

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting Location: Raven Stream Elementary
Wednesday, August 10th, 2022, 7:00 P.M.

Meeting called to order at 7:01 p.m.

ATTENDANCE:

NPHA Board

President	Sam Blank	present
Interim Vice President	Jason Olson	present
Secretary/Registrar	Miranda Vertnik	present
Interim Treasurer	Kristina Malecha	present
Manager Director	Sara Westing	present
Communication Director	Jess Snyder	present
Interim Board Member at Large	Thomas Gallagher	present
Interim Board Member at Large	Aaron Lindholm	present
Fundraising Director	VACANT	

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	present
Ice Time Coordinator	Tyler Kienow	absent
HDC Coordinator	Tim Applen	present
Volunteer Coordinator	Aimee Bombardo	present
Concession Stand Coordinator	VACANT	
Mite/8U Coordinator	VACANT	
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	Lauren Heuer	absent
Sponsorship Coordinator	Tara Stutheitt	absent
Safe Sport Coordinator	Chelsea Casey	absent
Clothing & Apparel Coordinator	Amanda Will	present
Recruitment & Retention Coord	VACANT	
Concession Stand POS Specialist	Erick Christianson	absent
COVID-19 Point Person	Sarah Donovan	absent

Others present: Jen Mushitz (former NPHA Volunteer Coordinator); Rachel Robles (parent and Season Kick Off Committee); Ashley Lindholm (parent and Season Kick Off Committee); Amy Danielson (parent and Coach)

I. REPORTS

- 1. Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for July 2022 with the Board on July 28th. There were no revisions suggested by any Board members. A motion was made by Aaron to approve the July 2022 Meeting Minutes, which was seconded by Sara. Motion carried 7-0 (with one Board member absent at the time of the vote). Miranda will post the July 2022 Meeting Minutes to the NPHA website.

2. **Treasurer's Report (Kristina Malecha):** The July 2022 Treasurer's Report was shared with the Board on Aug 9th. Kristina reported that expenses since the last meeting have included fees for the new Coach Them app membership and fees for our yearly SportsEngine membership renewal. Sam asked if anyone knew with the CD matures, Kristina noted that she was unsure of this but would follow up. Prior to the meeting, Kristina provided Miranda with a list of the families who have outstanding balances with the association from previous seasons. She will monitor registrations that come through for these families as we can no longer place their family on a "blacklist" status which bars them from registration due to updates in the SE system. In the event that these families complete a player registration this season, Miranda will reach out to the families to remind them of our policy that all remaining balances must be paid in full and indicate that the current registration fees will be refunded if payment is not received to clear out the previous balance. Sam asked to be cc'd on any such emails that need to go out. We are still looking to fill the Interim Treasurer position as Kristina intends to step down from her position in the near future as her schedule no longer allows her to fulfill the treasurer duties. A motion was made by Miranda to approve the July 2022 Treasurer's Report, which was seconded by Jess. Motion carried 7-0 (with one Board member absent at the time of the vote).
3. **Gambling Report (Nate Borwege):** Nate was unable to share the May Gambling Report with the Board prior to last month's meeting, so he sent it to Miranda that evening which she then shared with the Board. Nate was able to send along the June Gambling Report to the Board prior this meeting. Of note, Nate reported that the gambling program is doing well overall. He reported that he feels the summer profits are looking a bit better than they have in the past. He noted that the pull tab sales have improved significantly since they allowed us to place pull tabs behind their bar rather than in the pull tab vending machine. He noted that Carrie Herbeck has been a good assistant. He anticipates that the gambling program will be able to repay the loan that was taken from the general account possibly in early October. He reported that the new accounting firm being used by the gambling program is fast and helpful, well worth the expense. Other expenses included rent at Fishtale and Carbone's, state fees, gaming products, payroll, and accounting service fees. He also shared two additional pre-approval requests that he had not added to the June Gambling Report yet (one was \$750 annual fee to the MN Gambling Control Board and the other was \$641.25 for software expenses being used for accountant). Nate noted that he had spoken with an individual interested in the Raffle Calendar Coordinator position and that he supports her appointment to the position. He noted that there are no new updates on the progress at the Rusty Spoke as of yet. Miranda made a motion to approve the May and June 2022 Gambling Reports as well as the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Tom. Motion carried 8-0.

II. OLD BUSINESS

1. **Open Board and Coordinator positions:** Jess will send out another communication about the positions that remain vacant.
 - i. **Interim Treasurer Position:** As noted in last month's minutes, Kristina reported to the Board that she can no longer fulfill her duties as Treasurer due to changes in her personal life demands. We have posted the availability of this position without any interested candidates yet.

- ii. **Interim Fundraiser Director:** No candidates identified at this time. It is very important that we will this position ASAP, this role is responsible for the oversight of funds raised for NPHA around \$100k, if we cannot continue our fundraising program, skater fees will increase dramatically.
- iii. **Mite Coordinator:** At this time, the plan is for the HDC to absorb these duties.
- iv. **Concession Stand Coordinator:** No formal applicants at this time. It is very important that we will this position as we need concession sales to help offset our association expenses and keep skater fees lower. We need to fill this position ASAP so that the new coordinator can work closely with Brea Applen for training. Since Brea has already been out of the position for a full year and provided training to a new coordinator last season, we will offer a stipend to provide this training again if she is willing.
- v. **Recruitment and Retention Coordinator:** No applicants at this time.
- vi. **Raffle Calendar Coordinator:** We have one interested applicant, Renae Crabb, who had reached out to our Gambling Coordinator to learn more about the position. She submitted a brief bio which was reviewed by the Board during a closed session. Jess made a motion to approved Renae Crabb as the new Raffle Calendar Coordinator, which was seconded by Miranda. Motion carried 8-0.
- vii. **Sponsorship Coordinator:** The individual who has been shadowing Sam this past season recently informed him that she can no longer take on this responsibility. We will communicate this vacancy to the association, sales experience is a benefit. This position currently manages \$25k of funds that are raised for the association, if we cannot continue our sponsorship program, skater fees will increase.

2. Off-Season Planning

- i. **Handbook Approval:** The 2022-23 Handbook was reviewed over June 13, 15, and 26. On July 31, Miranda made a motion via text to approve the 2022-23 Handbook, which was seconded by Jason. Motion carried 8-0. Miranda has since posted the new updated Handbook to the website, and it is included on the registration link for members to review during the registration process.
3. **Status of transitioning to an accounting services provider for NPHA:** The agreement to work with Valley Accounting and Tax was signed since our last meeting and we are moving forward with transitioning accounting/bookkeeping services to them. There is a meeting scheduled for August 15th with them, Aaron, Krystal Beedle, and Kristina will all attend this meeting. The plan for this meeting is to begin the process of utilizing their services, Kristina will provide an update to the Board following that meeting.
4. **Used Equipment Sale/Season Kickoff Event Planning:** Planning for this event is well underway. Ashley L and Rachel R attended the meeting tonight to share the details. They have worked with vendors to line up several food trucks options, apparel options, other items will also be for sale. There will be inflatables and a dunk tank, and some yard games as well. The budget for this event was set at \$3k and so far, expenses are coming in a little below that budget, with some opportunity to recoup some expenses through raffle sales. Pure Hockey has donated coupons for \$25 savings off a purchase of \$50 which we will give to players who attend. Players will also get to choose between free cotton candy, or a free ice cream treat at the event. A family has volunteered to DJ the event and the high school teams will also be providing volunteers to help with the event. We will be sending out an email blast to the association reminding folks about the event and asking for more consignment items to sell. Sam and Jason

agreed to be available at the event to answer questions about the program as needed. Amanda W (Clothing and Apparel Coordinator) noted that she is still waiting on some apparel samples from vendors as they are first reviewing their inventory to know what is even available to sell. ID Threadz will be sending their staff to coordinate sales of their items at the event. Ashley and Rachel were thanked for the time they have put into coordinating this event, it is sounding like it will be a fun time.

5. Registration Updates

- i. **Coaching Applications:** As of this meeting date, we have received 19 coaching applications, three of which are non-parent coaching applicants. We will need to send out another reminder to coaches to start submitting applications soon as we do not want to be in the same bind that we were in last season with so many late coaching applications.
- ii. **Player Registrations:** Registration launched on August 1st, and email went out to the association with the link and registration info the following day. As of this meeting date, we have received 60 player registrations. Of those registrations so far, 4 are new Mites.

III. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** Sam reported that they were able to hold an in-person meeting at the rink this month and he provided updates on the construction of the new rink floor. The cooling system and concrete have been installed, now is the slow-curing process of the concrete to ensure that the rink floor will last 50 years. Boards will be installed in about three weeks and new Zamboni doors are coming. A new dehumidifying system was installed and will allow for summer ice at the arena in the future. The arena has given a tentative ice-in date of 9/23 but cannot guarantee that the ice will be ready for use on this date. Sam noted that there was discussion about Live Barn being bought out by another live streaming service. A new roof and new insulation will be installed in spring 2023. The arena is also getting new LED light fixtures and they are waiting on a quote for a new sound system. Volunteers will be needed in the coming weeks to help with the clean up process from these updates. It was asked if we could have the arena update the Trojan logo in center ice as the old logo had been used, Sam will ask about this. It was noted that ice will be taken out in April and May each year to allow the concrete to breathe, which will help prolong the stability of the concrete. Discussion was then given to contingency plans for our tryouts which are tentatively scheduled to begin before the ice-in date of 9/23. We were able to purchase ice in Le Sueur, which can either be used for tryouts or for used for other purposes if we decide to delay the start of Bantam/Peewee tryouts. Tim will be discussing all options with the HDC and bring back their recommendations to the Board.
- ii. **Gambling Coordinator (Nate Borwege):** No further updates at this time.
- iii. **Safe Sport Coordinator (Chelsea Casey):** No updates at this time.

2. Vice President

- i. **HDC Coordinator (Tim Applen):** Tim reported that the HDC has made some adjustments to the tryout schedule, they will be incorporating more scrimmage time,

especially at the older levels during tryouts to get a better read of players' hockey sense and use of skills. He noted that the tryout system is great overall, they are just making small improvements where they can. Discussions have been held about the new playdown exception rule for 13-year-old girls. Miranda will reach out to the four families to make sure they are aware of the new rule exception and ask for their thoughts on whether their daughter intends to play at the HS level or will be taking advantage of the new rule exception. Discussion was then given to the leveling of the 12U team, which is intended to be at the B1 level, as multiple parents have reached out to say they believe the girls should play at the B2 level instead. It was noted that some girls are thinking of not playing at all if the team remains at the B1 level. The recommendation for playing at the B1 level largely comes down to preparing the girls for the level of competition they will face at the HS level when they age out of 12U. Our program does not have the numbers to offer a 15U team and players move straight to the HS program after 12U, so they don't get that additional development. The goal of the program is not to get banners, but to develop players. Tim noted that it is hard to know the right answer to this question, the skill gap among the girl players is large. If we play at the lower level, we may be doing a disservice to our top players who may leave if they are not challenged enough. The hope is that if we play at the higher level, our less skilled players will be challenged to push themselves. The HDC is working to line up evaluators for tryouts. The HDC is working to line up an order of tryout and practice jerseys for upper-level players, but that there isn't anyone assigned to handle Mite/8U jerseys, and it was suggested that we move that responsibility back over to our Equipment Coordinator.

- ii. **Mite/8U Coordinator (VACANT):** Tim reported that the HDC is working to identify a designation of duties for the Mite Coordinator role that is currently vacant. At this time, there are 2-3 HDC members assigned to the Mite Coordinator email account checking and responding to messages. It was suggested that we create a flow-chart or FAQ page to be shared at parent meetings and placed on the website that may be more helpful to new parents.
 - iii. **Ice Time Coordinator (Tyler Kienow):** Jason noted that Tyler has been meeting with the folks at Avario, our new ice time scheduling service, to get things set up for scheduling at each level of play. They are working to establish our contact person there for team managers/coaches to reach out to about making scheduling changes.
 - iv. **Equipment Coordinator (Troy Gilbertson):** Jason reported that Troy has placed an order for 10 additional upper-level jerseys at every level, and that we still have approximately 30 or so jerseys for the JG level from last season. Jersey orders have closed for the upper-level players.
3. **Treasurer**
- i. **Concession Stand Coordinator (VACANT):** No updates at this time.
 - ii. **Volunteer Coordinator (Aimee Bombardo):** Jen and Aimee have been working on training Aimee into this position using a mock-DIBS session for practicing entering and claiming DIBS hours. Jen noted that a few families have reached out already to ask about when hours will be available. We currently have 3 high school workers confirmed for the concessions stand. Jen noted that we used to have one family that did regular deep cleaning of the concession stand, but that this family has aged out of the

association. We will need to identify a new family to take on this task. The question was asked if the outdoor ice crew will need to also put in 11 hours at the concession stand, per the new rule in the handbook. The exact number of hours put in by this crew is difficult to gauge a lot depends on the weather conditions, which are so variable. Sometimes crew members could put in 10 or anywhere up to 50 hours for a season. It was noted that folks who store the wreaths for the fundraiser really should not have all of their hours waived when considering the amount of work that goes into this task.

- iii. **Concession Stand POS Specialist (Erick Christianson):** No updates at this time.
- 4. **Secretary/Registrar:** N/A
- 5. **Fundraising Director**
 - i. **Tournament Coordinator (Lauren Heuer):** No updates at this time.
- 6. **Communications Director**
 - i. **Sponsorship Coordinator (VACANT):** As noted above, Tara has indicated that she can no longer fulfill this responsibility. We will need to seek a replacement.
- 7. **Board Member at Large**
 - i. **Recruitment & Retention Coordinator (VACANT):** No updates at this time.
- 8. **Past Board Member/Board Member at Large**
 - i. **Clothing & Apparel Coordinator (Amanda Will):** Aaron noted that Amanda has apparel samples from our vendors ready to go for the kickoff event on the 28th of August.
- 9. **Manager Director**
 - i. **Outdoor Ice Coordinator (Jeremy Denzer):** No further updates.
 - ii. **COVID-19 Point Person (Sarah Donovan):** Jason will reach out to D6 to see if we need to continue to have a COVID plan in place.

IV. NEW BUSINESS

- 1. **All-Association Meeting planning:** This meeting has been scheduled for Sept 13th at 8:15pm at the NPHS auditorium, folks who attend will receive one DIBS hour credit for their family. Sam asked that all Board members plan to attend this meeting and join him and Miranda on stage for the presentation. Miranda will send out last year's presentation slides to the Board for their review as we will need to make revisions.
- 2. **Closed Session (held after regular meeting):**
 - i. **Concession Stand Coordinator Position:** The question was raised on if we should offer this as a paid position in order to fill it. The association is losing money by not having the stand open, we need to do what we can to keep it running. We may have an interested candidate for the position. The Board agreed however to pay a stipend to Brea Applen to train in this new candidate as her family does not need the DIBS hours and she already spent much time last season training in a candidate. Jess made a motion to approve a \$1000 stipend for Brea to train in a new Concession Stand Coordinator if she agrees to taking this on, which was seconded by Tom. Motion carried (8-0). Sara will reach out to Brea and the interested candidate to discuss details.
 - ii. **Raffle Calendar Coordinator:** The Board received an application for this position from Renae Crabb (10U parent). Her bio was reviewed and discussed and Nate our Gambling Manager had already given his approval of her for this position. Jess made a

motion to approve the appointment of Renae Crabb to the Raffle Calendar Coordinator position, which was seconded by Miranda. Motion carried (8-0).

3. Closed Session (held on 8/16/22):

- i. **Financial Hardship Application Review and Approval:** The Board reviewed all Hardship Applications and identified the amount of assistance that could be offered to each family/player. Jess made a motion to approve Hardship Assistance plans that were discussed, which was seconded by Sara. Motion carried (6-0, with one Board member absent). Miranda will connect with each of these families and let them know the Board's decision and supply them with a unique discount code to be used at registration. Our families receiving hardship assistance this season will be encouraged to consider providing additional help in the concession stand in exchange for their financial assistance.
- ii. **Recruitment and Retention Position:** The Board received an application from Brandy Rife to fill this role. The bio she submitted was reviewed. Miranda made a motion to approve the appointment of Brandy Rife to the role of Recruitment and Retention Coordinator, which was seconded by Aaron. Motion carried (6-0, with one Board member absent). Brandy has indicated her interest in lining up a position within the Dozinky parade for NPHA. We are currently on the waiting list. Sam offered the Twin Cities Featherlite parade position to be shared with NPHA if we are unable to line up a separate spot. It was noted that only upper-level players should be allowed to rollerblade during the parade, parents will need to sign a waiver release for this participation and helmets will be required. This will be communicated to Brandy. Sam also noted that he would like the parent to player ratio to be high, lots of supervision of our participants for their safety will be necessary.
- iii. **Outdoor Ice DIB hours:** Sam discussed this further with Jeremy before this special meeting. The Board agreed to include waive the 11 concession stand hours requirement for the outdoor ice crew but have asked that crew members track and submit their actual hours for the season. The Board is interested in learning more about the time commitment.
- iv. **Concession Stand Coordinator Position:** The Board received an application from Ashley Lindholm to fill this role. The bio she submitted was reviewed. Jess made a motion to approve the appointment of Ashley Lindholm to the role of Concession Stand Coordinator, which was seconded by Miranda. Motion carried (6-0, with one Board member absent). Sara will connect Ashley and Brea together so that they can begin the training process. It was noted that we are down to three concession stand managers from the six we had.
- v. **Official Resignation of Treasurer:** Prior to this closed session, Kristina submitted her formal letter of resignation from the Treasurer Position. Aaron made a motion to accept Kristina's resignation, which was seconded by Tom. Motion carried (6-0, with one Board member absent).
- vi. **Tryout Schedule:** The HDC met on Sunday to discuss the options for scheduling tryouts. Ultimately, the HDC recommends that we postpone the start of our tryout schedule so that they can be held here in NP, rather than at an outside facility. Instead of tryouts beginning on 9/23, they will begin on 10/1. In the meantime, we have ice reserved in Le Sueur which can be used as a preseason clinic/tryout preview for

players who wish to get some time on the ice before participating in tryouts. We will ask the HDC to put together a plan/schedule for these. Players will be charged a small fee for their participation.

V. BOARD MEMBER UPDATES

1. **Fundraising Director (VACANT):** N/A.
2. **Communications Director (Jess Snyder):** Jess reported that a family had reached out with a question about attending the All-Association Meeting, they will be told that only one family member needs to attend. She received a request from xHockey to see if we could help advertise the need to fill a few Mite spots for 3x3. It was agreed that we can send out a communication on Facebook about this to help generate interest since xHockey is a partner of ours.
3. **Manager Director (Sara Westing):** Sara asked if we had a sense yet on whether we will need a Covid Coordinator this season, Jason will reach out to D6 for guidance on this.
4. **Interim Board Member at Large (Aaron Lindholm):** No further updates.
5. **Interim Board Member at Large (Thomas Gallagher):** No further updates.
6. **Interim Treasurer (Kristina Malecha):** No further updates.
7. **Secretary/Registrar (Miranda Vertnik):** Miranda reported that she will be connecting with the four families affected by the new playdown rule exception for 13-year-old girls. She will be sending out a reminder to the Board and necessary coordinators about the requirements of D6 for background screening etc. for the flex board roster we need to submit on the USA Hockey portal. She also noted that during the annual registrar's training session D6 asked associations to provide an estimated team declaration list before the actual deadline as they would like to see how things are looking. It was also noted in the registrar's training that teams should make a note on the game sheet on how much game time was left at the end of the one-hour ice block for games. They would like to track how many games are ended early.
8. **Interim Vice President (Jason Olson):** Jason reported that associations will start to be charged for use of the Game Sheet app, we will see a gradual increase in these fees over the next few years – associations will need to budget accordingly. The rules committee met for D6 and noted a few changes: Referees will now be referred to as "Game Officials"; no parents, players, or spectators can approach game officials with complaints – if they do, fines and suspensions will be imposed. D6 would like to see a "Sportsmanship Monitor" appointed by associations. Junior Gold is expanding state-wide. D6 would like to know if our association would like to see the Squirts participate in the state tournament – if we do so, this will exclude Squirt C teams from participating in an end of the year tournament. NPHA vote on this is No – we would prefer that our C teams also get to participate in an end of the year tournament.
9. **President (Sam Blank):** No further updates.

A motion was made by Sara to adjourn the meeting which was seconded by Jason. Motion carried 8-0. Meeting adjourned at 9:54pm.

Meeting minutes prepared by Miranda Vertnik, NPHA Secretary/Registrar.