

**OCTOBER MINUTES  
BOARD OF DIRECTORS MEETING  
ST. PAUL CAPITALS HOCKEY ASSOCIATION**

**Date:** October 22, 2024

**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, Jim Runyon, Katie Morrell, Casey Welch

**Absent:** Mike Vannelli, Taylor Chorney (called in for his update), Scott McMahon

1. **Call to Order:** The board meeting was called to order at 7:08pm
2. **Quorum:** Quorum was achieved at 7:10pm
3. **Approval of agenda**  
Motion to approve the September agenda was made by Kevin Dolan, seconded by Jim Runyon. The agenda was approved on a voice vote.
4. **Approval of the Minutes**  
Two proposed changes (in bold) from last month's minutes:
  - Motion to approve estimated expenses of \$9,000 for both ~~August and September~~ September and October 2024; motion made by Julie Bustos, seconded by Kyle Medcraft; motion approved by a voice vote.
  - SPCHA member Joe Kelly, Esq. is supporting the negotiation efforts with Ramsey County, specifically around concessions.

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

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

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

Motion to approve actual operating expenses of \$10,150.85 (it exceeded our previous approved by \$1150.85) for September 2024; motion made by Julie Bustos, seconded by Kevin Dolan; motion was approved by a voice vote.

Motion to approve estimated expenses of \$10,000 for November 2024; \$12,500 for December (due to start of cost for Smorgies); motion made by Julie Bustos, seconded by Kevin Dolan, motion approved by a voice vote.

Motion to announce winners on Hockey Day Minnesota (January 25<sup>th</sup>) at local restaurant during late afternoon with prize winners:

- 2 - \$1499
- 6 - \$1000,
- 5 – 7 \$350 prizes for top seller prizes.

Motion made by Kyle Medcraft, seconded by Jim Runyon, motion was approved by a voice vote.

**[ACTION]:** Based on the board discussion Justin will check with SPCHA member Dan McDowell on Meat Raffle Sponsorship.

**[ACTION]:** Katie M. and Kyle will look into the Gambling Report templates to help simplify the content to provide clarity to the reports / numbers

## 6. **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

## 7. **Officers Reports**

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

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

The Board had an open discussion around the evaluation process. Overall positive but there is always room for improvement around parent communication and expectations during the process.

**[ACTION]:** Ops committee will look into simplifying the coach selection and certification process next year. This would include visibility into expectations and what is needed to coach at specific levels and consistent / earlier interview process.

**[ACTION]:** Kevin and Julie will connect with the local high school programs on ways to partner with the Capitals moving forward.

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

Report submitted and included in the board packet.

**[ACTION]:** The Hockey Ops will buildout guidelines on how to use dryland / shooting room (i.e., max hours per week, when to schedule etc.) and options to fix / improve the floor

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

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

Kevin shared a planning update for Capital Cup. The goal is to use this as a pilot in how to build a sustainable tournament planning guide.

The Board discussed how we can provide ongoing communication and feedback with Saint families on how the transition is going and areas of improvement.

**[ACTION]:** Justin to put together a structure / framework for board members on how they can document their roles and responsibilities for succession planning.

## 8. **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.

Taylor provided an update on his approach to the upcoming coaches meeting. He will use that time to cover the following topics:

- Expectations on practices with the focus on fundamentals
- Emphasize the appropriate ratio between practice / games
- Discuss drills and the use of the coach'em app
- Utilization of the shooting room / dryland practices
- Reminder on coaching certification
- Review of D2 Rules / SafeSport

**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.

**[ACTION]:** Chris will be scheduling a second meeting for Capitals and Saints managers (including mites)

**E. Concessions** (Katie Murphy)

Report submitted and included in the board packet.

**[ACTION]** The Board discussed the need to communicate to families regarding concession dibs and that they will be made available once we resolve our contract negotiations with Ramsey County

The Board discussed how to engage families through the registration process on volunteer areas for the upcoming season. This would provide better visibility and more options on how families can get involved in several aspects (fundraising, concessions, events, operations) across the association.

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

Report submitted and included in the board packet.

Board discussed coaches gear and how to offset the lack of coaches' discount with Letterman.

**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 provided a recap from the September Fundraiser. Overall, it was a success and provides a more sustainable approach on how to host and play future events.

Jim also informed that Board that in February, Capitals will partner with Tiffs to add a Capitals Burger to the menu – proceeds would go to Capitals. The Board discussed how to promote Tiffs throughout the month.

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

Report submitted and included in the board packet.

The Board discussed how to use our grants to pass out equipment during the try hockey for free events. This would help lower the barrier of entry into hockey for families.

**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.

The Board discussed the Squirts A tournament and how it will operate with four teams. Casey will work with Chris and Katie on the logistics.

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

**9. Committee Reports**

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

Report submitted and included in the board packet.

The Board will use a future meeting to discuss the goalie gear buyback proposal.

**[ACTION]** Kevin will work to ensure there is representation from the Saints side in the goalie report.

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

Report submitted and included in the board packet.

**11. New Business**

A.

**12. Old Business**

A.

**13. Adjournment:** Motion to adjourn was made by Kevin Dolan and seconded by Jim Runyon. The board meeting adjourned at 10:13pm