



**STMA ARENA BOARD AGENDA  
MONDAY, MARCH 14, 2016  
ALBERTVILLE CITY HALL  
7:00 PM**

- 1. CALL TO ORDER – ROLL CALL**
- 2. ADOPT AGENDA**
- 3. APPROVAL OF THE MINUTES OF FEBRUARY 8, 2016** (pgs. 1-2)
- 4. DESIGN COMMITTEE**
  - a) Design Committee Update
- 5. FINANCE REPORTS**
  - a) Approve the February list of claims as presented in the amount of \$13,025.78 and February report (pgs. 3-6)
- 6. ARENA MANAGER**
  - a) Monthly report (pg. 7)
- 7. OLD BUSINESS**
  - a) Preliminary 2016 Budget (approval needed April meeting) (pg. 8)
- 8. NEW BUSINESS**
  - a) Appoint Arena Manager as responsible party for petty cash, per Auditors  
.  
*(Motion to appoint the STMA Arena Manager as the responsible part for petty cash including reconciliation.)*
  - b) Adopt changes to STMA Bi-Laws to correct fiscal year, per Auditors. Changes in Article 4: Section 8 and Article 6: Sections 1 and 4. (pgs. 9-19)  
  
*(Motion to adopt the 2016 STMA Ice Arena Joint Powers Board By-Laws)*
- 9. YOUTH HOCKEY ASSOCIATION**
- 10. ADJOURN**

# ST. MICHAEL-ALBERTVILLE ICE ARENA BOARD MINUTES

February 8, 2016

7:00 p.m.

**Present:** Members Jeff Lindquist, Gayle Weber, John Vetsch, Walter Hudson, Cody Gulick and Chairman Chris Schumm. Also present: City Administrator Adam Nafstad, City Finance Director Arena Manager Grant Fitch, and Youth Hockey Association Chris Hanson. The meeting was called to order at 7:22 p.m. by Chris Schumm.

## **Set Agenda**

Members Vetsch\Hudson **moved** to set the agenda as presented. All voted aye.

## **Approval of Minutes**

Members Weber\Hudson **moved** to approve the minutes of the January 11, 2016 Board Meeting as presented. All voted aye.

## **Design Committee**

The meeting notes from the January 11 committee meeting were reviewed and a brief discussion was had regarding the Design Committee's tours of the Buffalo, Elk River, and Rogers ice arenas.

Weber asked Nafstad to email the Arena Board the 2011 concept drawing for the second sheet.

## **Finance Reports**

Members Hudson\Vetsch **moved** to approve the January list of claims totaling \$17,885.95 and the December Financial Report as presented. All voted aye.

## **Arena Manager's Report**

The report showed normal ice time rental for this time of year in the amount of 256 hours and highlighted some upcoming events.

## **Second Draft Preliminary 2016 Budget**

Nafstad noted no rate increase is being proposed for 2016. Nafstad also noted the 2016 budget will need to be approved at the April meeting.

## **Appoint Board Chair**

Members Vetsch\Gulick **moved** to reappoint Chair Schumm. All voted aye.

## **Knight to Remember Event**

Discussion was had regarding the fee \$850 fee for the event. Fitch explained the actual expense for garbage could be less than the \$450 estimated.

Members Hudson\Chair Schumm **moved** to set the fee as proposed less any reduced garbage expenses. All voted aye.

## **Adjourn**

Meeting adjourned at approximately 7:45 p.m.

Attest:

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Adam Nafstad, City Administrator

DRAFT



STMA Ice Arena Budget to Actual February 2016 (Cash Basis)

	2016 2nd draft preliminary budget	Feb 2016 Actual	2016 Actual YTD 2/29/16	% Annual
<b>Income</b>				
Ice Rental (currently includes Dec Acct. Rec.Collected)	\$271,700.00	\$51,932.50	\$95,273.75	35.07%
Concessions	\$35,000.00	\$9,036.00	\$16,474.50	47.07%
Other Revenues (Advertising/LMC/ins claims)	\$14,500.00	\$0.00	\$0.00	0.00%
Vending	\$1,000.00	\$484.25	\$484.25	48.43%
Open Skate/Hockey, etc	\$6,500.00	\$665.00	\$1,235.00	19.00%
Interest	\$1,000.00	\$0.00	\$0.00	0.00%
Misc Revenue	\$2,000.00	\$189.00	\$930.00	
<b>Total Income</b>	<b>\$331,700.00</b>	<b>\$62,306.75</b>	<b>\$114,397.50</b>	<b>34.49%</b>
<b>Expenses</b>				
Salaries, wages, taxes & Benefits	\$120,018.04	\$12,618.36	\$25,769.20	21.47%
Supplies (Office, misc)	\$1,600.00	\$0.00	\$0.00	0.00%
Supplies (Concession)	\$13,950.00	\$2,184.71	\$4,411.54	31.62%
Fuel, Misc	\$1,800.00	\$191.78	\$191.78	10.65%
Professional Services	\$15,000.00	\$315.65	\$671.36	4.48%
Sales Tax	\$2,700.00	\$1,305.00	\$1,305.00	48.33%
Telephone	\$900.00	\$7.91	\$87.78	9.75%
Electric	\$66,800.00	\$5,396.58	\$5,424.53	8.12%
Gas	\$25,000.00	\$2,556.71	\$2,556.71	10.23%
Water	\$20,000.00	\$3,304.56	\$5,782.62	28.91%
Refuse	\$2,400.00	\$503.79	\$1,159.78	48.32%
Insurance	\$9,569.73	\$0.00	\$2,296.00	23.99%
Administration	\$12,278.23	\$0.00	\$1,023.19	8.33%
Misc.	\$2,185.00	\$41.67	\$1,469.67	67.26%
Repair Maintenance – Machinery	\$10,000.00	\$7.19	\$7.19	0.07%
Repair Maintenance – Building	\$27,500.00	\$755.70	\$1,623.30	5.90%
<b>Total Operating Expenses</b>	<b>\$331,701.00</b>	<b>\$29,189.61</b>	<b>\$53,779.65</b>	<b>16.21%</b>
<b>Net Income/Loss</b>	<b>(\$1.00)</b>	<b>\$33,117.14</b>	<b>\$60,617.85</b>	

# STMA ICE ARENA CASH BALANCES AND RECEIVABLES

## February 29, 2016

### Cash Balance Operations

Cash Balance Operations 1/1/15	\$114,942
Less Receivables for 2015 collected 2016	\$(43,341)
Add Revenues (collected in 2016)	\$114,398
Less Expenses	\$53,780
<b>Cash Balance Operations 2/29/16</b>	<b>\$132,219</b>

### Accounts Receivable (invoiced)

Operations February 29, 2016 - \$36,976.25

### Cash Balance Dedicated Capital Improvement Fund

<b>Arena Owner Dedicated Cap. Imp. Fund</b>	
Beginning Balance 1/1/16	\$123,192
Arena Wall	(\$8,936)
Rebate Centerpoint Energy	\$6,500
<b>Balance 2/29/16</b>	<b>\$120,756</b>

# STMA Ice Arena Vendor Check Detail Register

February 2016

			Check Amt	Invoice	Comment
<b>10100 Premier Bank</b>					
Paid Chk#	004270E	2/1/2016	<b>RANDYS ENVIRONMENTAL SERVICES</b>		
E 810-00000-384	Refuse/Garbage Disposal		\$503.79	STMA FEB2016	STMA Arena Garbage
Paid Chk#	004272E	2/1/2016	<b>WATSON COMPANY</b>		
E 810-00000-252	Food/Concessions For Resale		\$347.30	860146	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$602.59	860341	STMA Arena Concessions
Paid Chk#	004291E	2/9/2016	<b>WRIGHT-HENNEPIN COOP ELECTRIC</b>		
E 810-00000-381	Electric Utilities		\$27.95	STMA MAR2016	STMA Arena Fire Panel Monitor Mar 16
Paid Chk#	004299E	2/16/2016	<b>FERRELLGAS</b>		
E 810-00000-212	Motor Fuels		\$81.49	1090266692	STMA Arena Propane
E 810-00000-212	Motor Fuels		\$110.29	1090498181	STMA Arena Propane
Paid Chk#	004308E	2/16/2016	<b>WATSON COMPANY</b>		
E 810-00000-252	Food/Concessions For Resale		\$566.85	860859	STMA Arena Concessions
Paid Chk#	035203	2/1/2016	<b>ALS COFFEE</b>		
E 810-00000-252	Food/Concessions For Resale		\$125.00		
Paid Chk#	035205	2/1/2016	<b>ARAMARK UNIFORM SERVICES</b>		
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718389553	STMA Arena Mats, Mop, Laundry Bag
Paid Chk#	035208	2/1/2016	<b>COCA COLA ENTERPRISES BOTTLING</b>		
E 810-00000-254	Soft Drinks/Mix For Resale		\$473.18	168162204	STMA Arena Concessions
Paid Chk#	035212	2/1/2016	<b>JORSON &amp; CARLSON INC</b>		
E 810-00000-300	Professional Svcs (GENERAL)		\$55.65	431776	STMA Arena Ice Scraper Knives Cleaned/Sharpened
Paid Chk#	035245	2/4/2016	<b>CARD SERVICES(ARENA)</b>		
E 810-00000-252	Food/Concessions For Resale		\$14.90	10212	STMA Arena Concessions
E 810-00000-252	Food/Concessions For Resale		\$14.90	12116	STMA Arena Concessions
Paid Chk#	035248	2/9/2016	<b>CHARTER COMMUNICATIONS</b>		
E 810-00000-321	Telephone		\$7.91	STMA FEB16	STMA Arena TV
Paid Chk#	035252	2/16/2016	<b>ARAMARK UNIFORM SERVICES</b>		
E 810-00000-405	Repair/Maint - Buildings		\$19.70	1718398763	STMA Arena Mats, Mop, Laundry Bag
Paid Chk#	035254	2/16/2016	<b>BCBS OF MINNESOTA</b>		
E 810-00000-130	Employer Paid Ins (GENERAL)		\$902.50	CI261100MAR16	Emp Health Ins
Paid Chk#	035258	2/16/2016	<b>CJ S LINEN SERVICE</b>		
E 810-00000-399	Miscellaneous		\$41.67	31418	STMA Arena Bar Towels
Paid Chk#	035260	2/16/2016	<b>DAN DEHMER LANDSCAPING INC</b>		
E 810-00000-300	Professional Svcs (GENERAL)		\$260.00	5957	STMA Arena Snow Removal Jan2016
Paid Chk#	035273	2/16/2016	<b>NAPA AUTO PARTS</b>		
E 810-00000-404	Repair/Maint - Machinery/Equip		\$7.19	7164	STMA Arena Oil Filter

**February 2016**

			<b>Check Amt</b>	<b>Invoice</b>	<b>Comment</b>
Paid Chk# 035281	2/16/2016	<b>SCR, INC - ST. CLOUD</b>			
E 810-00000-405	Repair/Maint - Buildings		\$660.00	310711	STMA Arena Refrigeration Equip Maintenance
Paid Chk# 035301	2/29/2016	<b>CULLIGAN</b>			
E 810-00000-405	Repair/Maint - Buildings		\$19.00	101X28278102	STMA Arena Carbon Tank Rental
E 810-00000-405	Repair/Maint - Buildings		\$19.00	101X28371204	STMA Arena Carbon Tank Rental
E 810-00000-405	Repair/Maint - Buildings		\$19.00	101X28463407	STMA Arena Carbon Tank Rental
E 810-00000-405	Repair/Maint - Buildings		\$19.00	101X28560400	STMA Arena Carbon Tank Removal
Paid Chk# 035302	2/29/2016	<b>METLIFE-GROUP BENEFITS</b>			
E 810-00000-130	Employer Paid Ins (GENERAL)		\$181.88	MAR 2016	Emp Life, Dental, Stdis, Vision
Paid Chk# 035305	2/29/2016	<b>XCEL ENERGY</b>			
E 810-00000-381	Electric Utilities		\$5,368.63	489255692	STMA Arena 5898 Lachman

**810 STMA ARENA**

**\$13,025.78**



**MANAGER' GENERAL UPDATE**

**Date:** March 10, 2016  
**To:** STMA Arena Board  
**From:** Grant Fitch, STMA Arena Manager

**ARENA RENTAL HOURS – FEBRUARY**

<u>Name</u>	<u>Prime-time</u>	<u>Off-peak</u>
Youth Hockey	152 hours	
Adult Hockey	0 hours	
High School Boys/Girls	34.5 hours	
Public Skating/OH	7.75 hours	
Private rentals	4 hours	
<u>Learn to Skate</u>	<u>0 hours</u>	
Total hours	198.25 hours	0 hours

**Ice Rates:** For the Board’s use, tabulated below is a summary of current and past rates for local arenas. It should be noted most of the arenas surveyed also offer a spring/summer rate averaging \$150/hr. Also rates for the 2016-17 are projected amounts and have not been officially approved

<b>Ice Rates</b>	<b>2016-17 Season</b>	<b>2015-16 Season</b>	<b>2014-15 Season</b>
Rogers	A=\$195/B=\$145	A=\$190/B=\$145	A=\$185/B=\$140
Monticello	A=\$195/B=\$145	A=\$190/B=\$140	A=\$185/B=\$140
Buffalo	A=\$200/B=\$150	A=\$195/B=\$143	A=\$186/B=\$142
Elk River	A=\$190/B=\$145	A=\$190/B=\$140	A=\$185/B=\$140
Waconia	unknown	unknown	A=\$200/B=\$130
Delano	A=\$205/B=\$150	A=\$200	A=\$190/B=\$150
Maple Grove	A=\$195/B=\$160	A=\$190/B=\$155	A=\$190/B=\$155
Plymouth	A=\$210	A=\$200	unknown
Sartell	A=\$170	A=\$165	A=\$160/B=\$120
St Cloud MAC	A=\$165	A=\$160	A=\$160/B=\$120
Minnetonka	A=\$205	A=\$200	unknown
Princeton	A=\$200	A=\$195	unknown
Champlin	A=\$205	A=\$200	unknown
St Cloud NHC	A=\$160/B=\$150	A=\$155/B=\$145	unknown
Blain Super Rink	A=\$210/B=\$150	A=\$205/\$145	unknown
STMA	TBD	A=\$195/B=\$180	A=\$190/B=\$170

**Operations:** Ice removed on March 1.

**Homegrown Lacrosse Box League:** Booked 70 hours at \$75 per session from March 19<sup>th</sup> through May 2016. A deposit of \$1,500 is due before first rental.



	2015 Budget	2015 Actual YTD 12/31/15	2016 Proposed Budget	% Change
<b>Income</b>				
Ice Rental (currently includes Dec Acct. Rec.Collected)	\$271,700.00	\$250,857.25	\$271,700.00	0.00%
Concessions	\$32,000.00	\$35,307.62	\$35,000.00	9.38%
Other Revenues (Advertising/LMC/ins claims)	\$14,500.00	\$14,399.00	\$14,500.00	0.00%
Vending	\$1,000.00	\$538.00	\$1,000.00	0.00%
Open Skate/Hockey, etc	\$6,500.00	\$4,737.00	\$6,500.00	0.00%
Interest	\$1,000.00	\$0.00	\$1,000.00	0.00%
Misc Revenue	\$2,000.00	\$2,260.00	\$2,000.00	
<b>Total Income</b>	<b>\$328,700.00</b>	<b>\$308,098.87</b>	<b>\$331,700.00</b>	0.91%
<b>Expenses</b>				
Salaries, wages, taxes & Benefits	\$115,713.00	\$113,864.38	\$120,018.04	3.72%
Supplies (Office, misc)	\$1,500.00	\$1,675.29	\$1,600.00	6.67%
Supplies (Concession)	\$13,250.00	\$13,955.24	\$13,950.00	5.28%
Fuel, Misc	\$1,800.00	\$1,429.73	\$1,800.00	0.00%
Professional Services	\$15,000.00	\$11,769.66	\$15,000.00	0.00%
Sales Tax	\$2,700.00	\$2,628.00	\$2,700.00	0.00%
Telephone	\$900.00	\$887.25	\$900.00	0.00%
Electric	\$70,000.00	\$48,470.41	\$66,800.00	-4.57%
Gas	\$29,500.00	\$14,050.73	\$25,000.00	-15.25%
Water	\$17,800.00	\$18,912.70	\$20,000.00	12.36%
Refuse	\$1,400.00	\$1,874.66	\$2,400.00	71.43%
Insurance	\$9,000.00	\$9,291.00	\$9,569.73	6.33%
Administration	\$11,920.61	\$11,920.61	\$12,278.23	3.00%
Misc.	\$725.00	\$2,366.49	\$2,185.00	201.38%
Repair Maintenance – Machinery	\$10,000.00	\$1,722.24	\$10,000.00	0.00%
Repair Maintenance – Building	\$27,500.00	\$27,379.77	\$27,500.00	0.00%
<b>Total Operating Expenses</b>	<b>\$328,708.61</b>	<b>\$282,198.16</b>	<b>\$331,701.00</b>	0.91%
<b>Net Income/Loss</b>	<b>(\$8.61)</b>	<b>\$25,900.71</b>	<b>(\$1.00)</b>	

Draft 1997-12-08

**STMA Ice Arena Joint Powers Board  
By-Laws**

**Article I**

**Membership**

Section 1.

The Members of this Board are the government units of the cities of St. Michael, Albertville, and Independent School District #885.

**Article II**

**Definitions**

Section 1.

For purposes of these By-Laws, the terms defined in this article have the meanings given them.

Section 2.

“Agreement” means the Joint Powers Agreement creating the Board dated September 15, 1997.

Section 3.

“Board” means the Board of Directors of the STMA Ice Arena Joint Powers Board, consisting of the six directors, two from the City of St. Michael, two from the City of Albertville, and two from Independent School District #885.

Section 4.

“Member” means a government unit that is a Member of the Board in accordance with the terms of the Agreement.

Section 5.

“Governing Body” means the governing body of a Member.

## **Article III**

### **The Board of Directors**

#### Section 1.

The governing body of the Board is its Board of Directors. Each Member is entitled to two directors. Each director is entitled to one vote.

#### Section 2.

Two directors shall be appointed by the Governing Body of each Member city, for a term of one calendar year and until their successors are selected and qualified.

#### Section 3.

Board Members shall serve without compensation from the Board, but this shall not prevent a Member from providing compensation to its director members for serving on the Board if such compensation is authorized by the local jurisdiction and by law.

#### Section 4.

A majority of the directors of the Board shall constitute a quorum, but a smaller number shall have the power to adjourn.

#### Section 5.

A vacancy on the Board shall be filled by the governing body of the local jurisdiction whose position on the Board is vacant.

#### Section 6.

Written notice of special meetings shall be mailed to all directors and the administrator/manager of all local jurisdictions at least three days prior to each such meeting.

#### Section 7.

The time and place of all regular meetings shall be determined by the Chair.

Section 8.

A copy of the agenda for any meeting shall be sent out with the notice of such meeting.

Section 9.

Copies of the minutes of any meeting of the Board shall be promptly distributed to each person to whom notice of the meeting is required to be sent under the provision of these By-Laws.

Section 10.

Unless otherwise specified in the STMA Ice Arena Joint Powers Agreement or in these By-Laws, all meetings of the Board and other committees of the Board shall be conducted in accordance with Roberts' Rules of Order Revised.

Section 11.

The Board may from time to time determine the order of business for Board meetings. The usual order of business at such meetings shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Agenda Considerations
- D. Minutes of Previous Meeting
- E. Unfinished Business
- F. New Business
- G. Adjournment

## **Article IV**

### **Powers and Duties of the Board of Directors**

Section 1.

The powers and duties of the Board of Directors of the Board are set forth in this article.

## Section 2.

The Board may make such contracts and enter into such agreements as it deems necessary to make effective any power granted to the Board by Minnesota law, the Agreement and By-Laws, or may authorize any director, agent, or agents to do so.

## Section 3.

It may provide for the prosecution, defense, or other participation in actions or proceedings at law in which it may have an interest, and may employ counsel for that purpose. It may employ such other persons as it deems necessary to accomplish its powers and duties. Such employees may be on a full-time or a part-time or consulting basis as the Board determines, and the Board may make any required employer contributions which local government units are authorized or required to make by law.

## Section 4.

It may conduct such research and investigation and take such action as it deems necessary to operate an Ice Arena to be used primarily for the Members residents.

## Section 5.

It may receive and hold moneys from any source to the extent and in the manner as may be provided by the Agreement or these By-Laws; and it may accept voluntary contributions from its Members or other sources as provided in Article VII. The Board shall have no taxing power. It may accumulate reserve funds and may invest and re-invest its funds not needed for current expenses in the manner and subject to the limitations applicable by law to statutory cities.

## Section 6.

The Board shall provide for a financial accounting and report to the Members at least once each year. The books and records shall be open and available for inspection by Members at all reasonable times.

Section 7.

The Board may accept gifts, apply for, and use grants of money or other property from Member cities or other governmental units or organizations, and may enter into agreements required in connection therewith, and may hold use, and dispose of such moneys or property in accordance with the terms of the grant, gift, or agreement relating thereto.

Section 8.

The Board, at the first meeting in ~~July~~ February of each year, shall elect the Chair, Vice-Chair, and Secretary-Treasurer.

Section 9.

The Board shall establish the annual budget for the Ice Arena as provided in Article VII.

Section 10.

The Chair may appoint an ad hoc committee to study issues or special problems as they arise.

Section 11.

The Board may purchase public liability insurance and such other security bonds and insurance as it may deem necessary.

Section 12.

The Board may exercise any other power necessary and convenient to the implementation of the powers and duties given to it by the Agreement and the By-Laws.

## **Article V**

### **Officers**

Section 1.

The offices of the Board shall be the Chair, Vice-Chair, and Secretary-Treasurer.

## Section 2.

The Chair shall be the chief presiding officer of the Board. The Chair shall preside at all meetings of the Board and shall have primary responsibility for seeing that all orders and resolutions of the Board are carried into effect. The Chair shall be an ex-officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of President of a corporation.

## Section 3.

The Vice-Chair shall, in the absence of the Chair, perform the duties and exercise the powers of the Chair and shall perform such other duties as the Board shall prescribe.

## Section 4.

The Secretary shall record the minutes of the regular and special Board meetings and shall distribute copies of the minutes to Directors and Members.

## Section 5.

The Treasurer shall work with the accountant and coordinator in reviewing funds and securities of the Board and report to the Board the financial status of the Ice Arena Joint Powers Board at regular Board meetings. The treasurer shall disburse the funds of the Board, as ordered by the Board, taking the proper vouchers for such disbursements, and shall render to the Board, or whenever the Board may require it, an account of all transactions and the financial condition of the Board.

## Section 6.

The officers of the Board shall give bond if required by the Board, to be paid by the Board, for the faithful performance of their duties and for the restoration to the Board, in case of death, resignation, retirement or removal from office, of all books, papers, vouchers, money, and property of any kind in their possession or under their control belonging to the Board.

Section 7.

The Board may appoint a coordinator to handle its day-to-day operations. The coordinator shall be responsible to the Board and the Chair, and shall have such duties as the Board shall prescribe.

**Article VI**

**Committees**

Section 1.

The Chair may appoint such committees, in addition to those required by these By-Laws and the Agreement, as the Chair from time to time, may deem necessary to study issues or special problems as they arise. Such committees shall be selected in the manner determined by the Chair, with the knowledge of the Board

**Article VII**

**Financial Matters**

Section 1.

The fiscal year of the Board will run from ~~July 1 to June 30~~ January 1 to December 31.

Section 2.

Board funds may be expended in accordance with the procedures established by law for statutory cities. Orders, checks, and drafts shall be submitted to two \_\_\_\_\_. Both signatures are required. Other legal instruments shall be executed on behalf of the Board by the Chair and Treasurer. Contracts shall be let and purchases made in accordance with the procedures established by law for statutory cities.



### Section 3.

The activities of the Board shall be financed by funds available to its by revenue from the Ice Arena and from contributions from its Members or from other sources. Contributions from Members shall be established by the members not later than July 1 of each year in order to obligate Members to make contributions during the ensuing calendar year. Such contributions shall be made by the Members to the Board annually with one payment.

### Section 4.

An annual budget shall be adopted by the Board prior to ~~July 1~~May 1 of each year. Copies of the budget shall be delivered promptly to the manager/  
administrator of each member for their approval. If any Member fails to approve a proposed budget, the prior year's budget shall be automatically approved for the following year, unless the Board is terminated.

### Section 5.

Any obligation which cannot be met within the annual budget must be approved by at least four Board Directors, with at least one Board Director from each Member voting in favor of the expenditure. However, every city or school board administrator and/or manager shall be notified of the pending vote and the vote must be ratified by the Members.

### Section 6.

The Board shall provide for a yearly audit, copies of which shall be given to each Member. In addition, quarterly unaudited financial reports shall be given to all Members. Monthly financial reports shall be prepared for the Board by the accountant in such a manner as the Board provides.

### Section 7.

Expenses of the Board cannot exceed the budget without prior approval of each Member. Such additional expenses accessed against each Member in equal shares.

## Article VIII

### Duration and Termination

#### Section 1.

The Board shall exist in accordance with the STMA Ice Arena Joint Powers Board Agreement.

## Article IX

### Amendments to By-Laws

#### Section 1.

These By-Laws may be amended at any regular or special meeting of the Board, subject to the approval of all Members. An amendment may be proposed in writing and filed with the Chair by any Director or by a Member on its own motion.

#### Section 2.

A majority vote of a quorum present shall be necessary to adopt any proposed amendment to these By-Laws.

#### Section 3.

In any instance where these By-laws are in conflict with the STMA Ice Arena Joint Powers Agreement, these By-Laws shall control.

#### Section 4.

These By-Laws are effective upon their adoption by the Members.

Adopted by the Members as follows:

St. Michael on \_\_\_\_\_

Albertville on \_\_\_\_\_

Independent School District #885 on \_\_\_\_\_

Section 5.

These By-Laws have the approval for being adopted by the Members on \_\_\_\_\_, 19\_\_\_\_\_.

These By-Laws will become effective on \_\_\_\_\_, 19\_\_\_\_\_.

