

**New Prague Hockey Association**  
**Regular Meeting of the Board of Directors**  
Meeting Location: Park Ballroom of New Prague  
Wednesday, November 10<sup>th</sup>, 2021, 7:00 P.M.

Meeting called to order at 7:02 p.m.

**ATTENDANCE:**

**NPHA Board**

President	Sam Blank	present
Vice President	Rick Carey	present
Secretary/Registrar	Miranda Vertnik	present
Treasurer	Crystal Wong	present
Manager Director	Sara Westing	present
Communication Director	Jess Snyder	present
Fundraising Director	Brian Vosejпка	present
Board Member at Large	Jason Olson	present
Board Member at Large	Jason Reynolds	present

**Coordinator Positions**

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	absent
Ice Time Coordinator	Mike Nazzal	present
HDC Coordinator	Tim Applen	present
Volunteer Coordinator	Jen Mushitz	present
Concessions Coordinator	Lornette Schmitz	absent
Mite Coordinator	Anthony Anderson	present
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	Lauren Heuer	absent
Sponsorship Coordinator	Tara Stutheitt	absent
SafeSport Coordinator	Chelsea Casey	absent
Clothing & Apparel Coordinator	Sarah Hartman	absent
Recruitment & Retention Coord	VACANT	
Concession Stand POS Specialist	Erick Christianson	absent
COVID-19 Point Person	Sarah Donovan	absent

**Others present:** Laura Dias (PW C parent); Rachael & Todd Schweigert (PW C parents and coach); Stacey Harpham & Jeff Gutzmer (PW C parents); Mike & Laura Nazzal (PW C parents); Beth Carey (PW C parent); and Arthur Hartman (SQ B1 parent).

**I. REPORTS**

- 1. Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for October 2021 with the Board on October 25<sup>th</sup>. No revisions were suggested by any Board members. A motion was made by Jess to approve the October 2021 Meeting Minutes, which was seconded by Brian. Motion carried 8-0 (with one Board member absent – running late due to game). Miranda will post the October 2021 Meeting Minutes to the NPHA website.

2. **Treasurer's Report (Crystal Wong):** The October 2021 Treasurer's Report (minus the A/R report and Profit/Loss by team level – due to time constraints in putting these reports together. They will be shared with the Board to review on a later date) was shared with the Board on November 10<sup>th</sup>. Crystal noted that our financials are in good shape to pay our big-ticket items, including the ice bills that are due each month. She noted that recent expenses have included the October ice bills, payment to xHockey, referee payments, coaches' reimbursements, and reimbursements for our outside evaluators from upper-level tryouts. She noted that the association is still waiting on a \$4,800 refund from a tournament in Duluth that was cancelled. All tournaments have been paid in full. A motion was made by Jason R to approve the October 2021 Treasurer's Report, which was seconded by Jess. Motion carried 8-0 (with one Board member absent).
3. **Gambling Report (Nate Borwege):** Nate called Sam prior to the meeting to share updates from Gambling as he was unable to put together the Sept 2021 Gambling Report prior to the meeting. He will submit a formal report for the Board to review and vote on at a later date. Sam shared that of note, Nate had reported that the raffle calendars will be printed up next week and will be distributed before Thanksgiving. The drawing is scheduled for February 1<sup>st</sup>. Currently, he is waiting to apply for a gambling license with the new bar and restaurant in town as there has been a delay with that facility obtaining their liquor license. Once that is approved, he will proceed forward with starting a gambling program at that establishment.

## II. OLD BUSINESS

### 1. Open Coordinator Position:

- i. **Covid Level Coordinators (Mite/8U)** – We have volunteers for these positions. Cassie Jung will serve in this role for the Level 1 and Level 2 Mite/8U teams and Jenna Nygaard will serve in this role for the Level 3 and Level 4 Mite/8U teams.
- ii. **Recruitment & Retention Coordinator** – No updates at this time.

### 2. Registration Updates:

- i. **Player Registration:** We have 302 total players registered as of Nov 10 (of these players, 117 are Mite/8U players)
  1. **Junior Gold Updates:** We have had 3 players register for JG as of Nov 10.
  2. **Waivers:** Have approval from TCU, D6, & D9 to approve a 7 multiplayer waiver to release to NPHA. We're still waiting on two other TCU releases to NPHA (one is discretionary one is a school attendance waiver). Waiting on final approval for 2 players to be released from LHA to NPHA but was told by D6 to proceed ahead since Lakeville signed the release. Thus far, we have released 2 players to play outside of NPHA. We also had one waiver request to leave NPHA that was denied by LHA, they are now playing and coaching here.
  3. **Late Player Registrations:** This season has been unique in that we have 6 upper-level players register after the upper-level tryouts and/or the initial rostering deadlines. Of those, 4 were totally new to the sport of hockey and 2 were returning players who initially decided not to play hockey this season. I confirmed with D6 that we are still able to add new players, but only if they are placed on the C level (or lowest level) team for their level of play. We had three

added to the 10U team (new), one to the Squirt C team (new), one to the PW C team (returning), and one to 12U B1 team (returning).

- ii. **Coaching Applications:** Thus far we have received 79 total coaching applications. Of those, 71 are parents and 8 are non-parent coaching applicants. We also have two student coaches processed and added to rosters (one is a former NPHA player who is student coaching with the 12U B1 team, the other is a current Bantam level player student coaching with the 10U B1 team). We did have one other former player interested in student coaching for the PWB2 team, but they have not submitted the paperwork yet (not sure if they are still interested in this or not).
3. **Upper-Level Jerseys:** Due to late orders and supply chain delays, we have many upper-level players who have not yet received their jerseys. Some jerseys have come in, but not all. It was noted that the hockey socks have also not been received by Westwood from K1 yet, but it is hoped that they will come in within the next two weeks. They will be distributed to team managers when they come in.
  - i. **Jerseys for district games:** On 11/6 the PW B2 Team Manager and one of the Equipment Coordinators reached out to Miranda to see what the two players on that team should do for their jerseys during the district game they had scheduled the following day as they had not yet received their jerseys. Miranda followed up with Sam and Rick to see if they could seek out guidance from D6 on how to address the jersey situation. The direction from D6 was given to have these players borrow an official NP jersey from another player in the association, as long as the jersey number was not the same as a teammate's number. It was noted that the Head Coach and/or Team Manager would need to inform the game officials prior to the game which players were borrowing jerseys and let them know the player's real name and jersey number. This information needs to be noted on the Game Sheet so that there is a record in the event of an emergency and an injury report needs to be made following the game. Miranda communicated this information to all the upper-level Head Coaches and Team Managers as there are other teams to which this will apply.
  - ii. **Reserve List of Jerseys?** Considering the above information, one of the Board members suggested we put together a list of extra jerseys (including sizes and numbers) that families may have if their players have grown out of their jerseys so that teams in need of an additional jersey can reach out to borrow said jerseys as needed. It was agreed this list may not be necessary at this time as teams have been coordinating with each other to find jerseys to borrow as needed.
4. **Preseason Clinic Feedback:** As discussed last month, the Board plans to issue a mid-season evaluation this year (we were unable to do so last season due to COVID). Jason O offered to put together a survey seeking feedback from parents about this year's preseason clinics and possibly add some questions about tryouts to the survey as well. He asked if he could have a committee to assist with this. When we get feedback from parents, it tends to be from a small few who have complaints to share. We do not believe these opinions reflect those of the whole association, thus we'd like to hear from a larger sample of families. The question was raised about whether the association would be putting on the preseason clinics again next season (the HS program organized the preseason clinics for the association this year we were unable to put a program together). The Board would like to run this program again, it is a source of income for the program, and is a duty that falls under one of the Board positions. This season we had a

new Board member elected to the role that is assigned this responsibility and he did not feel he could run the program (he did eventually step down from his position on the Board as his son decided not to play hockey this season). We will stress the importance of this responsibility when seeking candidates for Board vacancies this spring.

### III. COORDINATOR UPDATES

#### 1. President

- i. **NPACC Manager (Kevin Cassidy):** NPACC got to test run a new laser Zamboni last week, which was purchased by Iowa State University. It was a great machine and was nice that we got to test run it for the supplier who is out of Lonsdale. Iowa State is trading in their old Zamboni and it will be offered for sale to NPACC. Kevin asked Sam to remind coaches to be off the ice on time and to unplug the scoreboard when done using it.
- ii. **Gambling Coordinator (Nate Borwege):** No further updates at this time.
- iii. **SafeSport Coordinator (Chelsea Casey):** Chelsea reported to Sam that she hasn't received many SafeSport certificates from parents filling the LRM role and asked that we send out a reminder message to teams to turn these in. Miranda has been forwarding any that are sent to her.

#### 2. Vice President

- i. **HDC Coordinator (Tim Applen):** See notes about Mite/8U placements below. Tim noted that he is confident that all players are placed where they need to be at this time. He recommends that the association run a two-day placement evaluation process again in the future as evaluators are able to accurately place Mite/8U players early on. Tim noted that he had been approached by one parent and one grandparent with concerns about their child being placed with kids who had less hockey experience than them on day 1. Once Tim explained the process and how day one schedules are based upon age and day two schedules are based upon like ability, these concerns were lifted. He encouraged the Board to offer some basic info about the placement process next season when sharing the schedules to help parents better understand the process. Tim shared that practice sessions at xHockey are going great. He noted that one of the xHockey staff had left the program but agreed to stay on every Tuesday evening as he really enjoys working with the NPHA coaches and players. He noted that our players work hard, have a great attitude, and that the NPHA coaches are great to work with. Goalie practices with MEGA are also going very well. Tim shared that one of the MEGA coaches who worked with our program several years ago has noted that he's witnessed great growth amongst our goalie development. Tim noted that there have been some complaints that the MEGA training is scheduled for Wednesdays, which conflicts with religion classes. Unfortunately, this could not be avoided, options were limited with instructor schedule availability and ice time availability. Tim noted that the HDC will be purchasing some more dryland equipment. Boy's high school hockey tryouts start on 11/15. Tim suggested that Jess send a reminder to families on the 17<sup>th</sup> about our JR Gold program. Jess gave Coach Amy Danielson a shout out for her great work with the 10U team. The 10U team has some new players this season with very little skating experience and Amy has been doing a fantastic job working with these players this season. Thank you, Amy! Sam thanked the HDC on behalf of the Board for all the hard work that has gone into getting the season up and running. Countless hours have been

spent preparing for upper-level tryouts and Mite/8U placements all above and beyond the normal coaching hours the HDC puts in with their respective teams, so thank you for all you are doing and have done to support this hockey program!

- ii. **Mite Coordinator (Anthony Anderson):** Anthony shared that the Mite/8U program has placed an order for 129 jerseys – we have 117 Mite/8U players registered thus far, so this will give us a few extras at each Mite/8U level if needed. He anticipates that the jerseys will arrive in 4-6 weeks. The jerseys are sublimated and will come with knit hockey socks. Some jerseys will be black and white (reversible) while others will be cardinal and white (reversible). Jersey numbers were assigned according to Mite/8U level in case there is some movement of players to a different team based on ability. Anthony shared that all Mite/8U teams have been signed up for the PL/S Mite Jamboree in early March. He also noted that he has given out all 14 sets of Mite gear that was obtained either via the gear grant or purchased by the association. We have a great number of new Mite/8U players registered this season, which is fantastic. This season we have seen decent growth in girl's enrollment. Anthony noted that he is working on finalizing the Mite/8U schedules with the Ice time Coordinator. Attention was given to the shortage of coaches at the Mite 2 level, efforts continue to be made to recruit more coaches for those two teams.
  - iii. **Ice Time Coordinator (Mike Nazzal):** There were four HS games that were not on the schedule with the arena but are times when we already have district games scheduled. This has resulted in us needing to reschedule several district games, which will result in fines for the association. Kevin (NPACC Manager) apologized for his mistake of not adding these to the arena schedule and offered to cover the cost of the fines. We will just need to submit the invoice/receipts to him. Three of the four games have already been rescheduled, Mike is just waiting to hear back from Minnetonka. Mike shared that he has worked out the full schedule for Mite/8U teams, he and Anthony are just working to finalize this. Mite/8U teams (Level 2 and up) will start skating instruction with Butch in December – they will be given the early session since they occur on a weeknight. Mite/8U teams will also see a few practices scheduled with xHockey this season D6 games for upper-level teams have been scheduled out through the end of the season. Mike noted that he had received a complaint about the amount of solo ice time the Bantam A team has. He reported that he has scheduled solo ice across teams equally, but that there have been some instances where a team who was scheduled with combined ice ended up not needing the practice session as they were able to schedule an away scrimmage.
  - iv. **Equipment Coordinator (Troy Gilbertson):** No further updates.
3. **Treasurer**
- i. **Concession Stand Coordinator (Lornette Schmitz):** Crystal shared that she received the following update from Micara Baker (one of the concessions stand managers) who reconciles the Concession Stand QuickBooks: Sept/Oct are good, we are operating at a \$269.64 loss at this time, but that is because of the purchase of inventory that was done upfront. With the staffing issues we have had trying to get folks to sign up for DIBS hours, the question was raised on whether it is worth it for us to keep control of the Concession Stand or turn it over to the rink for management. The Concession Stand is a source of significant volunteer hours and is a fundraising source for the association.



support for her this season which was our goal to provide given the great strain this position was last season. Sara will check in with Sarah to get her feedback.

#### IV. NEW BUSINESS

1. **Mite/8U Team Approval Review:** A closed session was held on 11/02 to approve our Mite/8U teams. Mite/8U Placements were held on Oct 30 and 31<sup>st</sup>. Anthony reported that he was quite disappointed to miss the sessions due to quarantine protocol for covid. Brad B ran the placement sessions in Anthony's absence and the Board is grateful for his willingness to take this on. Of note, due to a shortage of coaches we only have one head coach and one assistant coach assigned to each of the Level 2 Mite teams. Anthony noted that the team level lead and himself will plan to be actively involved during the first several weeks of Mite practices to help support these two teams while we work to onboard more coaches. We also may consider adding student coaches to these teams to help. Practice plans are already laid out for the coaches, which is helpful to new coaches in the beginning. When coaches get more comfortable with the process, they can tailor these practice plans more specifically to the needs of the team. Discussion was given to clarify the placements for a few of the players and the HDC provided the rationale behind decisions that were made. Brian made a motion to approve the MT/8U teams as recommended by the HDC, which was seconded by Jason. Motion carried 8-0 (with one Board member absent).
2. **Volunteer Hours**
  - i. **Confirm Volunteer Positions:** We have a number of families who indicated they are exempt from the DIBS hours but need to confirm their role for our tracking. Those families were discussed, and Miranda and Jen will update the DIBS tracking.
  - ii. **Concession Stand Hours Going Unfilled:** Earlier this week, Jen shared a concern with some members of the Board that there are numerous shifts going unfilled at the Concession Stand. Miranda reviewed the number of families that need to fulfill DIBS hours – which is approximately 75 families. This means that there are 1,650 hours that need to be completed. With only approximately 650 hours available in the Concession Stand, it is imperative that these families claim these hours. Any unfulfilled hours at the end of the season will be charged at a higher rate, per the Handbook. Jess sent out a reminder to families that these hours need to be completed. Miranda asked if there will be more training sessions offered for families who are new to the association as working the Concession Stand can be intimidating at first. Jen noted that there are more sessions planned.
3. **Gopher Hockey Ticket Opportunity:** Jason O shared information with the Board on planning a Gopher Hockey Community Night event for NPHA. He laid out the different options for the association and the different activities our players would participate in during community nights with the Gopher hockey team. It was determined that the Team Managers will reach out to their teams to see who is interested in coordinating such an event and leave it up to the teams to schedule the games, etc.
4. **SafeSport Issues:**
  - i. **Handbook Amendment Review:** Amendment proposed to provide clarity regarding what is considered an out-of-town tournament and clarity about the roles and responsibilities of Locker Room Monitors was reviewed. Our goal is to have more consistency across teams with our Locker Room Monitoring. Miranda sent a draft of this

document to the Board for their review. She will resend it to the group for feedback so that it can be approved and shared with the association. [POST MEETING UPDATE: Miranda sent this out to the Board on 11/12. Some edits were made. On 11/13, via text, Rick made a motion to approve the 2021-22 Handbook Amendment, which was seconded by Jason O. Motion carried 9-0. Miranda will upload the document to the website and Jess will send it out to the association. Sara will share with the Team Managers as well.]

- ii. **Updates to Locker Room Policy:** Miranda shared the policy that was posted on our website but appears to be seven years old. We will review this document via email and revised it as necessary. [POST MEETING UPDATE: Miranda re-sent this document to the Board via email on 11/12 for their review. A couple edits were suggested and those were made. The document was posted to the website on 11/13 under the PARENTS – SAFESPORT tab. Sara will share this with the Team Managers and Jess sent out to the association on 11/15].
  - iii. **Travel Policy:** Do we also need to review and update the Travel Policy located on the SafeSport page of the NPHA website? We did not have time to review this document during this meeting.
5. **Peewee C Parent Concerns:** Five families from the Peewee C team, plus a parent from a Squirt team, presented their concerns to the Board about Rick Carey’s coaching status. Each were given five minutes to voice their concerns for the Board to hear. Themes from these accounts were that parents are frustrated about the lack of communication from the Board and the HDC to the team about coaching changes that occurred; frustrated that when Rick resigned from the Head Coach position, he was not kept on the coaching staff as an Assistant Coach or Practice Coach; that a non-parent (paid) coach was not placed on the PW C team when that team was low on coaching staff to begin with; feeling in general like the association was not trying to help the team find coaches; feeling as though the C teams are not treated the same as the A teams; and feeling upset that Rick will not be coaching their children this season. Some parents asked for Rick to be reinstated as a coach and all wanted an explanation for why Rick was not kept on as an assistant or practice coach. The Board explained that we are unable to engage in a back-and-forth discussion at this time as there are still items on the agenda that need to be resolved and noted that there are some discrepancies with what parents had reported this evening from information that the Board and HDC had when the decision about Rick’s coaching status was made. The Board agreed to provide a response to the parents about their concerns, following a special Board meeting that will be held early next week to discuss what was shared in this meeting tonight.

## V. BOARD MEMBER UPDATES

1. **Fundraising Director (Brian Vosejka):** Brian noted that wreath delivery will be Sunday morning. Wreath parents will contact folks when they are ready for pick up. Brian shared that there was an issue this year with Heggies Pizza, they reached out and informed him that they would be unable to fill the order for breakfast pizzas. Brian then reached out to Firehouse Pizza to see if they could fill the order of these pizzas, which they confirmed that they could. Jess will include in her communication to the association a note about this change. Brian reported that overall, the sales numbers for the combination fundraiser were lower and wondered if more people had selected the buyout this year? Miranda noted that she did not think this was the

case, but that she would run the numbers from registration and see how things compare this year with last year. [POST MEETING UPDATE: Miranda reviewed the numbers of families who committed to fundraising vs buyouts for this year and last year. This season, we had four more families select the buyout than last season, but overall, we had 13 less families commit to fundraising as compared to last year. This is due to the number of players who chose not to return to NPHA this season. Our overall registration numbers are consistent with last season, but we have more first year families this year than last year and they are not required to participate in the combination fundraiser].

2. **Communications Director (Jess Snyder):** Jess asked if there were any updates regarding jerseys, particularly when the Mite/8U jerseys can be expected to come in so that she can schedule a date for team pictures. She will shoot for some time in the beginning of January.
3. **Manager Director (Sara Westing):** No further updates.
4. **Past Board Member/Board Member at Large (Jason Olson):** No further updates.
5. **Board Member at Large (Jason Reynolds):** Jason noted that as he is new to both the Board and the association, he is working to better understand the inner workings of the association better. He asked to see a copy of the Handbook and Bylaws, Miranda noted that she had emailed those to him after his first Board meeting, but that she will re-send them to him so that he doesn't need to go searching through his emails to find them.
6. **Treasurer (Crystal Wong):** Fundraising incentive payments will be processed after Jan 1<sup>st</sup>, want to ensure that families who are on a payment plan have processed all payments successfully before issuing these incentives. Crystal asked for confirmation on which HDC member is the contact person for the Faribault ice bill – it was noted to be Eric Fiala. She also requested the addresses for our non-parent coaches so that their first stipend check can be mailed out to them, and the proper tax forms can be given to them as well. Miranda will provide this information from their coaching applications.
7. **Secretary/Registrar (Miranda Vertnik):** Monthly fee for Google Meets increasing to \$9.99 on January 1<sup>st</sup> (we are currently on the promotional introductory rate). All Bantam, Peewee, and 12U teams were submitted to D6 before the deadline and all have been approved. Roster links have been sent to the team managers and head coaches for their records and a hard copy has been printed and left in each team mailbox. The deadline for the Squirt/10U rosters is tomorrow, Miranda has submitted those rosters, just awaiting approval from D6. The roster deadline for Junior Gold is 11/29 and the deadline for Mites is 12/1. No roster changes will be accepted after Dec 29<sup>th</sup>.
8. **Vice President (Rick Carey):** Rick shared that the D6 referee numbers are low, they are doing their best to schedule two refs per game. Players must wear a mouthguard and a neck guard – referees are checking this, and a player will not be allowed to play without the proper gear. He noted that D6 has some concerns with fan behavior and is encouraging associations to monitor this and address any problems (no issues were noted specifically for NPHA with this).
9. **President (Sam Blank):** No further updates.

A motion was made by Brian to adjourn the meeting which was seconded by Rick. Motion carried 9-0. Meeting adjourned at 10:06pm.

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