

April 23, 2016 Oregon State Hockey Association Meeting Minutes

The Annual meeting of the Oregon State Hockey Association was held on Saturday, April 23, 2016 at 10:03 a.m. at Jones and Roth, 432 W. 11th Ave, Eugene, OR. The Acting President being in the chair and the Secretary being present. The minutes of the March 12, 2016 meeting were read and approved as corrected.

Donna Kaufman introduced the Oversight Committee members present.

Roll Call:

Board Members:

OSHA President: Lester Sparks (acting)
OSHA Vice President: Lester Sparks
OSHA Treasurer: Kara Minchin
OSHA Secretary: Sue Fthenakis
Bend Ice: Scott Wallace
Klamath Ice Sports: Wendy Heaton
Lane Amateur Hockey Association: Kelly McMahan
Portland Junior Hawks: Lisa Masog
Rogue Valley Hockey Association: Jeff Lillman
Winterhawks Amateur Hockey Association: Lisa Masog
Hockey Oregon LLC (REHL): Ken Evans
Sherwood Ice Arena Adult League: Michael Ford
Winterhawks Skating Center: Ben Stadey

Non-Voting Members

Referee in Chief: Erik Nyberg

Members Absent

Winterhawks Amateur Hockey Association: Jill Boeschenstein (absent)

Standing Committee Chairpersons:

Audit Committee: Flint Doungchak
Discipline Committee: Lester Sparks
Membership Committee: Sue Fthenakis
Nominating Committee: Wendy Heaton

Appointed Committee Chairpersons:

American Developmental Model: Lester Sparks
Coaching Education Program: Michael McMahan
Coach in Chief:
Disabled Hockey: Kellie Hays
High School Commissioner: Lester Sparks
Player development Coordinator
Safe Sport Coordinator: Andy Potter (absent)
Website: Represented by Ken Evans

Members of the USA Hockey Oversight Committee:

Steve Stapleton
Steve Laing
Donna Kaufman

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Guest:

Kevin Chambers

Reports:

President Report: Lester Sparks (acting President)

- Pacific District Coach in Chief position: Flint DOUNGCHAK and Jeffrey Bruckner will be submitted in May by the Pacific District to USA Hockey. In June USA Hockey will make the final decision to replace Larry Bruyere who is retiring from that position.

Vice President's Report: Lester Sparks

- no new report

Treasurer's Report: Kara Minchin

- (see Treasurer's Report attached)

Notice received that old account was closed but the check has not been received yet.

Lester Sparks moved to approve Treasurer's Report. Motion carried. Kara Minchin abstained.

Secretary's Report: Sue Fthenakis

- (see Secretary's Report attached)
- Update: February Meeting Minutes are also now ready to post to the website.

Referees: Erik Nyberg

- (see Referee's Report attached)
- **Erik Nyberg asked all member Associations to submit the name of their Discipline Chairperson's name to him.**

Reports Standing Committees:

Discipline: Lester Sparks

- Pending Match Penalty will be addressed this week.

Audit: Flint DOUNGCHAK

- (see Audit Report attached)

Membership Committee Report: Sue Fthenakis

- (see Membership Report attached)
- Update: Member Association Annual Reports have now been received from Klamath Ice Sports Inc. as well as those listed in the Membership report.

Nominating Committee Report: Wendy Heaton

- (see Nominating Committee Report attached)

Reports Appointed Committees:

SafeSport Report: Andy Potter

- (see SafeSport Report attached)

ADM Report: Lester Sparks

- In discussions regarding events in Bend. Possibly another in Southern Oregon after the first of the new year. Possibly combining with Coaching Education Program and the new Goaltending Development Coordinator.

Disabled Report: Kellie Hays

- Last week Kellie Hays was at the Disabled Hockey Festival in Michigan. Kelly Hayes and a member from the SJ Sharks organization went to observe, volunteer, and learn in preparation for hosting the Festival in San Jose next year. Programs at the Festival included Blind Hockey, Deaf and Hard of Hearing Hockey, Sled Hockey, Youth and Adult Special Hockey, Warrior, Standing Amputee Hockey, and totaled 90 teams with over 1100 disabled athletes.

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- Kelly Hayes asked for help with funding for sending officials to a Futures Officiating Sled Camp (in conjunction with the Development Camp in July in Buffalo) to be instructed in officiating for sled hockey. Deadline is May 2nd for nominating/identifying up to 5 potential officials from the district (at least 1 from Oregon) to go to this camp. Steve Laing said he is working on bringing this sort of training to a camp at the Pacific District.

High School: Lester Sparks

- Championship was held recently. A Portland team won. The tournament went well.
- It is planned that teams will be notified ahead of the championships next year that All-Star teams will be named. Lisa Masog sent out a request for nominations for this year and the following players were selected: Goalie: Tristan Sayer, Portland; Defense: Chris Romig, Portland and Alex Stoneham, Portland; Forwards: Ian Hoffman, Portland, Seth Elkin, Willamette Valley Wolfpack, and Tanner York, Klamath Falls. **Plaques will be made for the 6 All-State candidates, and certificates will be sent to the 25 candidates and these results will be posted on the website.**
- **Lisa Masog moved to add a budgeted item for the High School Hockey State Championships moving forward for recognition for the All-State High School Hockey Team. Motion carried. Lisa Masog will have a budget line item prepared for the Treasurer for the next meeting.**
- **Lisa Masog moved that OSHA sponsor this program for the All-State High School Hockey team not to exceed \$250 for the current year for plaques and awards, recognition for the mentioned players. Motion carries.**

Website:

- OSHA never received the password and user name for the website. Ken Evans is in process of creating a new website. Ryan Colby has developed and has moved on. Ken Evans is the contact for the website in the interim. Flint Doungchak is assisting Ken Evans in building the new website.
- **Lester Sparks will send a final letter to Jill Boeschstein requesting the website access information by April 30th. If need be a legal letter will sent indicating consequences of not receiving this information.**
- If need be Lester will send a letter to the website host asking that the old website be shut down.
- **Michael Ford moved to reimburse Ken Evans \$288 for the new hosting fee for the Weebly site. The motion was approved. Ken Evans abstained. Ken will provide receipts to Kara Minchin.**

Old Business:

- Goaltending Development Coordinator candidate approved by USA Hockey: Nore Berggren. **Lester will forward his resume to board members.** Our board will be expected to pay this person a stipend (\$2500/season) plus travel costs. There is a training next month for which OSHA will need to cover his airfare. **After the training Nore Berggren will develop a plan which he will present to OSHA this summer.** This position has a maximum term of 5 years. **Ken Evans moved to accept Nore Berggren as our Goaltender Development Coordinator in the state of Oregon. The motion carried. Ken Evans moved that the Oregon Affiliate pay for Nore Berggren's airplane ticket to travel for training to Plymouth, MI next month in order to get what he needs to provide our information next month at our meeting, not to exceed \$1000. The motion carried.**
- Lester Sparks asked for board approval to appoint Paul Doherty as Player Development Coordinator. Travel Expenses would be covered by OSHA. **Scott Wallace moved to appoint Paul Doherty as the Player Development position effective immediately. Motion carried.**

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- Oversight Committee Discussion: This will occur during the working meeting following this meeting.
- Reimbursement of Team Oregon. **Ken Evans moved to reimburse Team Oregon the \$950 registration fee that was paid for the team to travel Pittsburg to the High School Showcase. The motion carried.** Kelly McMahan and Lester Sparks abstained. (see Team Oregon HS Showcase Team report attached)

New Business:

- Michael Ford addressed the role Adult Hockey in OSHA. **Donna Kaufman proposed that an Adult Hockey Committee be formed to address Adult Hockey specific issues.** Bend Adults are not yet USA Hockey. **Steve Laing proposed that Ashley Bevin come back in July to meet with Bend Parks and Rec. to facilitate bringing their Adult program into USA Hockey.** The committee should consist of one OSHA board member as well as members from several of the Adult hockey leagues.

Association News and Reports:

- Ben Stadey reported that 700 kids are currently enrolled in Learn to Skate, conservatively 30% are interested in playing hockey. Jin Boyang from China, third ranking male figure skater on the planet, put on a demonstration for the Learn to Skate kids.
- Hockey Oregon, LLC (The Rink Exchange) (see report attached)
- LAHA is expecting a shortage of High School players next year. They plan to be talking to other associations to see how they can make next season work for their players.
- **Lester Sparks asked Member Associations to submit reports by email to Sue Fthenakis, Secretary so that they can be attached to the minutes of the meeting.**

Election Results:

- Lester Sparks ran unopposed for President and therefore is the new President
- That leaves the Vice President position open. Lester proposes a 2 week period to seek candidates for Vice President. **Any nominations or applications for the Vice President position should be submitted to Wendy Heaton of the Nominating Committee by May 7th.** Ken Evans is nominating himself. One of the position's main responsibilities involves handling discipline issues statewide.
- Sue Fthenakis was reelected Secretary.

Next Meeting:

- Monday, May 23, 2016, 6:00 pm via teleconference.

Meeting Adjourned:

Ken Evans moved to adjourn. Motion carried. The meeting was adjourned at 12:29 pm.

Oregon State Hockey Association
Profit and Loss Standard
March 12 through April 21, 2016

10:54 PM

04/21/16

Accrual Basis

Mar 12 - Apr 21, '16

Ordinary Income/Expense		
Income		
	Interest Income	1.65
	Registration Fees	
	Player Registration Fees	2,100.00
	Total Registration Fees	2,100.00
	Tournament Fees	
	State Championship Entry Fee	3,400.00
	Total Tournament Fees	3,400.00
Total Income		5,501.65
Expense		
	Computer & Internet	59.00
	Late Fees	-200.00
	Meals & Entertainment	47.00
	Referees	966.00
	Rent	
	Room Rental - Office	214.65
	Storage Rental	109.35
	Total Rent	324.00
	Travel	
	Airfare	612.40
	Dining	33.85
	Parking	27.00
	Transportation	81.05
	Total Travel	754.30
	VOID	0.00
Total Expense		1,950.30
Net Ordinary Income		3,551.35
Net Income		3,551.35

Financial Control Policies and Guidelines

Scope

It is the responsibility of all organizations within the Pacific District to establish and follow prudent guidelines in managing their assets. The purpose of this section is to provide minimum standard policy guidelines and recommendations for Pacific District organizations and their boards of directors. The Pacific District strongly recommends that, at a minimum, the financial control policies and guidelines set forth below are included in the organization's policies. Specific policies concerning financial accountability and controls will vary depending on the size of the organization, whether it is non-profit or for-profit and other factors such as state and Federal laws governing the specific organization.

Recommended Financial Control Policies and Guidelines

1. **Financial Policies**. The board of directors of the organization should formulate financial policies for the organization. The administration of these policies may be delegated to a director or finance committee if the size of the board allows for such a committee.
2. **Segregation of Financial Duties and Responsibilities**. Financial responsibilities should be separated so that no one individual has sole control over cash receipts, disbursements and reconciliation of bank accounts. As an example, the individual signing the checks, making withdrawals and deposits and recording the disbursements and the deposits in the books should not be the same individual that reconciles the bank statements. If this is deemed to be not feasible for reasons unique to a given organization, fully documented bank reconciliations should be prepared by the Treasurer and audited by another board-designated individual prior to its joint presentation to the full board.

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Oregon State Hockey Association Reconciliation Detail

11:00 PM

04/21/16

WF CHECKING 3773, Period Ending 04/12/16

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						7492.9
Cleared Transactions						
Checks and Payments - 9 items						
Check	02/21/16	3020	Winterhawks Skating Center	✓	-2925	-2925
Check	03/12/16	3019	Oregon Hockey Officials Association	✓	-966	-3891
Check	02/28/16	3017	Natalie McEwen	✓	-672.66	-4563.66
Check	02/28/16	3018	Oregon Sports Action	✓	-324	-4887.66
Check	02/28/16	3014	Crown Trophy	✓	-153.56	-5041.22
Check	02/08/16	3006	Rocky Mountain Register, LLC	✓	-54	-5095.22
Check	04/02/16	3021	Lester Sparks	✓	-47	-5142.22
Check	02/08/16	3003	Rocky Mountain Register, LLC	✓	-38	-5180.22
Check	02/28/16	3012	Andy Potter	✓	-18	-5198.22
Total Checks and Payments					-5198.22	-5198.22
Deposits and Credits - 2 items						
Deposit	03/28/16			✓	240	240
Deposit	04/05/16			✓	695	935
Total Deposits and Credits					935	935
Total Cleared Transactions					-4263.22	-4263.22
Cleared Balance					-4263.22	3229.68
Uncleared Transactions						
Checks and Payments - 3 items						
Check	04/05/16	3024	Sue Fthenakis		-754.3	-754.3
Check	04/02/16	3022	Oregon Sports Action		-324	-1078.3
Check	02/28/16	3013	Winterhawks Skating Center		-140	-1218.3
Total Checks and Payments					-1218.3	-1218.3
Deposits and Credits - 3 items						
Check	02/21/16	3011	VOID		0	0
Check	02/28/16	3016	VOID		0	0
Check	04/05/16	3023	VOID		0	0
Total Deposits and Credits					0	0
Total Uncleared Transactions					-1218.3	-1218.3
Register Balance as of 04/12/16					-5481.52	2011.38
Ending Balance					-5481.52	2011.38

**Oregon State Hockey Association
Reconciliation Detail**

11:00 PM

04/21/16

OSHA Checking Account, Period Ending 04/15/16

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5627.48
Cleared Transactions						
Checks and Payments - 5 items						
Check	04/15/16		OSHA	✓	-8293.51	-8293.51
Check	02/02/16		Mariott Waikiki	✓	-1270.97	-9564.48
Check	01/24/16	3021	Lisa Masog	✓	-232.75	-9797.23
Check	04/04/16		Weebly-Charge.com	✓	-59	-9856.23
Check	02/18/16		ALASKA AIRLINES	✓	-25	-9881.23
Total Checks and Payments					-9881.23	-9881.23
Deposits and Credits - 3 items						
Deposit	02/05/16			✓	25	25
Deposit	02/04/16			✓	955	980
Deposit	02/02/16			✓	3273.75	4253.75
Total Deposits and Credits					4253.75	4253.75
Total Cleared Transactions					-5627.48	-5627.48
Cleared Balance					-5627.48	0
Uncleared Transactions						
Deposits and Credits - 1 item						
Check	04/15/16		OSHA		8293.51	8293.51
Total Deposits and Credits					8293.51	8293.51
Total Uncleared Transactions					8293.51	8293.51
Register Balance as of 04/15/16					2666.03	8293.51
Ending Balance					2666.03	8293.51

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Oregon State Hockey Association Profit and Loss Prev Year Comparison September 1, 2015 through April 21, 2016

11:09 PM

04/21/16

Accrual Basis

	Sep 1, '15 - Apr 21, '14	Sep 1, '15 - Apr 21, '15	\$ Change	% Change
Ordinary Income/Expense				
Income				
Interest Income	7.65	6.13	1.52	24.8%
Other Income	0	467.2	-467.2	-100.0%
Registration Fees				
Adult/Coach Registration	7405	8335	-930	-11.2%
Player Registration Fees	16555	15180	1375	9.1%
Registration Fees - Other	740	0	740	100.0%
Total Registration Fees	24700	23515	1185	5.0%
Select Camp Fees				
Camp Registration	3273.75	0	3273.75	100.0%
Refund - Select Camp Fee	0	-250	250	100.0%
Try Outs	2375	7375	-5000	-67.8%
Total Select Camp Fees	5648.75	7125	-1476.3	-20.7%
Tournament Fees				
State Championship Entry Fee	3400	5100	-1700	-33.3%
Tournament Application Fee	225	325	-100	-30.8%
Tournament Fees - Other	150	0	150	100.0%
Total Tournament Fees	3775	5425	-1650	-30.4%
Total Income	34131.4	36538.3	-2406.9	-6.6%
Expense				
Auto				
Gas	2	0	2	100.0%
Mileage	254.72	1033.32	-778.6	-75.3%
Parking	19	50	-31	-62.0%
Total Auto	275.72	1083.32	-807.6	-74.5%
Bank Charges	0	221.25	-221.25	-100.0%
Cash Advance	0	0	0	0.0%
Computer & Internet	118	371.81	-253.81	-68.3%
Contracted Services	0	1330.5	-1330.5	-100.0%
Ice Time	0	5412.5	-5412.5	-100.0%
Late Fees	0	0	0	0.0%
Meals & Entertainment	345	971.81	-626.81	-64.5%
Meeting Expenses				
Food & Beverages	159.16	1110.75	-951.59	-85.7%
Room Rental	0	0	0	0.0%
Total Meeting Expenses	159.16	1110.75	-951.59	-85.7%
Miscellaneous	0	25	-25	-100.0%
Office Expense	24.45	102.94	-78.49	-76.2%
Office Supplies	731.92	176.97	554.95	313.6%
OSHA Select Camp				

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REFUND	250	0	250	100.0%
Food	874.8	0	874.8	100.0%
ice	975	0	975	100.0%
Select Camp Rockey Mt Fee	163.25	0	163.25	100.0%
OSHA Select Camp - Other	43.93	0	43.93	100.0%
Total OSHA Select Camp	2306.98	0	2306.98	100.0%
Pacific District				
Block Grant Funds Contribution	0	640	-640	-100.0%
Player Fees	0	1878	-1878	-100.0%
Select Camp Affiliate Fee	0	550	-550	-100.0%
Select Camp Participation Fees	970	0	970	100.0%
Total Pacific District	970	3068	-2098	-68.4%
Postage and Delivery	5.95	76.26	-70.31	-92.2%
Printing and Reproduction	0	28.71	-28.71	-100.0%
Referees	966	1449	-483	-33.3%
Rent				
Room Rental - Office	1470.75	546.25	924.5	169.2%
Storage Rental	730.62	372.6	358.02	96.1%
Rent - Other	390.63	348.8	41.83	12.0%
Total Rent	2592	1267.65	1324.35	104.5%
Service Fees	0	147.5	-147.5	-100.0%
Supplies	0	383.36	-383.36	-100.0%
Taxes				
State	0	45	-45	-100.0%
Sales	0	8.23	-8.23	-100.0%
Total Taxes	0	53.23	-53.23	-100.0%
Tournaments				
State Championships	3721.27	0	3721.27	100.0%
Total Tournaments	3721.27	0	3721.27	100.0%
Travel				
Airfare	1831.35	1353.01	478.34	35.4%
Dining	428.74	877.1	-448.36	-51.1%
Lodging	2699.5	3195.12	-495.62	-15.5%
Misc. Travel Expenses	50	53	-3	-5.7%
Parking	27	0	27	100.0%
Transportation	558.99	175.46	383.53	218.6%
Total Travel	5595.58	5653.69	-58.11	-1.0%
Uniforms	0	210.75	-210.75	-100.0%
Utilities				
Internet	119.75	191.6	-71.85	-37.5%
Telephone	0	169.5	-169.5	-100.0%
Total Utilities	119.75	361.1	-241.35	-66.8%
VOID	0	0	0	0.0%
Total Expense	17931.8	23506.1	-5574.3	-23.7%
Net Ordinary Income	16199.6	13032.2	3167.39	24.3%
Net Income	16199.6	13032.2	3167.39	24.3%

Secretary Report:

April 21, 2016

Sue Fthenakis

- Approved copies of Minutes of the September, October, and January Meetings are ready to be posted to the website.
- Action items for April meeting:
 - Learn who to send the minutes to for posting.
 - Discuss procedures for Board Members and Committee Chairs to submit reports.
 - Ask for updates to Contact list. Announce that it will be distributed digitally in the future.



OREGON STATE HOCKEY



State Referee in Chief Report April 23, 2016

Success of Oregon Officials ~

We have had a good year for Oregon officials to be recognized for exceptional performance.

Here are some of the post season assignments;

Pacific District Youth, 14U, 16U, 18U, District Tournament, El Segundo, Ca. 3/2-3/6 2016

Erik Freeman- Official

Toby Wolfe – Official

ACHA Women's D1, D2, D3 National Tournament, Kalamazoo, Mi. 3/8-3/13 2016

Marissa Peloquin – Official

Northern Pacific Hockey League, Jr. A Tier III, Playoff Rounds, PNW. 3/11-4/3 2016

Jarrold Boman- Official

Toby Wolfe- Official

Joel Nyberg - Official

Western Hockey League, 1st Playoff Rounds. 3/22-3/25 2016

Jarrold Boman- Linesman

Joel Nyberg- Linesman

USAH Youth National Tournament, 18U, 16U, San Jose, Ca. 3/31-4/4 2016

Toby Wolfe- Official

USAH Youth National Tournament, 14U, Anchorage, Ak. 3/31-4/4 2016

Erik Nyberg – Assistant RIC, Supervisor & Scheduler of Officials

Seminars ~ 4 Seminars

We will hold 4 USAH officials seminars in Oregon this coming season year from August through October, from Portland to Medford. We will add one in Bend, if needed, as a late last chance seminar once they open the ice.

Dates TBD.

Reported Penalties~

From May 1st, 2016, I will be instructing our officials to only submit the required on-line reports for Major penalties, Major + GM, Game Misconducts and Match penalties. We will no longer be reporting the 4 aggressive penalty infractions. This will bring us consistent with the rest of the USAH officials associations.

This report will be the last that you will receive info as to any of the 4 aggressive penalties, (CFB, CHG, BRD, and HC) that hopefully has helped you to understand and recognize the injury potential of these plays.

Through regular season play and tournament play for this season, here are the numbers.

Please see the handout.

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Additionally, I am requesting the name of the discipline chairman for each association. This will be to ensure that you are receiving the required notification of the suspension penalties that players in your associations receive.

Submitted 4/23/16

Erik Nyberg

Oregon State RIC

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OSHA Audit Committee Report

January 23, 2016

Flint Dounghak, Chris Hays, Andy Potter

Acknowledgement of USA Hockey Audit Report

Audit is attached. The Committee is in receipt of the USA Hockey report and it contains several recommendations for procedural changes. The committee is reviewing the recommendations and will make suggestions to the board regarding the implementation of these recommendations.

Review of USA Hockey Guidebook Recommendations for Audit Committee Charter in process

Attached are the USA Hockey recommendations for the audit committee duties and responsibilities as outlined in the USA Hockey Guidebook. The committee is in the process of reviewing the guidelines, and developing procedures for compliance.

Review of Pacific District Guidebook Recommendations for Audit Committee in process

The Pacific District has suggested Financial Control Policies and Guidelines. The committee is in the process of reviewing the requirements and developing procedure for compliance.

End of Report.

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October 6, 2015

Mr. Dave Ogrian, Executive Director
USA Hockey, Inc.
1775 Bob Johnson Drive
Colorado Springs, CO 80906

Dear Dave:

This letter reports the results and findings of our recent field visit involving the Oregon Affiliate, the Oregon State Hockey Association. In this letter, we have included our recommendations to the Oregon Affiliate regarding its operating procedures and other matters.

OREGON STATE HOCKEY ASSOCIATION

On September 25, 2015, Bob Weldon and I met with Natalie McEwan, President, and Gloria Leo, Treasurer, in Beaverton, Oregon. Natalie has been the President for approximately twelve years, and Gloria has been the Treasurer for approximately nine years.

The Oregon Affiliate was incorporated in 1981 and was added to the USA Hockey group exemption in 2004. The Affiliate uses an August 31 fiscal year end.

The Oregon Affiliate has approximately 2,600 players and charges a fee of \$20.00 for players ages seven through eighteen and \$5.00 for players age nineteen and over.

The Oregon Affiliate's revenue and expenses for the fiscal year ended August 31, 2015, are as follows:

REVENUE:	
Registration fees	\$ 24,070
Select camp	7,125
USA Hockey block grant	5,534
Tournament fees	5,475
Miscellaneous income	467
Interest income	<u>10</u>
Total revenue	42,681

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EXPENSES:

Travel	12,055
Ice rental	5,533
Pacific District grants and fees	3,068
Facilities rent	2,480
Meetings	2,388
Referees	1,449
Contract services	1,331
Office expense	478
Utilities	457
Insurance	425
Supplies	383
Technology	372
Bank charges	220
Uniforms	211
Service fees	148
Postage and printing	136
Taxes and licenses	103
Miscellaneous	25
Background check fees	<u>23</u>
Total expenses	<u>31,285</u>
Excess of revenue over expenses	<u>\$ 11,396</u>

The Affiliate's assets at August 31, 2015, consist of \$61,233 in cash and \$467 in accounts receivable. Liabilities of \$2,765 consist primarily of deferred revenue with \$120 of accounts payable, resulting in net assets of \$58,935.

Internal Control:

The Affiliate's player registrations are collected on the USA Hockey website and wire transferred to the Affiliate's bank account. The cash transferred by USA Hockey for the 2014-2015 season reconciles to the number of registered players times the respective fees charged by the Affiliate within an acceptable variance.

The Board President and the Board Treasurer are authorized signers on the Affiliate's checking and saving accounts. Only one signature is required for all levels of activity. The President and Treasurer both have online access to the bank accounts.

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The Treasurer typically approves reimbursement requests and most invoices. The President approves all payments to the Pacific District. The President or Vice-President approves the Treasurer's expenses. The President and the Treasurer both have debit cards connected to the Affiliate checking account.

The Treasurer maintains the financial records and prepares monthly bank reconciliations, utilizing QuickBooks accounting software. No one reviews the bank reconciliations. The Affiliate balance sheet and income statement are presented to the Board at each meeting, typically on a quarterly basis.

The Affiliate has not had a review or audit by an independent certified public accountant in recent years. An internal review committee has been established to perform periodic reviews of the accounting records and report results to the Board, but such a review has not been conducted as of the date of our meeting.

Compliance:

We selected ten vendor invoices and traced the payments through the accounting system to determine whether the internal controls described above were in fact in place. We noted one instance in which a check was written in error to a payee of another entity that the Treasurer works with. The error was rectified timely. Formal approval of invoices was not indicated on most invoices paid with debit cards, but all expenditures appeared valid and the authorized signers on the accounts control the debits cards.

The President and Treasurer represented that no other bank accounts exist other than those reported on the Affiliate's balance sheet.

Prior to our meeting with the Affiliate, phone calls were made by USA Hockey Finance Department to members in the Oregon Affiliate registration area, asking if any additional fees were charged. Ten responses were obtained and no responses indicated additional fees were being charged.

No knowledge of actual or alleged fraudulent activity was noted.

The Treasurer is actively monitoring the issuance of required 1099-MISC forms for 2015. No 1099-MISC's were issued in 2014.

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The Treasurer prepares the Affiliate's Form 990-EZ tax return. For the years ended August 31, 2014, 2013, and 2012, the Form 990-EZ tax returns were timely filed, assuming appropriate extensions were filed. The Form 990-EZ for the year ended August 31, 2015, had not been prepared as of September 25, 2015.

The Affiliate is in good standing with the State of Oregon; the Affiliate has properly registered as a charitable organization with the State of Oregon.

The Affiliate does not typically make payments to the District RIC or CIC.

The Affiliate President and Treasurer represented the block grant has been used for its intended purpose.

Governance:

No related party transactions were noted. The Affiliate has adopted a conflict of interest policy and requires annual disclosure statements.

The Affiliate has adopted whistleblower and records retention policies.

The Board meeting minutes are posted on the Affiliate website. The Affiliate's Form 990 is not posted on the Affiliate's website.

The Affiliate has an appropriate screening policy in place. Screening is actively monitored. Any adverse results are reported to the President and Safe Sport Coordinator.

The Affiliate does not require additional crime coverage over the amount provided through USA Hockey's crime policy.

Natalie and Gloria signed our standard representation letter.

RECOMMENDATIONS TO OREGON STATE HOCKEY ASSOCIATION

We offer the following recommendations to the Oregon Affiliate:

1. During our review of the accounting records, we noted that not all transactions entered into QuickBooks were assigned unique transaction numbers and names were sometimes omitted

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in the description of payments. In some cases, formal approval of expenditures was not evidenced on the paid invoice and receipts were missing to evidence expenditures submitted for reimbursement. We recommend that transactions are input into the accounting system with names and unique transaction numbers (i.e. check numbers, debit transaction numbers, etc.) to facilitate referencing and clarity. Furthermore, we recommend that the Affiliate documents proper approval of transactions on paid invoices and that all receipts are attached to the reimbursement request pertaining to each particular transaction (i.e. not stored separately). This also includes evidencing the President or Vice-President's approval of the Treasurer's expense reports.

2. We recommend that the Affiliate continues to pursue implementing its internal review process for a detailed review of the accounting records on a periodic basis. The results of those reviews should be communicated to the Board of Directors.
3. We noted small variances between the bank reconciliations performed by the Treasurer and the cash ledger balance in the accounting records. These variances were determined to be small adjustments made in the respective periods subsequent to the reconciliation of the bank account. We recommend that the Affiliate implements a review process, conducted by another Board member, for the monthly bank reconciliations. This would include a review of beginning balances to ensure subsequent changes were not made after the previous reconciliation was reviewed.
4. We recommend the Affiliate investigates controls over electronic transactions (e.g. wire transfers) with its bank accounts and consider implementing dual approval controls over those transactions.
5. We recommend the Treasurer reclassify the USA Hockey Block Grant on the Form 990-EZ as a grant, instead of including it in program revenue. The grant may also need to be reported on Schedule B, Schedule of Contributors.

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The Oregon Affiliate should follow up with Bob Weldon within 30 days of receiving this report to provide the status of implementing these recommendations. We also encourage a member of the Affiliate's internal accounting review committee or another independent member to contact us directly and discuss the conduct of this field visit.

In addition to the preceding recommendations, we noted the following items for further consideration:

1. In our prior field review report, we recommended that the Form 990-EZ be posted on the Affiliate's website for greater transparency. The Affiliate previously responded that this was considered unnecessary due to the Form 990-EZ being publicly available through other methods.
2. We discussed with the Treasurer that attaching the Treasurer's report to the minutes could possibly reduce errors in translation.
3. Although payments to the District RIC and CIC are not typically made, we discussed with the President and Treasurer that the Affiliate should notify the appropriate department of USA Hockey of any payments or support given to someone in a position to submit reimbursement requests to USA Hockey.

We have attached additional discussion topics in an addendum to this report.

In closing, we would like to acknowledge the excellent cooperation we received during this field visit. We welcome the opportunity to discuss these matters in more detail.

Sincerely,

WAUGH & GOODWIN, LLP

Lane S.W. McMillen

Lane S.W. McMillen

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(3) Audit Committee

(a) Purpose There shall be an Audit Committee of the Board of Directors of Oregon Amateur Hockey Association (OSHA). The Audit Committee's purpose is to oversee accounting, internal controls and financial reporting processes of OSHA and the annual audit of the financial statements of OSHA.

(b) Committee Membership: The Audit Committee shall consist of at least three persons and the Chair must be a member of the OSHA Board of Directors. The Audit Committee members will be appointed by the President and ratified by majority vote of the OSHA Board. The term of office of the Audit Committee members shall be the same as the OSHA President's term of office. Each member appointed to the Audit Committee shall:

1. Not have participated in the preparation of the financial statements of OSHA at any time during the past two years; and
2. Be able to read and understand fundamental financial statements or become able to do so within a reasonable period of time after appointment to the Audit Committee. The Board of Directors shall endeavor to have at all times on the Audit Committee one or more members who understand generally accepted accounting principles; have experience preparing, auditing, analyzing or evaluating financial statements of similar complexity to those of; and understand internal controls, procedures for financial reporting, and audit committee functions. Compliance with the foregoing requirements shall be determined by the Board of Directors in its business judgment.

(c) Responsibilities and Authority: The Board of Directors recognizes that the preparation of OSHA's financial statements and other financial information is the responsibility of OSHA's Treasurer and that the auditing, or conducting limited reviews, of those consolidated financial statements and other financial information is the responsibility of OSHA's Audit Committee. The Audit Committee's responsibility is to oversee the accounting, internal controls and financial reporting processes of OSHA and the annual audit of the financial statements of OSHA. In the event of a decision to use outside independent auditors, the Audit Committee has sole authority and responsibility to appoint, compensate, retain, oversee and, where appropriate, replace any certified public accounting firm engaged for the purpose of preparing or issuing an audit report or performing other audit, review or attest services for OSHA. Each such certified public accounting firm must report directly to the Audit Committee. In carrying out its oversight responsibilities, the Audit Committee shall:

1. Require that the independent auditors provide the Audit Committee with a formal written statement delineating all relationships between the independent auditors and OSHA; actively engage in a dialogue with the independent auditors regarding any disclosed relationships or services that may impact the objectivity and independence of the independent auditors; and take appropriate action to oversee the independence of the auditors;
2. Review and discuss OSHA's audited financial statements;
3. Assure that OSHA's independent auditors do not perform any of the following non-audit services for OSHA: bookkeeping services, financial information systems design and implementation services, appraisal or valuation services, actuarial services, internal audit services, management functions, human resources services, investment banking services, and legal services;
4. Review the terms of proposed engagements of the independent auditors relating to audit and non-audit services performed by the independent auditors and preapprove all such services; provided, however, that the Audit Committee delegates the authority to grant preapprovals of non-audit services related to engagements

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occurring between Audit Committee meetings to the Audit Committee's Chairman and requires that Chairman report to the Audit Committee on any decisions made by the Chairman at the Audit Committee's next regularly scheduled meeting;

5. Have the authority to resolve all disagreements between management and the independent auditors regarding financial reporting;
6. Establish procedures for the receipt, retention and treatment of complaints received by OSHA regarding accounting, internal accounting or auditing matters and the confidential, anonymous submission by employees of OSHA of concerns regarding questionable accounting or auditing matters;
7. Assure the rotation of the lead audit partner and the reviewing audit partner of OSHA's independent auditors at least every five years; and
8. Provide an opportunity on at least an annual basis for OSHA's independent auditors to report to the Audit Committee:
 - a. All alternative treatments of financial information within generally accepted accounting principles that have been discussed with management officials of OSHA, ramifications of the use of such alternative disclosures and treatments, and the treatment preferred by OSHA's independent auditors; and
 - b. Other material written communications between OSHA's independent auditors and the management of OSHA, such as any management letter. In the exercise of its responsibilities, the Audit Committee is entitled to rely on information provided by OSHA's Treasurer and the independent auditors, including information with respect to the nature of services provided by the independent auditor and the fees paid for such services.

The Audit Committee has the authority to conduct any investigation it deems appropriate, with full access to all books and records, facilities, personnel and independent advisors of OSHA. The Audit Committee is authorized to retain independent counsel, auditors or other experts as it determines necessary to carry out its duties. The Audit Committee is empowered to use OSHA funds to compensate OSHA's independent auditors and any advisors engaged by the Audit Committee.

(d) Meetings The Audit Committee shall meet as often as its members deem necessary to perform the Audit Committee's responsibilities. The Audit Committee shall meet at least annually with the OSHA Treasurer and the independent auditors in separate executive sessions. The Audit Committee shall report to the Board of Directors at the Annual Meeting of OSHA, or as requested by the Board and shall submit written minutes of the Audit Committee meetings to the Board of Directors.

3. **Secondary Signatures.** Two signatures should be required on checks over a certain amount, where feasible. The amount may vary with the organization's budget. A recommended minimum amount is \$5,000.00.
4. **Financial Reports.** At a minimum, three primary financial statements should be prepared summarizing all of the financial transactions of the organization. These financial statements are a Balance Sheet, Income Statement and Cash Flow Statement (together the "Financial Statements"). The Financial Statements should be prepared periodically and submitted to the board of directors or its delegated representative(s) at regularly scheduled meetings.
5. **Financial Review.** The board of directors, or its delegated representative(s), should perform a semi-annual review of the Financial Statements and bank statement reconciliations of the organization. The review of the Financial Statements and bank statement reconciliations shall be documented; their acceptance shall be attested to and maintained by the Treasurer.
6. **Publishing and Availability for Financial Information.** The most recent Financial Statements that have been accepted by the Board and/or directions on how financial information of the organization can be obtained should be posted on the organization's website.
7. **Screening.** All volunteers who have access to the financial assets of a member organization, or who perform audit or oversight functions of those assets for the benefit of the organization, shall submit to their Affiliate's rules and procedures for background screening of volunteers.

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OSHA SafeSport Report - April 22, 2016

Board Meeting - April 23, 2016

Goal - for 2015 - 2016 Season - To have Oregon Compliant with USAH SafeSport. Unfortunately we have not been compliant over the past two seasons. As a reminder any member over 18 that has regular and routine access to minors needs to be trained (18 year olds playing in Midget U18 and / or High School hockey do not need this training unless they are also coaching at a younger level or a referee). This includes local program and affiliate board members. - We did not reach our goal by the November 30, 2015 deadline. As of today, Oregon is complaint with USAH SafeSport. Our goal for the 2016 - 2017 season will be to reach compliance by the November 2016 deadline.

Training - The refresher material / training is now available. Those of you who initially trained in 2013 - 14 did the refresher this past fall. If you trained in 2014 - 15, you will need to do this refresher over the summer of 2016 or fall of 2016. Information is on the USAH site. <http://www.usahockey.com/safesporttraining> I will be in touch with the local association presidents about who will be the local association coordinator and get them updates on who has completed the required training. The area we need to stress as part of our training, is locker room monitoring. My personal observations were many locker rooms were not monitored to the level required by USAH.

Rosters - All USAH rosters will now show whether Coaches and Managers are SafeSport verified. This means that member has completed the training or refresher training. It might be possible with a unified USAH screening vendor to have those results show on the rosters as well.

SafeSport Incidents for the 2015 - 16 season - We had 7 incidents raised to the affiliate level. All but 1 are now closed. The one that is still open is with the National Office, and might be closed with them at this point. I have reached out to them to confirm status.

Thank You

Record Retention Policy

Policy. The Pacific District, USA Hockey (“Pacific District”) shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

Record Retention Guidelines. The following holding periods shall be used for the maintenance of the documents listed below:

Accounting Records

Accounts Payable	7 Years
Accounts Receivable	7 Years
Audit Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 Years
Financial Statements (Annual)	Permanent
Fixed Asset Purchases	Permanent
General Ledger and General Journals	Permanent
Loan Payment Schedule	7 Years
Purchase Orders & Correspondence	7 Years
Purchase Requisitions	2 Years
Tax Returns and Working Papers	Permanent
Trial Balances (Annual)	Permanent

Bank Records

Bank Reconciliations	3 Years
Bank Statements	7 Years
Canceled Checks	7 Years
Checks for Capital Purchase & Important Contracts	Permanent
Electronic Payment Records	7 Years
Petty Cash Vouchers	3 Years

Corporate Records

Board Minutes	Permanent
Bylaws, Articles of Incorporation	Permanent
Business Licenses	Permanent
Contracts – Major	Permanent
Legal & Tax Correspondence	Permanent
Contracts – Minor	Life + 4 Years
Insurance Policies, Accident, Claims	Life + 4 Years

Adopted: May 14, 2011

Membership Committee Report:

April 21, 2016

Sue Fthenakis

- Member Association Annual Reports were due March 15, 2016
 - Member Association Annual Reports have been received from the following:
 - Bend Ice
 - Lane Amateur Hockey Association
 - Rogue Valley Hockey Association
 - Hockey Oregon, LLC
 - Sherwood Ice Arena, LLC
 - Winterhawks Skating Center
 - Annual Reports have not been received from the following as of 4-20-16:
 - Klamath Ice Sports
 - Portland Junior Hawks
 - Winterhawks Amateur Hockey Association
- Committee Members have been welcomed to the committee and have been sent Compliance Checklists and Annual Reports to review. A meeting will be held to discuss Membership Policies and Procedures in April or May.

Nominating Committee Report

04/23/2016

Committee Members:

Wendy Heaton
Dean Rurak
Kelly McMahan

The nominating committee evaluated three applications for the 2016 OSHA Elections, one for president and two for the position of secretary, and verified that they met the eligibility requirements set forth by the OSHA bylaws. Once that was completed the bios and applications were forwarded to Donna Kaufman. Ballots were sent out to each eligible association by Wendy Goldstein on March 24th and were due back by April 9th. Results for the election will be announced at the April 23rd meeting.

The upcoming election:

This year, the positions up for election are President and Secretary. Based on the date of our Annual meeting, April 23rd, 2016, here is a proposed timeline for the election process.

February 18th--Call for nominations completed and sent out by the Nominating committee

March 9th--Nominations and biographies due to the Nominating Committee.

March 24th--Ballots distributed to members

April 9th--Ballots due back.

April 23rd--Annual Meeting, Eugene, OR

April 23, 2016 Oregon State Hockey Association Meeting Minutes

Team Oregon HS Showcase Team Report - April 22, 2016

Board Meeting - April 23, 2016

The Oregon Showcase Team had 19 players on this year's roster. We did partner with Idaho for 5 players and did have 2 holdover players from California, that did not make Team California. We did roster 20 players, but one was unable to make the trip.

Budget - Team Oregon Budget was submitted as part of the March Board Conference Call. The expense to budget is not yet completed as we are waiting for the final expenses to be cleared through the banks.

Games - Oregon played 4 games, North Dakota, Colorado, Florida and Utah. Most of the players at one point or another during the showcase were called out after a game to talk with scouts and coaches. This is the primary purpose of the showcase, giving these players an opportunity to play and scouted.

Awards - This year the Showcase bought back awards. These are nominated by the participating teams, and you are not allowed to nominate yourself or someone from your team. Team Oregon was awarded the "Sportsmanship" award. This was a nice surprise and a job well done. I have included a picture of the presentation of the award.

We are starting to work on an education piece for the Showcase. The goal will be to make this educational presentation to the OSHA board at a future meeting, as well as part of educating the parents and players, along with the local associations. Several players that went as juniors this season are already wanting to go back again as seniors.

Thank You

APPROVED



The RINK EXCHANGE REPORT

Oregon State Hockey Association

April 23, 2016

Eugene, Oregon

1. REHL began its Spring 8-week session on March 6, 2016.
2. The sign up for Adult League was greater than any time in recent memory at 199 players.
3. The Spring session ends with games on Sunday, April 24, 2016.
4. There are 11 new players participating in our Adult ADM style station based hockey learning classes. We have had success in moving a number of these people into adult league.
5. There are 36 youth in the learn Hockey classes as well who also participate in Station based practices.
6. The 11 Adult and 36 Youth are all on the ice at the same time which allows good station work ups and maintains affordability. Allows them this opportunity at \$15 per session with gear rental and jersey. Learning for all ages is emphasized by playing with small area games.
7. The rink will remain open for adult drop in and organized pickup games until April 30, 2016.
8. Celebration of Ice. On last open day there will be a celebration of the ice, its removal and its rebirth in August. There is also encouragement of multi-sport participation in the off time so as to recharge our athletes during the break.
9. The rink will close for the summer at 9 pm on Saturday April 30, 2016.
10. The rink is scheduled to reopen on Saturday August 13, 2016.
11. The Rink Exchange is also furthering its partnership with LAHA in helping bridge the gap between Introduction to Hockey and the Mites program in an effort to increase the numbers of mite aged players. There will be an Intro session in August for 8-weeks.