

# Board of Directors Minutes 5/13/25

May 13 2025 / 6:00 PM / Baird Office: 14 North Parker Dr. Suite 200,  
Janesville WI

## ATTENDEES

	Present	Absent		Present	Absent
Sean Knott (VP)	x		Matt Jacobson (Equip)		x
Kiefer Sullivan (Fund./Marktg)		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				
John Petry		x	Katie Kletzien (fund)	x	
Ryan Romeo (Equip)	x		Chris Wilkins	x	

## JYH Board Agenda

1. Call Meeting to Order (Jensen)
  - a. Meeting called to order at 6:05pm
2. Secretary Report (Kane)
  - a. Approve April Minutes
    - i. Motion to approve minutes from April 2025:D. Jensen
    - ii. 2nd Motion: S.knott
    - iii. All approved
  - b. Scholarship updates if any
    - i. No scholarship submissions from Parker/Craig/Milton
3. Treasurer Report (Mair/Jensen)
  - a. Approval of Financials
    - i. Financials updated the board on current financials from March and April
    - ii. March was end of the fiscal year
    - iii. Outstanding payments from other clubs for referee
    - iv. Spring hockey revenue was posted in March.

- v. A few payments on grants have been received.
- vi. Motion to approve March and April financials: S. Kane
  - 1. 2nd motion: J. Wiskie
  - 2. All approved
- b. Credit Card Rewards
  - i. Kyle Mair will investigate how much total is in place for CC rewards before we close out the Credit Cards
  - ii. Board discusses using the rewards to purchase Amazon gift cards for incentives for volunteers and evaluators.
  - iii. Kyle will look at the total amount in rewards and purchase gift cards in \$25 increments. Remaining funds will result in a purchase of a bulk gift visa gift card for address additional costs incurred.
- 4. Equipment Report (Romeo/Jacobson)
  - a. Review Current Inventory Numbers
    - i. Current numbers were shared with D. Jensen. Rough estimate is 40 sets of equipment. Sizes to be determined.
    - ii. Skates will be a need. D. Jensen will provide the list of grant funded skates to Ryan.
    - iii. We will need shoulder pads, gloves are a need, small shin guards size 8 for sure, breezers and helmets.
    - iv. Additionally, we will need to purchase bags.
    - v. JYH board maintains the plan to require parents to purchase sticks
    - vi. Ryan recommends that we purchase 50 sets. Board recommends 25 sets of small, 15 medium sets, and 10 large sets.
    - vii. There are approximately 100 sets out to families currently
    - viii. Action Item: board recommendation that we start creating a list of number of equipment sets and sizes. 50 sets or more. Ryan will provide the recommendation of the number of sets.
    - ix. Motion to purchase equipment sets not to exceed a cost of \$20,000 for Fall hockey and WSCC transition-D. Jensen
      - 1. 2nd motion: C. Wilkins
      - 2. All approved
  - b. Make sure we have coverage for Summer Hockey Handouts
    - i. July 20 and July 23 summer dates
    - ii. WE will need to determine if the rink is available on July 20th, currently booked for Jets camp
    - iii. Ryan will plan to have equipment committee members ready for 5pm distribution prior to the first session of 5 week SNL
    - iv. Girls THFF month is August. Equipment distribution date is
- 5. Ice Scheduler Report
  - a. Verify Summer Schedule
    - i. Summer options and weekly days shared by Chris Wilkins

- ii. Start date the week of July 21st, ends August 24. One week off late July due to the Jets camp.
  - b. Update on WSCC Scheduling
    - i. Chris met with Tony Thery (WSCC manager) to discuss a typical week of ice use during season to account for HS teams. Accounted for 6U/8U/10U/12U/Bantam
    - ii. Allows for two ice touches per level per week
- 6. HDC Report (Wiskie)
  - a. Updates will be provided at June 2025 meeting-May HDC meeting week of May 19, 2025.
- 7. Fundraising Report (Kletzien)
  - a. Sammy's Hilltop Update
    - i. Tentative September date for the bags tournament
    - ii. REcommend a Sunday date
    - iii. \$100 entry, 50/50 raffles, silent auction and cash reward for bags tourney winner
  - b. What should our fundraising goal be
    - i. Conservative number will be determined by Keifer Sullivan and back into the number
- 8. Webmaster Report (Dongarra)
  - a. Volunteer Hours Billing
  - b. Tony D. provided updates on outstanding accounts. Outstanding dues are approx 2% of total dues received by JYH. Tony was looking into removing payment method from Crossbar accounts.
  - c. Specifically, these are members with outstanding account
  - d. Tony has emailed and invoiced the members
  - e. Any outstanding invoices will not be able to register for Summer and Fall season registrations
  - f. Tony recommends billing cycle for 2025-26 season to start in September to avoid missed payments late in the season
- 9. President Report (Jensen)
  - a. Discuss Rough Draft of Club Handbook.
    - i. Board review of the Handbook draft
    - ii. Budget Committee:
      - 1. Financial management
      - 2. Treasurer and President will remain committee chairs
      - 3. Chair: Kyle Mair and Dan Jensen/JYH President
    - iii. Marketing and Communications Committee:
      - 1. Merging member relations and communications representatives like webmaster and marketing
      - 2. Chair: Inga Cushman
    - iv. Fundraising and Events
      - 1. This committee will require a lot of volunteer coordination
      - 2. Focus was removing responsibilities from fundraising

3. Marketing committee will promote the event, sponsorship committee will seek community support, event chair will coordinate the event.
4. Chair: Katie Kletzien
- v. Sponsorship committee
  1. Keifer Sullivan will likely chair this committee based on his suggestion
  2. Developing strategic relationships with local businesses
  3. Chair: Keifer Sullivan
- vi. Equipment committee
  1. Adjusted job description to specifically lay out responsibilities
  2. Inventory management, appointing committee members, coordinate logistics for distribution plans
  3. Chair: Ryan Romeo and Matt Jacobson
- vii. Tournament committee
  1. Tournament director and committee members
  2. Committee members will have representatives from each age group.
  3. Goal would be to raise \$20-\$25K a tournament season
  4. Will need to have a close connection to Ice Scheduler
  5. Board recommends Chris Wilkins to start up the
- viii. Grievance and discipline committee
  1. Appointed by President based on discretion
- ix. Recruitment and retention committee
  1. Organizing recruitment opportunities for the community
  2. Specific focus on the THFF for events and early fall events to get additional members involved, (ex. 3v3 tournament), Spring opportunities
  3. Jets collaboration events
  4. Coordination with Jets and HS teams to provide on-ice help
  5. Work with Marketing committee
  6. Co-Chair: Shawn Kane and Tony Dongarra.
- x. Hockey Development Committee
  1. Existing structure of HDC will remain.
  2. Chair: Justin Wiskie or HDD
- b. Discuss new potential Volunteer Ideas
  - i. Volunteer hours ideas
    1. Tournament obligation + additional volunteer commitments
    2. Recommendation: Mandatory tournament obligation + 10 hours. Option for members to work beyond 10 hours to work down dues.
    3. Sub-committee to develop : Kyle Mair, Chris Willkins, Shawn Kane, Dan Jensen to bring draft in June. Finalize the decision in July
    4. We will consider the potential needs on the volunteer side in this sub-committee

5. Determine dollar amount for outstanding volunteer
  6. Volunteer plan should be June discussion and finalize the decision in July
- ii. Potential Needs-potential needs will be discussed with the Volunteer sub-committee.
    1. Try Hockey for Free Help
    2. Tournament Help
    3. Special Event Help
    4. Equipment Handin/Handout
    5. Jets Ticketing, Ushers and 50/50
    6. Committee Help
    7. Coaches and Managers
    8. Board Members
  - c. WAHA Rule Updates
    - i. D. Jensen discussed the rule change process.
    - ii. Dan Jensen provided proposed rule changes with JYH board
    - iii. May 21st date-region 4 rule review. Justin Wiskie wants to participate
  - d. Discuss JYH Signage (S. Knott)
  - e. Motion: JYH will make a financial commitment up to \$12,500 for a co-branded beverage marketing plan. Motion: S. Knott
    - i. 2nd Motion: D. Jensen
    - ii. All approved
10. WSCC Update (Jensen/Knott)
- a. Motion: JYH will make a financial commitment up to \$12,500 for a co-branded beverage marketing plan. Motion: S. Knott
    - i. 2nd Motion: D. Jensen
    - ii. All approved
11. Open Forum
- a. October event discussion. Discuss potential hiring of an event planner.
12. Motion to Adjourn: D. Jensen
- a. 2nd motion: S. Kane
  - b. All approved