

**BOARD OF DIRECTORS' MEETING  
ST. PAUL CAPITALS HOCKEY ASSOCIATION**

**JUNE MEETING MINUTES**

**Date:** June 24, 2025

**Time:** 7:00pm

**Location:** Green Mill, 57 Hamline Ave S, Saint Paul, MN

**Chair:** Julie Bustos

**Secretary:** Justin Uran

**Present:** Julie Bustos, Katie Morrell, Kyle Medcraft, Justin Uran, Joe Kelly, John Wieberg, Cory Wynn, Chris Morrisette, Taylor Chorney, Kevin Dolan, Jim Runyon

**Absent:** Katie Roedler

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

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**Top Highlights**

- **Fall Season Prep is Underway:** Registration opens in early July; evaluation and warm-up planning is being finalized along with updates to handbooks and coach selection processes.
- **Charitable Gambling Stays Strong:** Bingo has launched at Zamboni's, and financials were approved for May and projected for July.
- **Functional Committees Making Progress:** On-Ice is prioritizing paid coach recruitment and updated evaluation guidance; Off-Ice is enhancing recruitment efforts from now through the start of the season.
- **Governance and Finance Advancing:** Reviewed and made recommendations to the board bylaws to be reviewed, and Legacy Fund structure being developed with a \$50K investment target.

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**1. Call to Order & Quorum**

- Meeting called to order at 7:10 PM with quorum achieved.

**2. Approval of Agenda & Minutes**

- *Agenda:* Motion to approve the agenda by Julie, seconded by Joe; motion approved by a voice vote.
- *May Minutes:* Motion to approve the May meeting minutes by Kevin, seconded by Kyle; motion approved by a voice vote.

**3. Charitable Gambling Report – Kelly Rand**

- Bingo launched new system at Zamboni's
- *Gambling Expenses*: Motion to approve actual operating expenses of \$12,099.96 for May made by Julie B. seconded by Kevin D; motion was approved by a voice vote.
- *Gambling Estimated Expenses*: Motion to approve estimated expenses of \$12,000 for July; motion made by Julie B. seconded by Kyle M; motion approved by a voice vote.
- Audit shifts nearly completed; Still looking for a couple of shifts to be covered by volunteers

#### 4. Functional Committee Work Time

- Committees reviewed goals, expectations, and deliverables.

#### 5. Officer Reports

- **President (Julie B.)**: Report submitted in board packet.
- **Finance (Kyle M.)**: Report submitted in the board packet.
- **Executive Director / Ice (Katie M.)**:
  - Registration will open in early July.
  - Warm-up/evaluation ice plans reviewed.
  - West St. Paul moved to Crossbar platform.
  - Ramsey ice secured; UST ice progressing.
- **Boys VP / Girls VP**: Reports submitted or included in board packet.

#### 6. Functional Committee Share-Out

##### A. On-Ice

- Focus on recruiting paid coaches, especially for older levels.
- Warm-up and evaluation plans finalized.
- Handbook to be updated specifically around team size and selection process
- Working on building out a Coach KO meeting and coach selection guidelines in development – will provide an update at a future board meeting
- Evaluation process to be finalized prior to registration (by July 1).
  - Evaluator list and approach being built.
- Discussed the shooting room and recommend it being resurfaced with epoxy instead of shooting ties

##### B. Off-Ice

- Recruitment initiatives: referral line in registration, yard signs, Mites kickoff.
- Equipment support via United Heroes League.
- Tournaments booked; waiting on final hotel confirmations.
- Looking to fill board spots for future Golf Outings:
  - *Cormick Cup*: Aug 2
  - *Friends of Hockey*: Aug 4

##### C. Financial

- Legacy Fund Structure under development (\$50K total investment) – will plan on bringing a full board report at the November meeting
- Sponsorship and community engagement options will be added as dropdown selections in the registration form, allowing families to indicate interest in getting more involved throughout the year.

#### **D. Governance**

- Exploring bylaw changes:
  - Board attendance is expected at 2/3 of the board meetings throughout year
  - Dibs credit eligibility for board members who completed term requirements

#### **7. New Business**

- Proposal: Add recurring review of key association metrics to be discussed at the beginning of each meetings

#### **8. Adjournment**

- Motion to adjourn: Justin U., seconded by Kyle M. – approved.
- Meeting adjourned at 10:11 PM.