

West Madison Polar Caps Board Meeting Agenda (4/23/2026)

Location: Madison Ice Arena

Attendees:

Name	Role	Attendance
Joey Frayne	President	Yes
Casey Poole	Director of Hockey	Yes
Chad Brown	VP Travel Team Coaching	Yes
Joe Bartol	VP In-House Coaching	Yes
Laura Zach	Treasurer	Yes
Valerie Maine	Secretary	Yes
Rico Saenz	Bantam ALD	No
Eric Cops	Pee Wee ALD	No
Jon Obst	Squirt ALD	Yes
Mike Pilarz	RWB ALD	Yes
Rich Sullivan	Cross-ice ALD	No
OPEN	LTP Director	
Ali Waldera	Recruitment Director	No
Frank An	Registrar	No
Genevieve Richards	Practice Ice Scheduler	Yes
OPEN	Game Ice Coordinator	

Ben Hofer	Girls Program Coordinator	No
Ernie Pearson	Equipment Manager	No
Jessica Gamez	Volunteer DIBS Coordinator	Yes
Drew Simon	Fundraising Director	Yes
Ashley Russell	Web Administrator	Yes
Marmee Lutz and Anna Boone	Candy Cane Cup Coordinator	No
Corey Singletary	Communications Director	Yes

Consent Agenda

Motion to approve March meeting minutes made by Ashley Russell, seconded by Jessica Gamez; all in favor, motion passed.

Budget/Financials [Treasurer]

- Financial updates provided.
- Budget work to start - Joey and Laura will start building budget for next year. Will have recommendations for fees by June.

Policy Review

Board members invited to read policy, provide recommendations for any updates.

Reviewed existing policy on refunds (no refunds provided).

Reviewed photo consent opt out during registration. Put back in opt out into registration due to concerns related to child privacy and importance of obtaining consent from parents for posting photos. Control access to facebook admin and who can post. Posts should go through the Communications director who will cross reference opt out names. If a team has children on it that have opted out then those team photos will not be posted.

Registration/Jersey Update [Ashley/Frayne]

- Practice Jerseys and Pinnies Will look to order new set this summer. Laura and I can build in budget
- RWB and Cross Ice Jerseys are In. Will do summer order. Same as last year
- Order LTP Jerseys

- Jersey Plan for the Year

-order pinnies (Casey and Chad)

-practice jerseys?

Recruiting Actions

No current updates.

Scheduling Update

Update provided on upcoming year's calendar.

Dates to add to calendar:

Open Jersey/Sock Orders: June 1, 2026

Jersey try-ons/registration sessions will be hosted in June/July on a few Sunday evenings.

Open Registration: June 29, 2026 (tentative)

Close Jersey/Sock Orders: August 7, 2026

Place 1st Jersey Order: August 16, 2026

Open Jersey/Sock Orders for 2nd Round: Sept 14, 2026

Close Jersey/Sock Order: Oct 1st, 2026

Place 2nd Jersey Order: Oct 10, 2026

DIBS update

Reviewed plan for unpaid/incomplete DIBS. Discussed club policy to charge these families, as they have had multiple reminders. They will get one notification with charge by May 15 on their credit card on file. Joey will send email to families, Laura will charge it. Plan is to charge for 1 or above outstanding hours; round down uneven hours. \$30 per hour.

For next year, add language around DIBS - "you will be automatically charged no later than March 31st for any incomplete DIBS."

Discussed DIBS plan for next year. Made plan to have DIBS workgroup - Jessica, Val, Genevieve - to put together DIBS plan/recommendations regarding season flow, job options; make rec at next meeting for number of DIBS hours and tentative DIBS plan.

Fundraising

No updates.

ALD Reports

No updates.

Coaching Committee (Chad and Casey)

Updates provided on summer skating schedule, summer power skating plan, starting to work on plan for RWB/Squirt plan, communication plan to coaches and parent meetings.

Discussed plan for summer hockey camps for girls and need to coordinate with other offerings to ensure that Polar Caps skaters have equal access to quality developmental opportunities.

Communications - (Corey).

Updates provided. Add monitor to budget.

Girls Hockey (Joey/Ben)

Updates provided.

Special Topics

- Open Board Positions need to fill
- MIA fundraising
- Concessions
- High School Liason

MII is working on closing operating deficit. Needs to raise \$250k to hold in reserves by July 2028 (currently have 60k). MII owes us 5k from staffing concessions this year. Joey proposed we re-invest this 5k to contribute to these reserves.

Motion to propose the Polar Caps re-invest 5k back to MII to contribute toward the 250k made by Jessica Gamez; seconded by Chad Brown; 13 in favor, 1 opposed; motion passes.

Get high school coaches more involved - bring to Coaching Committee.

Grants

- Will work to apply for next year

President Closing Remarks

Next Meeting May TBD

Adjourn

Motion to adjourn made by Joe Bartol, seconded Mike Pilarz - all in favor, motion passed.

ACTION ITEMS

- JOEY/LAURA start working on budget
- ALL - review policy and provide any feedback to Joey
- JOEY add calendar dates for jersey orders to calendar
- JOEY send DIBS charging email to families
- LAURA charge for unpaid DIBS
- ASHLEY add DIBS registration language
- VAL reach out Dan to see if girls can get names on bottom of jersey. What are current prices.
Confirm order timeline.
- JOEY ask Cops how we access Bakke ice.
- CASEY/BEN touch base about girls spring/summer schedule.
- LAURA/JOEY add monitor to budget
- CHAD/JOEY to present MII update at next meeting