

**SEPTEMBER MINUTES  
BOARD OF DIRECTORS MEETING  
SAINT PAUL CAPITALS HOCKEY ASSOCIATION**

**Date:** September 24, 2024

**Time:** 7:00pm

**Location:** Charles M. Schulz Highland Arena, 800 Snelling Ave, Saint Paul, MN

**Chair:** Julie Bustos, President

**Secretary:** Justin Uran

**Present:** Julie Bustos, Katie Morrell, Chris Morrisette, Jim Runyon, Kyle Medcalf, Katie Roedler, Justin Uran, Kevin Dolan

**Absent:** Scott McMahon, Mike Vannelli, Casey Welsch

**Staff present:** Katie Murphy, Kelly Rand

**I. Call to Order:** The board meeting was called to order at 7:05pm

**II. Quorum:** Quorum was achieved at 7:05pm

**III. Approval of agenda**

Motion to approve the September agenda was made by Julie Bustos, seconded by Kyle Medcalf: Agenda was approved on a voice vote.

**IV. Approval of the Minutes**

Motion to amend the August minutes was made by Julie Bustos, changes include:

*In the Officer Report Section – Under the President Update the paragraph should read: The new MN Hockey waiver process is being implemented across hockey associations. J. Bustos and C. Morrisette provided a report on how the Capitals and other associations are handling the new process. They provided examples of how associations are handling differently. The Board discussed having the SPCHA Hockey Operations Committee provides the initial recommendation with the President having the final sign off.*

Motion to approve the meeting notes with the proposed amendment was made by Julie Bustos, seconded by Kyle Medcalf. Meeting minutes were approved on a voice vote.

**V. Charitable Gambling Report (Kelly Rand)**

Gambling financials were submitted as a part of the board packet.

Two new gambling employees started this month as Bingo night callers

The board discussed potential new sites for gambling as it continues to look to expand gambling operations

Motion to approve actual operating expenses of \$6,309.96 for August 2024; motion made by Julie Bustos, seconded by Kyle Medcalf; motion was approved by a voice vote.

Motion to approve estimated expenses of \$9,000 for both September and October 2024; motion made by Julie Bustos, seconded by Kyle Medcalf; motion approved by a voice vote.

## **VI. Financial Report (Kyle Medcraft)**

Financial report was submitted and included in the board packet.

**[ACTION]** Kyle M. will re-forecast the budget based on the final registration numbers to provide a clearer financial picture for the remainder of the year.

The board discussed the lack of teams signed up for the Squirt A tournament and determined a plan based on Casey's guidance.

## **VII. Officers Reports**

### **A. President (Julie Bustos)**

The President's report was included as a part of the board packet.

The board discussed the approach on how to emphasize the importance of our code of conduct with our players and coaches. **[ACTION]** Scott M. and Katie Murphy will connect to discuss how it can be incorporated into the team meetings at the beginning of the year with potential activities including signed team contracts and conversation with refs

Joe Kelly is supporting the negotiation efforts with Ramsey County, specifically around concessions. **[ACTION]** SPCHA has a self-imposed deadline in trying to have the contract completed by Mid-October. The board provided thoughts through an lively discussion on different approaches / tactics with the County regarding contract negotiations

Julie B. is continuing to work through waivers. There has been a lack of responses and actions from other associations, impacting Capital families.

**[Action]** Chris will take it up with D2 leadership to see if there is anything to be done regarding inaction from other associations

Board decided that practice jersey costs will be split 50/50 between the Association and the teams. This has surfaced another issue regarding unplanned expenses throughout the year. **[ACTION]** Kyle M. / Justin U. / Jim R. to meet and determine the board's approach to planning for and approving discretionary spending throughout the year.

**B. Boys VP (Mike Vannelli)**

Report submitted and included in the board packet.

**C. Girls VP (Kevin Dolan)**

Report submitted and included as a part of the board packet.

Kevin D. shared that a small group is starting to plan the Capital Cup focused on establishing a budget and tournament operations best practices

Kevin D. also shared that Saints Uniform Reveal was a great event bringing the two communities together. The event was well attended (over 200 showed up!) and under budget!

**VIII. Directors Reports**

**A. Planning Director (Justin Uran)**

Report submitted and included in the board packet.

**B. Hockey Development (Taylor Chorney)**

Report submitted and included in the board packet.

**C. Ice Director (Katie Murphy)**

Report submitted and included in the board packet.

Katie M. highlighted opportunities to work with the rink on ice-time confirmation to ensure we do not run into future issues with double booking or even no-booking for future events

**D. D2 Representative (Chris Morrissette)**

Report submitted and included in the board packet.

The board discussed potential changes to team declarations for Bantam and U10. All changes will need to be discussed and aligned upon with Chris M. and Katie M.

**E. Concessions (Katie Murphy)**

Report submitted and included in the board packet.

**F. Brand Experience (Katie Roedler)**

Report submitted and included in the board packet.

Katie R. provided a quick update on the launch of both apparel sites (Capitals & Saints) and will be working on how Capitals and West St. Paul will split the dollars raised through the Saint's site

**G. Communications (Julie Bustos)**

Report submitted and included in the board packet.

**H. Fundraising and Sponsorships (Jim Runyon)**

Report submitted and included in the board packet.

Jim R. provided an update on the sponsorship tracker / structure and progress being made in securing sponsors at the different levels

**I. Community Engagement (Katie Morrell)**

Report submitted and included in the board packet

**[Action]** Katie Morrell will create a Blue Line Buddy one-page overview to be shared at the team manager meeting. The intent would be for managers to identify a parent to help coordinate events across the teams. Parents would receive 5 dib hours for their help in coordinating the activities

**[Action]** Katie Murphy will book the Cornerstone room to be used for check-in at November's Try Hockey for Free Event

**J. Tournaments/Safe Sport/Managers (Scott McMahon)**

Report submitted and included in the board packet.

**K. Mini-Mites/Mites/8U (Casey Welch)**

Report submitted and included in the board packet.

**[Action]** Katie Morrell. and Casey W. will work with Katie Murphy. to secure ice time for the Mites jamboree in February

**IX. Committee Reports**

**A. Goalie Committee (Mike Vannelli)**

Report submitted and included in the board packet.

**X. Executive Director Report (Katie Murphy)**

Report submitted and included in the board packet.

**XI. New Business**  
**A.**

**XII. Old Business**  
**A.**

**XIII. Adjournment:** Motion to adjourn was made by Julie Bustos and seconded by Jim Runyon. The board meeting adjourned at 9:23pm.