



River City Youth Hockey (RCYH) – December 2025 Board Meeting Minutes

Date: December 1, 2025

Location: Zoom Meeting

Board Members Present

- Lucas Schwaller, President
- Regis Stief, Vice President
- Brittany Henderson, Secretary
- Jamie Melde, Treasurer
- Matt Hansen, Board Member

Agenda

1. Photo Night & December Association Meeting
2. Tournament Operations
3. Financial & Treasurer Updates
4. Registration & Coaching Compliance
5. Alumni Game Planning
6. Sponsorship Night
7. Additional Items

1. Photo Night & December Association Meeting

The board reviewed adjustments made to photo night scheduling due to a conflict with figure skating ice usage.

Rather than cancel practices or significantly extend the evening schedule, the Mite photo session was moved to December 17. The remaining Squirt, Pee wee, and Bantam photo schedule will proceed as planned, with off-ice team photos occurring prior to on-ice photos and practices.

The board discussed communication plans and agreed that an additional reminder email should be sent the following morning to ensure visibility for families. Information regarding paper photo order forms will also be included.

December Association Meeting Agenda

The board reviewed the proposed agenda for the upcoming December association meeting. No major additions or changes were recommended.



2. Tournament Operations

Home Tournament Scheduling

The board reviewed upcoming home tournaments and discussed challenges associated with tournament registration and bracket development.

Lucas reported ongoing concerns regarding a seven-team tournament format and noted that the structure creates scheduling issues and a poor experience for participating teams. The board agreed that seven-team formats should be avoided moving forward.

A new practice was established in which any seventh team registering for a tournament will be notified that participation is contingent upon securing an eighth team. If an eighth team is not found, the seventh team will not be accepted into the event.

The board emphasized the importance of balancing tournament revenue generation with providing a quality experience for participating teams and families.

Tournament Coordinator Support

The board discussed the need for additional tournament coordination support both for the remainder of the season and long-term planning.

Several options were discussed, including involving Truett in tournament scheduling and bracket development. Board members noted Truett's previous experience organizing tournaments and felt he may be a strong candidate for increased involvement.

The board also discussed the possibility of expanding Truett's responsibilities in future seasons and providing additional compensation if tournament administration becomes part of his regular duties.

Lucas and Matt will continue discussions with Truett regarding his interest and potential role.

3. Financial & Treasurer Updates

Treasurer Update

Jamie provided an update regarding current accounting and payment activities.

Several vendor invoices, coaching payments, referee payments, and operational expenses remain outstanding. Jamie reported that administrative delays and payment processing challenges have created a backlog but indicated that a plan is in place to bring accounts current.



Referees and coaches will be prioritized first, followed by remaining vendors and operational expenses.

Jamie estimated that all November expenses and first-half December expenses should be paid within the next one to two weeks.

Payment Tracking Process

The board discussed implementing a more formal process for tracking outstanding payments.

Members expressed support for creating a spreadsheet that tracks invoices and payment status to improve visibility and reduce the likelihood of delayed payments in the future.

4. Registration & Coaching Compliance

Coach Registration Update

Regis provided an update regarding coach registration and compliance requirements.

The association is nearing full compliance, with only a small number of coaches requiring CEP certification completion or remaining training requirements.

Current efforts remain focused on:

- CEP certification completion
- SafeSport compliance
- Background checks
- Required coaching modules

The board reviewed one remaining SafeSport compliance issue and agreed that coaches who fail to complete required certifications by the established deadline will not be permitted on the ice.

Team Registration

Regis reported that team registrations have been completed and state tournament registration requirements have been submitted.

The board discussed several minor administrative items but agreed registration efforts are in good shape overall.



5. Alumni Game Planning

The board received an update on planning efforts for the December 20 alumni game.

Cody Pfennig continues to lead event organization and fundraising efforts. The board discussed opportunities to maximize participation, alumni engagement, and fundraising associated with the event.

Regis will create a registration page that includes an electronic waiver and an optional donation feature.

Board members also discussed utilizing vintage RCYH jerseys and other fundraising opportunities connected to the event.

6. Sponsorship Night – February 13, 2026

Matt provided an update regarding sponsorship night scheduled for February 13.

The board discussed registration management, event planning, and the possibility of utilizing Crossbar to simplify RSVP collection and attendee tracking.

Members emphasized that sponsorship night remains one of the association's most important revenue-generating events and continues to play a critical role in keeping participation costs affordable for RCYH families.

Regis will work with Matt regarding Crossbar event creation and registration support.

7. Additional Items

Ice Conditions

Overall ice quality remains strong, although the association continues to experience occasional issues with pucks sticking to the ice surface. Several adjustments have been tested, including different water treatment approaches and ice preparation methods.

The board agreed to continue monitoring conditions and making adjustments as needed.

Association Operations

Board members agreed that while challenges remain, they are manageable and actively being addressed. Participation remains strong, programs continue to run successfully, and the association remains in a positive position heading into the second half of the season.



Action Items

Owner	Action Item
Regis	Reach out to Matt about Crossbar event creation for sponsorship night on February 13th
Brittany	Send identical photo night email again in the morning to ensure it's high in people's inboxes
Brittany	Include paper form information in the photo night email for orders placed after noon
Lucas	Talk to Truett about taking on tournament organization responsibilities and negotiate pay increase
Matt	Negotiate with Truett regarding increased pay for tournament director responsibilities
Jamie	Try flipping address format (P.O. Box first) for debit card payment issues
Jamie	Print and pay referee checks
Jamie	Get caught up on all November and first half December payments within 2 weeks
Jamie	Create a spreadsheet system to track payables (paid/not paid status)
Regis	Follow up with Shay to confirm CEP clinic scheduling
Alex	Inform Andy Kirchner that he cannot be on ice after December 31st without SafeSport completion
Regis	Build registration link for Alumni Game on December 20th including waiver and donation option

Meeting Adjourned: Approximately 8:55 PM.