

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

Date: January 28, 2025

Time: 7:00pm

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

Chair: Julie Bustos, President

Secretary: Justin Uran

Present: Kyle Medcraft, Kevin Dolan, Chris Morrisette, Katie Roedler, Katie Morrell, Jim Runyon, Mike Venelli, Taylor Chorney

Absent: Scott McMahon, Casey Welch

1. **Call to Order:** The board meeting was called to order at 7:06pm
2. **Quorum:** Quorum was achieved at 7:07pm
3. **Approval of agenda**
[Motion] to approve the January agenda was made by Katie Morrell, seconded by Kyle Medcraft. The agenda was approved on a voice vote.
4. **Approval of the Minutes**
One proposed change (in bold) from last month's minutes:
 - Update December meeting **adjournment time 9:45 pm****[Motion]** to approve the meeting notes with the proposed amendment was made by Katie Morrell, seconded by Kyle Medcraft. Meeting minutes were approved on a voice vote.
5. **Cormick Cup Update**
 - Overall success in honoring Cormick and in creating a positive experience for the players and their families
 - Better ifs -
 - **Bracket Adjustments:** Avoid combining B1 and B2; ensure brackets align by age or organize a championship within the same brackets.
 - **Budget and Sponsorship:** Establish a clear budget and guidance moving forward; expand temporary sponsorship options (e.g., banners, swag) to boost revenue.
 - **Event Enhancements:** Incorporate a food truck (weather permitting) and reintroduce fundraising activities like "Chuck-a-Puck" or raffles.

- **Inventory and Costs:** Track inventory for future use; review the program's high costs for potential adjustments.
- **Trophy and Recognition:** Invest in a large, engravable trophy for display; explore display options to showcase it year-round.
- **Team Coordination:** Assign a manager point of contact to gather rosters and distribute association links (e.g., via Google Forms).
- **[ACTION]:** Determine next year's Cormick's Cup brackets during May Board meetings – prior to registration opening in June

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

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

[Motion] to approve actual operating expenses of \$14,041.29 (it exceeded our previous approved by \$1150.85) for December 2024; motion made by Julie Bustos, seconded by Kyle Medcraft ; motion was approved by a voice vote.

[Motion] to approve expected operating expenses of \$10,000 (it exceeded our previous approved by \$1150.85) for February 2025; motion made by Julie Bustos, seconded by Kyle Medcraft; motion was approved by a voice vote.

- Revenue audit is going well, and all the documents have been submitted and waiting for results
- Continue to work with our sites on oversight and process to ensure we are compliant, and our standards are being met
- Raffle was a success! In total we raised over \$45,000 with over 4,500 tickets sold. This was an increase over the prior year's 2,800 tickets sold.
- **[ACTION]** Recommend taking a donation from gambling on May 1st to cover tournament costs
- **[ACTION]:** Katie M. and Kyle will look into the Gambling Report templates to help simplify the content to provide clarity to the reports / numbers
- **[ACTION]:** Look into selling raffle tickets at the arena during high school games / tournaments

7. **Financial Report (Kyle Medcraft)**

Financial report was submitted and included in the board packet.

- **[ACTION]** Kyle and Justin to meet to finalize ice time proposal

8. **Officers Reports**

A. President (Julie Bustos)

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

- Ramsey County Ice Contracts: Final contract changes expected in February, including:

- Additional Shooting Room hours
- Cormick Cup trophy case
- Cornerstone Room access
- Skate sharpening in concession stands
- University of St. Thomas Ice: Exploring 500 weekday hours; negotiating further price reductions. There is a new Arena Manager: Addressing open issues; pushing for more weekend and summer ice availability. Options include:
 - Summer Camps & AAA Teams: Planning in progress.
- Team Staff & Certifications: We need to clarify roles between coaches and helpers for Mites & 8U, including:
 - Simplify certification for first-time and younger coaches,
 - Ensuring an easy entry into coaching to encourage long-term involvement.
- **[ACTION]** Establish an association standard on when player substitution vs roster changes throughout the year. Another option is to push D2 to build a policy

B. Boys VP (Mike Vannelli)

Report submitted and included in the board packet.

- **[MOTION]** Motion to offer to cover 50% off of goalie camp costs for up to Mites / Squirts / 8U / 10U up to \$5,000 total. Motion made by Justin Uran, seconded by Kyle Medcraft; motion was approved by a voice vote. – Katie will follow-up on details.

C. Girls VP (Kevin Dolan)

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

- **Co-op Update:** Teams are performing well, and player feedback sessions have been very positive.
- **Mid-Year Financial True-Up:** Scheduled for February 2, including a meeting with West St. Paul to reconcile financials.
- **La Grolla Donation:** La Grolla is generously donating a \$20 gift card per player with no restrictions
- **[ACTION]** Develop a consistent and standardized Formal player feedback form for the end of the year meeting for player / coach / parents meeting. Possible connection between the boys and girls

9. Directors Reports

A. Planning Director (Justin Uran)

Report submitted and included in the board packet.

[ACTION] Justin to pull together board structure scenarios to be discussed at February Board meeting.

B. Hockey Development (Taylor Chorney)

C. Ice Director (Katie Murphy)

Report submitted and included in the board packet.

D. D2 Representative (Chris Morrisette)

Report submitted and included in the board packet.

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.

[ACTION] Katie R. will help pull together options on how to divide out revenue from the Saints Spirit sales with West St. Paul for the upcoming Co-op meeting

[ACTION] Explore looking into opening a summer merch window

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.

I. Community Engagement (Katie Morrell)

Report submitted and included in the board packet.

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.

10. Committee Reports

A. Goalie Committee (Mike Vannelli)

Report submitted and included in the board packet.

B. Executive Director Report (Katie Murphy)

Report submitted and included in the board packet.

11. New Business

A. N/A

12. Old Business

A. N/A

Adjournment: Motion to adjourn was made by Chris M. and seconded by Taylor C. The board meeting adjourned at 10:35pm