West Madison Polar Caps
Board Meeting Agenda (2/11/2026)

Location: Madison Ice Arena

Attendees:

Name	Role	Attendance
Joey Frayne	President	Yes
Pete Lenaker	Director of Hockey	No
Jed White	VP Travel Team Coaching	Yes
Joe Bartol	VP In-House Coaching	Yes
Laura Zach	Treasurer	Yes
Valerie Maine	Secretary	Yes
Dave Tollefson	Bantam ALD	Yes
Rico Saenz	Pee Wee ALD	Yes
Jon Obst	Squirt ALD	No
Mike Pilarz	RWB ALD	Yes
Rich Sullivan	Cross-ice ALD	Yes
Meredith Milliron	LTP Director	No
Karla Pinkerton	Recruitment Director	Yes (virtual)
Frank An	Registrar	No
Eric Cops	Practice Ice Scheduler	Yes (virtual)
Dave Chimielewski	Game Ice Coordinator	Yes (virtual)
Ben Hofer	Girls Program Coordinator	Yes (arrived at 6:47pm)
Ernie Pearson	Equipment Manager	Yes

Jessica Gamez	Volunteer DIBS Coordinator	Yes
Scott Beckfield	Fundraising Director	No
Ashley Russell	Web Administrator	Yes
Emma Clausen	Candy Cane Cup Coordinator	No
Corey Singletary	Communications Director	Yes

Additional Attendees: Sarah Brown

Consent Agenda

Motion to approve January 2026 minutes made by Ashley Russell; seconded by Rico Saenz; all in favor, approved.

Budget/Financials [Treasurer]

Financial Updates - follow up with families who did not do their DIBS mid-March and collect payment for incomplete DIBS.

Policy Review

No updates.

Registration/Jersey Update [Ashley/Frayne]

Summer registrations will be open. Coaching committee meeting to make plan for spring and summer hockey coaching.

Recruiting Actions [Karla]

Little Blackhawks is open, close to filled.

Scheduling Update

4 teams going to state - 3 girls teams, 1 coed team. Overall good weekend at playdowns.

Sendoff - honor culture champs, awards, large club picture, take pictures of graduating players.

Working on scheduling celebration ice - emails are out to team managers.

DIBS update

Tournament DIBS are getting covered. Still have families that need to get their DIBS. If they don't fill their DIBS will charge them for remainder of DIBS in March.

LTP spreadsheet for volunteers and DIBS need to share spread sheet for cross referencing.

Off-season project: to define volunteer roles more fully before next season.

Fundraising

LTP Valentine going well. Keep LTP kids engaged by offering spring Cross Ice option if possible.

ALD Reports

LTP - 70 kids for Valentine, going well. May need new equipment. Need to get plans for Spring hockey out to keep kids engaged.

Cross Ice - lots of interest in Spring hockey.

RWB - outdoor DeForest rink is fun in the afternoon, cold in the morning. End of year party.

Squirt - no update

PeeWee - no update

Bantam - no update

Coaching Committee (Pete, Jed, Joe, Gabe, and Jeff)

Coaching Committee meeting tonight to iron out things for the end of the year and next season.

Communications - (Corey).

Working on creating and building google workspace. Buy/sell/trade gear page attached to our club FB page. Discussed having a more structured social media presence. Congratulations posts for teams making it to state.

Girls Hockey (Joey/Ben)

State update provided. No other updates.

Special Topics

- Little Blackhawks registration almost full.
- MIA Calendar Raffle
- Open Board Positions - continue to recruit for these.

- Pee Wee C State - in good shape, getting $6000 from WAHA, current costs are at around $7000. Hokies and Bauer donated welcome bag items. Volunteer slots are filling up. Raffle baskets are done.
- Pure Hockey reached out to our club regarding a club sponsorship program. They would set up a store for us - $20/player check, each team gets a gift card, also get reward points.
- Jersey order schedule - update jersey order timeline - first order mid-August, second order October.
- Registration schedule - approve a budget for the year in June and then open up registration.
- Equipment - need 125 good sets of small gear, 5-10 sets of bigger gear.

Grants

- Won Try Hockey For Free Grant
- Won Grassroots Grant
- Gamesheet Reimbursement Submitted

President Closing Remarks

Next Meeting March 19th Annual Meeting at MIA

Adjourn

Motion to adjourn made by Joey Frayne, seconded by Joe Barton, all in favor, motion passed.

ACTION ITEMS:

1) COREY to provide list of Culture Champs list to Joey for sendoff.
2) JOEY publish playdown schedules
3) JOEY meeting for rising squirts - when - need to hold this - connect Mike and Jon
4) JOEY reach out to families who are signed up for concessions on state tournament weekend to ask those families to staff the tournament instead of concessions.
5) JOEY/RICO/ASHLEY email game updates to COREY for social media updates.
6) ALL - review list of empty board positions with descriptions below - work on recruitment.
7) VAL/JOEY - talk about Pure Hockey jersey option.
8) JOEY - set up working committees for summer projects before last board meeting
9) JOEY/VAL think about summer clear out event

Empty Board Positions:

President

Summary:

The Board President oversees all board functions and is ultimately responsible for the overall operation of the club. The President represents the club in external organizations (such as WAHA, USA Hockey, and Madison Ice Inc.), presides over board meetings, and votes only to break ties. Key responsibilities include attending required meetings, signing off on transfers and financial matters (with board approval where required), advocating for player placement requests, handling external complaints, mediating conflicts, issuing discipline (with board transparency), and maintaining access to all necessary club information.

The President communicates regularly with members and parents, reports annually to the membership, supports fundraising and promotional efforts, recruits board candidates, and proposes policy improvements. The role requires strong leadership, integrity, mediation and communication skills, as well as working knowledge of WAHA, USA Hockey, and club policies to effectively advocate for players and support club development.

Full Description:

The Board President is responsible for the oversight of all other Board functions. This position is an ambassador for the club with other associations, WAHA, and USA Hockey. The President presides over all Board meetings and has a voice in all matters. The President votes only in the case of a tie vote to force a decision. The President has the following specific duties:

1. Attendance at Madison Ice Inc. Board Meetings.

2. Representation at the WAHA annual meeting in the spring of each year.

3. Representation at WAHA Region 4 meetings

4. Participation in an advisory capacity on the placement committee during tryouts along with the Coaching Committee.

5. With Board approval, the President signs off on all releases/transfers to and from the club.

6. Acting in the best interest of the club and individual skaters, the President advocates for “play-down” and “play-up” requests for skaters requiring such permissions.

7. The President receives and handles all complaints received from sources external to the club.

8. The President mediates club conflict when it cannot be resolved satisfactorily earlier in the chain of command or when there is a conflict of interest by a mediating party earlier in the chain of command.

9. The President prepares a report and addresses membership at the Annual Meeting held immediately upon the conclusion of the season (usually in March or April).

10. The President addresses all parents at the beginning of the season during the try out period or, for non-competitive levels, at parent meetings during the first two weeks of the season.

11. As with all board member positions, this position actively recruits new candidates for open board seats.

12. The President is a signer on all financial matters, bank accounts, and major expenditures. (Note: this does not mean that the president must sign each transaction, simply that the position possesses these permissions.)

13. The President has reasonable presence in all fundraising, promotional, and marketing activities of the club (tournaments, recruiting events, etc.).

14. The President has authority to issue disciplinary action to both Board and Club members. Any disciplinary action should be discussed with the larger Board for transparency and approval either before action is taken or at the first board meeting after the discipline has occurred.

15. The President has access to all information pertinent to the functioning of the club,including but not limited to: background disclosure information, financial information including skate-assist information, passwords for any/all web applications/accounts/etc., disciplinary proceedings, and all other information necessary for the oversight of the club.

16. The President is responsible for maintaining a high level of integrity and decorum in all club functions and is charged with setting the tone for how all others view and evaluate the club as an ethical, high quality and youth-centered volunteer organization.

17. The President makes suggestions for changes in policy, procedure or practice that will improve the functioning of the club and benefit both club and skater.

18. Ultimately, the President is responsible for the overall functioning of the Club, its members, executive board, and fans.

Requirements: This position requires a working knowledge of WAHA, USA Hockey, and club-specific practices/rules. Much of this can be gained by reading the Annual Guide, USA Hockey Rule Books, and attending meetings and forums. Candidates should have enough foundational knowledge of hockey to advocate for appropriate practices and policies that benefit the club and skaters and promote development. This position requires excellent mediation and problem-solving skills as well as good written and verbal communication.

VP of In House Coaching

Summary:

The VP of In-House Coaching is responsible for recruiting, onboarding, and supporting in-house coaches, ensuring they meet certification requirements, and addressing coaching issues throughout the season. The role includes attending parent meetings, communicating organizational needs, leading pre- and post-season coach meetings, and coordinating placement dispute discussions. The VP also serves on the coaching and placement committees and is a voting member of the Board.

Full Description:

1. Recruit and on-board new in-house coaches.

2. Support ALDs for In-house programs by attending parent meetings (early in the season) to answer questions on goals for the program and coaching philosophy.

3. Ensure in-house coaches are meeting coaching certification requirements

4. Resolve any coaching issues within the in-house organization as they occur throughout the season.

5. Communicate organization needs to in-house coaches as they occur

6. Plan/present at pre- and post- season all-coaches meetings

7. Coordinate discussions concerning placement disputes.

8. Serve as coaching committee member

9. Serve as placement committee member

10. Voting Board member

Practice Ice Scheduler and Game Ice Coordinator

Summary:

The Practice Ice Scheduler and Game Ice Coordinator are responsible for securing and managing ice time for club teams and programs. They coordinate with rink managers to ensure adequate practice and game ice, work closely together to streamline communication, and monitor ice usage to stay within budgeted amounts. The Practice Ice Scheduler distributes practice ice fairly and efficiently, while the Game Ice Scheduler oversees home game ice and assists in building travel team schedules. Both roles may serve as voting Board members.

Full Description:

1. The Club may appoint both practice ice and game ice schedulers.

2. Practice Ice Scheduler coordinates with Madison Ice Inc employees and other area rink managers to ensure the Club has adequate practice ice for the Polar Cap teams/programs/age-levels.

3. Game Ice Scheduler also coordinates with Madison Ice Inc employees, other area rink managers and/or the Practice Ice Scheduler to ensure teams/programs/age-levels have the ice needed for home game ice.

4. The Game Ice and Practice Ice Schedulers should always work together when communicating with Madison Ice Inc employees and other area rink managers so that communication efforts are not duplicated and both schedulers have awareness of ice availability at MIA and area rinks.

5. The Game Ice Scheduler monitors game ice disbursements and usage to ensure teams/programs remain within their budgeted game ice amounts.

6. The Practice Ice Scheduler ensures practice ice is distributed fairly (first) and efficiently (second) across Polar Cap teams/programs. For the former, the Practice Ice Scheduler ensures that teams/programs do not exceed or fall below budgeted ice amounts on a weekly basis (on average, as ice availability can change from week to week depending on the ice needs of other MIA user groups). The Practice Ice Scheduler may solicit feedback from the Coaching Committee or program/team lead coaches to work around coach schedules or pair specific teams for practices to achieve specific developmental goals.

7. The Game Ice Scheduler works with ALDs to help build travel team schedules in August-October timeframe, before teams are formed.

8. Voting Board Member(s)

Girls Program Director

Summary:

The Girls Program Director promotes and supports girls hockey within the club by sharing information about opportunities, advising on the integration of female players into girls-only and co-ed teams, and advocating for improvements to the girls hockey experience. The position is also a voting member of the Board.

Full Description:

1. Disseminates information related to girls hockey opportunities in the state and region.

2. Advises Club on integration of female players into Polar Cap teams at each level, whether it be girls-only or co-ed opportunities.

3. Advocates for improving the girls hockey experience and advancing girls hockey within the organization, generally.

4. Voting Board member

Pee Wee Age Level Director

Bantam Age Level Director

Summary:

The Age Level Director (ALD) serves as the primary liaison between the club and families within a specific age level or program. The ALD communicates expectations at preseason meetings, participates in team placement discussions, and helps oversee fairness in placement decisions, including play-up and play-down requests. The role includes mediating concerns, supporting disciplinary processes, assisting with fee collection and roster completion, and helping coordinate schedules and tournament registrations when needed.

The ALD attends board meetings, provides monthly reports, promotes positive representation of the club, and contributes to policy improvements. The position also involves recruiting and mentoring board members and serves as a voting member of the Board.

Full Description:

1. The Age-Level Director (ALD) serves as the principal point of contact and conduit of information to/from the organization to families with skaters eligible for the age level or program.

2. The ALD addresses all families eligible for the age-level/program at an orientation meeting prior to the start of the season to communicate the club's basic expectations for all participating parents, players, coaches. Among other things, topics covered during this presentation would include an overview of: the club's codes of conduct, the team-placement process, the importance and responsibilities of team managers, other administrative topics and the importance of volunteerism within the club.

3. When applicable, the ALD participates in placement meetings so that they are informed about the placement process, aware of potential issues related to placement and can oversee and then attest to the overall fairness of the team placement process.

4. The ALD (acting in the best interest of the club and individual skaters) is involved in decisions associated with "play-up and play-down" requests for skaters requiring such permissions. These decisions are guided by established Club and WAHA policies.

5. The ALD is responsible for mediating or addressing problems or complaints raised by age-level/program families, coaches and team representatives. Depending on the type of issue, the ALD may decide to elevate issues to the President or refer issues to the Coaching Committee, as appropriate or necessary.

6. The ALD may be involved with disciplinary actions associated with age-level/program players, coaches or members. In the event that these situations arise, the ALD will work with the President, the Coaching Committee and others where appropriate to ensure transparency and fairness.

7. The ALD attends all board meetings and prepares an oral age-level/program specific monthly summary report for the benefit of the Board. This report communicates any issues associated with their respective age level.

8. The ALD will assist the Treasurer in collecting delinquent fees from age-level/program members.

9. The ALD works collaboratively with age-level team representatives to ensure that rosters are completed both accurately and timely.

10. In the absence of team managers or as is the case for U6 and U8, the ALD may works with the Game Ice Scheduler and age-level lead coaches (and the county-wide organizing club, e.g. Verona) to build partial game schedules before teams are selected.

11. The U10 and higher ALD registers travel teams for tournaments in the August-September time frame to ensure teams have are registered for two travel tournaments before tournaments fill up.

12. The ALD is a visible ambassador for age-level/program participants and the entire organization. ALDs must be positive, ethical, and constructive. In addition, the role requires a high level of integrity and decorum in all club functions.

13. As a Board Member, the ALD makes suggestions for changes in policy, procedure or practice that will improve the functioning of the club.

14. The ALD will recruit new candidates for open board seats.

15. The ALD trains and offers guidance to new Board members to facilitate a smooth transition.

16. The ALD is a Voting Board member(s) position.

LTP Director

Description forthcoming.

Recruitment Director

Summary:

The Recruitment Director attracts new players and families to Polar Caps hockey programs by promoting the club through media, coordinating introductory events like "Try Hockey" programs, and responding to inquiries from prospective families. The role also connects new families with the appropriate Age-Level Directors and serves as a voting member of the Board.

Full Description:

1. The Recruitment Director is responsible for attracting prospective children and families to participate in Polar Caps hockey programs.

2. The Recruitment Director advertises Polar Caps' programs through available media channels, including internet advertisement, MSCR brochures, and print media. Special events might also require contacting broadcast media outlets and participating in interviews.

3. Coordinate programs aimed at exposing children and families to hockey, such as Polar Caps' Try Hockey Boot Camp and USA Hockey "Try Hockey for Free" days.

4. Answer emails from prospective parents regarding Polar Caps programs and act as a liaison between new families and various program ALDs.

5. Voting Board member.

Equipment Manager

Summary:

The Equipment Manager oversees the club's rental equipment inventory, serves as the main contact for families renting or returning equipment, tracks equipment accountability, and makes recommendations for purchases or replacements. The role may also manage other club equipment needs and is a voting member of the Board.

Full Description:

1. Maintains the Club inventory of rental equipment.

2. Is the principal point of contact for families looking to rent equipment from the Club.

3. Maintains accountability of equipment that has been rented out and is the point of contact for equipment returns.

4. Makes recommendations to the Board when equipment needs surface (i.e. inventory items are low and purchases/replacements are needed).

5. May be the point of contact for ordering other Club equipment needs, such as on-ice training items or off-ice training equipment.

6. Voting Board member.

Fundraising Director

Summary:

The Fundraising Director leads the club's fundraising efforts, advises the Board on potential fundraising opportunities, chairs committees for specific fundraising events, and serves as a voting Board member.

Full Description:

1. Central point of contact for Club fundraising efforts.

2. Makes recommendations to the Board on potential fundraising efforts that the Club might consider pursuing

3. Chairs committees related to fundraising events (e.g. Candy Cane Cup, Club Golf outings etc)

4. Voting Board member.