

Board of Directors Minutes

9/16/25

Sept. 16 2025 / 6:00 PM / Baker Tilly Accounting-500 Midland Court-Suite 200.

ATTENDEES

	Present	Absent		Present	Absent
Sean Knott (VP)		x	Matt Jacobson (Equip)	x	
Kiefer Sullivan (Mrktg)	x		Dan Jensen (Pres)	x	
Inga Cushman (Mrktg)	x		Shawn Kane (Sec)	x	
Justin Wiksie (HDD)		x	Kyle Mair (Treas)	x	
Tony Dongarra (Web)	x				
			Katie Kletzien (fund)	x	
Ryan Romeo (Equip)	x		Chris Wilkins	x	

September 2025 Agenda

1. Call Meeting to Order (Jensen)
 - a. Called to order 6:10
2. Secretary Report (Kane)
 - a. Approve August Minutes
 - b. Motion to approve D. Jensen
 - c. 2nd Motion: T. Dongarra
 - d. All approved
3. Treasurer Report (Kyle Maier)
 - a. Approval of Financials
 - i. Financials reviewed by K. Mair.

- ii. Board representatives are discussing with First National a money market account.
 - iii. Remaining WSCC \$20K payment will be made once JYH is in the WSCC and operating.
 - iv. Motion to approve August Financials: D. Jensen
 - v. 2nd motion: S. Kane
 - vi. All approved
 - b. Kyle Mair requests numbers for petty cash, change for the Breaking the Ice event
 - i. Specifically for ticketing, 50/50, raffle baskets, etc.
 - ii. Kyle will have \$500 in petty cash and specific denominations
 - c. Tournament accounting (K. Mair)
 - i. Recommendation: Develop an account titled "Tournament Fee Income" income and combine the fees collected.
 - ii. Other fundraising efforts will have separate accounts.
4. Equipment Report (Romeo)
- a. Upcoming Equipment Handouts
 - i. Sept. 18 (8U) and Oct. 1st(6U) for handouts
 - ii. Sept. 18-8U starts at 5, Ryan will be there at 4:30-6:15pm
 - iii. October 1st will also start at 4:15pm. Plan for Oct. 1 is TBD until we know location of the 6U and equipment storage in WSCC
 - b. Equipment updates
 - i. Ryan feels confident we are in a good spot to cover equipment needs for 8U on Sept. 18
 - ii. Skates from the WAHA grant are here.
 - iii. 815 skate shop is working on breezer sets
 - iv. Uniforms will be ordered by end of week-Sept. 19
5. HDC Report (Wiskie)
- a. Preseason Schedule and Evaluations
 - i. Evals plan went out to the membership on Sept. 13/14
 - ii. Evals are set for the week of Sept 22-Chris Wilkins has the ice schedule; most groups have 2 ice touches
 - iii. Evaluators are signing up-evaluators are getting set up in Team Genie
 - iv. Goalie evals will be conducted by Josh Leer
 - v. Goal is teams are selected and done by Thursday, Sept. 25. Notifications sent by Friday, Sept. 26
 - vi. Grievance policy will state: in-person meeting request only with grievance committee
 - vii. Justin W. continues to recruit the skills coaches. Skills weeks-5 weeks total- Oct. 6-Nov. 3
 - viii. The skills nights will be at no additional cost to members.
 - b. THFF recaps both Girls and Boys
 - i. Both events were well attended successful

- ii. There needs to be more emphasis from the Recruitment and Retention committee to coordinate these types of events-staffin, logistics, marketing, etc.
- 6. Fundraising Report (Kletzien)
 - a. Updates provided by K. Kletzien
 - b. SFC needs a copy of the raffle license to host fundraising events
 - i. Kyle Mair is working on the license and will follow up
 - c. Discussion about tracking Hockey Beer merch sales.
 - i. Discussion about storage and security of items for home events at Jets game
 - ii. Kyle Mair is looking into dropbox and keypad boxes for money collections
 - d. Katie and Brittany Balch will be meeting with Jets operations people to review the volunteer stations
- 7. Ice Scheduler
 - a. Week of Christmas
 - i. Plan for the holiday break. Wednesday-Saturday off
 - ii. Managers will need to know not to schedule games on Saturday.
 - b. Break the Ice 3v3
 - i. Event and team updates provided by C. Wilkins
 - ii. Refs will need keep score. We will need volunteers to track goalies saves, etc, but only for two divisions.
 - c. Home Game Ice Schedule
 - i. The practice schedule will be specific to Mon.-Thursday with 2 ice practices on those dates.
 - ii. Practices will flex by week, with the exception of 8U and 6U-those will remain consistent
 - iii. Fridays will remain open and can potentially be open for game slots. Ice allocation will be discussed at HDC
 - iv. Managers will have to be trained very well on scheduling, the number of games board allowed.
- 8. Communications (Inga)
 - a. Parent Handbook Update
 - i. The rollout of the handbook tabled until after Breaking the Ice
 - ii. The plan is to present a finished copy at the October meeting
 - b. Board profiles reminder
 - i. Please complete the profiles as requested on the
 - c. Marketing committee was held at BTHN.
 - i. Inga will update the Marketing plan and point person with Renae Busch, so she can include the info in the Manager meeting.
- 9. Sponsorships (Kiefer)
 - a. Updates from Kiefer. Continues to work on the Break the Ice sponsors. Kiefer is working on signage for the sponsors
- 10. Webmaster Report (Dongarra/Jensen)
 - a. Gamesheets

- i. Tony Dongarra will contact Game sheets to make sure we are up and rolling for the season.
 - b. Family Discounts need to be applied
 - i. Tony Dongarra will update the family discounts
- 11. President Report (Jensen)
 - a. Back to Hockey Night Recap
 - b. Shannon has agreed to be Photographer again.
 - c. Volunteer Coordinator Selected (Brittany Balch)
 - d. Cleaning out Existing Rink
 - i. This will be determined once we have equipment room.
 - e. Skate Grant Received
 - i. 80 skates received and will be moved to the WSCC
 - f. Safesport, USA Hockey #, Background check for board members
 - i. Notification sent by Justin Wiskie, update Justin ASAP once completed
 - g. Board Rep assignment for Upcoming teams
 - i. 14U A-T. Dongarra
 - ii. 14U B-S. Kane
 - iii. 12U A-R. Romeo
 - iv. 12U B-M. Jacobson
 - v. 10U A-K. Kletzien
 - vi. 10U B-K. Mair
 - vii. 10U B-S. Knott
 - viii. 10U C- I. Cushman
 - ix. 10U Girls (Gold) C. Wilkins
 - x. 10U Girls (Bronze) K. Sullivan
 - h. Additional grant opportunities:
 - i. Sauer grant applied for
 - ii. WAHA grassroots grant-goalie specific
- 12. Break the Ice Discussion
 - a. Volunteers are signing up and most events are in place, later slots will be needed. Specifically, kids zone, clean up
 - b. Set up: Friday @ 4pm-6pm; board members are welcome to help when available
 - i. Satr
 - c. Inga Cushman has asked if concessions will be available during the event.
- 13. WSCC Update (Jensen/Knott)
- 14. Open Forum
 - a. Motion to approve up to \$2500 to purchase equipment and technology to run retail stations at the WSCC-motion D. Jensen
 - b. 2nd Motion
 - c. All approved
 - d. Motion approve up to \$2000 to restock Hockey Beer merchandise
 - i. 2nd motion: Matt Jacobson
 - ii. All approved
- 15. Motion to adjourn: D. Jensen

- a. 2nd Motion: T. Dongarra
- b. All approved