



**GREAT FALLS
COMMUNITY
ICE
FOUNDATION
ADMINISTRATIVE
POLICIES AND
PROCEDURES**



Amended and in effect:

September 11, 2006; February 9, 2009; February 8, 2010; May 14, 2012;

December 11, 2013; July 11, 2016; October 9, 2017; April 2019; **and May 2024**

Bylaw Application (Section 4.6): Administrative Policy and Procedures may be amended any time during the year by a majority vote of the board. Administrative Policies and Procedures do not supersede GFCIF Bylaws.

Fiscal year: July 1-June 30

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I. ANNUAL CALENDAR (Attached to Administrative P&P)

January: Seasonal Payments, File Annual Report w/MT Secretary of State-Online

February: Seasonal Payments, Check on Property Tax Exemption

March: Appoint Nominations Committee, Announce date and location of Annual Meeting, Review Bylaws, Seasonal Payments

April: Present nominations to Board, Operations/Facility Manager Evaluations, Summer Project List, **Set Ice Fees**

May: (a) GFCIF Annual Meeting, (b) Vote on Board Members, Announce and pass Bylaw changes, Pay Property Tax, Pre-season Scheduling Meeting (**GFCIF Operations Manager**, President, and affiliate users), **Advertising status review, 25% of prior year public skate revenue used to purchase new skates**

June: Season Financial Review, newly elected board members start attending Board meetings, **June 1- Dasher board expiration**

July: New Board members assume duties, ~~July 1 Dasher board expiration, dasher board status review, set ice fees~~, set season start and end dates

August: Manager agreement and personnel, ice scheduling, startup needs, approve and distribute Ice User Agreement, Equipment/Zam maintenance

September: Collect signed copies of Ice User Agreements from user groups, annual report, review insurance, new filters for locker room heater (once per year), **Invoice advertising items**

October: Renew insurance, seasonal payments

November: Pay Property Tax, Seasonal Payments

December: Renew PO Box, Seasonal Payments

Seasonal Payments:

- County Loan: \$500
- **Kuglin: \$1,072**
- **First Interstate** Mortgage: Paid Oct-June
- **SBA Loan: \$496**

II: RECORD OF BOARD POSITION TERM

Executive Board	Name	Start date	Term date
President	Andrea Hedges	August 9, 2004	April 2007
	Andrea Hedges	April 2007	April 2010
	Mike Dube	April 2010	April 2012
	Ron Martin	April 2012	(Resigned) April 2013
	Clinton Topel	April 2013	Interim for 2013-14 season
	Clinton Topel	April 2014	May 2016
	Darrell Ogg	May 2016	(Resigned) May 2017
	Teresa Gunn	May 2017	Interim for 2017-18
	Teresa Gunn	July 2018	July 2022
	Mark Finnicum	July 2022	(Resigned) Nov 2023
	Ryan Smith	Nov 2023	Interim July 2023
	Ryan Smith	July 2023	present
Vice-President	Martin Triplett	August 9, 2004	April 2007
	Martin Triplett	April 2007	April 2009
	Brian Christiaens	April 2009	April 2012
	Paul Johnson	April 2012	(FTA-term) Aug. 2012
	Clinton Topel	April 2013	(Pres. Position) Aug. 2013
	Cathy Covert	September 2013	May 2016
	Josh Goroski	May 2016	(Resigned) July 2017
	Landon Stubbs	May 2017	(Resigned) January 2019
	Mark Finnicum	May 2019	July 2022
	Ryan Smith	July 2022	Nov 2023
	Vacant	Nov 2023	July 2023
	Pam Stanczak	July 2023	present
Vice-President II	Susan Cooper	August 9, 2004	(Resigned) June 2005
	Gordon Reid	April 2006	(Resigned) June 2006
	Kelly Stevens	August 2006	(Resigned) Nov. 2006



	Gary Morris	April 2008	(Resigned) Nov. 2008
	POSITION ELIMINATED APRIL 2009		
Treasurer	Molly Schwartz	August 9, 2004	(Resigned) May 2005
	Denise Riggin	June 2005	Interim for 2005-06 season
	Denise Riggin	April 2006	April 2009
	Denise Riggin	April 2009	(Resigned) June 2011
	Katrina Stark	June 2011	(Resigned) March 2012
	Tony Krattiger	April 2012	April 2015
	John Harris	April 2015	(Resigned) May 2016
	Ty Hoffman	May 2016	September 2016
	Jennifer Fines	May 2017	July 2023
	Patti Pancich	July 2023	present
Secretary	Jo Shaur	August 2004	(Resigned)
	Nadine Hanning	unknown	(Resigned) April 2006
	Darci Nelson	April 2006	April 2009
	Courtenay Hendrichson	April 2009	(Resigned) April 2010
	Raegen Breeden	April 2010	(Resigned) April 2012
	Matt Baker	April 2012	April 2015
	Bryce Thompson	April 2015	(Resigned) May 2016
	Lexi Stober	May 2016	April 2019
	Lexi Stober	May 2019	(Resigned) May 2020
	Ryan Smith	June 2020	July 2022
	Pam Stanscak	July 2023	July 2024
	Jill Albrecht	July 2024	present
Fundraising Chair	Jennifer Rowell	April 2015	(Resigned) May 2016
	Catalina Marín	December 2017	March 2018 (did not attend)
Community Rep.	Kyle Smith	May 2017	March 2018



Leslie Davis	July 2019	2021
Miscellaneous Record		
Ed Stahler (Booster)	August 2004	(Removed) October 2008
Figure Skating position	May 2012	Board position eliminated
Figure Skating position	August 2013	Board position reinstated
Community Rep.	May 2017	Board position created
University of Providence position	May 2018	Board position created

III: OFFICER DESCRIPTION & DUTIES

Executive Officers

A) President (2-year term + 1 year as Past-President)

1. Create agenda for and conduct Board meetings
2. Monitor committee activity and disseminate information to the public

B) Vice-President (3-year term)

1. Notify User Group Director if representative is absent from more than 3 meetings
2. Monitor bank statements and monthly Treasurer Reports (informal auditing)
3. Conduct meeting in President’s absence
4. Oversee committee progress

5. Ensure progress and follow-through of business/projects approved by Board and Ice Plex staff

C) Past-President (1-year term)

1. Support new President to ensure smooth transition into position
2. Ensure progress and follow-through of business/projects approved by Board and Ice Plex staff
3. Manage, coordinate and resolve projects, activities, complaints from previous year

D) Treasurer (3-year term)

1. Record all contributions received by GFCIF
2. Pay bills in a timely fashion upon approval from the board
3. Monitor and Invoice pledges, ice users, advertising
4. Coordinate with Secretary - thank-you's to all contributors (cash, pledges, pro bono)
5. Submit copies of monthly transactions to GFCIF board members at monthly meetings
6. Create and submit Annual Report
7. Complete tax requirements

E) Secretary (3-year term)

1. Record board activity
2. Pick up mail weekly and report to board
3. Update Administrative Rules following an amendment.
4. Submit minutes to all Board members, via email/mail, within 10 days of a Board meeting.
5. Forward approved minutes to web master
6. Report new GFCIF activity to web master for web accuracy
7. Create and send thank you notes for donations or services received (with assistance from Treasurer.

F) Fundraising Coordinator/Chair (3-year term)

1. Sell dasher board advertising and all other available forms of advertising to help supplement the operating budget.
2. Build and maintain profitable, long-term fundraising relationships with current donors and potential donors.

3. Search for and research potential donors and foundations to identify and evaluate potential funding sources.
4. Develop and implement a fundraising plan for the organization which will achieve the goals for sustainable funding, the development of projects, and delivery of core operations.
5. Maintain organized and efficient records of all activities and contacts.
6. Monitor approved board fundraising activities, and provide written monthly status report to board on every fundraising activity for status review.
7. Monitor existing financial contracts, prepare plan for board prior to termination of contracts regarding status of contract, renewal of contract details or recommendation for termination or solicitation for bid.
8. February (Annually) - Conduct review of existing fundraising guidelines in Bylaws and Administrative Policy and Procedures, and submit recommendation to board prior to Annual meeting regarding adjustments to existing guidelines.
9. Chair Fundraising Committee in accordance with committee guidelines.

G) User Group (Voting) Board Positions (term determined by individual ice group)

1. Amateur Hockey (GFAHA)
2. Women's Hockey
3. Men's Hockey
4. Great Falls Americans hockey
5. Figure Skating
6. Community Representative (position added May 2017)
7. University of Providence (position added May 2018)

Ice representative officer responsibilities:

1. Act as the liaison between GFCIF and the ice user group
2. Ensure ice organization is in compliance with GFCIF Rules and Regulations Ice Use Policy
3. Provide GFCIF information from their ice group at board meetings.
4. Attend all board meetings, or appoint someone from group as replacement
5. Should more than three (3) Board meetings lack representation, the president/director of the organization will be notified by GFCIF President or Vice President.

IV: COMMITTEE OPERATIONS (Committee Manager = Vice President)

Standing and Ad-Hoc

- A) All committees will consist of one board member and at least two more ice users or community members, unless approved by the board.
- B) Committee will submit a written copy to the GFCIF board, any activity and findings prior to a proposed motion. (oral motions can be approved by a majority vote of the board)
- C) Committee will make every effort to alert GFCIF President (prior to the meeting) activity to be included on Agenda.
- D) Committee(s) will meet regularly and provide time and place to the web master in a timely matter.
- E) Correspond with Vice President on a regular basis with updates and activities.
- F) All expenses must be approved by the committee prior to expenditure.
- G) Any expenses over \$250 must be pre-approved by the GFCIF board prior to expenditure.



H) All forms of income, including but not limited to, checks, money orders, etc. must be made out to GFCIF.

I) All communications to GFCIF will use the P.O. Box address

~~GF-ice.org~~

P.O. Box 2869

Great Falls, MT 59403

V: FUND-RAISING OPERATIONS

A) Pre-Opening Cash Naming Right Contributions will be recognized in the arena for the LIFE of the building:

Seating Section Naming Rights	\$20,000
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- 3 Rivers Communications
- Pre-Release Center
- City Chevrolet
- Montana Commercial Credit

B) Cash Naming Right Contributions will be recognized in the ice arena for 25 years:

Ice complex naming rights	\$500,000
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Mezzanine Naming Rights	\$100,000
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(under contract to Benefis through Dec. 2027)

Seating Section (remaining sections)	\$20,000
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In Ice-Neutral Zones (4x)	\$5,000
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Blue Line (2x)	\$7,000
Behind Goal (4x)	\$5,000
Face-Off Dots	\$6,000

C) Contract Naming Right Contribution Opportunities:

Ice Complex	\$300,000 cash or pledge /10 years
Mezzanine (Benefis through Dec. 2027)	\$25,000 cash or pledge /5 years
Concessions (Stockman Bank through spring 2024)	\$1,000 /year Renewed 2024
Zamboni (each) (both under contract to First Interstate Bank through 2030)	\$7,000 / year or \$20,000 /5 years
Center Ice (First Interstate Bank through 2030)	\$10,000 /year
Players Bench (H or V) (South: open) (North: First Interstate Bank through 2030)	\$8,000 /3 years or \$12,000 /5 years
Seating Section	\$10,000 /5 years
Locker Rooms (5 available)	\$750 /year
Bathrooms (both)	\$1,000 /year
Skate Rental Shop	\$1,000 /year
Parking Sections	\$1,000 /year
Face off Circles or other in-ice advertising	\$3000 /year or \$7,500 /3 years
Zamboni Signage (each)	\$7,000 /year or \$20,000 /5 years
Zamboni garage door	\$2,000 /year or \$5,000 /5 years)
Scoreboard (Howard's Pizza) Expired 2024	\$2,500/year (2 spots per scoreboard)



Conditions:

The cost of the sign is included in the donation; however, custom sign expenses will be incurred by the naming right contributor. The sign will only be removed before the end of the term if the contributor chooses to have it removed or if the contributor is a business and is no longer in operation. In-ice sponsorship agreements must be completed by July 1st to allow for time to produce the sign and install it as the ice is made.

Naming Right Contributions of \$5,000 and more will be displayed in the arena's entry for the ice complex's life. (Bronze, Silver, Gold)

Payment Schedule: 50 percent down at time of contract, 50 percent 30 days after signing is installed. Contributor provides logo and artwork in vector file and approves final sign artwork proof. Duration of Contract begins when sign is installed in arena.

D) Miscellaneous Sponsorship Opportunities:

3'x5' wall banner	\$1,000 /year (\$2,400 /3 years)
3'x3' wall banner	\$600 /year (\$1,000 /3 years)
Dasher Boards (32 available to GFCIF)	\$1,400 /year (\$3,600 /3 years) (Lexan)
(Increase if Lexan?)	
Name/logo on section of glass	\$300 /year
GFCIF Website	\$25 /month (\$720 /3-year contract)
Outside Dasher Board Panel-Vinyl	\$1,400 /year (\$3,600 /3 years)

Conditions:

50 percent down at time of contract, 50 percent net 30 days after sign is installed. Contributor provides logo and artwork in vector file and approves final sign artwork proof. Duration of Contract: begins when sign is installed in arena.

E) Board authorized acknowledgement of in-kind donations:

With prior approval, in-kind donations may be acknowledged by a 3'x5' sponsor acknowledgment banner on the south wall. The term of the contract will follow the pricing outlined in section (D) and be based on the fair market value of the donation.

F) Commissions:

Pre-Approved sellers under contract with GFCIF to solicit sponsorships will earn a commission of 25% of the total value of the sponsorship **or** \$5,000, whichever is the lesser amount, on sponsorships acknowledged by signage. ~~Affiliate ice user groups may designate a representative to solicit banner sponsors to earn a 50% commission that will be paid to their~~

~~user group~~. ALL sponsors must sign a contract with and submit payment to GFCIF before signage will be installed. GFCIF will pay commissions at the end of the month in which they are earned except for multiyear sponsorships with annual payments, in which case the commission will be split into equal annual installments with the same term as the sponsor payments.

*Set GFCIF price (min) \$425/ dasher to ice plex

VI: GFCIF MEMBERSHIP

1. An active GFCIF member is (A) ONE parent, step-parent, guardian of any person (under age 18), or other person who pays at least one dollar toward the fee of participating in any ice program; or (B) any other interested person who pays a membership fee determined by the Board.
2. Each active member must be (A) at least 18 years of age; and (B) a member for at least three months; and (C) in attendance at the Annual Meeting, shall be entitled to one vote per registered player by closed ballot in the election of members to the Board of Directors.
3. The term of membership is the fiscal year of the Foundation. Funds contributed to the operation or fund-raising activities of the Foundation or any ice program does not entitle the contributor to the benefits of membership.
4. Any member may at any time voluntarily resign his/her membership in the Foundation. Such resignation shall be in writing and shall become effective upon its receipt by the Secretary of the Foundation. A membership of any member may be terminated through two-thirds vote of the Board of Directors present and voting upon that member's failure to subscribe to the aims and purposes of the Foundation or for other good cause as determined by the Board of Directors.

VII: CONTRACTS

1. Permanent Contracts:

(a) GFCIF Annual Ice User Agreement will be the governing agreement for all ice users. Term contracts do not supersede the ice user agreement. Ice User Agreements are subject to modification annually to ensure the continuation of ice operations, cost containment, arena improvements, and safety considerations.

(b) Mezzanine Storage Agreement (adopted by board November 13, 2013)

2. Term Contracts:

(a) GFCIF recognizes the need for term contracts, however individual contracts with ice users apart from the Annual Ice User agreement are discouraged to ensure fairness among users.

(b) GFCIF Approved Term Contracts:

University of Providence (Argos men's and women's hockey), ~~expires July 2021~~

Great Falls American's Junior Hockey (~~Jim Keough~~ Matt Leaf), ~~expires June 2022~~

VIII: ICE SCHEDULING GUIDELINES (Adopted April 16, 2018)

1. Ice Schedule Management: GFCIF will identify one person, ~~the arena~~ **Operations Manager** or GFCIF representative, to manage the ice schedule in accordance with the Ice Scheduling Policy. **The representative will also report hours of ice used per user group to the Treasurer for the monthly pledges.**
2. Ice Reservation Policy: Ice time will not be guaranteed to any affiliate user group prior to the annual May ice users meeting.
3. Pre-Season Ice User Meeting (MAY) – Affiliate Users Only.
 - (a) Hosted by GFCIF President
 - (b) One representative from each affiliate user will be invited to this meeting, the arena manager, and operations manager who shall represent the best interests of the GFCIF – including securing GFCIF program ice.**
 - (c) Any new affiliate users will be identified and invited to this meeting
 - (d) Primary goal: reserve “~~Historical Event dates~~” requested ice schedule for the GFCIF and each user group.**
 - ~~Historical Event date (Applicable to the previous year only):~~ Tournament/Events for affiliate users have priority. Must be reserved no later than the May Ice Users Meeting.
 - Affiliate user must be in *good standing* with GFCIF to reserve ice (in 100% compliance with all fees, fines; i.e., paid in full prior to May’s meeting).
 - Cancellation of any event reserved pre-season, 4 hours or more of ice with less than 60 days **notice** will result in automatic invoice of 1 hour at prime ice rate.
 - Cancellation of any event reserved pre-season, 4 hours or more of ice with less than 30 days **notice** will result in an automatic invoice of 2 hours at prime ice rate.

- GFCIF Board has the authority to waive this fee with written notification from the user group of extenuating circumstances surrounding the cancellation.
- (e) Secondary goal: identify needs of each individual user group for following season
 - Address any issues from previous season.
 - Review Ice User agreement / Identify any items for boards consideration.
 - Identify the start of season, practice ice, game schedules, contract status, end of season.

4. Pre-Season Ice Scheduling (May through August) – Affiliate Users Only.

(a) Game / Tournament Scheduling:

- ~~Historical Events~~ Requested dates identified & reserved at May's meeting.
- University of Providence & The Great Falls American's Weekend Game Schedule to be coordinated with Arena Manager/Ice Scheduler and finalized no later than _____ annually.
- GFAHA will have a two-week window following the annual MAHA scheduling meeting to reserve any additional MAHA and/or Tournament game ice w/o interference of other affiliates renting available ice.

(b) Mid-week Practice Ice: (Monday- Friday)

- _____ through Sept 1: All Affiliate users will have equal access to schedule/reserve additional ice to include game, practice, prime/non-prime ice.
- Hourly rented ice supersedes any ~~historical~~ "drop in" ice use. Drop-in users will have first dibs at maintaining ice slot at the hourly rate.
- Previous years affiliate user time slot has first priority into maintaining that ice slot for subsequent year.
- Practice ice outlined in a signed contract supersedes any other agreement.
- Any user wishing to assume another user's practice ice will need to submit notice of interest pre-season for GFCIF board consideration.
- No affiliate user has priority of scheduling or assuming additional practice ice over another affiliate user, regardless of program size or hours contracted.

(c) Ice User agreements are to be signed and submitted to the arena manager along with Insurance Certificates (where appropriate) prior to the user group stepping onto the ice.

(d) Non-Affiliates Ice User:

- Prohibited from reserving ice pre-season.
- Required to sign a non-affiliate ice users agreement.
- Required to pre-pay for their ice use.



We, the Directors of the Great Falls Community Ice Foundation (GFCIF), A Montana non-profit 501(c)(3) corporation, do hereby assent to and adopt the forgoing as administrative policy and procedures of this organization.

IN WITNESS THEREOF, we hereto subscribe our names this 8th day of April 2023. (Quorum of GFCIF board signatures required)

_____ **Ryan Smith** (President)

_____ **Pam Stanczak** (Vice-President)

_____ **P. Pancich** (Treasurer)

_____ **Jill Albrecht** (Secretary)

_____ **M. Pancich** (GFAHA Rep)



_____ J. Sweeney (Mens Rep)

_____ A. Hedges (GFWHL Rep)

_____ S. Kazior (FS Rep)

_____ M. Leaf (GFA Rep)

_____ C. Vivian (UP Rep)