

DYHA BOARD MEETING MINUTES
TUESDAY, OCTOBER 12, 2010
6:00 P.M.
Mystique Community Ice Center

1. Call to Order by Brian Rieckens

Current Board Members Present:

Mike Belmont, Erin Coates, Eric Ellingboe, Shawn Kelly, Ben Kluesner, Brian Rieckens, Jim Riley, Marilyn Snyder, Duane Tucker, Dave Zillig, and Lisa Thormann.

Excused: John Tigges

Board Members Not Present and Not Approved: none

2. Motion to approve the September minutes by Lisa Thormann, seconded by Duane Tucker, and carried.

(with changes to the High School, item D, Lisa will email to me.)

3. Treasurer's Report:

Dawn Savary went back to start the books from where she left off in May. Sam Hancock input everything into the accounting software, but Dawn wasn't able to open it. Sam gave Dawn August and July but it was not updated with the correct bank balances. July was approved from the report Sam turned in that month. We can approve all the amended ones.

May: AR-Mite 2 was cleared out. Bantam is still waiting. Golf outing money was starting to come in. Under Expenses, the board dinner costs, Midwest League meeting expenses was under budget. Motion to approve by Dave Zillig, seconded by Ben Kluesner.

June: PO box fee was paid. Motion to approve, Dave Zillig, seconded by Duane Tucker.

July: NSF of \$60, it could have been for the golf outing. Income statement: golf outing \$7,740 has been deposited. Donation for the Saints made \$832.31 from the tryout game at Five Flags in June. 3 invoices for Advance Trophy were for name tags and plaques. Motion to approve by Ben Kluesner, seconded by Duane Tucker, and carried.

August: Golf outing income, registration starting to hit-\$4,425 for registration. Expenses: fundraiser cards \$812 for the cards. Coaches: for paying some for the clinics and some water for the clinic. Website fee \$780. Mike Belmont signed the contract for the website. Accounting: \$681.89 (\$500 for the yearly taxes and \$181.89 for the software for PeachTree). Midwest Travel expenses were \$421.36 for meeting in Des Moines. Motion to approve by Ben Kluesner, seconded by Jim Riley, motion carried.

September: Money from the fundraiser cards is hitting the accounts. Mike said the Ice

Center is requesting DYHA to pay in a timely manner. Bantam travel team was balanced out in September. There is still \$65 on the Bantam account due to a late billing error. The amount was written off, due to the accounting error. Income: registration payments \$28,278.12 in August, \$100 fundraiser credited back to Sam Hancock. House sponsor \$800, the Fossils donated \$50 for Ted Scherr. Expense \$152 was to reimburse coaches for USA Hockey. \$3,831.62 to Lacoma, supplies for \$39.02. Sponsorship reimbursement, \$642 was written out to two sponsorships that were approved. The sponsorship 2 families, are set up on a payment plan. We need to make sure they are paying us. Westwood bill \$365 for pucks, \$759 for advertising for the Telegraph Herald which includes \$11.35 finance charge. \$75 for professional fees for Kirchner, \$122.90 board expenses for the checks to go with the software, \$65 for misc. from Bantams, \$104.95 to pay Andy from Westwood for gas. Motion to approve, Duane Tucker, seconded by Lisa Thormann, motion carried.

Golf outing: Dawn is not sure what has been paid for from the Golf Outing, she can tell you what lump sums were sent to the bank, but is not able to see who paid and for what they were paying on. Erin Coates said she could let Dawn know what all payments were for. We need to know what we still need to collect. There are still people who need to be billed for auction items. Credit cards have been processed. Ben Kluesner turned in a bill for the shelving, and is requesting payment for the highlighted amount.

Registration payments: It would be too much to split the fundraiser fees. Split it at the end of the season, instead of doing it individually. Take the difference and put it in the bank fees expense. Failed payments for 4 people, Dawn could hit make a payment again and 2 out of the 4 were able to be processed and paid. Check once a week, make sure they are not scholarship people. There should be a contact for scholarship family. Do we let them on the ice? They are House only players.

Accounting software: Dawn said she is having trouble getting it downloaded on her computer. We have an external hard drive, you can store information on it but the software has to be on the computer. I would recommend a lap top for the Treasurer. Total spent is \$181.89, \$122 for checks, support from Kenny \$265=\$569.79 for the software. In the long run, it could be set up on the computer. Erin agreed-it would be a good investment to have a laptop.

Rental forms: Updated the binder for forms.

Bills are up to date from last week. Gambling has not been paid for the last two quarters.

Keys for the equipment room were discussed. It was brought up to keep some sort of log system to know who has keys to the room. The number of keys was discussed.

Fencing should be up this week sometime.

4. Old Business

A. Girl's Team: none

- B. ADM: none
- C. High School: none

5. Committee Reports (Include Checklists)

- A. Apparel/Merchandise: Dave ordered some items for apparel. He will have it for sale tomorrow night. The jersey's were ordered for Thumsters. House sponsors were discussed. Do we use them until we replace them? Mike suggested maybe we could call them. They could renew the sponsorship for \$100 for a year. Ben might be the one to contact these people. Dave will talk to Brian, and Jim will contact Allied Waste.
- B. Bylaws: Brian said we made all the changes, and we have to give them 30 days notice for the membership to approve.
- C. Coaching/Evaluations: Jim will send out an email for the list. Approve Duane Tucker and Zack Schwartz (asst coach for Bantams) as coaches, motion to approve by Jim Riley, seconded by Ben Kluesner, motion carried. USA Hockey has the info for coaching levels of certification.
- D. Equipment/Rental Program: Ben said the new helmets are in. Shawn is getting the fencing, only 3 keys out for this room, until the fencing. We have all kinds of jerseys for the Teen League.
- E. Fundraising: nothing
- F. Golf Outing: nothing
- G. House League: Erin asked about Jerseys for teen league. Which committee does it fall under to check skaters if they are on the registration list? Dave said he thinks it is a head coach thing. Duane said it may be a question for the website guys. Can we have access to the registered people versus the financial information?
Duane brought up a situation where someone registered for hockey after they made a travel team. Lisa said they would have to be registered for USA Hockey. Ben suggested maybe you should pay for trying out. Duane said the issue is the kid wasn't registered until after the kid made the first travel team. Duane suggested when you register you pay some for travel at PeeWee or Bantam level. Mike said you should be registered to try out.
- H. Ice/Referee Schedules: Next ice schedule is not finished yet.
- I. Website: Duane said registration wise we are going to fix things: adult leagues on line, digital signature for forms, along with a list of other items. 208 people registered on the website. Oct. 15 the registration will be closed. The link will be closed and taken off the webpage. Mike asked if it would be good to have the Fossils have a page on our website?
- J. Pictures/Awards: Nothing
- K. Public Relations/Promotions: Nothing
- L. Registration: See above.
- M. Scholarships: Lisa has 3 that she will send to Brian.
- N. Travel Team: Brian said the policy was approved and is on the website now. Dave asked if we need to add something about registering? Erin asked if they have

enough for 2 teams at Squirts? Lisa said it isn't out yet. Duane said we made a note in the Travel Team policy to not share information about kids making the team, and that happen this year again. Erin said it is a policy for travel team coaches to inform the parents.

6. New Business

- A. Honkamp Krueger: Jay Harris and Creed Waelchli, made a presentation. Jay handed out a letter based on fact finding they have done and things that Dawn has done. Page 5 is the nuts and bolts of the letter. Dawn was preparing the monthly financial statement, we would compile the data, and still have someone get them the detail. Doing bank reconciliation, doing it each month, depending on if the checks are written by someone here, compare deposits internally, includes the sales tax, quarterly, apparel sales and gambling tax. Combine with the High School. If someone gets us the information, we can have it put together from there. Go over the financials with the treasurer, whoever that might be. Page 5: prices for accounting services, \$200 per month, not to exceed 1,000 per month, with accounts payable a flat rate of \$115. Using an average of 15 checks per month, the time it took and the re-evaluate. The check stock could be provided by us, digital signature then Honkamp could run it through for us, picked up by us or they could mail for us as well. Ben said he thought the accounts payable would fit for us. The treasurer could gather all the information, and set up a pay out chart. Dawn said it would be different each month. It would be helpful with the referees. Jim Riley asked about 1099 or W9, does that apply for us? Jay said he didn't think so. Jim asked about bonding the treasurer and president, insurance to cover the board from HKS financial. Is there anything else we should be doing and make sure we are in good shape? Jay said he could look at compliance. Ben asked if there would be the same person to handle questions from the treasurer? Jay said yes it would be the same person for all questions. Computer log in could be set up to see what they are doing. We could have it available on the computer at a meeting. Erin asked if a stop payment on a check would be available. The answer is yes. Cost increase this year? Jim asked about a contract to reduce payment? Jay will check. Mike asked about research questions, does that get billed out separately? Jay said if it is a significant amount of time, we will tell you up front, if it will be a large amount of time. Erin asked about out of pocket costs or relevant computer costs? Jay said that part of the accounts payable is to write checks. Computer charges would be if someone sends us a file that has to be re-worked or something like that. Mike asked about what software? Jay said Quickbooks, not sure of Peachtree. The board thanked them for coming.

Jim brought up the question about paying a treasurer? It could be a hired position, not a volunteer/elected person. Dawn said the big part is the reports. If I still have to give Honkamp the information does it save me any time? Jim said if duplicating things it doesn't save any time. Would that help? Dawn said yes it would help but not sure if it is worth \$300/month. Maybe better off paying someone to do it. Jim talked about red flag question, and privacy questions. We should have people bonded and protect ourselves. Mike said he has some quotes.

Duane said to do more stuff electronically is better than paperwork. Dawn is trying to work with Peachtree. Brian said there is no software to purchase with working with Honkamp. Duane said Honkamp has a portal and you log on their site. Mike asked if they are able to code these bills? Jim said the set up fee is part of that, to code the bills correctly. They are expensive. Red flag rules are about privacy issues. If it did apply to us, you have to have certain information put in certain places, and certain people to see how much information. Jim recommend having Honkamp come back and ask questions. I think we could cut the fees down. I was going to propose paying \$2,500 for a treasurer for a year. I would propose someone to do it. I don't think an accountant would do it for that money? Erin asked if we need to get more quotes for this service? Jim said he thinks we should have them give us another proposal. Dave suggested a hybrid and have them do some things and we do some things. Dawn made a list of what she did just recently. Mike asked about paid treasurers for other organizations? Jim said they are getting paid more. Jim is willing to work with Dawn and Mike to figure out something for them to quote us as a hybrid. Motion to get a second bid and table the current quote and have a mini committee with Jim, Dawn and Mike, by Jim Riley and seconded by Ben Kluesner, motion carried.

- B. Sponsorship: A question for naming rights at the Arena was brought up. It is a challenge for the rink. Inventory list of advertising recognition opportunities. Mike did talk to Mike Strela and is willing to come up with a 15 second commercial for us to say via the announcer at the games and online. Jim asked about a DYHA banner? Erin suggested a logo on the yellow wall? Bob Woodward said the Saints can sell everything beyond the conference room. Erin asked if there is somewhere we can have recognition for DYHA? Mike said if we are on air at Saints game we could grow from there. Erin said it is about rink pride. Mike said there will be space. Discussion of the Saints sponsorship. Lisa said we had money set aside and we put it towards the ice rink. If there is a spot we would like one. Erin asked about putting flyers on the counter? Mike said yes.
8. Recap
9. Next Board Meeting - Tuesday, November 9, 2010, 6:00 pm at the rink.
10. Adjournment: By motion duly made by Lisa Thormann and seconded by Ben Kluesner, the meeting was adjourned.

*****Addition to the Minutes for the month of October:**

- Erin Coates resigned her board position via email on 10/21/10. Joe Coombs had the next highest votes and he will be joining the board effective immediately.
- The vote passed via email to have Dawn Savary rejoin the board as Treasurer. This will be a paid position on a monthly basis. This is effective immediately, via email dated 10/21/10.