

**Bemidji Community Arena Corporation Board**  
**Annual Board Meeting Minutes**

April 26, 2022 5:30 pm  
Bemidji Community Arena

**Board Members Present:** Leisha Gregg, Jake Reierson, Courtney Aitken Gifford, Bruce Bentfield, Brad Neis, Marcia Larson, Donny Wilcox, Ben Wangberg, Jim Dewar

**Board Members Absent:** Jeff Solhiem

**Guests:** Jake Pederson, Isaiah Bitter

The meeting was called to order at 5:37 pm

Routine Business:

1. Minutes from April 5, 2022 Board Meeting were sent by email to the board members. A motion to approve the minutes by Donny, second by Jake. Motion passed.
2. Treasurers Report was presented by Jake. Board discussed report. Motion by Courtney to approve report, seconded by Bruce. Motion passed.
3. 2023 Budget was discussed by the board with specific line items. Motion to approve the 2023 budget by Ben, second by Leisha. Motion passed.
4. The ice was damaged in the Sanford POWER rink Monday April 25. The ice will need to come all the way out and put back in. Jake R made a motion to cancel all ice rentals thru May 4<sup>th</sup> to allow staff and contractors to install the ice properly. The ice rentals will resume on Thursday May 5. Second by Marcia. Opposed by Ben. All others in favor. Motion passes.

Annual Meeting:

5. The board agreed to keep the same number of board members (9), and acknowledged BYHA appointees Jim Dewar and Bruce Bentfield from BYHA.
6. Directors approved with motion by Ben, second by Courtney. Motion passed.
  - a. Jeff Solhiem 1 years 2023
  - b. Donny Wilcox 1 years 2023
  - c. Ben Wangberg 2 years 2024
  - d. Brad Neis 2 years 2024
  - e. Jake Reierson 3 years 2025
  - f. Marcia Larson 3 years 2025
  - g. Leisha Gregg 3 years 2025
  - h. Courtney Aitken Gifford 4 years 2026
  - i. OPEN 4 years 2026
7. Conflict of Interest Policy will be sent electronically to the members to review.

8. Statement of Interest of Directors was given to each board member to complete and returned to Courtney. It was noted by the board, Jake works for Krigbaum & Jones. This is the company that completes the payroll for BCA employees.
9. The board designated the Annual Meeting for 2023 for the last Tuesday in April.
10. The board designated the Monthly Meeting Schedule to stay the same. Meetings will be the first Tuesday of every month at 6:00 am.
11. Election of Officers was motioned by Jake, seconded by Marcia. All approved.
  - a. President - Ben
  - b. Vice President - Leisha
  - c. Secretary - Courtney
  - d. Treasurer - Jake
12. The board set the Executive Committee is set as the President, Vice President, Secretary and Treasurer.
13. The board appointed 3 members to the Joint Finance Committee. Ben, Jake and Leisha will be the 3 representatives from BCAC.
14. The board discussed having an updated committee structure and responsibilities of committee members. It was decided a committee chair would be appointed to lead each major area of BCAC operations. The board members agree to funnel questions from BYHA, the public, and staff to be directed to the committee chair. Committee chairs will communicate to the board any major changes, decisions, and updates.
  - a. Rink Operations & Facilities Committee
    - i. Chair Bruce
    - ii. Personnel - Marcia, Leisha
    - iii. Facilities Lead - Donny
    - iv. Life Safety - Jeff and Brad
    - v. Members - Jim and Jake
  - b. Marketing to include Fundraising and Capital Campaigns
    - i. Chair Leisha
    - ii. Members - Courtney, Bruce, Jeff
  - c. Building Committee - No longer needed with construction complete

#### Other Business:

Boys & Girls Hockey High School Boosters - should be invited the BAS meeting with coaches, board members and activities director set for early May.

BAS Updates - the committee did a walk through at Nymore with BAS staff. They have everything out of Nymore they want. Things BCAC will need to do were discussed. This list includes but is not limited to: reminder to run the pump a few times in the summer, need to add pest control and waste management, need youth hockey to make a decision on the concession stand, need to switch electric, sewer, water bills to our name, and need to add to our insurance. Lawn care over the summer will need to be decided. Motion by Ben to give Bruce (Operations Chair) to make all necessary changes with acquisition of Nymore.

Fire Code Warning - was not discussed but will be added to next meeting agenda

The next regular Board Meeting will be Tuesday June 7 at 6:00 AM at BCA Meeting Room

Meeting adjourned at 7:22 pm

Respectfully submitted by Courtney Aitken Gifford