📝 Meeting Minutes - Northwest Montana Youth Hockey Association

Date & Time:
July 14, 2026 6:00-7:30PM

Attendees:
Heather Vezane - President
Cara Ryan Lemire – Vice President
Cristinna Gebbia - Treasurer
Rich Evers - Secretary
Susie Kalgren
Brittney Crest
Lindsey Foster
Abbie Steffen
Amanda Hayes – Executive Director

Meeting Objective / Agenda:

- NMYHA Budget
  - 6 Month Micro Budget
  - Cash Flow Projections
  - Coaching Payments
- Policy Manual
  - Practice Player Policy
- Crossbar Site
- Bylaws

Key Discussion Points:

1. Budget Review

• Reviewed six-month micro budget and cash flow projections.
• Current funding includes FVHA seed money ($12,000), GHA seed money ($9,000), and Bar Down Open proceeds.
• Budget currently projects a deficit and requires additional fundraising and sponsorship support.
• Discussed the need for monthly financial reporting and P&L reviews.

2. Registration & Operations

• Registration launch is a top priority and targeted for the upcoming weekend.
• Crossbar registration platform is nearly ready pending domain transfer and setup.

• Email accounts and communication systems need to be activated before nonprofit designation is received.

3. Staffing & Employment

• Discussed Executive Director and Hockey Director compensation.
• Agreed Brandon should remain classified as an employee rather than a 1099 contractor.
• Need to create a formal employment agreement outlining duties and pay schedule.

4. Fundraising & Sponsorships

• Identified approximately $40,000 of additional revenue needed to build reserves and ensure financial stability.
• Reviewed historical fundraising and sponsorship performance from GHA and FVHA.
• Discussed potential sponsorship support from Trails West Bank, Foley Group, Corwin Motors, and other community partners.
• Requested historical fundraising and financial data from both organizations.

5. Tournament Planning

• Discussed tournament registration timelines and the need for early commitments.
• Estimated tournament revenue of approximately $8,000-$10,000 per event.
• Evaluated hosting options and potential fundraising benefits of future tournaments.

6. Policies & Bylaws

• Identified need to finalize bylaws and policy manual before the season progresses.
• Discussed adding a practice-player policy and dual-roster guidelines.
• Reviewed committee structure, conflict-of-interest provisions, annual meeting timing, and board membership requirements.

Decisions Made ✅

- Proceed with temporary organizational email accounts prior to receiving 501(c)(3) approval.
- Registration will move forward while policy revisions continue to be finalized.
- Brandon will be treated as an employee, and a formal employment agreement will be drafted.
- Monthly P&L and financial reporting will become standard practice.
- Practice-only players will not be permitted; a formal policy will be drafted.
- Referees will be removed as voting members in the bylaws, while coaches will remain eligible members.
- Board composition will be limited to one member per household.
- Annual meeting timing will be adjusted to occur near the end of May.

Next Steps:

- Amanda to finalize registration setup and coordinate launch review with Cristinna and Abbie.
- Amanda to draft Brandon's employment agreement.
- Amanda and Brandon to draft practice-player and dual-roster policy language.
- Abbie to provide tournament financials, fundraising history, and FVHA financial information.
- Board members to compile sponsorship and donor prospect lists.
- Amanda to provide tournament revenue comparisons and additional budget analysis.
- Roxann to review policy manual and bylaw revisions.
- Follow-up board meeting scheduled in approximately two weeks, with the next regular board meeting on August 4.