

Meeting Minutes

Jaguar Hockey Club Board Meeting

February 17th, 2025

The Meeting was called to Order by Secretary Melisa Kochniarczyk @ 7:03 PM

*** Roll Call** - Griff Schiele - Mark Karkoska - Eric Scott - Melisa Kochniarczyk - Colleen Krol - Sean Mikos - Melissa Reese - John Wirkus - Denise Spreeman - Kristin Dondlinger - Mike Lazarri - Elyce O'Sullivan Ryan Melling

▪ President's Address

Lauren Walsh

- o Spring 2025 Registration is up. Tryouts will be starting the week of 3/17/2025. There was an increase to cost due to ice cost increases. Our cost is inline with other programs in the area.
- o Nominations for board of directors are now open. We will take names until 1 day prior to the March meeting. Please reach out to Melisa or myself to have your name added for elections.
 - Positions up for Election
 - VP League Affairs
 - VP of Operations
 - Director of Fundraising
 - Director of Technology
 - Ice Scheduler
 - Manager of Managers

***Advisor to the Board**

* Concessions

▪ Approval of Meeting Minutes

- o January minutes - Motioned by Denise Spreeman - Second by Colleen Krol - All in Favor

▪ Treasury Report

Griff Schiele

- o Approval of Treasury Report
- o August & September have been reconciled via QuickBooks
- o Most expenses have been entered into QuickBooks
- o Working through Income, primarily Crossbar deposits, attributing incomes to the correct accounts - travel, in-house/development/ADM, Apparel, Family Participation
- o Working on establishing a working chart of accounts in QuickBooks to manage expense & income allocations. I hope to have a more defined chart of accounts to share with the board to ensure we are able to track incomes & expenses for various activities effectively.
- o Will be sending an email out to all contractors (coaches & directors) to enter W-9 and banking information into QuickBooks.
 - This will allow us to begin the process of setting up QuickBooks to make ACH payments to coaches moving forward.
- o Spring Budget Update
 - Working with Lauren, Greg & Kristin on inputs to finalize the Spring travel budget & fees. Targets for completion & approval this week.
- o Email Address Update - new email address 'jaguarhockeytreasurer@gmail.com' to be used moving forward, will send out an email to the board members so everyone has the contact information and will share login information with executive board members.
- o Invoices & some logins are still tied to Tracy's email address, which has created some challenges; as a club-managed email should alleviate these issues moving forward when the role is handed off to someone else.

- o Will be adding Zelle as a form of payment with Chase; this email will be used to ensure funds & transactions can be easily monitored.
- o Credit card usage - please notify me when larger purchases are made on a club debit card & provide a receipt/invoice for those purchases so that items are correctly allocated in QuickBooks & documents filed.
- o Crossbar Payment Processing Budgeting - please remember that any invoice for payment through Crossbar will have a payment processing fee attached, these fees need to be accounted for in the price invoiced to membership, roughly 2.5% (apparel, socks, family participation etc)
- o Final Coaching payments - checks were issued on 2/3/2025
- o NIHL Tournament - please be sure to notify me of any transactions or costs incurred that are associated with hosting the NIHL championships. I am using the event as a trial run in QuickBooks to manage the transactions through a project to generate isolated reports and financials.

▪ **Vice President of Hockey Operations** Mark Karkoska

- o I have a call with Malcolm from Pure Hockey the second week of March scheduled. We will be discussing renewing the Pure Hockey partnership for another year. Some of the topics will be online store schedules, breezers/pants shells & potential options for the girls jerseys.
- o I have completed the 2024-2025 club evaluation survey. This form has been shared with the executive board & will go out via email later this week. We would like answers completed by March 1. This is an anonymous survey, we would also ask you not to forward the survey to families outside the club as the last time we had received completed surveys from people no longer with the club with personal agendas.
- o We have 2 inbound checks coming from SquadLocker & Pure Hockey.

▪ **Vice-President of League Affairs** Eric Scott

- o NIHL
 - AHA! report - Coaches & Staff that were redlined each club registrars were sent an email, they are not allowed on the ice.
 - State contact John Dunn or Keri Zschach if having problems scheduling your state game on the site.
 - Scott Larsen will be the president of NIHL due to Bob Apter stepping down due to health issues.
 - Brackets & times are set for playoffs except for PSL & CJP
 - Reminder to have eligibility forms ready once you get to the host site (stressed)
 - Levels with Play in games, the ice & refs is split between the two clubs
 - Please report play in games scores to Ruben & the host site
 - NIHL will be monitoring Zero Tolerance violations closely during playoffs.
 - Meeting Wednesday - league is watching weather & a determination will be made
- o NWHL (Melisa Miller)
 - No Notes - in person meeting 2/18/2025
- o CUHL (Mark Karkoska/Eric Scott)
 - Playoffs start this week. The CUHL have play in games first followed by the round robin play. Jordan Mann would like to thank the Jaguars for donating their ice slots for playoff games. The CUHL prefers using Inwood for the southern located mite teams. CUHL championship games will be played out of Glacier Ice in Vernon Hills.

▪ **Secretary/Registrar** Melisa Kochniarczyk

- o All travel permits for the fall season have been created & sent to the managers.
- o Please start turning in patch information if your team is done playing - Squirts through Midgets

- o I'm still slowly retrieving passports/birth certificates from the website
- o Working on completing Job Descriptions for the board
- o Girls AHA! portal & USA portal has been created and updated

• **Development Coordinator** Colleen Krol

- o We just finished Session 3 of development this past Wednesday & Sunday. Of those 99 kids only 3 have said hockey isn't for them
- o Registration for Session 4 is currently open and classes start March 5th or 9th
- o We moved about a dozen skaters into the ADm program during mid season promotions
- o ADM numbers are at 35
- o In House is at 49

▪ **Chairman of Rules & Ethics** Sean Mikos

- o Over the past month R&E Committee has met a minimum of 5 times on various reports. The various incidents are related to on & off ice infractions. There have been multiple warnings, probations & suspensions.
- o As a reminder parents are to follow establishments' alcohol rules. Inwood has a no alcohol policy & should be limited to the designated areas. Anyone consuming alcohol in areas that are not designated will be asked to leave the area and/or dispose of alcohol. Individuals failing to do so will be disciplined in accordance with policies.

▪ **Director of Fundraising** Melissa Reese

- o Fantasy Hockey is going well, we have had a few winners from the Jaguars. Fantasy Hockey is on a two week break as the NHL is on a 2 week break. The Program will resume February 24th. Winners from past weeks have been shared with Denise & Ryan to be distributed to the club.
- o Banner renewals & new requests have closed as of February 1st. I will extend this deadline to March 1st as I feel families are not aware of the program changes. I will have an email sent out to the club soon with fundraising information.
- o Fun Pasta started Feb 1st and will end Feb 22. The participation in this fundraiser has greatly improved from last year. We have 13 out of 28 families signed up selling items totaling 264 items
- o I am setting up a Milwaukee Pretzel Company fundraiser for the end of March after Spring Tryouts. We will be selling Bavarian Soft Pretzels with 50% profit of sales. More details to follow
- o I am also talking with Perfect Pastries Fundraising out of Roanoke IL. They offer many fundraising options from pastries, candy bars, candles, popcorn & Fannie May candies.

o **Concessions** John Wirkus/Melissa Reese

- We have been utilizing Connecteam to manage volunteers, events and hours. The app seems to be accepted by many & they see the positives of using it. We currently have 86 people signed into the app. We released events for Seat Geek for volunteers to sign up from February to November with the exception of Summer Smash & North Coast as we don't have details yet. We are happy to report that all events were filled within 15 minutes of posting, we only have 4 slots open for November 2nd. The other 17 events posted are full at this time. We did have an event cancelled for SeatGeek on Feb 23 as they are not using volunteers for this event, we did have 5 volunteers signed up. Families have been signing contracts and submitting them. Families have been notified in January if their Basset certs need to be renewed due to being expired already or if they will expire in 2025. We are also scheduled to attend a mandatory informational meeting for the In-house to Travel families. The meeting is March 7th at 6 PM. Concession coordinators & fundraising director will be attending

- We have a call set up with Joliet Slammers for possible events there as well.

- **Director of Marketing** John Wirkus
 - o Helped get the logo right for the girls, the next step is to get information out further about it. I think maybe after the season is done we should look into trying to get some local radio stations. As well as maybe a separate ad or updated ad in the park district book. Will also have to get banners etc going as renovations in the Inwood lobby complete. We will update space over the office and front door.
- **Director of Technology and Communication** Denise Spreeman
 - o Managers are doing a great job of sending in pics - keep them coming
- **Ice Scheduler** Kristin Dondlinger
 - o As of yesterday, all regular season league play has come to an end
 - o The practice schedule is currently on Crossbar though 2/21. Next week's practices will be posted by the end of this week as well. There are many moving parts as teams either advance or fall out of the running for playoffs/state.
 - o Teams whose season has come to an end will likely still see at least one practice per week. Priority for practice slots go to teams still in the funning or with scheduled tournaments, but we do have to cover all of our contracted ice so no teams are officially done yet. At this time of year, things can & will change but I will give teams as much notice as possible.
 - o Mangers, please make sure you continue updating me along the way though your playoff push - whether you advance or finish
 - o Spring evaluations will be the week of 3/17 - 3/21 - we will take the week of 3/24 - 3/30 off for a "Spring Break" & start practices that following week,
 - o There will be level skates that will run over the weeks of March 3rd & March 10th prior to eval week. Those dates and times are not yet finalized but should be coming soon. The first week overlaps with PSL & Midget CJP team practices that will be needed for those who advance to the Championship game on 3/9, so I'm still trying to work out the kinks with that.
 - o Spring Season will be a league-based on a local level. The current plan is to have 2 touches / week, with skills happening every other week as one of those touches. There will be 6 games (3 home & 3 away)
 - o Summer planning discussions are underway. More info to come on that.
 - o I want to take one more opportunity in front of the board to thank the managers for all of their hard work this season. As a group, they were top notch & great to work with. Communication was more than I could have hoped for & that was maintained throughout the season, so thank you & I truly appreciate it. Thanks also to Ryan Melling for his leadership with the managers group & keeping everything rolling while also sometimes putting out fires for me along the way.
- **Member at Large** Mike Lazzari
 - o I will need a few volunteers for the veterans games for music, scoreboard & some refs. I never heard back from Sled Guys and now it is most likely too late.
- **Equipment Manager** Elyce O'Sullivan
 - Nothing to report
- **Manager of Managers** Ryan Melling
 - o Sent email to managers regarding patch information to Melisa
 - o Sent an email off about what to expect next for each league