culvers in CG, Great Dane, BWW (10% of check), Metro Market – Brat stand after 3<sup>rd</sup> week in July,*
    - *Candle Sales like lasts year*
    - *Hockey Mom sweatshirts etc*
    - *Raffle Tickets*
    - *Scripts set up*
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  - Website/Mobile Upgrade: Brenden
    - *Website- mobile update complete*
    - *Registration request is in. Should be done next week.*

- *Concession registration training to be added.*

- Apparel: Sarah
  - *Using Kollege Town only.*
  - *Start mid – July*
  - *Amy T to take on jerseys - should think about mandating jersey ordering during fall kick off.*
- OIC Updates: Matt Hansen / Marc Gerothanas (8:15pm)
  - *See above – moved ahead in agenda to allow Chad to leave.*
- Upcoming Events & Fundraisers:
  - Monona Memorial Day Parade – Steve/Sam
    - *Fabulous event, gave out 3K bookmarks, did not run out of candy. Stu to advise tomorrow if he can lead the CG Fireman parade effort. No float, just carrying a banner and handing out bookmarks. Kids can roller blade if they want. Sarah to send out email once decided.*
  - Cottage Grove Parade – Sarah
    - *Stu to run CG parade. No candy to hand out, only bookmarks.*
  - Golf Outing – Sarah
    - *Registration – set up??*
    - *Proceeds split evenly 3 ways.*
    - *August 5<sup>th</sup>.*
  - Fall kick off – Steve
    - *Date = Sept 17<sup>th</sup>*
    - *Camp ice last two weeks of Sept*
    - *Need apparel etc ready to go for one stop shopping.*
    - *Jersey fitting etc*
  - Taste of Madison
    - *PYHA signed up to work again.*
    - *Dibs to be loaded with volunteer opps.*
  - October 3x3 tournament @ HIA / Capital Campaign updates – Sarah
    - *See update above under MII update.*
  - Others (?)
    - *None discussed.*

• 8:30 pm      **Upcoming** Meeting Agenda topics. Informational.

- *Next board meeting July 11 – location TBA.*

• 8:45 pm      Adjourn

- 9:59 – Motion to adjourn – Jerry / Terry. Unanimously approved.

