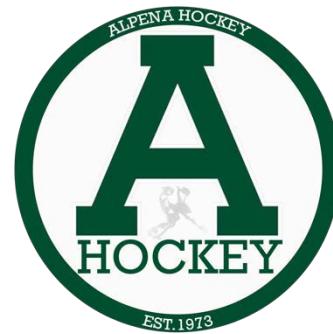


# Alpena Hockey Association Agenda

Date: August 19, 2024

Location: ACC



## 1. Call to Order:

- Order called at 7:05 pm by Jeremy Sims

## 2. Roll Call

### Voting Members

President: Jeremy Sims (2024-2027) present

Vice President: Erik Smith (2022-2025) present

Treasurer: Mari Anderson (2022-2025) present

Secretary: Ashley Repke (2023-2026) present

Directors: Matt Frantz (2024-2027) present

Andy Muth (2022-2025) present (zoom)

Phil Tulgestka (2023-2026) present (zoom)

Alecia Diemond (2024-2027) present

Kevin Lundquist (2024-2026) present

Members at Large: Kristen Wade, Rosco Smith (present), Tracy Romel, Kailey O'Brien (present), Chelsea Putkamer, Michelle McIntyre

Honorary Board Members: Bill Cook

Guests/Volunteer:

## 3. Approval/Modification of Agenda

- Motion to approve by Mari, seconded by Alecia, approved

## 4. Approval of Minutes from Previous Meeting

- Motion to approve by Mari, seconded by Erik, approved

## 5. Treasurers Report

- Bank Account Balance: \$22689.41

- Sub Account Balance:

Fundraising: \$9239.39

U6:

U8:

U10:

U12: \$3477.81

U14:

U18:

- Outstanding Bills: check out the CPA for quick books, Howies charges that aren't ours?? – Mari to check in to, also pick Blue Line club ad, mari to check in to getting AHA logo on the ice

- Outstanding Money owed to AHA: midget players who still owe money from last year. Midget kids will not get \$200 early bird this year

## 6. Old Business

- Policy, Forms, & Document Updates

Rules/Regulations – change by laws in November to include limit on guest speaking time.

- AHA needs to determine what equipment at the rink we own. Sims/Frantz

- Need to start cleaning out the storage unit! GOALIE GEAR

- Ashley to orders pinnies

- Skinner camp update Julien Laidlaw can skate up for this with his brother in 10s. Andy to email coaches an invite to help with Skinner camp

f. Youth and Rec mini grants. Grow the game??? Sims get with Tracy

**7. New Business**

- a. 24-25 Player numbers
- b. New website?
  - i. Add policies DONE
  - ii. Coaches' registration is up
  - iii. Board members have user rights
- c. Working on schedule for teams – tentatively. Jeremy to email it out
- d. GALA: This Friday!
  - If you don't have tickets, you NEED THEM.
  - Anyone willing to help?
  - Still need an auctioneer. Erik will do it!
  - Need someone to pick up fire ring at Besser on US 23 on the 22<sup>nd</sup> MUTH
  - Need 6' long tables, label alecia has one, sims, mari, phil, kailey
  - Need set up help on Thursday, any time from 11am to 8 pm.
  - Finishing set up on Friday, can start as early as 9am, will see how much we get done on Thursday
  - **TEAR DOWN ALL HANDS-ON DECK bring change of clothes**
- e. Need to have Tracy get with Garants and order raffle tickets
- f. RaiseRight monies, several players are due some off of registration this year
- g. Fundraising issues/questions with Peewee Travel. See Tracy R email Ashley to email answers, Mari to proof read
- h. Affiliate agreement has been submitted to MAHA.
  - i. Board members have been added with contact information. Phil needs to be at meeting Thursday

**8. Committee Update**

a. Fund Raising/Finance Committee:

- i. Date for Gala 2024: Friday August 23, 2024
- ii. Monthly Coaches Meeting Another Try Hockey for Free at the end of September. Andy and Phil. Flyer in Friday folders, Ashley to see if we can get it on the radio, Jess F knows how to get this info on APS facebook page
- iii. AHA Coaching Meetings once a month, start mid-September or first week in October, Sims to pull coaches contact list from last year
- iv. Adray update – Phil and Kevin to attend meeting, scheduled for next week?

b. Player / Coach Development Committee:

Coaches:

LTS –

U6 – Repkes, Montroy,

U8– Phil T, Kevin L, Muth

U10– Chris Wade, Tom Smith, Goseline, Steve Wade

U12– Joe Kerr, Dale Parris, Scott Nowicki, Alecia

U14– Sims (wade, Smith, kadrich)

U18–

**9. Division Director Updates**

IP – Ashley

U6 – Phil

U8 (mite) – Matt

U10 (squirt)– Alecia

U12 (peewee)- Kevin

14 (bantam) – Muth

JV/U18 – Erik

**10. Open Forum-**

Sims: Add late payments to the registration. It's built in to website. 21 grace period, \$50. Maybe should write a policy.

**11. Next Meeting**

- a. Sept 16, 2024 at 7pm at ACC room C104

**12. Motion to Adjourn by Ashley, second by Alecia at 8:21pm, motion approved**

**Tracy Romel**

**Thu, Aug 15, 8:37 AM (4 days ago)**

I hope this message finds you well. I have received a couple of questions from the PeeWee Travel team that I would like to seek your guidance on.

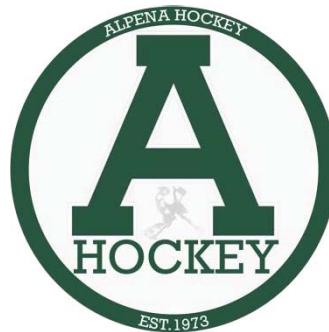
To provide some context, we recently conducted a survey with the entire team regarding fundraising efforts to help cover ice costs. 72% of the team expressed their support for fundraising.

Below are the questions that I would appreciate discussing at the upcoming meeting. Unfortunately, I will not be able to attend, as I will be volunteering at the Back to School Bash.

Thank you for your attention to this matter. Please note I am just the messenger LOL looking for some guidance with all these questions coming my way about fundraising.

**Questions from our fundraising survey:**

1. Are we allowed to get sponsors? Is there specific guidelines?
2. Can fundraising money be applied to monthly fees or would it be a check at the end of the year?
3. For those against fundraising - can they opt out of receiving fundraising money if they wish? We fully understand that all money raised goes to everyone, however if they feel strongly against fundraising are they able to decline receiving fundraising credit if they wish?



## ALPENA HOCKEY ASSOCIATION FUNDRAISING POLICY

Fundraising is an important and usually necessary activity for all hockey programs. The Alpena Hockey Association (AHA) supports team fundraising as a way to help teams meet their goals for team and player development. AHA is organized under section 501(c)(3) of the Internal Revenue Code. This section allows corporations like AHA to be tax exempt if no part of the net earnings of the organization inure to the benefit of any private shareholder or member.

All payments made from funds raised by individual teams must meet these requirements so that we can continue to maintain our exempt status. This means that all payments must promote hockey and all payments must benefit all members of the team. In order to protect members, our reputation and our tax-exempt status, the Alpena Hockey Associations Executive Board has outlined several general policies related to team fundraising.

### General Policies

- All teams must have approval from the Fundraising Chair and Executive Board prior to beginning any fundraising programs.
- All checks written for team fundraising must be made payable to Alpena Hockey Association (AHA) and deposited into the team account established by the association's treasurer.
- Expenses for reimbursement or requests for checks drawn on a team account must be submitted by the team manager.
- Requests for checks for items not specifically allowed below must also be approved by the Fundraising Chair and the Board. No checks will be written if prior approval is not received.
- Whenever possible, an AHA check should be issued for payment of team expenses directly to the supplier. An invoice or adequate supporting detail is required for payment.
- If payment is made to reimburse an individual, the team manager must make the request in writing, provide a receipt for all expenses, and submit it to the board at least one week prior to that month's board meeting. The board will not approve a check for less than \$5.
- Fundraising is a team decision. Some teams may choose not to fundraise, instead requiring that all players contribute their fair share of expenses. [2]
- Teams may not mandate that players and families participate in fundraising. There must be an option to pay a set amount instead.
- The team may set a per player fundraising goal, but it may not require a player who does not meet that goal to make up the difference. If a player exceeds the minimum goal, the excess funds must benefit the team as a whole.
- All funds raised and expenses incurred are allocated on a per player basis (not per family). If a family has two players on the same team, they will benefit from funds raised and be responsible for expenses for each player.
- Team funds not used within 30 days of the end of the season will be donated to the club. [3]
- If a team is playing in tournaments after the regular season has ended and the team manager notifies the Treasurer prior to the end of the 30 days, the time period will be extended to June 1- of that year.
- All funds raised during a fundraiser will benefit each player on the team equally, whether they were able to participate or not.
- AHA discourages excessive fundraising. The Board of Directors reserves the right to deny fundraising requests if they are deemed excessive.

# Summary of Comments on Microsoft Word - ahaapril2023

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Page: 1

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 Number: 1 Author: arepke Subject: Highlight Date: 8/20/2024 11:23:57 AM

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 Number: 2 Author: arepke Subject: Sticky Note Date: 8/20/2024 11:26:05 AM

In response to question #3: Members of a team may chose not to participate in the fundraiser, and a team manager may propose a set amount for those members to opt out of that fundraiser. Both the opt out money AND the monies raised during the fundraiser will be deposited into the teams account with AHA.

 Number: 3 Author: arepke Subject: Sticky Note Date: 8/20/2024 11:22:54 AM

Further response to question #2: AHA will not write checks back to individual players at the end of a season for leftover money. The budget for your team has been set to include all expenses for the season. If there is money leftover, the team may decide how it is used before it is forfeited to AHA: ie extra ice, team dinner, etc. The reason for this is also to discourage excessive fundraising.

 Number: 4 Author: arepke Subject: Highlight Date: 8/20/2024 11:20:36 AM

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## Alpena Hockey Association Team Fundraising Guidelines

### ***Fundraising Approval process:***

1. The team manager and or coach submits the “Request for Team Fundraising” form to the Fundraising Chair.
2. The Fundraising Chair reviews the proposal and verifies that all information is complete and the proposed fundraiser is within AHA fundraising guidelines.
3. The Fundraising Chair presents the proposal to the Executive Committee at a board meeting.
4. The Executive Committee will review the proposal and either approve, approve with changes, or deny the proposal and notify the Fundraising Chair.
5. The Fundraising Chair will notify the team contact of proposal status. If approved, the team may begin the fundraising activity. If approved with changes, the team contact must agree to all changes and submit revised proposal prior to beginning fundraising activity. If denied, the team may not engage in the fundraising activity and may submit an alternative proposal to begin the process again. If a team engages in any fundraising activity not approved, they will forfeit 100% of monies earned to the Alpena Hockey Association General Fund.
6. Monies collected should be deposited with the club treasurer in a timely manner with the appropriate club deposit form.
7. At the conclusion of the fundraising activity, the team contact will submit the “Funds Earned” report to the Fundraising Chair.
8. The Fundraising Chair will submit the report to the Club treasurer.

### ***Appropriate uses of fundraising monies include, but are not limited to:***

- Tournament registration fees
- Purchase of team practice jerseys or other equipment for use by the team (practice jerseys are allowed under the assumption that they do not last more than one season, therefore they do not benefit individuals. Equipment is allowed under the assumption that the equipment that lasts the entire season will be donated to AHA at the end of the season).
- Payments for coach’s hotel room and travel expense to participate in tournaments (for coaches that do not have a child on the team).
- When the head coach (or acting head coach) has a child on the team, the team may vote to pay for his hotel room and travel expenses. This requires approval from all team members. Payment must be made directly to the hotel by club check. No after-the-fact reimbursements will be made.
- Training expenses (including coaching or player development).
- Payment for extra practices or games not included in AHA registration fees - If additional ice time is purchased by a team. The club treasurer must be notified to make sure there are funds in the team account to cover the cost. If the treasurer is not notified, and there are insufficient funds to cover the cost, all team players will be billed equally for the additional funds needed. All scheduling of additional ice team should be undertaken through appropriate AHA Director of Scheduling and Officiating.

### ***Team funds may not be used for:***

- Individual incentive awards for players.
- Family and player travel expenses (car rental, gas), food or hotel rooms.
- Purchase of individual equipment items (Jerseys, shirts, sticks, shells, bags) AHA funds and or resources may not be used; however, funds donated by a sponsor specifically for an item of equipment may be used for that equipment, assuming that the specification is in writing. If fundraising is desired to purchase a third jersey for the team, all members of the team must be in agreement and the purpose of the fundraiser fully disclosed.
- 3 Any portion of an individual player’s registration fee for the program (including tryout fees).
- Remember all fundraising activities and programs may not begin until approved by the Fundraising Chair Person and the Executive Committee.

## Page: 2

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 Number: 1 Author: arepke Subject: Highlight Date: 8/20/2024 11:17:39 AM

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 Number: 2 Author: arepke Subject: Sticky Note Date: 8/20/2024 11:20:35 AM

In response to question #2: Team fundraising monies may NOT be used for monthly fees. All monies must go into the team account, held by AHA and not to individuals.

 Number: 3 Author: arepke Subject: Highlight Date: 8/20/2024 11:17:54 AM

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### **Types of Team Fundraising:**

- Team funds may be raised by the sale of goods or services or through sponsors (individual or corporate). Goods or services may not compete directly with any Alpena Hockey Association merchandise or current club fundraising effort. All use of the Alpena Hockey Association name, logos, and likeness must be approved prior to use and full disclosure included in approval process.
- Individual/corporate Sponsors: Sponsors donate a set amount of money to the team. In return, the sponsor is generally eligible for a tax deduction. The sponsor may specify how the money is to be spent, or the type of activity for which the money may be utilized, for example to cover a tournament entrance fee. However, not all activities or designated uses entitle the sponsor to a tax deduction. That decision, and the amount of deduction that may be claimed, if appropriate, rests with the Alpena Hockey Association Executive Committee or its designee.

#### ***In the case of individual or corporate sponsors, the following process will be used:***

- Sponsorship must be submitted for deposit within one week of receipt.
- The Team Manager notifies the Chairperson of the Fundraising Committee with the sponsor's name, address, amount and intended use.
- [2] Teams may not seek corporate sponsorships in a year congruent with an Alpena Hockey Association Gala, as to not put strain on local businesses and for the greater good of all youth hockey in Alpena. 

### **Team Fundraising Guidelines:**

- The Chairperson of the Fundraising Committee writes a letter to the sponsor on club letterhead expressing thanks for the donation and advising the sponsor of the amount that is tax-deductible.
- At a minimum, the team manager must send a thank you letter to the sponsor outlining how the team intends to use the money. A copy of the letter should be sent to the Chairperson of the Fundraising Committee.
- The team is encouraged to maintain communication with the sponsors throughout the season. Suggestions include inviting sponsors to home games or tournaments, and sending a team photo or sponsor plaque.

### **Sales of Goods or Services.**

- The team agrees to sell a product (Christmas tree ornaments, frozen pizza, bake sales, crafts, etc.) at a profit or offer a service (car wash, yard work) in exchange for a donation.

### **Questions.**

Any questions regarding AHA fundraising policy should be directed toward the Chairperson of the Fundraising Committee. All fundraising activities must be presented to the Chairperson of the Fundraising Committee for approval prior to raising any funds or sponsorship agreement.

Approved, June 26, 2024

# Page: 3

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 Number: 1 Author: arepke Subject: Sticky Note Date: 8/20/2024 11:16:58 AM

In response to question #1. No corporate sponsors may be solicited during the season where we hold a hockey gala. So the team may not approach businesses for money.

 Number: 2 Author: arepke Subject: Highlight Date: 8/20/2024 11:15:09 AM

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 Author: arepke Subject: Sticky Note Date: 8/20/2024 11:19:01 AM

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Pond				
Monday	Tuesday	Wednesday	Thursday	Friday
4:00 PM				
4:30 PM				
5:00 PM	10U Travel			
5:30 PM		12U Travel		12U Travel
6:00 PM		10U		
6:30 PM				
7:00 PM	12U		Hospital	
7:30 PM	AFSC			AFSC
8:00 PM				
8:30 PM				
9:00 PM				
9:30 PM				

Puddle						
Monday	Tuesday	Wednesday	Thursday	Friday		
4:00 PM						
4:30 PM	Midgets					
5:00 PM						
5:30 PM	10U Travel	12U Travel	LTS	Goalies/Girls	6U	LTS
6:00 PM			6U		8U	
6:30 PM						10U
7:00 PM	8U		14U		10U Travel	12U
7:30 PM			50+			
8:00 PM						14U
8:30 PM						
9:00 PM						