

MINUTES
BOARD OF DIRECTORS MEETING
SAINT PAUL CAPITALS HOCKEY ASSOCIATION

Date: August 27, 2024

Time: 7:00pm

Location: Green Mill, 57 Hamline Ave South, St. Paul, MN

Chair: Julie Bustos, President

Secretary: Scott McMahon

Present: Julie Bustos, Kevin Dolan, Scott McMahon, Kyle Medcraft, Chris Morrisette, Katie Roedler, Jim Runyon, Mike Vannelli, Casey Welch

Absent:

Staff present: Katie Murphy, Kelly Rand

- I. **Call to Order:** The board meeting was called to order at 7:14
- II. **Quorum:** Quorum was achieved at 7:14
- III. **Approval of agenda**
Motion to approve the August agenda was made by S. McMahon, seconded by K. Medcraft. Agenda was approved on a voice vote.
- IV. **Approval of the Minutes**
Motion to approve the July board minutes was made by K. Medcraft, seconded by C. Welch. Minutes were approved by a voice vote.
- V. **Charitable Gambling Report (Kelly Rand)**
Gambling financials were submitted as a part of the board packet.

Green Mill received a site visit from the Gambling Control Board. The review was successful with limited feedback for improvements.

Bingo will be back at Mike's and Green Mill in September.

Paperwork has been submitted to add pulltabs at Groveland Tap.

Motion to approve actual operating expenses of \$5,897.36 for July 2024; motion made by J.Bustos, seconded by C. Morrisette; motion was approved by a voice vote.

Motion to approve estimated expenses of \$9,000 for both August and September 2024; motion made by J Bustos, seconded by M. Vannelli; motion approved by a voice vote.

Motion to approve estimated expenses

VI. Financial Report (Kyle Medcraft)

Financial report was submitted and included in the board packet.

Registrations are open, with registrations slightly behind where they were a year ago. K. Medcraft provided analysis on where registrations are by team level.

VII. Officers Reports

A. President (Julie Bustos)

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

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 how associations are handling differently. The Board discussed having the SPCHA Hockey Operations Committee provide the initial recommendation with the President having the final sign off.

Motion to grant the SPCHA President the authority to approve or deny release waivers with approval or denial based on the recommendation of the Hockey Operations Committee; the motion was made by S. McMahon, seconded by K. Medcraft; motion was approved on a voice vote.

The Board discussed the new US Hockey locker room monitor policy. The Board discussed that it needs to be the responsibility of the coaches to serve as those monitors. Moving forward, managers will be tasked with working with coaches to develop a team plan to make sure that a SafeSport certified adult is monitoring in compliance with the SPCHA locker room monitor policy.

The Board discussed the coach dubs policy, and asked for further review by the Hockey Operations Committee.

B. Boys VP (Mike Vannelli)

Report submitted and included in the board packet.

M. Vannelli updated the board on the outcomes of the summer training clinics and people who were involved in developing the players.

M. Vannelli led the Board in a discussion on some of the circumstances that are developing this season with waiver issues. He highlighted a number of circumstances where there are significant challenges for the SPCHA.

C. Girls VP (Kevin Dolan)

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

K. Dolan updated the Board on warmup and evaluation plans, girls numbers, and team plans.

Motion made to allocate up to \$2,000 for the Sept. 22 girls coop kickoff event. Motion made by C. Morrisette, seconded by K. Roedler. Motion passed on a voice vote.

VIII. **Directors Reports**

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

Report submitted and included in the board packet.

J. Uran provided an overview of the board member meeting and planning process he is working on that will help identify and quantify strategies moving forward.

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

T. Chorney provided an update on evaluations and skills development.

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

Report submitted and included in the board packet.

The Board had a discussion on how to schedule goalie training and ice allocation.

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

Report submitted and included in the board packet.

D2 declarations are due mid-September.

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.

G. **Communications (Julie Bustos)**

Report submitted and included in the board packet.

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

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.

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.

The SPCHA banking accounts will be moved to Premier Bank.

Motion made to waive the registration fees for the SPCHA Registrars children for the 2024-25 season. Motion made by J. Bustos, seconded by S. McMahon. Motion passed on a voice vote.

XI. **New Business**

A.

XII. **Old Business**

A.

XIII. **Adjournment:** Motion to adjourn was made by K. Dolan and seconded by K. Roedler. The board meeting adjourned at 9:56.

CHARITABLE GAMBLING REPORT – Kelly Rand

Updates:

- Please see August Membership report attached.

Discussion:

- Review actual expenses incurred and estimated expenses for next two months

FINANCIAL REPORT – Kyle Medcraft

Updates:

- 1: Once we have all teams (# of team & # of skaters), I will update budget with first new forecast
- 2: Working with Julie/Katie on access to US BANK and establishing new banking relationship
- 3: Great income so far from registration

Discussion Items:

- 1: Squirt A Tournament - we have 1 team registered. What are the plans to fill this up and assume we aren't changing the price

OFFICER REPORTS

President – Julie Bustos

Updates

- Ramsey County Agreements - we've engaged Joe Kelly who is working directly with the Ramsey County attorneys on the arena contract. Also working to understand the delay with the concessions agreement. In the meantime, we finally heard back from our main contact Ramsey County who asked us to continue the concessions under the former agreement. We indicated it would be very difficult for us to do so. Joe followed up with the procurement attorney to understand the process with the concession stand. If the concession revenues have been high enough, county rules may force an RFP to be issued. Kyle pulled the numbers for the past couple years and they were delivered to Joe last week.
- Waivers - lots of waiver work is continuing to be done. Michelle and I have done a final sweep through all programs and are reaching out to families that still need a waiver. The districts seem unprepared for the deluge and appear to be scrambling to keep up and figure out how to handle the requests consistently.
- Evaluations have begun for Squirts, Peewees, and Bantams. Saints will start this week, too. Team selections for the boys are scheduled for 10/4 (may be moved to 10/3). Team selection for the girls is TBD but will be within a week of the final eval date. 10s and 12s may need to be announced before 8s and 15s.
- Attended a D2 presidents meeting on 9/17. The purpose of the meeting was to have the presidents meet one another. Almost all are new this season. There will be a coach and manager meeting this season at Central Middle School. All suspensions require a hearing, even if they are internal to an association (re: USA Hockey Bylaw 10). Sponsorships can be sold on Gamesheet - talk with Kevin Suoja if interested.
- Signed Co-op Agreement with WSP.
- Engagement opportunities with CDH Girls
 - 10/11 - Super Fan at home opener vs Stillwater + Teddy Bear Toss
 - M/W 5/5:30PM Skate with the Raiders + Autograph/Dinner @ Tiffs or Groveland Tap
- Highland/Central Scots would like to speak at our coaches meeting about engagement opportunities
- Attended a great event for Saints Hockey on Sunday. Several people asked if we would consider having similar events for season kick-off in the future, including equipment swap with Alan Foley and Michelle Stepka who have volunteered to work to advance our equipment donation program.
- Working through game ice with Katie, Kevin and WSP. Our goal is to have half of the 10U and 12U games at STP rinks and half at WSP rinks. Ben Young @ WSP is reaching out to D8 for their take. D2 is good with it.

- Preparing for evals for Youth and Girls programs. Set up Team Genius for Squirt, Peewee, and Bantam evals. Made use of more features than previous seasons. Will continue to explore how we can use additional features within the tool like using the in-season development progress tracking and reporting tools.
- Set up a fundraising tracking sheet.
- Received the Gear Up grant from Minnesota Hockey. The grant is for \$2,000 in Dick's gift cards to be used for growing the game.

Action items

- Update Coaching Agreement for paid coaches
- Regain access to USBank general fund
- Open account at Premier Bank
- Advance our Ramsey County agreements
- Complete Capitals Legacy Fund paperwork
- Confirm SPCHA and Saints coaches meetings get scheduled by Hockey Ops Committee
- Confirm SPCHA and Saints managers meetings get scheduled by Manager Coordinator
- Show Hockey Development Director how to configure Team Genius for Mite and 8U evals
- Team selections

Discussion

- Under what terms/circumstances would we open the concession stand?
- I would like to discuss this and share what we are hearing so we can do our best to manage through frustrations.
- Practice jerseys (for Squirts through Bantams) - need to think through what the association's role in funding these are this year and into the future. My recollection was that this season the idea was to get a sponsor to fund reversible practice jerseys with each players' name and number at \$55 per jersey. The sponsorship fell through and Casey negotiated the price down to \$40 per jersey. Given the tight timing, we proceeded with the practice jersey order by allocating \$20 per player from funds available in the hockey development budget. The other \$20 would be covered by parents through each team's slush fund. I believe we need to think through a plan for practice jerseys and other similar expenses in the future. For example, if the practice jerseys are sponsored would they need to be replaced each season that we get a new sponsor? Do they become part of the uniform order covered by parents going forward? Does the association cover them entirely? What is the impact on our budget and fees? Can we use gambling funds for things like this if the purpose of our charitable gambling effort is to make hockey more affordable? What about other general fundraising or sponsor funds? TLDR; I'd like to suggest two things happen: (1) gain consensus on how we're approaching this season's practice jerseys, and (2) form a team (I suggest including our treasurer, fundraising, and planning directors) to put together a recommendation on how to approach similar expenses in the future. This recommendation would be reviewed and discussed at a future 2024-25 board meeting.

Boys VP – Mike Vannelli

Updates

- Evals are underway

Girls VP – Kevin Dolan

Updates - provide concise summaries of recent developments, performance metrics, and other -

- Saints Tailgate event was a huge success - Over 200 showed up for hot dogs, brats, Saints Beannies and spiritwear fitting
- Evaluation pools are set - Players will be broken out alphabetically
- Numbers are strong - We expect to have 2 teams at U15, 4 teams at U10 & U12 and we have around 60 skaters for U8
- U10 & U12 evaluations start this week
- Goalie development will be working with Mega this year
- Olivia Schultz will serve as our Goalie program Director

- Capital Cup Chair Committee met on 9/19 - Reviewed last year's budget and discussed new ideas
- Next meeting is first week of Oct - We will invite some WSP families to be included in the planning process

Action Items - No Action Items

Discussion Items - Capital Cup budget discussion, what's the budget, our plan is to make a profit

DIRECTOR REPORTS

Planning Director - Justin Uran

- Updates:
 - Continue to meet with board members on goals and long-term vision for the Capitals Association
- Action Items:
 - Will set-up the rest of the interviews to be completed by the end of October
 - A couple of immediate action items that will need to be completed coming out of the conversations
 - Develop a Tournament Playbook – (Kevin D. Katie R.)
 - Design Consistent Capitals Practice Plan focused on Fundamentals for the first 20 Minutes – (Taylor C. Casey W.)
- Discussion Items:
 - Nothing at this time!

Hockey Development Director – Taylor Chorney

No report

Ice Director – Katie Murphy

Update:

- October practice ice is scheduled.
- 1st round of game ice has been submitted to D2.
- Reminder- until confirmed game ice is returned to us, I am not able to continue to schedule practice ice.
- Trying to confirm practice/game ice with WSP for Co-op

Action Items:

- Game ice

Discussion Items:

- none

D2 Representative – Chris Morrissette

Updates:

D2 Meeting Notes from 9/15

- still looking for new treasurer and squirt coordinator for D2
- Stillwater seeking 5-7 U19 girls. Can be from anywhere-
- Game time reminders: SQ/10U-60 minutes, PWA/B1/12A/B1-75 minutes, PWB2/PWC/12B2-60 minutes, Bantams/15U-90 minutes.
- Tethered mouthguards 12U and above, will be looking for them, but not mandated.
 - if there is an issue of not wearing and not visible to refs, it will then become mandatory, tethered could become mandatory. As heads up, d10 mandatory tether and in d5 there is a line up after warm up for mouth guard and neck guards.

Other things of note:

-continue to work on waivers as necessary.

- preparation for manager meeting in October
- thanks to parents for participating in D2 golf event 9/6
- whispers of massaging waiver rules (Mites)

Discussion

- need update on Bantams asap if any changes in declarations (discussion possibly?)

Concessions – Katie Murphy

Update:

- Waiting to hear back from Ramsey on contract.

Action Items:

- Opening?

Discussion Items:

- none

Brand Experience – Katie Roedler

Updates:

- worked extensively with Katie and her team at Lettermen Sports to create a great spirit wear store this year for both Capitals & Saints
- both spirit wear stores launched online 9/20
- created five ordering windows with Lettermen for both Capitals & Saints to include a window for district playoffs - which was feedback I received last year
- Lettermen will be at 9/22 event with samples/sizes of merchandise items

Action Items:

- Follow-up on spirit wear store with Lettermen on 9/27
- Meet with WSP on spirit wear and concessions offering
- Meet with Katie Murphy on Capitals concessions offering
- Meet with planning team for girls Capital Cup tournament

Discussion:

- year round spirit wear store
- new sign for Highland Arena
- tournament apparel planning

Communications – Julie Bustos

Updates

- Capitals
 - Email
 - Spirit wear
 - Evals, discounts, spirit wear, and socializing
 - Evaluation pools are posted (Sq-Ba)
 - Fundraiser party
 - Register now + fun Dibs opps + Saints tailgating
 - Jersey try ons
 - Social
 - Try Hockey for Free
 - Saints Tailgating Party
 - Fundraiser Party
 - Registration Deadline
 - BINGO
 - Set up Facebook Events for our parties

- Website
 - Updated Gambling and Fundraising pages
 - Homepage updates
 - Party events created
- Saints
 - Email
 - Warm ups/clinics and tailgating
 - Evaluation dates, warmup/clinic info, and more
 - Social
 - Uniform reveal teaser
 - Working on getting coordinated with the WSP comms team to create cohesion and divide comms work
 - Website
 - Updated evaluation information

Fundraising and Sponsorships – Jim Runyon

- Party is planned for 9-28 at Zamboni's
- Need people to sign up and spread the word.
- Have approximately 70 people signed up now
- Continuing to pursue silent and live auction items as well as sponsors.
- Upped the sponsorship amounts from last year \$500 for each level and up to \$2500 for dasher boards (this is on the higher end per Chris Potenza of Rinkside Advertising)
- Need to continue identifying areas that need funding
- Sold 3 new dasher boards this year at \$2,500, Like recurring revenue
- Secured Lawn sign sponsor for next year at \$2,500
- Secured \$2,500 donation from Kemps
- Parkway Autocare is going to be \$2,500 puck sponsor
- Secured Mini Mite Sponsor at \$800
- Secured Mite sponsor with new banking relationship \$2500
- See attached list for sponsors for this year. Still looking for others.

Community Engagement – Katie Morrell

Updates

- Hosted a booth at Mac Grove Fest Sept 14
- Hosted THFF on Sept 18, resulted in a few new registrations! Thanks Casey for helping out.
- Worked well to augment these events with volunteers (need to award dibs hours)
- Digital flyers to all SPPS elementary schools within boundaries encouraging registration
- USA Hockey THFF on Nov 2nd

Action Items

- Recruit families for MN Hockey New Family Mentor Program
- Plan and implement Blue Line Buddies program for 2024-2025 season
- Meet with Justin on strategy
- Reserve Cornerstone Room for 11/2

Discussion Items

- Blue Line Buddies: Caps and Saints? Age levels? Other recommendations. Would like to offer dibs for someone to help oversee this concept

Tournaments/SafeSport/Managers – Scott McMahon

UPDATES:

Tournament registrations are wrapped up for the season based on the preliminary team designation submitted to D2 in August. I believe we have a solid roster of tournaments for our teams. But I continue to have concerns in the following areas as we look towards next year:

1. Tournaments are opening sooner and filling sooner, which means we need to do a better job of identifying likely team designations for next season at the end of the upcoming season; and
2. There are fewer tournaments offered now than there were five years ago, at the same time clubs are being more aggressive in registering their teams, in particular teams that are not hosting their own tournaments.

These are issues we will need to keep in front of us as we move forward.

I continue to manage logistical issues with our registrations. For instance, one of our tournament hosts contacted me and informed me that they had not received our payment yet. I was able to confirm with K. Murphy the day the check was processed, received, and cleared our bank.

On SafeSport issues, as discussed last month, I will be meeting with each Squirt/10U and higher team early in the season prior to a practice. I will reinforce what our behavior expectations are, make the players aware of what consequences will occur for both game misbehavior as well as practice/rink misbehavior. I will reinforce that the Capitals have zero tolerance for violence and bullying in particular. The players will be given a form similar to the one parents sign during registration, to acknowledge that they understand the SPCHA behavior policies. These will be collected by the coaches and returned to me to maintain for the season. The document will be used in any discipline hearing that is held.

ACTION ITEMS: No items

DISCUSSION: No Items

Mini-Mite/Mite – Casey Welch

COMMITTEE REPORTS

Goalie Committee – Mike Vannelli/Tim Griffis

Updates

- Evaluations are underway
- Working on strategies for goalie equipment. Will share at a future meeting.

EXECUTIVE DIRECTOR – Katie Murphy

Update:

- Banks- will connect with both Premier and US Bank in the next couple of weeks to set up bank accounts. Being that schedules were extremely busy for all parties we were not able to connect this past month.
- RBC- need to continue to work with Julie to get forms completed and sent in.
- Worked with Julie throughout the month on communications/ party emails
- Continue to work on finances. Bill payment, quickbooks, accounting firm.
- Workers Comp has been paid
- USA Hockey insurance has been updated
- Registrations: Compared last years registrations to this years. Reached out to those players that were not registered for reminders to get registered.
- Evals: Rostered all players to eval pools and shared those documents with Julie, Mike and Kevin.
- Saints website: Rostered all players to eval pools, updated schedules, misc. website updates.

- Sponsors: Premier Bank- Mite 4, 3 and 2 jerseys= \$2500
Lloyds Automotive/Parkway Auto- Association pucks (1200)= \$2500
Natural Ways- Mini Mite Jerseys= \$800
Lunch Bucket- Puck bag sponsor
- Working with Dan Bustos on puck orders and Mite 1/Mini Mite jerseys
- Some Scholarships from FOSPH have been awarded. Continue to encourage families to apply.

Action Items:

- Banks
- RBC
- Managers meeting Oct 13.
- Goalie clinic dates- Sundays are not good for MEGA
- Goalie Equipment Inventory
- Board Team Staff

Discussion Items:

- Squirt A tournament? 1 registration

NEW BUSINESS

OLD BUSINESS