

CCJHA Board of Directors 2024 Annual Meeting Minutes

Meeting Date: April 10, 2024

Time: 7:09 pm

Call to Order

Present: Jon French, Ian Repp, Ryan Bennett, Amy Blake, Kitti Loukus, Colleen Mayra, Ian Repp, Jeff Peltier, Tom Glass, Keith Frick, Travis Kilpela, Jeff Van Karsen, Jenn Capello

Absent: Carson Stevens, Steve Mattson

Guests and Public Comments

Joe Zerbst, Ryan Bonini

Motion to accept last year's minutes: Colleen Mayra, Keith Frick (support); motion carried.

Election of New Directors

- New Elected Director (three-year term ending in April of 2027). Formerly held by Ryan Bennett, Filled by Ryan Bennett.
- New Elected Director (three-year term ending in April of 2027). Formerly open. Filled by Joe Zerbst.

Election of Officers

- **President** (Even years election; two-year term ending in April of 2024). Formerly held by Jon French.
Jon will stay on as Interim for three months while we search for a new president. We will activate a nomination committee to find someone. We will revisit this at the July meeting or earlier if someone is found.
- **Vice President** (Odd years election; two-year term ending in April of 2025) - No Election
- **Secretary** (Even years election; two-year term ending in April of 2024). Formerly held by Amy Blake. Amy will stay on as Interim for three months, but we need to find a new secretary. Amy will take the Sportsengine and web duties from the secretary position. We will activate a nomination committee to find someone. We will revisit this at the July meeting or earlier if someone is found.

- **Treasurer** (Odd years election; two-year term ending in April of 2025) - No Election
- **Immediate Past President**, if applicable (1-year term) - Jon French

Appointed Positions (All one-year terms)

- **Program Director** – Kitti Loukus will stay on (but not past July) and will list out duties and responsibilities.
- **Referee in Chief** – Vacant
- **ACE/Coaching Director** – Jeff Van Karsen will hold the position until July while a new director is identified.
- **Referee Scheduler** - Vacant
- **CUPL Representative** - Vacant
- **Equipment Manager** – Tom Glass
- **Registrar/Safesport Representative** – Ryan Bennett
- **Tournament Director** - Vacant
- **Web Administrator** – Amy Blake
- **MAHA District- 8 Counsel Representative** – Ian Repp

A search committee was formed to fill open elected positions, consisting of Ian Repp, Keith Frick, Jeff Peltier, and Jenn Capello.

Committees

- **Finance Committee** – President, Secretary, Ian Repp, Keith Frick, Colleen Mayra, Jon French, Jeff Peltier
- **Sportsmanship and Behavior Committee** – President, Secretary, Colleen Mayra, Keith Frick, Jeff Peltier, Jeff Van Karsen, Jeff Peltier, Jon French, Jenn Capello, Ian Repp
- **Travel Committee** – President, Secretary, Keith Frick, Ryan Bennett, Jeff Peltier, Jeff Van Karsen, Ian Repp, Jon French, Colleen Mayra
- **Fund Raising Committee, Capital** - President, Secretary, Keith Frick, Ian Repp, Ryan Bonini. Keith and Ian will discuss models for sponsorships, fundraising.

Treasurer Report on Financial Affairs of the Association

Keith gave a report on the financial affairs (Appendix A) and recommended that the committee have a discussion about raising rates for next season and not be 100% reliant on donations we receive (Copper Shores as an example). The budget at the beginning of the season did not account for \$10K in state tournament fees.

Next Meeting and Adjournment

Next Annual Meeting will be on April 9, 2025.

A motion was made to adjourn by Colleen Mayra, Keith Frick (support); motion carried.

The meeting ended at 8:10 pm.

Appendix A



CCJHA Annual Meeting

Treasurers Report
2023 – 2024 Season

Created By: Keith Frick
Created On: 9 April 2024



Agenda

- Financial Overview
 - 2024-2025 Sponsorship Status
 - Late Payment Discussion
 - Proposed Changes for 2024 – 2025 Season
 - Refund Policy
 - Referee Direct Deposit
 - R&N Monthly Reconciliation
 - Additional Team Costs
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Financial Overview

- P&L Overview
- Remaining Funds
- 2024-2025 Season Registration Fee Concerns
 - We received \$11,997.43 from the Copper Shores Giving Tuesday Fundraising Campaign
 - It is not a good idea to rely on this grant every year as it is variable and not guaranteed
 - 2023-2024 Season Registration Fees did not account for District and State Tournament Fees - \$10,123.87
 - Ice Costs – If these increase, CCJHA will need to pass costs on to player registration fees
- I recommend that CCJHA investigate adjusting registration fees to account for \$11,997.43 (Giving Tuesday) + \$10,123.87 (Tournament Fees) = \$22,121.30
 - Sportsengine is showing 281 registrations for the 2023-2024 season which would equate to an increase of \$78.72 per registration.

2023-2024 Remaining Funds Overview

Big Board Acct Net Funds (as of 4/8)	\$71,170.71
Known Bills	
HoCo March Ice Bill	\$9,668.75
PO Box	\$102.00
Sponsorship Funds (2024-2025 Season)	
House	\$10,800.00
Travel	\$6,000.00
2023-2024 Coach Reimbursements	
Estimate based on 2022-2023 Season	\$3,046.00
Monthly Expenses (based on last year)	\$1,154.65
2023-2024 Season Funds Remaining =	\$40,399.31



2024 – 2025 Sponsorship Status

- Will need to reach out to the following sponsors for the 2024-2025 season as they only paid sponsorship fees for 1 year:

	<u>Age</u>	<u>Sponsor</u>	<u>Amount (\$/season)</u>	<u>Notes</u>
House	12U	M&M Powersports	\$1,800.00	
	14U	AFM	\$1,800.00	
Travel	10U	SEMCO	\$3,000.00	J. Peltier expressed interest in sponsoring this team
	14U	J. Peltier	\$3,000.00	
Girls	10U	Mineshaft Sportsplex	\$1,800.00	
	14U	Garrow Accounting	\$1,800.00	Will need to decide if this team will remain CCJHA or move to CHA
	19U	Harter Auto Supply	\$1,800.00	
Division Sponsor	8U	Keweenaw Chevrolet	\$8,000.00	

- Will plan to reach out to these sponsors in May.
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Late Payment Discussion

- We need to fully enforce our payment policy for the 2024-2025 season to eliminate issues seen during 2023-2024 season

	Original Amount	Outstanding	Last Payment Date	Notes
Player #1	\$858.64	\$225.00	3/8/2024	email on 4/8 - States remainder will be paid on 4/16
Player #2	\$1,607.92	\$803.96	10/27/2023	
Player #3	\$858.64	\$214.66	11/28/2023	text on 4/9 - States remainder will be paid on 4/24
Player #4	\$694.76	\$169.44	12/1/2023	text on 4/8 - States will be paid by 4/19
Total Outstanding =		\$1,413.06		

- Current By-laws dated January 2022 states:

ARTICLE XXII- PAYMENT & REFUND POLICY

Section 1:

All outstanding CCJHA player dues must be paid by December 31st or through alternate payment arrangements authorized through the CCJHA Board of Directors.

Suggest added wording to state that "players will not be allowed to practice, play games, or attend tournaments with their team until payment or payment arrangements are met".



Proposed Changes for 2024-2025 Season

• Refund Policy:

CCJHA Current Refunding Policy:

CCJHA Handbook: (May 2021)

H. REFUNDING OF REGISTRATION FEES

1. Refunding of registration fees for CCJHA players will be handled on a case-by-case basis approved by the CCJHA Board. Individual cases will be presented at monthly board meetings.

CCJHA By-laws: (January 2022)

Section 2: Refunding of registration fees for CCJHA players will be handled on a case-by-case basis approved by the CCJHA Board. Individual cases will be presented at monthly board meetings.

Proposed Refunding Policy:

CCJHA will refund registration fees for the following circumstances:

<u>Age Level</u>	<u>Circumstance</u>
6U, 8U	6U and 8U players who decide to cease playing hockey within the first 2 weeks of the season. Notification of leaving CCJHA must be received within 2 weeks of season commencement.
14U	Player makes High School Varsity Hockey Team.
All	Injury or illness that results in the player being unable to play for the remainder of the season.
	Players family relocates out of the area and can no longer play for CCJHA.

All refunds will be on a pro-rated scale based upon ice time utilized by their respective team.



Proposed Changes for 2024-2025 Season – continued

- Referee Direct Deposit:
 - Proposing that CCJHA move to Direct Deposit to pay Referees
 - Eases balancing of books.
 - Currently have approx. \$4500 in uncashed checks.
 - Oldest uncashed check dating back to November 2023
 - All checks must be cashed prior to closing fiscal year
 - Reduces burden on CCJHA Treasurer
 - Removes step of receiving checks via UPS and having to stamp each and then send via USPS
 - Referees get paid next day
 - Reduces CCJHA Costs – No more stamp costs. Approx (\$300-\$500 per season)
 - Have discussed with Accountant (Ryan Markham) – no issues
 - Monthly Reconciliations
 - Proposing to have Rukkila, Negro & Associates perform monthly reconciliations of all accounts
 - Added Checks and Balances
 - This would lower CCJHA Treasurer and Accountant burden at fiscal year end
 - Currently working to acquire quote
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Additional Team Costs

- JV example:

# of players	12	
Ice costs =	\$175.00	1 hour of ice time
Ref Costs =	\$270.00	3 refs at \$90/game
# of weeks =	15	Assumes a 12/11 start, ending Mar 22nd
# of practices per week =	2	Assumes full ice practice
# of games per week=	0.5	This would equate to 8 home games
Total Ice Costs (Practice) =	\$5,250.00	
Total Ice Costs (Games) =	\$2,100.00	Assumes 1.5 hrs of ice time for 8 home games
Total Ice Costs =	\$7,350.00	
Ref Costs =	\$2,160.00	
Total Costs =	\$9,510.00	
Registration Cost / player =	\$792.50	
