

West Fargo Hockey Association Board Meeting

Board Meeting Minutes: Monday, September 17, 2018

6:00 PM West Fargo Sports Arena, West Fargo, ND

Board Members:

Present: Anthony Houkom, Brad Saville, Brent Kuehne, David Chapman, Drew Likness, Eric Nelson, Jessi Kuhn, Joel Honeyman, Josh Benson, Rob Otterson, Ryan Endres, Shana Wilson, Corey Moos

Absent: None

Quorum present? Yes

Others Present:

Hockey Director: Jason Gregoire

Gaming Manager: Jason Campbell

NDAHA Southeast District Director: Bob Bye

NDAHA President: Greg Evenson

Other: Kristen Cigelske

PROCEEDINGS:

· **Meeting called to order** at 6:00 p.m. by President, Jessi Kuhn.

· **Minutes Approved** Motion made by Ryan Endres to approve the August 20, 2018 minutes. Seconded by Brent Kuehne. Approved by all and passed without dissent.

President's Report

Jessi Kuhn

NDAHA Affiliate Review

Guests, Bob Bye, SE District Director for NDAHA, and Greg Evenson, NDAHA President, attended the meeting at the request of the board to clarify affiliate review questions and determine next steps. Kuhn, Joel Honeyman, Drew Likness and Jason Gregoire met with Bye and Evenson the prior evening to understand current status and next steps that NDAHA would request. Kuhn stated a brief written update was provided to Bye and Evenson regarding the actions that West Fargo Hockey Association has taken to remedy the Affiliate Review applied in January of 2018. Bye and Evenson requested additional detail within the document prior to submission to NDAHA. Once the WFHA board has finalized the letter, Kuhn will forward onto Bye who will present a progress report to the NDAHA board. Honeyman requested a response from NDAHA regarding WFHA progress and what additional steps need to be taken concerning the audit once they had received and reviewed the formal response letter.

Bye and Evenson clarified that WFHA does have an affiliate agreement with NDAHA-- whose sole responsibility is to USA Hockey as an affiliate is to govern their own affiliates. It is their fiduciary duty to ensure each affiliate is acting in best interest of their USA Hockey membership. There was general conversation by the board members that we want to take the necessary actions to comply with the affiliate review and move beyond this—additionally, an appreciation for Bye and Evenson to come in and provide their input and guidance.

Motion made by Drew Likness that upon board approval an updated letter is forwarded to Bob Bye and NDAHA pending any final changes made via email. Seconded by Endres. Approved by all and passed without dissent.

Waivers

Kuhn reviewed 17 NDAHA Player Transfer/Waiver Forms that have been submitted for the 2018-2019 season. These are players who live in the West Fargo school district but would like to play hockey for another organization in accordance with the NDAHA player transfer and waiver rules. Motion was made by Endres to approve all 17 waivers for the 2018-2019 season. Seconded by Chapman. Approved by all and passed without dissent.

Kuhn also presented inquiry on waivers for players who attend Trinity Elementary School, a parochial school in the West Fargo School District. Trinity Elementary students would play for the Fargo Angels at the squirt level, but as the Angels do not provide hockey for termites and mites, the players should play within their respective school boundary lines until that time. Bye stated that North Dakota operates as a community-based hockey league, where ideally every kid in the same classroom plays for the same team. Kuhn said the WFHA board decided last year that players who attended this school and were termites or mites should stay in WFHA until they were Squirts, where they would then be released to the Fargo Angels Association. The board agreed unanimously that any player at any level must submit a waiver if they wish to transfer to another hockey program for this season, including Trinity Elementary Students regardless of prior WFHA stand on the topic.

Bye agreed that the registrars of all three associations (Fargo Freeze, West Fargo Stampede, Fargo Angels) should meet to discuss their waivers and ensure they are all on the same page. He agreed to set up a meeting between the registrars of those three associations.

Scholarships

Kuhn and Chapman reviewed scholarship applications from nine players in six families. Their recommendation was 5 partial scholarships and 4 full. Guidelines for their decision was the player's enrollment in the Free & Reduced Lunch program within the State of North Dakota. Applicants who qualify for free lunch received a full scholarship and those qualifying for reduced lunch received partial. Motion made by Endres to approve, seconded by Likeness. Approved by all and passed without dissent.

Kuhn clarified that further clarification in Policy & Procedures will occur to ensure members are aware of this process and guidelines.

Back to School Night

Kuhn initiated a request for approval from the West Fargo Public Schools a few days prior to the "Back to School Night" in West Fargo. She had hoped to grant approval for the WFHA to have a table during the event. With the short timeframe, it was decided to pursue this for the 2019-2020 season and ensure all schools are covered within our area successfully.

Executive Vice President's Update	Joel Honeyman
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Honeyman updated the board on the first Executive Committee meeting that took place on Thursday, September 6. The purpose of the Executive Committee was not to make decisions but rather to make sure we are focusing on the right things as an association and to bring direction back to the board. The Executive Committee felt it was best that for this season we focus on the short-term and doing the

everyday items well such as registration, team management, coaching, etc. We do have the member survey data to review and create a long-term strategic plan, but our focus needs to be on doing hockey well.

Financial Report

Josh Benson

August Financials

Benson emailed board members the August 2018 Financials and Advertising Receivable Aging Summary on September 13. He provided a few items of clarification:

- M&J 30th Anniversary Bingo event income was included with regular bingo numbers for August. Although funds for that event were higher, overall bingo for the month was down in comparison.
- Brewtus Brickhouse Gaming "Other Income" was actually the Elk Raffle funds. A separate line item will be created to keep those funds tracked separately.

Accounting Service Transfer

Benson & Anthony Houkom met with Brent Drovdal, owner of Taxmax that has acquired Thomas Elliott & Associates. Benson and Houkom gave notice that WFHA will be moving our accounting services to Fiebiger, Swanson, West & Co. Drovdal will cooperate in moving the service over but Benson clarified that payroll will likely remain with Thomas Elliott/Taxman until the end of the year in order to have one service filing the employee W2 forms.

2017 Late Tax Filing

Benson stated they are still working diligently on our late tax filing and potential penalties caused by prepared taxes not being signed by the accountant prior to being sent into the IRS.

Office Manager

Office Manager position was posted and we have received 40-45 resumes at this point. Gregoire will review all first applications and present the hiring committee with recommendations. At that point, callbacks will be done with both first and second interviews to be completed prior to bringing to the board for approval.

Hockey Operations Committee Report

Ryan Endres

Apparel: Orders & Director Responsibility

Recent member inquiry into the process to order warm-ups presented occasion to clarify current process with apparel within the board and our partners, Scheels & Play It Again Sports. Endres confirmed that previously Play It Again Sports agreed to allow Scheels to do the pre-order of warm-ups and they would carry product in-house during the season. Gregoire and Wilson had also recently worked with Play It Again Sports to create presale of new Stampede apparel in addition to separate lines for season sales. As Director of Equipment & Facilities, Brent Kuehne would have the responsibility to manage and will set up a meeting with Endres and Gregoire to clarify current process and ensure communication to our members is clear and accurate.

NDAHA Fall Meeting

Gregoire and Kuhn attended the NDAHA Fall Meeting the weekend of September 14-16 in Bismarck. They attended Girls scheduling and meetings on Friday, as well as Youth scheduling, meetings, and registrar meeting on Saturday. With most of the games scheduled, on-the-road swings can be finalized and scheduling for the 2018-2019 season is underway.

Hockey Directors Conference

Gregoire attended the Hockey Director Conference in Plymouth, MN the weekend of September 7-9. The conference provided content on hockey director roles, coaching and had some great technology options.

Coaching

Gregoire obtained a one-year trial of Hockey Agility Systems, a program Gregoire hopes to utilize within the Termite and Mite coaches who previously felt coordination and communication of coaching plans needed improvement. If the coaching staff finds this beneficial, continued use past one year would be minimal expense and would be presented to the board for approval.

Equipment

Additional practice jerseys, helmet stickers, and socks have been ordered through Play It Again Sports. Gregoire indicated a company in the community was willing to cover the cost of the helmet stickers for the association.

Intro to Hockey

Currently 75 players have signed up for Intro to Hockey, taking place the first two weeks in October at Vets Arena. WFHA has about 10-15 sets of One Goal gear already, with 50 additional sets coming from NDAHA. Registration was previously closed due to lack of One Goal gear, but Kuhn recommended opening the session again with the note that the equipment program is sold out for this year. Gregoire agreed to reopen registration and make the adjustment.

Membership & Recruitment**Dave Chapman**

Chapman has drafted his committee needs and sent over to communications. Once committees have been formed, he will pull his groups together.

Tournaments Update**Corey Moos**

With WFHA pending final approval from NDAHA on the tournaments hosted, Moos and his committees have been on-hold for the time being. Endres felt that as most tournaments are posted in April before the start of the season, we should focus on the two state tournaments and pass on hosting additional tournaments this year. Gregoire felt he would still like to host a mite tournament to which Evenson felt there would be no concern.

Kuhn shared that the Southeast District agreed to host the bantam bronze tournament this year, and the Angels would like to host the tournament with the support of the West Fargo Stampede. The Angels are taking this back to their board for approval before any further steps are taken.

The board agreed that three state tournaments (Peewee A & B1, Bantam Bronze) and the Mite tournament would be a total of 4 tournaments for this season, which would be our best interest to do well and expand on more tournaments in the 2019-2020 season.

Compliance & Safe Sport Update

Brad Saville

Locker Room & Arena Signs

Saville inquired about posting locker room policy/rules in or around the locker rooms in Vets 1 and Vets 2. Board felt the signs would not achieve the desired goal, so no signs would need to be obtained.

NDAHA Signs are on the walls in both Vets 1 and 2, but they are in poor condition and difficult to read. Saville had reached out to NDAHA compliance and they would be happy to send us new signs.

Compliance Policy & Procedures Manual

Saville will review prior Compliance Policies & Procedures for updates and present it at a future meeting for the board to approve.

Status Inquiry: Concussion Policy

Saville inquired with Kuhn on the status of the Concussion Policy that Kuhn was preparing. Kuhn indicated this has not yet been completed but she would complete it and get it to Saville for review and board approval.

Background Checks & SafeSport for Volunteer

All board members must complete their background checks and complete the Safe Sport for Volunteers within the next 30 days and send confirmation to Saville. Kuhn recommended that the personal information on the Background Check match exactly your Safe Sport to prevent issues with validation.

Impartial Committee

Kuhn notified Saville that the NDAHA suggested a few changes be made within our compliance policy to ensure that we have an impartial committee as USA Hockey indicates this committee cannot be run by a board member, nor have a board member on it. Bye wants to meet with Saville and Gregoire on this topic within the next few weeks to ensure we are implementing this correctly. Saville will reach out to Bye to schedule a time to work through the adjustments.

Fund Raising & Gaming

Eric Nelson

Gun Raffle

Nelson reported the Gun Raffle Banquet will be held this Friday, September 21 at the Hartl Building at the Red River Valley Fairgrounds. Details of bar, food, and facilities have been finalized. During the drawing, there will also be games of chance including boards and prize drawings. Volunteers were obtained by the DIBs posting and those individuals have been communicated to. All raffle tickets should be turned in by this Wednesday and tickets will continue to be sold at area merchants and at the hockey office during the week, and until the drawing at the banquet. Tickets will also be available for purchase at the event.

Ticket sales have been coming in but still too early to tell where our final numbers will be. Turn-in will be offered both Tuesday and Wednesday of this week at Vets 1 lobby. Nelson confirmed that even if raffle tickets are not returned, the state will require WFHA to pay gaming taxes. All tickets must be turned in regardless of whether they are sold or not. Nelson estimates that the discount program did drive sales with many families selling multiple books who never had one prior. Nelson will work with Chapman after the raffle to post a credit to the accounts of the members who sold 5 or more books and qualified for the discount program.

Communications & Marketing	Rob Otterson
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Gun Raffle Ad

Otterson posted an ad in 82 small town newspapers which has driven volume to the WFHA office and has been going well. He also boosted advertising on Facebook advertising which has helped as well. As for the gun raffle event, Otterson will push out marketing prior to the event to get people to attend. Nelson realized that the Gun Raffle is during Junk Market, which also occurs at the RRVF and is hoping for some overflow from their event.

Board Requested Communication

Otterson has been working on the “newsletter” that members overwhelmingly requested in the survey responses. Rather than a standard newsletter, Otterson will create electronic communication that goes out to the membership on a recurring basis. Much of the communication will be well-timed for the start of the season.

Overall Engagement

Membership on Facebook is up almost 10% from last year at this time. Otterson reports that we have had more people reading our information over then summer than at any point in the season last year. Otterson feels this is a positive change to benefit what our members requested.

Facilities & Equipment	Brent Kuehne
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Arena Branding/Logo Initiative

Kuehne indicated the marketing package out with the Business Development Group.

Dasher Board Collections

Dasher boards committee will start collections soon.

West Fargo Sports Arena

Kuehne is awaiting numbers from Gregoire regarding ice time needs at WFSA in order to get contract negotiations started, knowing we will be using space in that arena for the season.

Veterans Memorial Arena

Due to a project not being completed on-time at Vets arena, certain events planned for West Fargo hockey were delayed and/or moved to the Sports Arena. Kuehne is awaiting further discussions to determine how this may have impacted our budget and hours planned for the year at that arena.

Kuehne originally planned to have the stampede logo at center ice in both Vets 1 and 2, but with the printer of the image needing more time, we will be putting the logo in Vets 1 only for 2018-2019 and will plan further ahead for the 2019 and beyond with this printer.

Hockey Director Office Changes

Kuehne is working on moving furniture into the Vets 1 Hockey Office, where the Hockey Director and Office Manager will share space with Jamie Olson, Facility Manager for West Fargo Parks. The move should be completed by the end of this week.

OLD BUSINESS

WFHA Handbook Update

Brad Saville

Motion made by Brad Saville to approve 2018-2019 handbook, seconded by Likness. Approved by all and passed without dissent.

NEW BUSINESS

Board Representation Change Request

At the August 20, 2018 board meeting, guest Troy Miller, Co-Head Coach of the West Fargo Packers hockey team, requested the board consider a change in the composition of the board to balance representation from West Fargo Packers, West Fargo United and Sheyenne Mustangs with (for example) 4 representatives from each area and one president.

Kuhn brought this matter to the board for discussion. Honeyman felt Miller was asking for a fair and equal process for equal representation based on where the player lived, allowing the same opportunity for all players. Kuhn reiterated the prior discussions had during the bylaw process and felt that segregation was not the goal of our association as we are one. Bye and Evenson felt the board and bylaw committee provided equal opportunity to all members as positions were open to the entire organization. Saville also clarified that a major driver of the new bylaws was to have a committee-driven association with no restrictions on who could take part in committees. Likness recommended that with WFHA currently under review from the NDAHA, no changes should be made with the by-laws regarding this topic until after this review period is completed. If changes are made, it should be in conjunction with NDAHA's oversight. No formal action was taken by the board, but Kuhn & Honeyman agreed to communicate to Miller's request in writing.

OTHER BUSINESS

Committees

Wilson indicated that our delay in asking for committee members has given the perception that these committees are secret, closed or friends of board members only. An update from all directors who are in need of committees was provided. Confirmation was received from Otterson that he will post these open committee positions in an upcoming communication. Kuhn also asked that all committees are reported with committee name, members, goal of each committee and have directors report on their committee action. Wilson will inquire with all board members for this information before the next board meeting to be shared with our membership as well as for DIBs tracking.

· **Adjourn:** 8:56 p.m. Motion made by Benson. Motion seconded by Endres. Approved by all and passed without dissent.

Board of Directors

Jessi Kuhn, President

Drew Likness, Past President

Joel Honeyman, Executive Vice President

Josh Benson, Treasurer

Shana Wilson, Secretary

Ryan Endres, Director of Hockey Operations

Corey Moos, Director of Tournaments

Brad Saville, Director of Compliance & Safe Sport

David Chapman, Director of Membership & Recruitment

Anthony Houkom, Director of Business Operations

Brent Kuehne, Director of Facilities & Equipment

Rob Otterson, Director of Communications & Marketing

Eric Nelson, Director of Fund Raising & Gaming

Upcoming Board Meetings: Oct 15, Nov 19, Dec 17