

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting Location: NP Fire Department Meeting Room
Wednesday, August 9th, 2023, 7:00 P.M.

Meeting called to order at 7:06 pm.

1. ATTENDANCE

NPHA Board

President	Aaron Lindholm	present
Vice President	Jason Olson	present
Secretary	Miranda Vertnik	present
Treasurer	Ben Jones	present
Director of Operations	Mike Westing	present
Communication Director	Jess Snyder	present
Board Member at Large	Kirk Crabb	present
Past Board Member/BMAL	Tony Robles	absent
Interim Manager Director	Amanda Will	present

Tony notified the Board prior to the meeting that he had a coaching scheduling conflict and would be arriving late. He was unable to attend the meeting as he was then called into work. Miranda made a motion to excuse Tony's absence, which was seconded by Jess. Motion carried 8-0.

Miranda notified the Board on July 18th that the annual D6 Registrar's Training had been rescheduled for this evening and that she will be late or unable to attend depending on the length of the training. Miranda arrived at the meeting at 8:15pm.

Coordinator Positions

NPACC Manager	Justin Hauge	Present
Gambling Manager	Nate Borwege	Present
Ice Time Coordinator	Tyler Kienow	Absent
HDC Coordinator	Tim Applen	Present
Volunteer Coordinator	Aimee Bombardo	Present
Concession Stand Coordinator	Ashley Lindholm	Present
Mite/8U Coordinator	VACANT	
Outdoor Ice Coordinator	Jeremy Denzer	Absent
Equipment Coordinator	Troy Gilbertson	Absent
Tournament Coordinator	VACANT	
Sponsorship Coordinator	Hollie Weckman	Absent
Safe Sport Coordinator	Chelsea Casey	Absent
Clothing & Apparel Coordinator	Amanda Will	Present
Recruitment & Retention Coord	Brandy Rife	Present

Others present: N/A

2. REPORTS

1. **Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for July 2023 with the Board on July 18th. There were no suggested revisions or changes to the minutes. A motion was made by Jess to approve the July 2023

Meeting Minutes, which was seconded by Amanda. Motion carried 7-0 (with two Board members absent). Miranda will post the July 2023 Meeting Minutes to the NPHA website.

2. **Treasurer's Report (Ben Jones):** Ben shared the monthly financials with the Board prior to the meeting. It was noted that Miranda would like an updated list of all remaining families who still have an outstanding balance to pay as those families will be unable to register until their balance is cleared. It was reported that there is still one 12U family with an outstanding balance that will be unable to waive out until their balance is cleared. Aaron noted that he has tried to reach out to the family recently, with no return communication. Aaron had a question regarding prepaid expenses as of July 1, 2022, of \$50 with this year showing \$0. Ben said that the difference likely is due to the journal date of Jan. Ben asked if anyone had a request on what they would like to see prior to the meeting, Aaron noted that he would like to see budget v actual. Jess made a motion to approve the July 2023 Treasurer's Report, which was seconded by Mike. Motion carried 7-0 (with two Board members absent).
 3. **Gambling Report (Nate Borwege):** June report provided by Nate during the meeting. Nate walked us through the June report and requested pre-approvals for Payments. It was noted that we have a 4-star rating for our organization -must have 3 - 5 stars in order to maintain compliance and in good standing with the State. The Chamber of Commerce will sell e-tabs at Smoke and Fire now. Bruce has been auditing pull tabs (made an appearance) Member of the Fire Dept. Compliance review submitted by Nate - no response yet. Nate asked for input on the Raffle Calendars (15 per family, \$20 per, etc...ensure profitability and planning...). He would like input mid-september, once registration is closed, or once mite teams are placed, Nate needs to design, print, stuff, sort and organize, etc... If anyone is interested in being a gambling manager, Carrie is still open to helping/assisting. Kirk made a motion to approve the June 2023 Gambling Report as well as the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Mike. Motion carried, 7-0 (with two Board members absent).
3. **OLD BUSINESS**
1. **Available Coordinator Positions:**
 1. **Gambling Manager** – Position posted, so far no interested candidates. Discussion was given to whether this position needs to be filled by someone in the association - should be an association member within the last 6 months, or by exception (best recollection by Nate) need to get approval by gambling board. Nate will verify. We pay a base of \$500 plus \$100 per site, per month. When Nate started it was \$275 / site. Carrie is paid \$400 / month, based on the 2 sites. Payroll via accountant - not 1099, question by Jess Snyder. The question was raised if we posted externally as a paid position would it be attractive enough? Nate went through the level of effort and actions he takes monthly - asked to put together a comprehensive list of responsibilities to help recruit a new manager.
 2. **Equipment Coordinator** – On 7/27, Kristi Nelson reached out with interest in this position. The Board reviewed her bio and Aaron made a motion to approve her as the equipment coordinator shadow for 2023-24 with DIBS being forgiven and her as the Equipment Coordinator for 2024-25, motion was seconded by Kirk. Motion approved, 9-0. Mike has since met with Kristi and been in contact to help transition and educate. Aaron recommends that we bring Kristi into the conversation with the Mite

equipment program. Brandy asked for details on communicating the Mite Program, etc...develop the program and plan for communication to r/r.

3. **Girls Program Coordinator** – We determined in late July that we will hold off on filling this role since we have a new Girls High School Head Coach. We will see if this position is necessary going into next year.
 4. **Website/Technology Coordinator** – Position posted, no interested candidates at this time. Jess commented that she has no interest in running again next term, she will want someone to backfill. It was noted that photos provided by Dan Iverson, which we have not yet posted to the website. There are a lot of photos to sort through. We will not likely use photos that were taken at other arenas. Position still to remain open - likely need to repost once school starts and people start thinking about Hockey again - per Aaron.
 5. **Tournament Coordinator** – Position posted, no interested candidates at this time. NPHA will be hosting the Peewee B2 end of the year tournament, this position should be filled by a PWB2 parent.
 6. **Support for Sponsorship Coordinator** – No interested candidates for this committee. Aaron said he spoke with multiple outside associations regarding compensation for SC... none pay a salary or commission, but others struggle similarly to NP. Aaron will reach out to Hollie prior to communication with the Association about the committee idea.
2. **Mite/8U Equipment Rental Program:** In July we discussed purchasing some equipment to get this process started, we will likely roll out an equipment rental program over the course of 3 years. Amanda's company was possibly going to kick in some money to help us start accumulating gear. Amadna provided a document with 4 options with a variety of equipment providing anywhere from 31 to 43 sets of equipment to get us started. (9k total donations available). Need to place order by end of August 2023 (Amanda, Aaron, Jason, and Mike W to close this loop and make recommendation to board).
 3. **Locked locker rooms at arena:** Status of getting locks installed on all locker room doors? Aaron to bring this up at the next arena board meeting - next Monday the 14th of August.
 4. **2023-24 Budget Approval:** Special sessions were held on 6/13, 6/22, 6/25, 7/9, and 7/18 to prepare the budget for the 2023-24 season. On Wednesday, July 19th, Ben made a motion via text to approve the budget, which was seconded by Jason. Motion carried, 9-0. Notable impacts from the budget on registration include the following changes:
 - Increase in Tryout fee from \$50 to \$75;
 - Increase in third tournament fee from \$80 to \$100, also this fee will be rolled into the skater fee for all upper-level players;
 - Increase of \$25 per upper-level skater fee to help cover a portion of the cost increase for sublimated hockey socks;
 - NPHA will no longer cover the processing fees for any transactions on SportsEngine, those fees will be paid for by the consumer; and
 - NPHA will no longer assess a non-parent coach fee at the time of registration. Instead, a \$150 for paid Head Coach and \$50/paid Assistant Coach(es) will be assessed to players who are placed on a team with a non-parent paid coach(es). These fees will be due by Dec 1st.
 5. **2023-24 NPHA Handbook Approval:** A special session was held on 5/23 to revise the NPHA Handbook. Miranda worked on the suggestions that were outlined

during the meeting and sent a revised version to the Board on July 21st. On 7/27, via text, Miranda made a motion to approve the 2023-24 NPHA Handbook, which was seconded by Mike. Motion carried, 9-0. It should be noted that we may need to write up a couple addendums to the Handbook – we are currently awaiting guidance from D6 regarding rule of play for Mite/8U teams and the HDC is working to update the Tryout/Extended Evaluations information in the Handbook. If changes are made, we will send out an addendum to the association and post the changes to the website. Ben made mention of members being assessed a late fee of \$50 for delinquent payment, plus \$100 per month...Is this still something that we charge for members? His statement for clarification and action vs intent of handbook. Mostly born of curiosity

6. **Jersey Fitting Event Planning:** Jersey fitting sessions were held at the arena on July 18th and July 26th. Mike sent out 5 different mockup designs for our new jerseys with Champro and the Board voted on the away and home game day jersey designs. On July 22nd, via text, Jess made a motion to approve jersey options 1 and 3 with no logo on the socks, which was seconded by Amanda. Motion carried, 9-0. Alison said we have 172 families that have placed jersey orders - Troy did pick up sashes for jersey colors.
 7. **Season Kickoff Event Planning:** See Recruitment and Retention Coordinator updates for details.
 8. **All-Association Meeting Planning:** Do we have a date and location for this meeting? Do we have an agenda? Will it only be required for new families and optional for returning? Will we give 1 hour DIBS credit again like we have in the past? Aaron has not reviewed the 2022 PPT session. Brandy provided feedback that new families felt lost during all association meeting and recommended we handle new parents differently. Aimee recommends any new family should get a dibs hour for attending - send a summary of changes to existing parents/families. Aaron is going to prepare a rough draft of the presentation, etc. One option is to have the fundraising packet available during the season kickoff event if we can get them ready to go in time.
 9. **Sponsorship Coordinator Position** – See above
4. **COORDINATOR UPDATES**
1. **President**
 1. **NPACC Manager (Justin Hauge):** No updates at this time, Justin did attend but had to be at the arena by 8 pm.
 2. **Gambling Coordinator (Nate Borwege):** No further updates
 3. **Safe Sport Coordinator (Chelsea Casey):** No updates at this time.
 2. **Vice President**
 1. **HDC Coordinator (Tim Applen):** HDC meeting held Sunday August 6th. Mike Bailee attended the meeting and presented his perspective on the level of play for 10u girls program advocating for this season to be played at the “A” level, HDC is considering his recommendation. Tryout plans will be similar to last year. Will be held over 4 days this season. Coach Them program has been renewed for this season and is being organized by drills, etc. Equipment will be purchased - Tripods for skill development on-ice. Tryout schedule with evaluators and HDC members has been preliminarily completed. HockeyIQ - skater based program that ranges \$30/ per player that leans toward parent education and involvement as well as player development - Matt Carns is reviewing options with the program developers
 2. **Mite/8U Coordinator (VACANT)**

3. **Ice Time Coordinator (Tyler Kienow):** Tyler has started working with Tim and the HDC on the Squirt hours and Teams (rotation) early while he is scheduling hours.
3. **Treasurer**
 1. **Concession Stand Coordinator (Ashley Lindholm):** Ashley reported that the concession stand will likely open for business on Oct 14 or 15th. She reported that she will be looking to hire 2 - 3 more managers for the concession stand as some previous managers' kids have aged out of the association. She expects sales projections to be around the same as last year, the Board confirmed that those were the numbers we used in setting our budget for the season. They will be bringing in some new items for the season and are looking into different pizza options for HS games since Pizza Ranch is currently closed. It was noted that we had agreed to increase the hourly wage for HS workers to \$15 and that kids need to be 16+ to work in the concession stand. We discussed possibly having the Concession Stand open with limited options for the Season Kick Off event rather than bring in food trucks. We could make some profit this way. She would likely need about 4 volunteers to staff the stand during that event. Ashley also noted that she is working with the arena staff to see if we can take over ownership of the vending machines on site.
 2. **Fundraising Coordinator (Kristina Dillon):** Kristina provided the following updates to Miranda prior to the meeting: Confirmed fundraiser packet turn in dates of Thurs, Oct 26th from 5-8pm and Saturday, Oct 28th from 10a-2p. She is looking at either Nov 13th or 14th for fundraiser pick up dates and Nov 11th or 18th for wreath pick up. She will let us know when the pick up dates are confirmed. Miranda will plan to turn off the "commit to fundraising" option on registration on Oct 26th - after that point, all returning families will need to select the fundraiser buyout. She is working with the vendors to confirm pricing for the fundraising packets.
4. **Secretary**
 1. **Registrar (Miranda Vertnik):** Miranda provided the following updates regarding waivers: We still only have one fully processed 12U waiver (this player is going to MN River). We are still waiting for the district to sign off on three waivers to Northfield/Faribault (two 12U co-op, one Northfield Squirt). We are still waiting on the district to sign off on two waivers to PLSHA (both 12U). Another 12U family has requested a release to PLSHA for their 12U, but they have an outstanding balance to clear before they can be released. This family has asked the Board to consider some assistance with the total balance due. Aaron will be reaching out to the family. We also have a 15U waiver that has been signed by NPHA and Northfield/Faribault, as well as D6, just waiting for that one to be approved by the accepting district.
 2. **Volunteer Coordinator (Aimee Bombardo):** It was confirmed for Aimee that the Board agreed to raise the HS concession stand worker wage to \$15 this year. She said that we currently have 3 high school workers, but will need to find more. Aimee will need to know how we intend to staff locker rooms for tryouts/preseason clinics so that DIBS hours can be posted if needed. She will coordinate with the HDC on the timing of those shifts. Miranda has created the DIBS session for this season, but just needs to add the registered members to the session.
5. **Director of Operations**

1. **Equipment Coordinator (Troy Gilbertson):** No further updates.
2. **Outdoor Ice Coordinator (Jeremy Denzer):** Mike reported that Jeremy would like to see the broken zamboni out of the rink before winter. Mike has reached out to potential buyers.
3. **Tournament Coordinator (VACANT):** No updates.
6. **Communications Director**
 1. **Sponsorship Coordinator (Hollie Weckman):** No updates
 2. **Website & Technology Coordinator (VACANT):** No updates.
7. **Board Member at Large**
 1. **Recruitment & Retention Coordinator (Brandy Rife):** Brandy reported that the Season Kick Off event at the arena will likely be held on Saturday, Sept 9th in the afternoon. She reported that she has been in contact with the arena and we will have the event inside the rink this year instead. Since we now have year-round ice, we can have an open skate type event. We discussed possible raffle items for the event.
8. **Past Board Member:**
 1. **Clothing & Apparel Coordinator (Amanda Will):** Amanda has started communicating with vendors to get apparel store links ready to go. She is also setting up store links for team apparel that we would like all managers to use when ordering apparel for their team. We would like to see a more uniformed look across the association.
9. **Manager Director:** N/A
5. **NEW BUSINESS**
 1. **Registration Updates:**
 1. **Preseason Development Camp:** Preseason Development Camp registration was finalized on 7/26 and posted to the website. A communication went out to the association on 7/27. Since registration opened, we have had 72 players register. Mike asked if we could offer a discounted rate for those who can't attend the whole clinic? We have always done all or nothing in the past, but fees have increased so it would be nice to offer something. However, management of this would be very difficult - how would we track attendance and take payments. Others have already registered without this option. Maybe we look at it for next year to have folks pay by the session or some version of that. Mike noted that we may need to alter some of the Mite/8U session dates as there is a scheduling conflict for the first Mite/8U Placement date. Need to look at this more closely.
 2. **Regular Season Registration:** Registration was finalized on 7/27 and the link was posted to the website and communicated to the association. Since registration opened, we have had 63 players register. The registration deadline is 9/1, any returning player registrations (except for Junior Gold) that come in after the deadline will have a \$50 late fee applied. Players interested in participating in upper-level tryouts need to register by 9/23. Registration will close at the end of the day on Dec 13th to allow for time to make roster adjustments before the final deadline with the district. .
 3. **Coaching Applications:** The Coaching Application was finalized on 7/12 and posted to the website and a communication was sent out with a call for applicants. Since the application link was opened, we have had 22 coaches apply. Miranda updated our paid coaching position listing on the MN Hockey website. We currently have 17 parent coach applicants, and 5 non-

parent coach applicants. Reminder that all coaches need to submit an application.

4. **Hardship Applications:** NPHA is accepting hardship assistance applications through Aug 22nd. The Board will be meeting on 8/23 to review applications and make assistance determinations. As of this date, we have received 5 applications.
5. **Manager Applications:** Miranda has started the 2023 Team Manager application. Just need the go ahead from Amanda to post the link to the website and send out a communication.

6. **BOARD MEMBER UPDATES**

1. **Interim Manager Director (Amanda Will):** Amanda reported that she has been meeting with Sara W about training into her role. Things are coming together. Sara has offered to be a support to Amanda throughout the season if needed.
2. **Director of Operations (Mike Westing):** No further updates
3. **Board Member at Large (Kirk Crabb):** Kirk shared that we have been given a shift to work the Beer Garden during Dozinky, our shift is immediately after the parade. We need to round up some volunteers for this event. NPHA gets to keep all tips earned.
4. **Communications Director (Jess Snyder):** No further updates.
5. **Past Board Member (Tony Robles):** No updates.
6. **Treasurer (Ben Jones):** Ben asked about 1099s.
7. **Secretary (Miranda Vertnik):** Miranda shared that we have an incoming player this season who is not new to hockey, but is new to NP. This player is old enough to play as a first year SQ, however, mom reached out to see about having her son play down to the Mite level in light of developmental delays and complex medical issues. Miranda will be reaching out to the district this week to learn more about the play down process and will report back. Also, a parent reached out to see if we might schedule a meet and greet with the MN Wild. There is a \$500 down payment financial commitment up front, at this time we do not have anyone interested in arranging this. Hopefully a team can set something up themselves down the road if they would like to arrange this opportunity for their kids.
8. **Vice President (Jason Olson):** No further updates.
9. **President (Aaron Lindholm):** No further updates.

Jason made a motion to adjourn the meeting, which was seconded by Kirk. Motion carried 8-0. Meeting adjourned at 9:56pm.

Meeting minutes prepared by Jason Olson, NPHA Vice President, and Miranda Vertnik, NPHA Secretary/Registrar.