



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
www.brainerdhockey.com  
218-851-2244

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### BAHA BOARD OF DIRECTORS MEETING

sportsmanship \* respect for individuals \* integrity \* pursuit of excellence \* enjoyment \* loyalty \* teamwork

Date of meeting: 9/18/2023

Time: 5:30PM

Essentia Health Sports Center

In attendance: Grant VanWyngaeren, Joe Winegar, Justin Jerve, Alicia Prahm, Chris Wallace, Andrew Murray, Amanda Ciesinski

- I. Call to Order – At 5:39PM by Grant
- II. Good News =/< 5 minutes
  - a. Logistics of Executive Director transition are coming along. Accounts transferred over, office furniture on the way
- III. Approval of Meeting Agenda – Motion to approve by Amanda, 2<sup>nd</sup> by Chris. Motion carries.
- IV. Old Business
  - a. Picture for social media and Board email address: Tabled because of missing Board Member
  - b. 2023-2024 Budget Presentation/Discussion and Approval: Still waiting on the final cost of PEP. Plan for review at regularly scheduled meeting 9/28/23.
  - c. Ratify the electronic approval of 1.) late registration of injured player without late fee 2.) registration involving previous SSGD matter and 3.) minutes from 8/30/2023. Amanda made a motion to ratify and Steve 2<sup>nd</sup>, and the motion carries.
  - d. Executive Director Transition and job posting: Discussed a comparable job description from Delano, MN and reviewed the posting. Discussion of this role as a contract position. Conversation follows on appropriate compensation. Role is part time Hockey Operations Coordinator.  
Follow up items: Justin will finalize job description and post to Indeed.com and membership. Plan for resumes to go to [info@brainerdhockey.com](mailto:info@brainerdhockey.com). Motion made to create this position and budget for compensation of \$25,000 by Amanda and 2<sup>nd</sup> by Chris. Motion carries.
  - e. Rink Status and meeting with Rink Board: Grant met with President of Foundation Board, Shawn Sundquist. Future plans discussed. We have gotten 25 more years out of our cooling system than expected on the Civic side. The Board is planning to continue discussions regarding short, and long term ice situation. Various proposals have been discussed. Next steps to include appraising city



council members of the arena conditions Action items: Several Board members have connections in the community and with city council members. BOD to continue gathering information and long term planning strategy session to be scheduled once the hockey season is successfully underway.

- f. Committees follow up: SafeSport and Conflict of Interest - Alicia will email Lisa Anderson with the list of Committee members so they can complete SafeSport. Alicia will also get send Conflict of Interest forms out
- g. BAHA employees: Tournament manager confirmed - Yes. Steve will meet with Tasha this week and discuss list of duties, responsibilities, tournament schedules and tournament rules. Andrew will provide the cleaned up list of tournament rules to Tasha and Steve
- h. All membership meeting 9/19/23: BOD reviewed agenda for tomorrow evening.
- i. Dicks Foundation Grant – BAHA BOD president signed final approval 9/7/23! Check arrives within 45 days. Not discussed at 9/18/23 meeting, tabled to next meeting.

#### V. New Business

- a. Conversion to Office 365. Grant, Steve, and Alicia met with Joshua Christman today. Joshua has agreed to help BAHA with technology this season, as part of Marketing/Social Media Committee. Several items discussed. Recommendation was made to convert to Office 365 so the BOD can utilize those tools – shared folders, electronic approval of documents, etc. The BOD reviewed costs, not materially more than RackSpace. Alicia makes a motion to convert to O365, 2<sup>nd</sup> by Justin.
- b. Heavier mite nets (4): Estimate \$1,500. Andrew makes a motion to approve, Joe 2<sup>nd</sup> the motion and it carries. This will likely be attributed to the Dicks Grant. Grant will let Brent know that it has been approved and go ahead and purchase
- c. Try Hockey for Free Oct 3&4: Recruitment and Retention Committee is working through the details on this event. Board members and Marketing Committee to help with this event. T shirts are ordered. DIBs need to be posted. Also planning on Parade Float for Homecoming Parade.
- d. Coach Payment Budget Approval: Discussed compensation for nonparent coaches. An adjustment will be made to the coaching budget and reviewed with Finances at the next meeting.
- e. Addition of MM/ Mite coordinator to Coach budget: The group held a preliminary discussion regarding a paid MM/ Mite position. Andrew and Grant will work on job description so it can be posted. Plan further discuss at next meeting.



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- f. Payment Schedule Proposal: Discussed the plan for coach payment schedule and Finance team agrees with recommendation to split payment to coaches - with ½ at the beginning, and ½ at the end of the season to help with travel costs during the season.
  - g. Concessions: Discussion tabled to next meeting. Alicia to reach out to Larissa to make sure Concessions will be opening the week of October 9th
  - h. Marketing Committee request for car decals: Estimate \$675. Motion to approve by Andrew, 2<sup>nd</sup> by Amanda. Motion passes.
  - i. First Social Event: Pints and Pucks. Alicia to invite Events Committee to the Fundraising Committee meeting on 9/26/23 for planning purposes.
  - j. Shot Club: Grant to follow up
  - k. Board goals for the season, long term planning: tabled to next meeting
  - l. Update BAHA handbook: There is a new Move Up Policy. Per BAHA bylaws, the vice president maintains the “book of policies and procedures.” Joe will review the BAHA handbook and get it up to date
  - m. Brainerd Blueline Boosters: BBLB is interested in further partnership with BAHA. Grant will request a proposal from the BBLB, for BAHA BOD to review.
- VI. Adjournment – Motion to adjourn made by Steve , 2<sup>nd</sup> by Andrew. Motion carries.  
Meeting adjourned at 9:20PM

Next Board meeting 9/27/23 at 5:30 at Essentia Health Sports Arena