Park Rapids Amateur Hockey Association

Board Meeting Agenda

Date: 2.27.17

1. Call to Order: By: Brent S Time: 6:00pm
2. Agenda Approval-Norita/Brent S/passed
3. Minutes Approval- Brent H/Nancy/passed
4. Old Business
   1. Policy book revisions

-Determined current policy book needs language revisions. To be reviewed and revised at a later date.

* 1. Safe sport

-Need a better system to communicate individuals that have obtained safe sport and passed background check. Registrar needs to be notified when they are completed. Team manager has information on who is approved as they will be on the team roster. Managers need more education on this subject.

-Ideas for improvement: Have someone responsible for ensuring timely completion in addition to the registrar (possible ACE coordinator), beginning of December have HDC/coaches meet with Registrar to allow for more time for those that need to complete.

* 1. Locker room policy

-Locker room attendants must have safe sport and background check completed prior to assisting. Manager is responsible for assigning locker room attendants and ensuring these are completed.

-Suggestions: Locker room to be locked until attendant/coach is available to monitor. Locker room door to be locked while players are dressing.

* 1. Grievance policy

-Concern with multiple parents regarding grievances not being acknowledged.

-Plan for improvement: Having more parent meetings to allow for better communication. Simplify grievance procedure (Grievance form completed and placed in lock box, form brought to the Board- if conflict with board member they will step out during discussion, Assign members to conduct grievance meeting). Grievance has to be in writing. Nancy to update language and add signature lines to form.

* 1. Trophy case

-Leeseberg Cabinets estimate at $2218.00. He will donate $600.00 if a sign is placed stating who provided the work. Motion to approve: Norita/ Brent H/passed.

1. New Business
   1. Raffle tickets/prizes/businesses/silent auction donations

-Silent auction estimated at $3100.00, spaghetti dinner estimated at $588.00 paid at the door and $4224.00 from families

-Still need to pay for “supplies”

-Ideas for next year: Bring more raffle ticket books to business to assist with selling. More prizes (smaller items) for raffle. Prizes need to be paid for prior to the event.

* 1. Raise for Garrett Jensen

-Garrett to receive pay increase to $15.00/hr to start effective February 15th, 2017. Motion to approve: Brent H/Norita/passed

* 1. Remove Ed Moren from website as rink manager/scheduler ASAP

-Norita working on this

* 1. New rink manager

-Introduced Josh Jopp. He is interested in rink manager/scheduling. He will be working with Garrett through the end of the season. Approve as rink manager at next meeting. Pay rate to start at $11.00/hr. Motion to approve: Brent H/Norita/passed.

* 1. Invoice for medals for mites/mini mites

-Had been approved through email. Brent Swanson asked to not have invoice paid yet as he had a few questions.

* 1. Volunteer language change as outlined by Minnesota Hockey

-Continue to work on language changes, language to not imply a rate

-Rostered coaches to continue to be exempt from volunteer hours.

* 1. Registration fees

-Raising registration fees by $100.00 across the board for squirts and above with early bird discount of $100.00. Early registration dates from March 1st with deadline of Sept 15th. Motion to approve: Norita/Brent H/passed

-Basic fees to remain the same, one pair of game socks included in the registration fee

-Family cap to stay at $700.00, continue with 1st year discount

-Volunteer hour buy-out fee increased from $300.00 to $400.00. Motion to approve: Brent H/Norita/passed

-Scholarship language to stay the same

-Everyone is required to participate in fundraising.

-Registration to include selections for girl’s 10u/12u to better assist with team coordination

* 1. Rink cleaning update

-Shutting down compressors on March 9th. Garrett to confirm with Brad Smith if able to assist with ice out and will let Nancy know.

-Date tentatively set for March 18th depending on when the ice will be out. Cleaning list is available. Shaun to communicate with managers to alert parents of cleaning date for those that still need volunteer hours.

-Organizing equipment room is a need. Discussion on possibly designating people to assist with equipment handout especially during rink rats and try hockey for free days for next year.

* 1. Equipment/Jersey return dates

-Policy states March 31st deadline to return equipment and jerseys. Shaun to alert managers to communicate this to parents or they will receive an invoice.

* 1. Mighty Duck Grant

-Brent S to communicate to Blake to report the status of this.

-Round up grant is due March 15th

-? Status of Matt Spangler grant

* 1. Rink manager

-Need to hire another rink employee. Advertising by word of mouth, Heidi to put it on the website. Alerting need to the chamber for their website.

-Garrett possibly returning next year 1-2 days per week depending on schedule, not able to confirm at this time. Mike possibly returning next year 1 day per week, not confirmed.

-Ed to assist with ice in next year

l. Leadership Conference

-Conference dates are May 5th and 6th, USA Hockey will reimburse $50

m. Concessions for Figure Skating Show

-Needing volunteers for concession stand Saturday and Sunday, Shaun to send an email to managers asking for assistance

1. Next meeting date is: 3.13.17
2. Adjournment: By: Nancy/Brent H/passed Time: 8:35pm