

# 2024 LFYHA Annual Board Meeting Minutes – 04/15/2024

**PRESENT:** Carmen Johnson, Kari Houle, Robin Pohlman, David Kicker, Brittany Cook, Leah Hoeft, Jason Sadlovsky, Trent Schmidgall, Don LaBorde, Jessica Thoma, Jason Brown, Joey Hanowski, Kim Hilmerson, Heather Brill, Jacqui Wilczek, Staci Stoerzinger, Tyler Cook, Jeff Patnode, Randy Pekula, Lori Pekula, Luke Solinger, Brian Schmidt

**Call to Order: 5:30 PM**

## **1. Approval of Agenda**

- a. Motion to Approve Agenda: Kari Houle  
Motion 2<sup>nd</sup>: Joey Hanowski  
All in Favor – No Objections – Agenda Approved
- b. Motion to swap Jess Thoma and Robin Pohlman on agenda: Jess Thoma  
Motion 2<sup>nd</sup>: Kari Houle  
All in Favor – No Objections – Motion Approved

## **2. Secretary's Report – Jacqui Wilczek**

- a. Approval of 2023 Minutes: Kari Houle  
Motion 2<sup>nd</sup>: Joey Hanowski  
All in Favor – No Objections – Motion Approved

## **3. Treasurer's Report – Leah Hoeft**

- a. BMO Checking:
  - i. Ending Statement Balance as of: 3/31/2024  
\$17,408.41
  - ii. Ending Register Balance as of: 3/31/2024  
\$17,408.41
- b. Mid MN FCU Checking:
  - i. Ending Statement Balance as of: 3/31/2024  
\$-1,082.65
  - ii. Ending Register Balance as of: 3/31/2024  
\$-1,082.65
- c. Mid MN FCU Concession:
  - i. Ending Statement Balance as of: 3/31/2024  
\$5,000.00
  - ii. Ending Register Balance as of: 3/31/2024  
\$5,000.00
- d. Concession Stand Petty Cash:
  - i. Ending Statement Balance as of: 3/31/2024  
\$0.00

- ii. Ending Register Balance as of: 3/31/2024  
    \$\$0.00
- e. Mid MN FCU Savings:
  - i. Ending Statement Balance as of: 3/31/2024  
    \$30,182.97  
    Ending Register Balance as of: 3/31/2024  
    \$30,182.97
- f. Edward Jones Money Market
  - i. Ending Statement Balance as of: 3/31/2024  
    \$18,603.25
  - ii. Ending Register Balance as of: 3/31/2024  
    \$18,603.25
- g. Equipment Rental Petty Cash
  - i. Ending Statement Balance as of: 3/31/2024  
    \$0.00
  - ii. Ending Register Balance as of: 3/31/2024  
    \$0.00
  - iv. Undeposited funds: \$9,344.52.00 (Will be reconciled in April Mtg.)
- h. Motion to Approve 2023 Annual Treasurer's Report: Jess Thoma  
    Motion 2<sup>nd</sup>: Jason Brown  
    All in Favor – No Objections – Motion Approved
- i. Other notes: Embezzlement update: Spoke with Laura Welle at county attorney. Last payment was June of '22. Court hearing in '23 that she needed to be current on restitution payments. She delayed so long that they went to collections, MN said that there has been a payment made to her oldest collections, but that was not LFYHA. There's no one in the courts or County attorney that tracks restitution until there is a hearing. So they are currently filing for probation. She was given a 20 year probation and our payback structure was based on that 20 year payback. Governor changed that time period to the last 5 years. So there will be no restitution for the full 15. Could possibly be extended one year at a time for two years. So possible total payment of 7 years. Hearing scheduled for May 22, 2024 at 9:30am.

Little Falls Youth Hockey Association			
Profit and Loss			
April 2023 - March 2024			
	TOTAL		
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (FY)	
Income			
Business Donations	2,700.00	4,250.00	
Concession Sales	48,478.16	38,500.27	
Ullie Buyout	3,770.00	3,054.89	
Donation	2,443.17	83,159.65	
Equipment Rental	850.00	3,200.00	
Tail Sales	60.00	700.00	
Home Tourney Registration	16,250.00	22,400.00	
Skater Registration	55,480.50	45,889.71	
T-shirt Sales	7,885.00	8,480.00	
<b>Total Income</b>	<b>\$139,196.83</b>	<b>\$219,724.62</b>	
GROSS PROFIT	<b>\$136,196.83</b>	<b>\$219,724.62</b>	
Expenses			
90k Gambling Donation	36,191.86	495.00	
Advertising	800.00		
Bank Fees	6.00		
Coaches, Referees & Other			
Coaches	26,800.00	35,000.00	
Concession Staff	4,754.50	2,675.00	
Operations Contractor	7,450.00	4,200.00	
Referees	22,482.00	19,850.85	
Tournament Personnel	2,491.25	3,973.75	
<b>Total Coaches, Referees &amp; Other</b>	<b>64,977.75</b>	<b>65,699.60</b>	
Coaching Expense Reimbursements		1,526.78	
Concessions Product	25,530.86	23,208.67	
Donations	650.00	3,375.00	
Dues and Subscriptions	3,428.57	3,275.87	
Equipment Rental Refund		525.00	
Fines and Penalties		890.00	
Little Hockey Camp		15,000.00	
Ice Rental	5,000.00	13,470.00	
Insurance	1,117.34	290.00	
Licenses	300.00	903.29	
Other Costs	100.00	290.00	
Postage		150.00	
Repair & Maintenance		35.55	
Sales Tax	3,509.00	3,790.00	
Supplies	10,155.58	2,478.00	
Taxes	25.00	22,330.02	
Tournament Entry Fees (away)	26,464.39	1,046.00	
Tournament Shirts	6,514.00	17,894.04	
		9,498.00	

Little Falls Youth Hockey Association			
Balance Sheet			
As of March 31, 2024			
	TOTAL		
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (FY)	
ASSETS			
Current Assets			
Bank Accounts			
BMO Checking	17,408.41	18,185.51	
Concession Stand Petty Cash	0.00	100.00	
Edward Jones - Money Market	18,603.25	17,774.86	
Equipment Rental Petty Cash	0.00	2,000.00	
MMFCU Checking	-1,282.65	9,864.37	
MMFCU Concession	5,000.00		
MMFCU Savings	20,162.57	75,143.71	
<b>Total Bank Accounts</b>	<b>\$70,111.38</b>	<b>\$123,054.51</b>	
Other Current Assets			
Loan to Arena	0.00	5,000.00	
Stated Ptn Order	0.00	-347.71	
Undeposited Funds	9,344.52		
<b>Total Other Current Assets</b>	<b>\$9,344.52</b>	<b>\$4,652.29</b>	
<b>Total Current Assets</b>	<b>\$79,455.90</b>	<b>\$127,706.81</b>	
Fixed Assets			
Furniture & Pictures	6,495.00	6,495.00	
<b>Total Fixed Assets</b>	<b>\$6,495.00</b>	<b>\$6,495.00</b>	
<b>TOTAL ASSETS</b>	<b>\$85,951.50</b>	<b>\$134,201.81</b>	
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Sales Tax Liability	2,347.00	1,698.00	
<b>Total Other Current Liabilities</b>	<b>\$2,347.00</b>	<b>\$1,698.00</b>	
<b>Total Current Liabilities</b>	<b>\$2,347.00</b>	<b>\$1,698.00</b>	
<b>Total Liabilities</b>	<b>\$2,347.00</b>	<b>\$1,698.00</b>	
Equity			
Retained Earnings	132,503.83	106,350.21	
Net Income	-46,895.33	26,153.59	
<b>Total Equity</b>	<b>\$83,604.50</b>	<b>\$132,503.81</b>	
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$85,951.50</b>	<b>\$134,201.81</b>	

Little Falls Youth Hockey Association			
Profit and Loss			
April 2023 - March 2024			
	TOTAL		
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (FY)	
Tournament Supplies	2,628.17	5,250.00	
USA Hockey Reg & Training	3,015.00	2,281.00	
Litellie	308.75	612.50	
<b>Total Expenses</b>	<b>\$100,964.86</b>	<b>\$196,125.40</b>	
NET OPERATING INCOME	<b>\$ -91,768.05</b>	<b>\$20,599.22</b>	
Other Income			
Embezzlement	931.48	475.32	
Interest Earned	1,057.34	1,276.30	
Other Miscellaneous Income	<b>\$2,668.72</b>	<b>\$2,624.32</b>	
<b>Total Other Income</b>	<b>\$2,668.72</b>	<b>\$2,624.32</b>	
<b>NET OTHER INCOME</b>	<b>\$ -48,099.33</b>	<b>\$26,153.54</b>	

#### 4. Gambling Report – Robin Pohlman

- Ending Checkbook Balance as of: 3/31/2024
- Ending balance: \$118,437.82
- Other notes: This last year, \$15,000 toward zamboni, nearly \$80,000 in payments for ice, large donations for uniforms and practice jerseys, started bingo at the ballroom, and made a large contribution to the youth. only a \$1,000 lower and we lowered our raffle tickets sales, which is great.
- Motion to Approve 2023 Gambling Report: Kari Houle  
Motion 2<sup>nd</sup>: Kim Hilmerson

#### 5. Concessions Report – Brittany Cook

- Concessions Sales - \$48,478.16 and Concessions Expenses - \$30,285.36 (\$4,754.50 - staff and \$25,530.86 - product). Everything went well. Youth

tourney was up numbers wise. All numbers were increased and expenses stayed the same. Goal is \$20,000 profit based on home games. Being open for the skating show practices worked really well and would like to keep it that way. The credit card machine was a huge benefit to the profit.

- b. Motion to Approve 2023 Annual report: Jess Thoma

Motion 2<sup>nd</sup>: Kari Houle

All in Favor – No Objections – Motion Approved

**6. Referee Coordinator's Report – Don LaBorde**

- a. Some guys stepped up and took a lot of games which helped. We were down some referees, but did really well. Even got a new recruit.

**7. V/P Tournament Director's Report – Kari Houle**

- a. Tourneys went well. All were filled to full capacity. We did have a slight loss in tourney income. Due to only having squirt B tourney. Recommendation is to follow the same dates in the 24/25 season. Usually when things are moved, we lose some of the usual teams. Needing to work closely with ice mites and mites. Especially at the mite level switch to full ice games. Looking into that this summer with the player development committee.

- b. Motion to Approve 2023 Annual report: Dave Kicker

Motion 2<sup>nd</sup>: Jason Brown

All in Favor – No Objections – Motion Approved

**8. Scheduler's Report – Carmen Johnson**

- a. 596.5 hours rental. New invoice is being sent to Robin Pohlman. 96.5 hours over what we contract with him. Always contract for 500. We went up to 550 a few years ago, and actually didn't use them and ended up paying for the unused hours. Last year was 592, the year before was 562. Rate per hour is \$165. Went up this year because they paid off their loan. Will go up next year but still less than many arenas around here.

- b. Motion to Approve 2023 Annual schedulers report: Dave Kicker

Motion 2<sup>nd</sup>: Jess Thoma

All in Favor – No Objections – Motion Approved

**9. Registration Report – Jessica Thoma**

- a. Email was sent out recently, reference in notes. 2024/2025 Do we keep registration fees the same? Do we keep the early bird deadline the same? Numbers for next year predictions down.

- b. Dibs Report: There were less hours to be used. There were many more families that bought out of hours. We planned on paying more workers and concessions so those numbers line up.
- c. We should also contract snow removal, Flooding should stay with hours though.
- d. Volunteer policy changed some dates, not hours. Highlighted section on page 3 needs to be noted better. No children are allowed in any of the volunteer hours. Code of conduct or skater assistance form have not really been changed.
- e. Motion to accept her report: David Kicker  
Motion 2<sup>nd</sup>: Kari Houle  
All in Favor – No Objections – Motion Approved

**Registration Details:**

Registration	# of skaters at event	# of visitors at event	Skater Fees	Event Totals
2023-22	153	145	B: \$655 P12x: \$500 S12x: \$365 M: \$175 M: Free	B: \$9.30 S: \$15 M: \$15 ALL: \$25.10
2023-23	185	158	B: \$685 L14x/P12x: \$500 S12x: \$365 M: \$175 M: Free	B: \$9.30 S: \$15 M: \$15 ALL: \$25.10
2023-24	194	148	B15x: \$685 P12x: \$500 S12x: \$365 M: Free M: Free	B15x: \$9.30 P12x: \$15 S: \$15 M: \$15 ALL: \$25.10
2024-25	RESERVED P1 B: 20 skaters & 10 visitors P1: 18-17 skaters & 10 visitors S12x: \$365 M: \$175 M: Free		B15x: \$685 P12x: \$500 S12x: \$365 M: Free M: Free	B15x: \$9.30 P12x: \$15 S: \$15 M: \$15 ALL: \$25.10

**Registration Bulk Questions:**

- Keep registration costs and raffle the same as last year?
- Keep early bird discount of \$100 if registered by 9/1/2024 (Heather this is a manual switch in the system).
- Keep transactions has to be to parents (2.5% + \$1.50 transaction fee). If a refund is issued, this amount is not included in the refund.
- Keep the option to register for Fall camp, Learn to Skate and Season together or go back to separate registrations (We wouldn't change, would be \$1.50 with each registration).
- Open house dates? Last year had 3 with equipment rental. If one was best attended. Yet this helped cut down on single fittings for Jason.

**Actual Hours worked towards DIBS credit:**

	Arena Maintenance	Binge	Concessions (Hrs)	Concessions (out)	Equipment	Figure Skating Show	Parade	Pickup Night	Plant Raffle	Misc.	Total per month
September	0	0	0	0	28.5	0	0	0	0	0	28.5
October	6	0	0	0	6.75	0	6	0	0	0	18.75
November	16.75	0	0	117.25	0	0	0	0	0	0	134
December	12	0	107	108.5	4	0	0	0	0	0	223.5
January	32	0	88.75	140	0	0	0	0	0	0	260.75
February	5	0	14	29.5	0	0	0	0	0	0	48.5
March	6.5	12	0	0	4	20	0	0	0	0	42.5
Total per category	67.25	12	101.75	485.25	36.5	20	6	0	0	0	643.5

\*\*Miscellaneous category includes locker room monitor, board member, manager, and parent coach (back record) hours, these are not included in totals per month as these were not related to camp in 2023.

**Actual Hours Released Per Category:**

	Arena Maintenance	Binge	Bay-out	Concessions (Hrs)	Concessions (out)	Equipment	Figure Skating Show	Parade	Concessions paid out (\$418/Hr)	Pickup Night	Plant Raffle	Misc.	Total per month
September	0	0	101	0	0	28.5	0	0	0	0	0	0	158.5
October	6	0	0	0	0	6.75	0	6	0	0	0	0	19.5
November	16.75	0	50.50	0	117.5	0	0	0	2	0	0	0	176.25
December	12	0	108	117	108.5	4	0	0	0	0	0	0	342.5
January	32	0	0	119.25	140	0	0	0	22	0	0	0	313.25
February	5	0	0	49	119.75	0	0	0	119.75	0	0	0	184.75
March	6.5	12	0	0	0	18	75	0	22.5	0	0	0	118
Total per category	67.25	12	161.5	169.25	588.5	53.25	70	6	242.75	6	0	0	1193

\*\*Total hours do not include bay-out and concessions paid out columns.

**DIBS take aways:**

- Each skater's family was required to complete 12 hours of volunteer time.
- We started the season with 154 participants, ended with 148 (5 to HS, rest were ice miles-squirts)
- A total of 1193 hours were released in DIBS.
  - \$36.5 were claimed and fulfilled (70%)
- 943.75 hours were released in DIBS for Youth/HS Hockey games and the March Figure skating show.
  - 631 hours were fulfilled by parents/family members towards DIBS (67%)
  - 269.75 hours were paid out at \$18/hr = \$4855.5
- This season we did not release any snow removal or flooding shifts due to the weather conditions.

**DIBS questions:**

- Do we increase or leave the same?

**Miscellaneous questions:**

- Mirror equipment rental process to the 2023-24 season? Online "registration" with electronic refund to March?
  - Date is registration start can't be greater than 180 days from return date or checks will have to be issued off-line.
- 2-fold coaches application process like 2023-24?
  - Google forms for individuals to express interest by July/August
  - Supply USA Hockey number price "locked in"
  - Connect application/receipts late September/early October prior to season start.
- Date of 2024-25 raffle drawing.
- Any changes to:
  - Volunteer Policy
  - Skater Assistance Form
  - Player Code of Conduct
  - Parent Code of Conduct

## 10. Member at Large – Jason Sadlovsky

- a. Nothing to report.

## 11. Fundraiser's Report – Heather Brill

- a. 275 letters were mailed out, still have some envelopes with logos on them. 14 donations came in from those letters came in with a total of \$2,700.
- b. Motion to accept her report: David Kicker  
Motion 2<sup>nd</sup>: Jason Brown  
All in Favor – No Objections – Motion Approved

**12. Publicity Report – Kim Hilmerson**

- a. Pictures went well this year. Staying up on posts.
- b. Motion to accept her report: Kari Houle  
Motion 2<sup>nd</sup>: Jess Thoma  
All in Favor – No Objections – Motion Approved

**13. Girls Coordinator's Report – David Kicker**

- a. Had one girl at 15U for co-op 3 at 12U level, team participation in the co-op. 10U practice evaluation. Co-op had some problems with 10U co-op. Helped out then went back later in the season and seemed that things were going well. Thank you to Jess Thoma for helping out with home games, really on top of the ball.
- b. Will be stepping down and have found a replacement for his position.
- c. Motion to accept report: Jess Thoma  
Motion 2<sup>nd</sup>: Heather Brill  
All in Favor – No Objections – Motion Approved

**14. Coaches Coordinator's Report – Trent Schmidgall**

- a. First time we had all coaches registered with safe sport and ready to go without having to remind anyone. The testament to that was the process. The process seems to be working, and would not change a thing with that next year.
- b. Disciplinary: Seems to be on the right process. The coaches and parents were really happy with how things went and the process is in the right direction.
- c. 3 Non parent coaches this year, not sure if we will keep them, but will try. How we compensated them and paid them was a benefit. Reason they aren't coming back was personal, but pursuing other non parent coaches. Lots of ambitious coaches coming from ice mites to mites and that can progress up from there.
- d. Motion to accept report: Kari Houle  
Motion 2<sup>nd</sup>: Heather Brill  
All in Favor – No Objections – Motion Approved

**15. ACE Coordinator/Committees Director's Report – Joey Hanowski**

- a. Shout outs to squirt B2, good job in districts. Lots of room for growth. The biggest thing we struggle with is numbers. We need to have language going forward with making adjustments in writing on the move up procedure. Lots of challenges in the numbers this year. Stepping down with his position but he would still like to be involved, in a non voting position. Advice is retention. Mite full ice went smoothly, and full ice games. They have to have a tryout so it simplifies it. Some sort of evaluation so each kid has a fair shot.
- b. Motion to accept report: Kari Houle  
Motion 2<sup>nd</sup>: David Kicker  
All in Favor – No Objections – Motion Approved

#### **16. Facilities Director's Report – Jason Brown**

- a. Good year from facilities stand point. Further meetings we will need to talk about outdoor rink. City will not charge since we did not use it. Huge shout out to Jess Thoma for making equipment rental seamless. It was way easier not having to have \$4,000 in cash floating around. All but one family turned in their gear, only because they lost one piece.
- b. Motion to accept report: Heather Brill  
Motion 2<sup>nd</sup>: Kim Hilmerson  
All in Favor – No Objections – Motion Approved

#### **17. President's New Business**

- a. Election of Officers:

**President:** Carmen Johnson is Not interested in continuing on as President. Kari Houle and Jeff Patnode nominated for President. Kari Houle is voted in as President.

**Treasurer:** Leah Hoeft is Not interested in continuing on as Treasurer. No one nominated for Treasurer. No opponent. No one is interested in running for the position. Position will be left open until a candidate is found.

#### **Facilities Director:**

Jason Brown is interested in continuing on as Facilities Director. Trent Schmidgall nominates Jason Brown for Facilities Director. No opponent. Jason Brown is voted in as Facilities Director. trent nominated

**Publicity:** Kim Hilmerson is interested in continuing on as Publicity. Kari Houle nominates Kim Hilmerson for Publicity. No opponent. Kim Hilmerson is voted in as Publicity. kari nominated

**Hockey Director:** Joey Hanowski is not interested in continuing on as Hockey Director. Trent Schmidgall nominates Chris Dobis for Hockey Director. No opponent. Chris Dobis is voted in as Hockey Director.

**18. Open Floor**

- a. nothing to report.

**19. Meeting Adjourned 6:59 pm**

Motion to Accept: Kari Houle

Motion 2<sup>nd</sup>: Jason Brown

All in Favor – No Objections – Motion Approved

**20. Next Meeting will be held - Monday, May 20th, 2024, @6:00pm at the LF VFW.**