

COON RAPIDS YOUTH HOCKEY ASSOCIATION



Purpose

The purpose of this document is to capture meeting agenda items, action items, and motions (key decisions) from monthly Board Meetings. Meetings are the last Sunday of each month at 7pm at Coon Rapids and minutes are taken by the Secretary unless otherwise noted.

CRYHA Board Meeting Information

Fill in the meeting details in the below table.

Date	2/28/21	
Scheduled Time	7:00pm (called to order at 7:20pm)	
Location/Conference #	CRIC	
Participants	<input checked="" type="checkbox"/> Jeremie Bresnahan, President	<input checked="" type="checkbox"/> Geoff Spah, District 10 Representative
	<input checked="" type="checkbox"/> Sara Barsness, Vice President	<input checked="" type="checkbox"/> Don Ruotsinoja, Sponsorship Coordinator
	<input checked="" type="checkbox"/> Holly Bachman, Treasurer	<input type="checkbox"/> Mandi DeGrote, Registrar
	<input type="checkbox"/> Todd Bushy, Youth Traveling Director	<input checked="" type="checkbox"/> Stacy Johnson, Recruiting and Retention
	<input checked="" type="checkbox"/> Sheila Trymucha, Secretary	<input checked="" type="checkbox"/> Dave Schmidt Tournament Director
	<input type="checkbox"/> Brian Peterson, Fundraising Coordinator	<input checked="" type="checkbox"/> Jim Boden, Player Representative
	<input type="checkbox"/> Tim Matsche, House/Mite Director	<input checked="" type="checkbox"/> Sue Erickson, Gambling Manager
	<input type="checkbox"/> Scott Anderson, Girls Traveling Director	<input type="checkbox"/> Assistant Gambling Manager (Vacant)
	<input checked="" type="checkbox"/> Scott Brown, ACE Coordinator	<input checked="" type="checkbox"/> Jessica Ables, Communications Coordinator
		<input type="checkbox"/> Kelly Traynor, Volunteer Coordinator
		<input type="checkbox"/> Brian Alphin, Ice Scheduler
Voting Members Present	11 <i>*Non-voting members are designated with a grey highlight and yellow highlight, if the position is vacant.</i>	

Agenda Items & Meeting Minutes

Provide details of the agenda items and related meeting minutes (*see Motions Made section for motion details on Agenda Items noted with an (*)*).

#	Agenda Topic	Board Position	Board Member	Agenda Item
1	Attendance	Secretary	Sheila Trymucha	Roll call
2	Agenda	President	Jeremie Bresnahan	February 2021 By Law Changes
3	Meeting Minutes	President	Jeremie Bresnahan	January 2021
4	President Report	President	Jeremie Bresnahan	-Increase attendance levels to 250 -Schedules came out for upcoming District Tournaments
5	Treasurer Report	Treasurer	Holly Bachman	<p>Significant Changes- Revenue Sources-1 new sponsorship. Employees (new/terminated/resigned)- Process and Controls-Added Finance Committee, along with a manager review control (MTD and YTD Variance Analysis). Identified Risks-SpeedyPro invoice received that appears fraudulent, billing for items from 2018 through 2020. Will contact Mair for next steps to address. Annual Audit (preparation, status, presentation)- Operating Budget Review- 232k in the bank. Billing resumed in January 2021. Attitude Goal Tending and Ice Instructors finally billed. One payment plan still on the books. Some money from the collection agency. Didn't pay our coaches for December since shutdown due to COVID. January 2021 Financial Statements*</p>

6	Gambling Report	Gambling Manager	Sue Erickson	<p>Significant Changes- <u>Gambling Sources (sources, sites, upcoming events, etc.)</u> <u>Employees (new/terminated/resigned)</u> <u>Donations (amount/to whom)-</u> <u>Process and Controls-</u>Expectations and guidelines for additional gambling training. <u>Identified Risks-</u>Insurance coverage, need Holly to talk about the General side of the association. Sue is asking for work <u>Compliance (rules, regulations, star rating)-</u>Star rating of 4. <u>Annual Audit (preparation, status, presentation)-</u> <u>Gambling Financial Review-</u> We re-opened in January, but only opened until 10pm. Pull-tabs down, e-Tabs up slightly, sports boards done. Difficult to estimate are the e-tabs because all subject to what the customers like to play. January 2021 Gambling Activities and Related Expenses* February 2021 Estimated Gambling Activity and Expenses* January 2021 Gambling Activity Comparison*</p>
7	Committee Report	Vice President	Sara Barsness	<p>Admin Committee- Top Golf-initial deadline was today. Cancellation policy is March 17th. Recommend extend the deadline to March 14th and press Team Managers. Minimum is 100 people to push forward with the event.</p>
		Secretary	Sheila Trymucha	<p>Proposed By Laws Changes See Motions section.</p>
		Traveling Director	Todd Bushy	<p>Hockey Operations Committee-Talked about tryout and moving forward next year. Doing evaluations for skating and goalie instructors. Discussed tournament details for next year. Working with coaches to ensure their commitment is there to the association and player development in a positive manner. Any concerns raised are being addressed timely.</p>
8	Old Business	N/A	N/A	
9	New Business	N/A	N/A	
10	Good and Welfare	Vice President	Sara Barsness	<p>Refund Request-Player requesting refund for January due to doctor's note that player won't return this season. Policy is to take refund request of \$275, less \$50 for processing fee to equal \$225.</p>
		Communications Coordinator	Jessica Ables	<p>COVID Update-One team shutdown, due to playing an opposing team. Starting tomorrow, there will be no spectator rule.</p>

		Sponsorship	Don Ruotsinoja	Requesting \$735 to open 5013c for scholarships.
11`	Adjournment	President	Jeremie Bresnahan	

Motions Made

List the motions made during the meeting for documentation purposes (*see Agenda Item/Meeting Minutes section for additional details*).

#	Agenda Topic/Agenda Item	Motion By	Motion 2nd	Any Opposed?	Motion Pass?
1	Agenda-February2021	Jim Boden	Geoff Spah	No	Yes
2	Meeting Minutes-January 2021	Dave Schmidt	Sara Barsness	No	Yes
3	Treasurer Report-January 2021 Financial Statements	Geoff Spah	David Schmidt	No	Yes
4	Gambling Report-January 2021 Gambling Activities and Related Expenses	Sara Barsness	Scott Brown	No	Yes
5	Gambling Report-February 2021 Estimated Gambling Activity and Expenses	Scott Brown	Dave Schmidt	No	Yes
6	Gambling Report-January 2021 Gambling Activity Comparison	Jeff Spah	Scott Brown	No	Yes
7	By Laws- Move Youth Traveling Director moved to odd year	Scott Brown	Dave Schmidt	No	Yes
8	By Laws- Move Coaching Director to even year	Scott Brown	Dave Schmidt	No	Yes
9	By Laws- Move Tournament Coordinator from Admin to Hockey Ops Committee	Dave Schmidt	Scott Brown	No	Yes
10	By Laws- Move District Representative Hockey Ops to Admin Committee	Sara Barsness	Dave Schmidt	No	Yes

11	Good and Welfare -Sponsorships Request \$735 to start a new 5013c, with secondary opinion with Mair before any established paperwork	Geoff Spah	Sheila Trymucha	No	Yes
12	Adjournment -February 2021 Board Meeting (9:12pm)	Holly Bachman	Don Ruotsinoja	No	Yes

Key Decisions Made

List the key decisions made during the meeting for documentation purposes.

#	Agenda Topic/Agenda Item	Description
1	Good and Welfare/Refund Request	Refund player with health issue for \$225
2	Committee Report/Proposed By Law Changes	Add that we have a fiscal year-end of 6/30 (section 3-Annual Financial Reporting)

Action Items Based on Meeting

List the key action items from the meeting to ensure accountability.

#	Agenda Topic/Agenda Item	Description	Assigned To	Due Date
1	Gambling Report/Identified Risks	Add liability insurance on the Gambling side	Sue/Holly	3/31/21

Supporting Documents

List the supporting documents presented during the meeting for documentation purposes.



Coon Rapids Youth Hockey Association

Profit & Loss

January 2021

	TOTAL	
	JAN 2021	JUL 2020 - JAN 2021 (YTD)
Revenue		
41000 Charitable Gambling Donation	0.00	75,000.00
42000 Registration and Player Payments	35,323.16	210,200.98
43000 Misc Donations	0.00	1,058.04
44000 Sponsorships	610.00	5,434.37
Unapplied Cash Payment Revenue	0.00	(623.00)
Total Revenue	\$35,933.16	\$291,070.39
GROSS PROFIT	\$35,933.16	\$291,070.39
Expenditures		
60000 Ice Arena Payments	0.00	67,337.50
61000 Hockey Tournament Fees	(9,580.00)	25,645.00
62000 Hockey Player Development	1,350.00	25,725.00
63000 D10 Fees	0.00	7,039.00
64000 Hockey Player Jersey/Socks	(90.00)	4,516.10
65000 Mite Skills	0.00	1,000.00
67000 Boys Tryout Expenses	0.00	6,803.23
67050 Girls Tryout Expenses	0.00	3,328.97
70050 Coach Salary	6,800.00	15,000.00
71050 Coach Reimbursement	0.00	1,139.71
72000 Hockey Player Equipment	0.00	1,118.57
74000 Advertising Expenses	0.00	525.95
75000 Office Supplies	25.65	69.81
76000 Gambling Expenses	(300.00)	(1,060.00)
77000 Bank/Credit Card Service Fees	152.13	825.97
78000 Audit Fees	0.00	375.00
79000 Software Fees (QB/NGIN)	150.00	2,462.00
80000 Collections/Bad Debt	(471.50)	18,623.52
82000 Fundraising for players	(697.50)	(682.62)
Total Expenditures	\$ (2,661.22)	\$179,792.71
NET OPERATING REVENUE	\$38,594.38	\$111,277.68
Other Expenditures		
85000 Youth PTO Camp	0.00	(1,928.23)
85200 Jr. Cardinal Camp	0.00	(1,102.66)
Total Other Expenditures	\$0.00	\$ (3,030.89)
NET OTHER REVENUE	\$0.00	\$3,030.89
NET REVENUE	\$38,594.38	\$114,308.57



Coon Rapids Youth Hockey Association

Balance Sheet
As of January 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11800 Spire Savings Account	61,074.83
11810 Spire Main Checking Account	171,180.51
Total Bank Accounts	\$232,255.34
Accounts Receivable	
11000 Accounts Receivable	3,333.01
Total Accounts Receivable	\$3,333.01
Total Current Assets	\$235,588.35
Fixed Assets	
1600 Fixed Asset Furniture	6,150.00
1610 Furniture & Fixtures	650.00
Total Fixed Assets	\$6,800.00
Other Assets	
1650 Accumulated Depreciation	(6,496.63)
Total Other Assets	\$ (6,496.63)
TOTAL ASSETS	\$235,891.72
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	281,823.49
32000 Unrestricted Net Assets	(160,090.34)
Net Revenue	114,158.57
Total Equity	\$235,891.72
TOTAL LIABILITIES AND EQUITY	\$235,891.72