

UTAH HIGH SCHOOL HOCKEY BOARD  
MEETING MINUTES MAY 9, 2017  
SOUTH DAVIS REC. CENTER BOUNTIFUL, UT

**ATTENDING** in person or conference call: Shannon Woodhall, Mylisa Graham, Eric Allen, Anna Erickson, Joe Minnock, Jennie Jenson, Robyn Eyre-Long, Tilly Van Egmond for Brandon Swenson, Chris Wendt, Gina Capps for Jared Rutter, Richard Linton, Jeff Elwell, Mike Maero, Dana Combs, Matt Pruka, Jason Hall, Ally Brickley, John Teynor, Kerry Fain, Vennice Robinson, Brian Blum, Michael Williams, JoLin Johnson, and Sara Miller for James Soderborg

**ABSENT** Connie Tilk and Alisha Hill

**ALSO PRESENT** in person or on conference call: John Murdock-Treasurer, Mike Davies-WIHOA, Cami Murray-Scheduler, Brian Murray-Registrar, Moe van der Sluys-Juan Diego, Lacy Sappington-NUI, Scott Baker and Jeremy Ady-DCI, Ben Robinson and David Duke-Stansbury, Tony Musci-Judge, Heather Kenworthy, Luann Pettit, and Becky Sellers-Treasurer Bids, Patrick Mele-Bountiful, Jason Sims and Kathleen Smith-UAHA, other who did not sign roll.

Meeting called to order at 7:02

Approval of March Minutes: Chris W made the motion to approve the April minutes, Jason H seconded, all approved, motion passes.

New Trustees: Chris W introduced Jeremy Ady as the new Trustee for DCI. Brian B made a motion to approve Jeremy as the new Trustee, Ally seconded, all approved, motion passes.

WIHOA: Mike Davies on phone, no games since last meeting, so nothing new.

Showcase report: Shannon reported that the showcase in Pittsburgh went well. Our team played in a harder division then previous years and played well. The team was awarded the Sportsmanship award. This was voted on by the officials, the tournament officials, and the other team coaches. There were several teams that contacted our coaches to see about playing some games during the season. Shannon and the select team coaches will follow up with these teams for next season. Next year, the showcase will be in St Louis, MO.

Webmaster and Treasurer proposals: Jake Drzayich and Brain Murray submitted proposals for Webmaster, and Luann Pettit, Heather Kenworthy, and Becky Sellers submitted proposals for Treasurer. Jake was not present to interview. Brian Murray informed us that that he has been the Webmaster for six years. He knows what is happening and responds quickly to any issues. He has already begun work on the registration process for next season.

For Treasurer, all that submitted a proposal were present. All are very familiar with QuickBooks, Becky "uses it every day", Heather is "familiar with it", and Luann is "very familiar" with QuickBooks. The resumes are attached.

After interviewing each candidate, there was discussion. For Webmaster, Brian B asked if we can do a contract for two years, and then not renew the contract the second year? Yes, we can.

For Treasurer, Mike M asked if there was a committee that oversaw the treasurer? Brian B reminded Mike M that he was on that committee. Brian B has been actively involved in reviewing statements and John's work each month. John Murdock committed to completing any outstanding work before handing over the responsibilities to the new Treasurer. The finance committee will work to determine how to best oversee the new treasurer and what steps, if any, need to be implemented to prevent fraud or embezzlement. Also, Mike suggested the committee should help with the Ad Book

The votes for Webmaster were Brian 21. For Treasurer, Becky 17, Heather 2 Luann 2.

Mike made a motion to pay Becky \$5000 for her work as Treasurer and the Ad Book with a bonus of up to \$1500 based on performance. Richard seconded, all approved, motion passes.

Treasurer: John reported that we received a check from Blake with Shutter Speed along with a note thanking us for letting him participate in playoffs. The Pittsburgh Showcase select team is underbudget.

Schedule: Cami is starting to work on getting ice for next season. She has started on the schedule. Each team will get three blackout dates in addition to the league blackout dates. Shannon sent an RFP to each rink about next year playoffs. So far two rinks have declined.

P&P Changes: The P&P changes reviewed in the April Meeting were voted on. All motions made in April meeting were Approved.

#### **30.4 Period Length**

All periods will be no more than sixteen (16) minutes and will be stop time. ~~The third period shall be shortened to end the game within the allotted time.~~ Games will NOT be curfewed.

#### **27.2 Provisions**

A. It is recognized that this is a framework and should be considered a living document. Changes should be incorporated to enhance the desired success of the league. As such there is no stated goal of dealing with every "possible" contingency.

2. A vote will be taken at the ~~August~~ **July** meeting to approve the Division II teams by a 2/3 majority vote.

#### **27.3 Declaring a Team**

A. A team shall be eligible to register with UHSH once they can field a minimum of ~~11~~ **15** players. If, at any time during the season the number of eligible team members falls below 7, the team shall be disbanded. If one school has a minimum of ~~11~~ **15** players attending one particular school then they are required to field an affiliated team. An independent team may be fielded with ~~10~~ **14** players and 1 goaltender but only if approved by the UHSH board with specific boundaries. **Any affiliated team can choose to declare with fewer than 13 players at their own discretion.** All teams and their respective division are declared at the ~~July~~ **June** trustee meeting.

#### **27.5 Varsity Division II**

1. Eligibility for Varsity Division II will be at the discretion of the trustees subject to the following conditions: 12/13/2016 Rev03 UHSH Policy and Procedure Guide Page 47 a. Any varsity team that

wishes to compete in Varsity Division II must declare the desire before the trustee meeting in ~~July~~ **June** of each year; submit a roster to the eligibility committee.

Dana introduced a DII roster spreadsheet to be used when applying to play DII. This would ensure that all teams are providing the same information, so trustees can make a more educated decision when approving teams for DII. Some suggestions were made to make the spreadsheet more complete. This will be done before the next meeting.

Mike M brought a proposal for the realignment of DII. He asked that we review it for discussion at the May meeting.

ESPN: Brian M has been in contact with ESPN Radio. They would like to work with us to advertise and promote UHSH. Brian will be able to track how the advertising is working by using a landing page specific to the radio ads. It was suggested that we use this form of media for our "Try Hockey for Free" events to see how it works. Jason H asked if we could use it to get new players? Chris W suggested that a billboard is also a great way to advertise.

UAHA: Jason and Kathleen announced that the voting for the open positions on the UAHA board have been completed. These positions will start June 1. Dewey Regan-VP Youth Travel, Carole Strong-VP of Discipline, Jason Empey-Executive VP, Derrick Radke-VP of Girls/Women's. Scott Hinerman will not return as the Treasurer, so one will be appointed.

The feedback received about the Showcase was positive. The only criticism was that we should not send parent coaches, as it makes it difficult for the scouts to approach the coaches.

With so little ice available, the request was made to reduce the ice usage for practices by 25%. This can be done by combining practices and using ½ ice.

Kathleen discussed the rewriting of the UAHA Policies and Procedures, including the new developmental pyramid. She explained each level and what teams can participate at each level.

Specific questions that were asked:

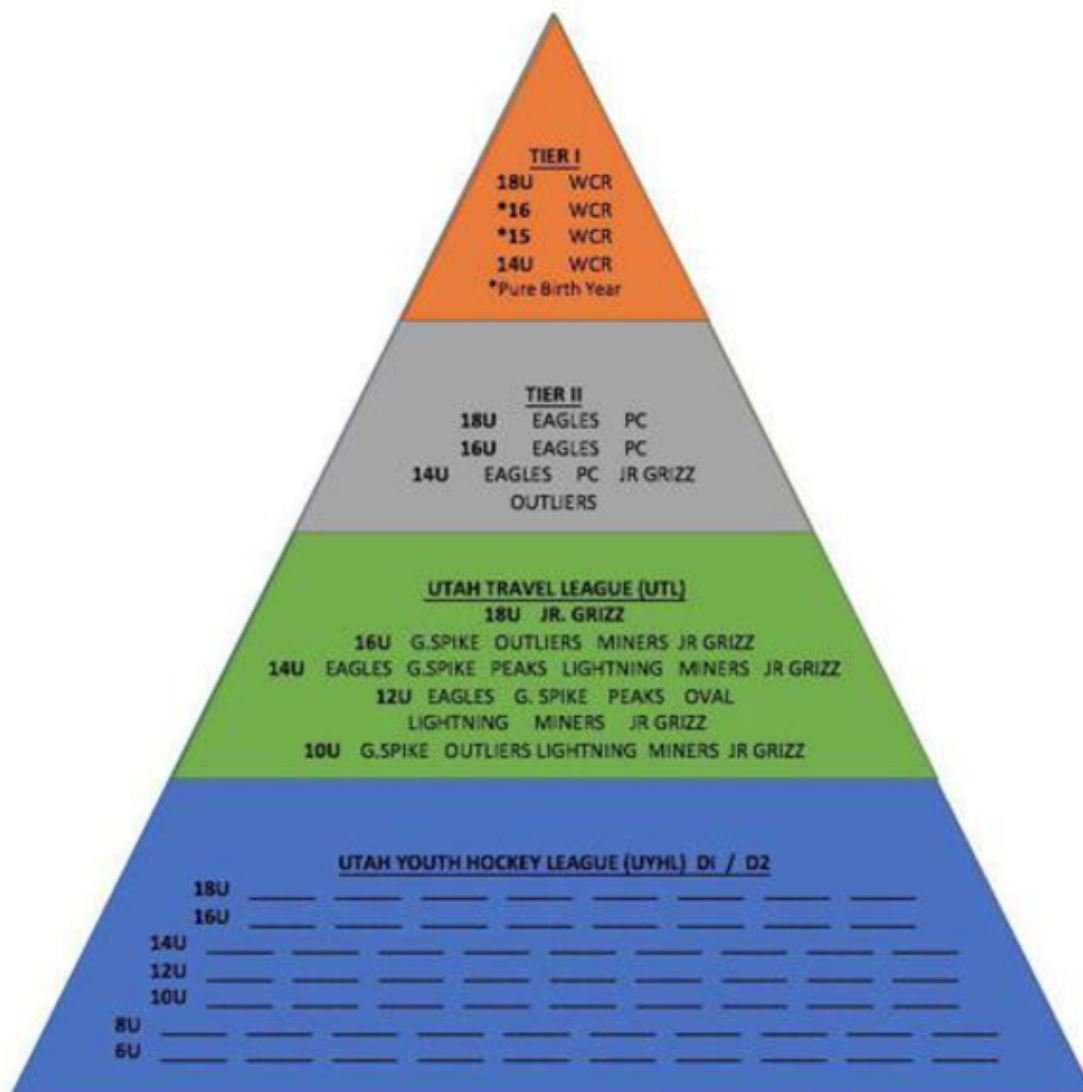
From Jason H: Can we get USA Hockey registration information for middle school ages, so we can include them in our middle school team? No, the House Rec league will be a replacement for middle school teams. Middle school and summer league are not part of UHSH.

Will house league take away from High School? It should not, but we will review at the end of the season.

From Jeff: Are there any restrictions for DII players and High School? No, they can play both.

What happens if the Tier I team folds? Can the players be added to the UHSH teams? The teams are required to have a certain number of players before they can even form a team. If they do have a team, that folds after the season starts, we will need to determine.

From Anna: Where does UHSH Select team fit? Utah Travel League (UTL).



APPROVED YOUTH USA HOCKEY SANCTIONED TEAMS FOR THE 2017 -2018 SEASON.  
 UTAH AMATEUR HOCKEY ASSOCIATION

**TIER I TEAMS** MUST PLAY A TIER I "AAA" SANCTIONED TOURNAMENT SCHEDULE. EACH TEAM MUST RETAIN A MINIMUM ROSTER OF 15 PLAYERS (THE 15 PURE AGE DIVISION MUST HAVE 17 PLAYERS FOR THE 2017-2018 SEASON) TO BEGIN OR CONTINUE THE SEASON. TIER I 15 AGE DIVISION IS MADE UP OF PLAYERS WITH A 2002 BIRTH YEAR FOR THE 2017-2018 SEASON. TIER I 16U IS RESTRICTED TO PLAYERS WITH A BIRTH YEAR OF 2001 FOR THE 2017-2018 SEASON. ALL TIER I TEAMS WILL COMPETE AGAINST IDAHO AND/OR NEW MEXICO IN A PLAY DOWN WITH THE WINNER MOVING ON TO ROCKY MTN DISTRICT REGIONALS. ROSTERED TIER I PLAYERS WILL ONLY PARTICIPATE AT THE TIER I LEVEL WITH THE TEAM IN WHICH THEY SIGNED. PLAYERS MAY NOT PARTICIPATE IN UTAH HIGH SCHOOL HOCKEY. OUT OF STATE BILLETED PLAYERS ALLOWED, BUT RESTRICTED TO A MAXIMUM NUMBER OF 9 SKATERS AND 1 GOALIE. ROSTER FREEZE DEC. 15, 2017

**TIER II TEAMS** MUST PLAY A TIER II "AA" SANCTIONED TOURNAMENT SCHEDULE. EACH TEAM MUST RETAIN A MINIMUM ROSTER OF 15 PLAYERS TO BEGIN OR CONTINUE THE SEASON. TIER II TEAMS AT EACH AGE CLASS WILL COMPETE IN STATE PLAYOFFS WITH THE WINNER MOVING ON TO TIER II USA HOCKEY NATIONALS. PLAYERS MAY PARTICIPATE IN UTAH HIGH SCHOOL HOCKEY. OUT OF STATE OR BILLETED PLAYERS NOT ALLOWED. ROSTER FREEZE DEC. 15, 2017

**TRAVEL TEAMS** SHOULD PARTICIPATE IN AN IN-STATE LEAGUE (UTL) AND 3 OR MORE OUT OF STATE "A" LEVEL TOURNAMENTS PER SEASON. TEAMS DO NOT HOLD DESIGNATIONS OF "AAA" OR "AA" AND MAY NOT PARTICIPATE IN "AAA" TOURNAMENTS. PLAYERS MAY NOT PARTICIPATE IN THE HOUSE REC PROGRAM. OUT OF STATE OR BILLETED PLAYERS NOT ALLOWED. PLAYERS MAY PARTICIPATE IN UTAH HIGH SCHOOL HOCKEY IF AGE APPROPRIATE. ROSTER FREEZE DEC. 15, 2017. EACH TEAM MUST RETAIN A MINIMUM ROSTER AS FOLLOWS TO BEGIN OR CONTINUE THE SEASON:

18U – 16+1      16U – 16+1      14U – 15+1      12U – 14+1      10U – 13+1

**HOUSE REC: DIVISION 1** – COMPETITIVE LEAGUE. PLAYERS MUST PARTICIPATE IN AN IN-STATE LEAGUE (UYHL). ALL D1 TEAMS AT EACH AGE CLASS MUST PLAY A HOME & HOME SERIES WITH ALL PARTICIPATING TEAMS. PLAYER IS NOT ELIGIBLE TO PLAY BOTH D1 AND D2. OUT OF STATE OR BILLETED PLAYERS NOT ALLOWED. ORGANIZATIONS WITH D1 TEAMS MAY TRAVEL TO A MAXIMUM OF 2 OUT OF STATE "A" LEVEL OR LOWER TOURNAMENTS AND UNLIMITED IN STATE TOURNAMENTS PER SEASON PER AGE LEVEL. PLAYERS MAY PARTICIPATE IN UTAH HIGH SCHOOL HOCKEY. ROSTER FREEZE DEC. 15, 2017.

**HOUSE REC: DIVISION 2** – NON-CHECKING. PLAYERS MAY PARTICIPATE IN AN IN-STATE LEAGUE (UYHL). D2 TEAMS MAY SET THEIR OWN IN STATE GAME SCHEDULE AS NEEDED. NO OUT OF STATE TRAVEL ALLOWED. OUT OF STATE OR BILLETED PLAYERS NOT ALLOWED. PLAYER IS NOT ELIGIBLE TO PLAY BOTH D1 AND D2.

SEE FINAL UAHA POLICIES AND PROCEDURES FOR EXCEPTIONS FOR FEMALE PLAYERS.

#### **USA HOCKEY 2017-18 SEASON AGE CLASSIFICATIONS**

Playing Season: September 1, 2017 through August 31, 2018

#### **YOUTH TEAMS**

1999 AND 2000 18U  
2001 AND 2002 16U  
2003 AND 2004 14U  
2005 AND 2006 12U  
2007 AND 2008 10U  
2009 AND 2010 8U  
2011+ 6U

#### **GIRLS TEAMS:**

1998, 1999 AND 2000 19U  
2001 AND 2002 16U  
2003 AND 2004 14U  
2005 AND 2006 12U  
2007 AND 2008 10U  
2009 AND 2010 8U  
2011+ 6U

Specific to Tier I players:

From Richard: Who was involved in the decision? How can we change it? Jason S is our state rep, and he was involved in the decision, however all USA Hockey registered participants were sent notification of the updated P&P's from UAHA and encouraged to read them and provide feedback. For the 2017-2018 season, this cannot be changed. At the end of the season, this can be reviewed.

From Chris W: How many players will this take away from UHSH? About 40 total, over all age groups.

From Anna: At what point is a player considered Tier I? When they sign the contract to play for a Tier I team.

From Jennie: Why were we as UHSH trustees not notified that Tier I cannot play UHSH? The different levels of the pyramid were discussed in the April meeting where Shannon and Jason both requested that we go to the UAHA meeting if we have further questions. Also, the P&P revisions were sent to everyone for review.

From Matt: When are Tier I rosters locked? Dec.15

Comments about pyramid:

Kathleen: This will happen for next season, then we can review and adjust as necessary. This is a living document; all teams must reapply each year.

Mike M: We do not feel that we were given enough notice. This takes away from our coffers.

Jennie: Got the information by rumor at the WCR tryout, would like to have known before the tryout.

Chris W: This is a step in the right direction. Hopefully it will help us find more players for UHSH.

Proposal Eligibility: Shannon suggested that the proposal present by Gina Capps be taken to the USA Hockey meeting this month. Shannon will review the proposal with USA Hockey to determine if it will allow for teams to be eligible to play in Nationals as written. Gina agreed to this.

Proposal-Catholic/Stansbury: Tony and Moe asked to be able to have Juan Diego and Judge merge again and become Catholic Independent again. Because their schools are similar and have the interests and type of population. If they combine, they will be able to work with the schools to get better support. Jason H asked if there was anything in the P&P's that let schools combine based on interest? No, the independent trustees determine the independent team boundaries each season. He expressed concern that combining teams based on common interest is not a reason to form a team. The question came up asking what affiliated teams would not be able to field a team next season, and where would they go? This was discussed with the independent trustees and provisions will be made for teams that may not affiliate next year. Most affiliated teams are trying to stay affiliated next season.

Vennice asked if Stansbury could combine with the other schools in Tooele County. If they combine, the combined team would absorb the outstanding fees still owed by the Stansbury team. The trustees feel that this makes sense because those schools would be a geographical area team.

The question was asked again if the independent trustees had discussed and made a contingency plan for schools that could not affiliate next season. Shannon assured them that this had been discussed. Juan Diego and Judge would play the season with the same independent team as the previous season. If

Corner Canyon, East, Olympus, Alta, or any other team did not affiliate, the independent teams would absorb them, dividing the teams between the teams.

Matt made the motion to allow Stansbury to become Tooele Independent and to leave the other teams as part of the independent teams as agreed to by the independent trustees. Jason H seconded. The votes were 12 approve, 10 against, and two abstentions. Motion passes.

From the Floor: Jeff E. stated his concern about Tier I players. He is concerned that UHSH will not have growth next season, and he feels like the Tier I decision should have been better communicated.

JoLin asked what the vote was for the Tier I decision at UAHA. Jason said he believed it was 9-2.

Adjourned at 10:35

## UHSB Treasurer Position

- From: Brian Murray (Utah High School Hockey)
- To: Teegan Kenworthy and 644 more
- Date: 04/06/2017, 11:56am MDT

Utah High School Hockey has the position of Treasurer open within the organization. If you or someone you know is interested in this position please complete the form and submit by April 30th, 2017.

### Request for Proposal

#### Utah High School Hockey — Treasurer — 2017/2018

The Utah High School Hockey (UHSB) Association is accepting proposals by qualified candidates to take on the role of Treasurer which reports to the UHSB Executive Committee. Qualified candidates must be detail oriented, possess strong multi-tasking skills, good oral, written and email communications, knowledgeable with QuickBooks/Quicken, and Microsoft Excel-based applications.

#### Role Description:

1. The treasurer of UHSB League shall have charge and custody of, and be responsible for, all funds and securities of the league.
2. Shall receive and give receipt for monies due and payable to the league from any source whatsoever and deposit all such monies in the name of the league in such banks, trust companies, or other insured depositories, as shall be selected in accordance with the bylaws.
3. The treasurer will provide a monthly report of all UHSB receipts and payables to the Board of Trustees.
4. The treasurer will oversee the production of the yearly UHSB Ad book.
5. The treasurer shall perform all duties incident to the office of treasurer and such other duties as from time to time may be assigned to the treasurer by the president, Executive Committee, or Board of Trustees.
6. The treasurer will be responsible to communicate with the UHSB tax preparer to ensure all appropriate taxes are filed in conjunction with UHSB and any scholarship accounts that are controlled by UHSB.

Interested candidates must complete the information below and submit any supporting documentation detailing why they feel they are qualified for the position and how they will specifically carry it out. This information should be submitted to the UHSB president at [presidentofuhsh@gmail.com](mailto:presidentofuhsh@gmail.com). The UHSB board of Trustees will evaluate based upon qualifications and proposal amounts. Bids are due by 4/30/2017.

Bid Date: 4/7/2017  
Bidder Name: Heather Kenworthy  
Bidder Phone Number: 801-347-1574  
UHSB Season Bid Amount: \$6,000 - \$8,000  
Requested UHSB Incentive Amount (If Any):  
Bidder Signature: Heather Kenworthy



April 6, 2017

To whom it may concern:

As an accomplished project manager/mentor/administrative/customer service professional, I feel my background may be of interest to you. My successful track record will enable me to make an immediate impact to the position.

During the last several years I have held important project management, administrative support, mentoring, and office management roles, responsible for interfacing with many businesses, employee, and customer levels and providing the highest level of service within the financial, real estate, and other industries, using virtue and integrity. Despite challenging operational environments and broad responsibilities, my efforts have remained consistent, and I continue to achieve the highest customer satisfaction ratings. As a key team member and leader I have contributed in several ways, including:

- **Provided superior support and customer service** that closed escalated calls and satisfied unhappy customers. **Exceeded expectations** by achieving high-quality metrics as a customer care assistant nearly every month during my tenure.
- **Successfully managed and performed** sales, research, customer service, accounting, administrative services, mentoring, employee supervision, and managed projects for their lifetime for a real estate financial company, a mortgage services company as well as a retirement solutions company.
- **Demonstrated learning aptitude** by earning a 4.0 grade point average in my completed associate degree program and receiving honors in my bachelor and master degree programs.
- **Showed leadership, creativity, and innovation** through teaching and instructing dance and fitness classes and courses as well as other training. Also showed leading abilities and skills by being team leader in many of my courses in my degree programs.
- **Showed service contributions and social responsibility** to society by performing and teaching health, wellness, and dance classes to not-for-profit organizations within the community and holding positions in the Boy Scouts of America and other organizations.

These skills, abilities, and results are just a preview of how I can serve your team and organization. My day-to-day work output reflects a high level of skill, organization, and efficiency while meeting a variety of objectives with an organization. I have also proven my ability to deliver cost savings and customer satisfaction and value through effective training, outstanding teamwork, technical expertise, professional networking, and effective communication.

I would like to thank you in advance for your time and any consideration you may give me. I look forward to hearing from you.

Sincerely,

Heather Kenworthy  
Enclosures

## PROJECT AND OFFICE MANAGER | ADMINISTRATIVE ASSISTANT | MENTOR | CUSTOMER SERVICE REPRESENTATIVE

**Multi-faceted business operations/mentor/customer service professional** with over 15 years of related experience. Offering expertise in administrative support and office operations spanning financial, real estate, social services, and other industries. Leverages skills in managing, personal credibility, decision making, leadership, organization, detail orientation, results, influencing, and communications to support and achieve business goals. Works well under pressure and is highly effective at multitasking. **Core Competencies:**

- ✓ Customer Service
- ✓ Team Supervision
- ✓ Word Processing/Spreadsheets/Accounting
- ✓ Call Center Operations
- ✓ Customer Relationship and Management
- ✓ Interpersonal Skills
- ✓ Public Speaking
- ✓ Strategic Planning
- ✓ Office and Project Management
- ✓ Computer Competency-Typing/10 Key
- ✓ Administrative Assistance
- ✓ Strong Problem-Solving Abilities
- ✓ Organizational Skills
- ✓ Writing Skills
- ✓ Conflict Resolution
- ✓ Research/Analyzing/Forecasting

## Computer Skills

**Software:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Project, Publisher); QuickBooks; Adobe Reader and Photoshop; Media; Internet; Email; Instant Messaging; Social Media; Infusionsoft CRM

**Operating Systems:** Windows XP, 2000, 7, 8, 8.1, 10, and Vista; MAC OSX

## Professional Experience

**Team Sorensen Insurance**

2015-Present

### ***Bookkeeper***

Performed financial calculations. Accessed electronic financial information as well as hard copies. Monitored, reconciled, and ensured accounts balanced. Maintained the books and confidentiality of documents and information.

**Youth Health Associates-Draper Youth Ranch**

2015-Present

### ***Youth Mentor/Administrator***

Provided continual line-of-sight supervision to adolescent youth presenting a moderate risk in a cognitive behavioral residential treatment home. Enforced program policies and procedures for offense-specific treatment interventions in a therapeutically rich setting. Recorded and reported

clients' observed behavior. Supported and led day groups and was involved in planning activities. Interacted with, was a positive example to, and promoted and modeled positive life skills to clients. Helped clients recognize and correct maladaptive behaviors to improve mental health. Performed administrative duties and oversaw employee files and trainings as well as client medical records and client files. Ensured compliancy to audits. Balanced registers and completed analysis reports. Corresponded with case workers, therapists, and guardians. Planned nutritious meals and snacks. Received training continually in a wide array of areas to increase competency. Trained staff as they shadow-shifted me.

**Panacea Financial**

2014-2016

***Office/Project Manager***

Initiated, planned, designed, executed, monitored, and controlled real estate financing projects. Evaluated costs and risks of projects as well as benefits. Performed analyses. Forecasted financial requirements and prepared budget. Organized tasks, planned for resources, developed schedules, documented, created charts, controlled quality, and implemented corrective action. Produced progress reports. Reported and provided recommendations for strategic plans and objectives directly to owner. Developed, oversaw, and implemented marketing plan. Communicated with brokers, lenders, and investors. Ensured loan conditions were met. Implemented relationship management. Maintained effective office procedures and policies. Designed plans for office systems, equipment, and layouts and performed IT functions. Continually updated professional and technical knowledge. Developed and ran health and wellness program.

**B.O.S.S. Wealth Plan/Infinity Insurance Services**

2012-2013

***Executive Administrative Assistant/File Processor/Policy Design***

***Consultant/Human Resources/Receptionist***

Answered phones, greeted clients, filed, scanned, faxed, filled orders, followed up on leads, and ran illustrations (designed policies) as well as performed other general office and administrative duties. Prepared Operations and Marketing Reports-weekly, monthly, quarterly, and annually. Participated in hiring process. Was responsible for training. Was promoted to processing insurance files and designed policies, prepared insurance and annuity applications, worked closely with several carriers, and maintained healthy business relationships. Coordinated annual review appointments and prepared the paperwork. Updated clients' files and records. Was interactive in customer service and served and accommodated clients' ongoing needs as well as the president's and CEO's needs within the company.

**Affiliated Computer Services-Business Process Solutions/WageWorks**

**2009 - 2011 *Customer Care Assistant***

Answered incoming calls and ensured client satisfaction on pre-tax account products. Responded to telephone inquiries and complaints using standard scripts and procedures. Gathered information, researched/resolved inquiries and logged customer calls. Communicated appropriate options for resolution in a timely manner. Informed customers about services available and assessed customer needs. Scheduled work to ensure accurate phone coverage; monitored priority of calls and shifted escalated calls to assure resolution to problems. Prepared standard reports to track workload, response time, and quality of input. Assisted in planning and implementing department goals and made recommendations to management to improve efficiency and effectiveness.

**Remington Commercial Advisors**

2004 - 2009

***Director of Operations/Manager/Loan Originator and Processor/Administrative Assistant***

Responsible for sales, customer service, and employee management for this mortgage services company. Accommodated and satisfied clients and potential clients' loan needs. Hired and terminated employees, including administrative assistants and loan originators. Managed and supervised call center staffed by loan originators. Ensured document quality, worked directly with title companies, and reviewed loan conditions with clients.

**Taylorsville High School Community Education**

2001-2005

***Dance Teacher/Health and Fitness Instructor***

Taught choreography and dance education as well as health and fitness. Arranged and directed dance shows and recitals. Styles included Hip Hop, Jazz-Ballet, Modern, Ballroom, Line, and Swing Dancing. Instructed health and fitness, including aerobics and Pilates.

**Independent Contractor**

2003

***Residential Cleaning Service***

Performed routine cleaning of residential homes.

**Mortgage Capital**

2002- 2003

***Receptionist/Loan Officer and Processor/Office Manager***

Answered phones, greeted clients and customers, arranged and prepared meetings, filed documents, and gathered and prepared documentation needed for loans.

**Sure Loan & Summit Financial**

2001

***Loan Originator***

Identified potential clients in need of loans and sold loan packages. Assisted clients with application process and analyzed and verified applications to determine each client's creditworthiness. Performed routine cleaning/janitorial duties for Summit Financial.

**America West Transcription and Mortgage**

1997- 2000

***Loan Processor and Originator/Secretary***

Sold and processed loans, ran transcripts, answered phones, greeted customers and clients, scheduled appointments, approved final loan documents. Worked closely with borrowers and title companies.

Performed routine cleaning/janitorial duties.

**Education**

**Currently Attending Walden University**

Doctor of Philosophy in Psychology  
Specialization: Health Psychology

**University of Phoenix**

Master of Business Administration, July, 2015  
GPA: 3.95/4.0

**University of Phoenix**

Bachelor of Science, Major: Business, December 2013  
Concentration: Administration  
GPA: 3.95/4.0

**Axia College of University of Phoenix**

Associate of Arts, Major: Business, March 2012  
Concentration: Foundations of  
Business GPA: 4.0/4.0

**Valley High School**

Diploma, June 1999

## Honors and Activities

**Academic Honors**

Lambda Sigma Chapter of the International Business Honor Society, Delta Mu Delta, 2015-  
Present

## Advanced Training and Professional Development

**Seminars and Trainings**

The Art of Mentoring, 3 Key Elements, 3 days, 2015

Master Your Influence, 3 Key Elements, 3 days, 2015

Stand & Deliver, 3 Key Elements, 2015

The Body Language Show, 3 Key Elements, 2015

Heart of Gold, 3 Key Elements, 2015

## Certifications

CPR/AED and First Aid, Save a Heart, June 2015

Crisis Behavior Management, Youth Health Associates, July 2015, May 2016, April 2017

Psychosocial Rehabilitative Services, Youth Health Associates, September 2015

## Volunteer and Community Involvement

### **Community Service Position**

Boy Scouts of America Cub Scout Den Leader, 2014-2016

Boy Scouts of America Merit Badge Counselor, 2016-Present

Becky Sellers <rkseellers06@outlook.com>

To: "presidentofuhsh@gmail.com" <presidentofuhsh@gmail.com>

Mon, Apr 17, 2017 at 8:45 AM

Good morning,

I would like to submit a bid for the UHSH Treasurer position for the 2017-2018 year. I am the owner of a small bookkeeping company that I run out of my home that currently serves 22 clients. The services I provide range from simple monthly reconciliations to more complex operations such as invoicing for services, accounts payable/accounts receivable, payroll and quarterly taxes. I have experience working with QuickBooks, both the online version as well as the desktop versions 2014-2017. I use Microsoft Word, Excel, and PowerPoint on a regular basis during the course of my business dealings.

My son has recently become active within the UHSH community and I would like to serve in a capacity that allows me to be involved where he is spending his time. During the 2016-2017 season I was able to participate in a limited role of assisting the trustee of the Olympus Hockey Club and I really enjoyed being involved. Being the owner of my own company and working from home will allow me to devote time to UHSH when they need it and not have to work around a stringent work schedule. I have processes in place for working with clients remotely that will be beneficial for working with UHSH.

Please feel free to contact me with any questions you have.

Thank you,

Becky Sellers

[801-520-2681](tel:801-520-2681)

## UHSB Treasurer Position

- From: Brian Murray (Utah High School Hockey)
- To: Trevor Tilk, Macey Tilk and 644 more
- Date: 04/06/2017, 11:56am MDT

Utah High School Hockey has the position of Treasurer open within the organization. If you or someone you know is interested in this position please complete the form and submit by April 30th, 2017.

### Request for Proposal Utah High School Hockey – Treasurer – 2017/2018

The Utah High School Hockey (UHSB) Association is accepting proposals by qualified candidates to take on the role of Treasurer which reports to the UHSB Executive Committee. Qualified candidates must be detail oriented, possess strong multi-tasking skills, good oral, written and email communications, knowledgeable with QuickBooks/Quicken, and Microsoft Excel-based applications.

#### Role Description:

1. The treasurer of UHSB League shall have charge and custody of, and be responsible for, all funds and securities of the league.
2. Shall receive and give receipt for monies due and payable to the league from any source whatsoever and deposit all such monies in the name of the league in such banks, trust companies, or other insured depositories, as shall be selected in accordance with the bylaws.
3. The treasurer will provide a monthly report of all UHSB receipts and payables to the Board of Trustees.
4. The treasurer will oversee the production of the yearly UHSB Ad book.
5. The treasurer shall perform all duties incident to the office of treasurer and such other duties as from time to time may be assigned to the treasurer by the president, Executive Committee, or Board of Trustees.
6. The treasurer will be responsible to communicate with the UHSB tax preparer to ensure all appropriate taxes are filed in conjunction with UHSB and any scholarship accounts that are controlled by UHSB.

Interested candidates must complete the information below and submit any supporting documentation detailing why they feel they are qualified for the position and how they will specifically carry it out. This information should be submitted to the UHSB president at [presidentofuhsh@gmail.com](mailto:presidentofuhsh@gmail.com). The UHSB board of Trustees will evaluate based upon qualifications and proposal amounts. Bids are due by 4/30/2017.

Bid Date: 4/17/17

Bidder Name: Becky Sellers

Bidder Phone Number: 801-520-2681

UHSB Season Bid Amount: \$3,600.00

Requested UHSB Incentive Amount (If Any): \_\_\_\_\_

Bidder Signature: Becky Sellers



- From: Brian Murray (Utah High School Hockey)
- To: Kyle Harper and 644 more
- Date: 04/06/2017, 11:56am MDT

Utah High School Hockey has the position of Treasurer open within the organization. If you or someone you know is interested in this position please complete the form and submit by April 30th, 2017.

**Request for Proposal  
Utah High School Hockey - Treasurer - 2017/2018**

The Utah High School Hockey (UHS) Association is accepting proposals by qualified candidates to take on the role of Treasurer which reports to the UHS Executive Committee. Qualified candidates must be detail oriented, possess strong multi-tasking skills, good oral, written and email communications, knowledgeable with QuickBooks/Quicken, and Microsoft Excel-based applications.

**Role Description:**

1. The treasurer of UHS League shall have charge and custody of, and be responsible for, all funds and securities of the league.
2. Shall receive and give receipt for monies due and payable to the league from any source whatsoever and deposit all such monies in the name of the league in such banks, trust companies, or other insured depositories, as shall be selected in accordance with the bylaws.
3. The treasurer will provide a monthly report of all UHS receipts and payables to the Board of Trustees.
4. The treasurer will oversee the production of the yearly UHS Ad book.
5. The treasurer shall perform all duties incident to the office of treasurer and such other duties as from time to time may be assigned to the treasurer by the president, Executive Committee, or Board of Trustees.
6. The treasurer will be responsible to communicate with the UHS tax preparer to ensure all appropriate taxes are filed in conjunction with UHS and any scholarship accounts that are controlled by UHS.

Interested candidates must complete the information below and submit any supporting documentation detailing why they feel they are qualified for the position and how they will specifically carry it out. This information should be submitted to the UHS president at [presidentofuhsh@gmail.com](mailto:presidentofuhsh@gmail.com). The UHS board of Trustees will evaluate based upon qualifications and proposal amounts. Bids are due by 4/30/2017.

Bid Date: April 7, 2017

Bidder Name: Lynn Pettit

Bidder Phone Number: 307-389-3393

UHS Season Bid Amount: 9000.00

Requested UHS Incentive Amount (If Any): \_\_\_\_\_

Bidder Signature: Lynn Pettit

April 7, 2017

To Whom It May Concern:

I will gladly bid on this position for treasurer of the UHSH. I have a son that plays for the Riverton Silverwolves, and I love the sport I'm very involved with his team.

I was the treasurer for the Rocky Mountain Safety Council in Wyoming, this was an Oil & Gas safety program that people from around the state would attend, I was required to keep track of dues, pay bills, organize meeting and seminars. This was a very involved organization which I loved to be part of. This organization shut down when the Wyoming Oil & Gas took a turn and budget cuttings took place.

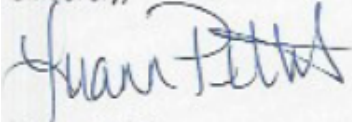
I currently work for Knockout Roofing and Construction Inc., I do all their books, I walked into a mess with this company. The previous girl had not done any type of reconciliations. It took me about 6 months to get everything straighten out but I got them going in the right direction and we are growing rapidly and are very busy.

My previous employment I was also an office manager that worked with the accountants, and did all invoicing, AP/AR through Quickbooks, I have been through 2 DOT audits, 1 IRS audit and 1 audit with OSHA. I have learned to work many hours in a high stress situation, come to find out I thrive in that environment.

I would be honored if you would consider me for this position, I can give you references if you would like to do any background checking.

Thank you for your time.

Sincerely,

A handwritten signature in blue ink that reads "Luann Pettit". The signature is stylized with a large, looped "L" and a cursive "Pettit".

Luann Pettit