

**New Prague Hockey Association**  
**Regular Meeting of the Board of Directors**  
Meeting Location: Park Ballroom of New Prague  
Monday, April 18<sup>th</sup>, 2022, 7:00 P.M.

*Due to the second Wednesday of this month falling within the NP spring break period, this meeting date was pushed out to the following week. This change was decided and communicated to Board members and Coordinators (via email) and to the association (via email and announcement on the NPHA website) in advance.*

Meeting called to order at 7:02 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	absent
Past Board Member	VACANT	

*Aaron was unable to attend this meeting due to a prescheduled family vacation. Miranda made a motion to excuse his absence from this meeting, which was seconded by Jess. Motion carried (7-0)*

**Coordinator Positions**

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

**Others present:** Jen Mushitz (former Volunteer Coordinator and parent); Amy Danielson (coach and parent)

## I. REPORTS

1. **Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for March 2022 with the Board on March 18<sup>th</sup>. There were no revisions suggested by any Board members. A motion was made by Jason to approve the March 2022 Meeting Minutes, which was seconded by Jess. Motion carried 7-0 (with one Board member absent). Miranda will post the March 2022 Meeting Minutes to the NPHA website.
2. **Treasurer's Report (Kristina Malecha):** The March 2022 Treasurer's Report was shared with the Board during the meeting. Kristina is new in this position, and it was explained to her that the Treasurer typically shares the financial reports with the rest of the Board the day prior to the meeting so that all Board members have the chance to review the information prior to the meeting. The Board will review the financials after the meeting and vote to approve the Treasurer's Report at a later date. Discussion this evening included the following: the association came in under budget for the season overall; all incomplete DIBS hours have been billed, but not all members have responded to those billings/emails to date (Miranda will get the list of families from Kristina and provide her with the phone numbers for those families so they can be reached via phone); the association earned money from the end of the season Beer Bash fundraiser (monies have not yet been deposited, but will be soon).
  - i. UPDATE FOLLOWING MEETING: As noted above, Kristina sent the financial reports to the rest of the Board during the meeting. On 4/22, Sam called for a motion via text to vote on the Treasurer's Report. Miranda made a motion to approve the March 2022 Treasurer's Report, which was seconded by Jason. Motion carried 8-0.
3. **Gambling Report (Nate Borwege):** Nate shared the January, February, & March 2022 Gambling Reports with the Board prior to the meeting. Nate reported that he has begun working with the new accounting service provider, Clasen & Schiessl CPAs, Ltd, and it is going well so far. He noted that they are easy to work with. He reported that the gambling program has made money each month He noted that the gambling account is currently sitting at about \$24k and with the upcoming expenses the account will be sitting comfortably around \$15k (which is the number that he shoots for each off-season to ensure that enough funds are available for any expenses that may arise). He reminded the Board that the gambling account was given a \$7k loan from the NPHA general account in May of 2020. He will be discussing this loan with the gambling funds accountant to determine the best plan to begin paying back that money to the NPHA general account. Upcoming expenses include accounting service fees, gambling games and products, payroll, gambling taxes and fees, and a \$4k ice time payment fee. He also noted that the gambling account needs to plan to keep some extra funds on hand for when the gambling program is ready to start at the Rusty Spoke (which is still undergoing its remodel). While the owner of the establishment would like to have seven or eight gambling games to start, NPHA would like to start smaller and build up if necessary (neither Carbones nor the Fishtale currently offer that many gambling games through NPHA). Discussion was given to whether the brewery in town would like to implement a gambling program as this possibility had been discussed in the past. Nate reported that they are not currently interested in starting a gambling program, but they may be interested in some other type of sponsorship with NPHA. We discussed the possibility of seeing if the brewery would like to sponsor practice jerseys for our teams and/or new tryout pinnies as the HDC has noted these are needs for the

association. We will look to gather quote information on the costs of these jerseys and pinnies and see if that may be something they would be interested in sponsoring. Nate reported that he would like to move toward the gambling account making automatic payments to M. Peters Enterprises going forward for gambling games and products, rather than submitting monthly checks. The Board agreed to this request. Jess made a motion to approve the ACH payments to M. Peters Enterprises from the gambling account going forward, which was seconded by Sara. Motion carried 7-0 (with one Board member absent). Nate will complete the necessary form and Sam will sign said documentation. Miranda made a motion to approve the January, February, & March 2022 Gambling Reports as well as the Preapprovals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Jess. Motion carried 7-0 (with one Board member absent).

## II. OLD BUSINESS

1. **Appointment of Interim Board Members:** Following our Board elections last month, we were left with two unfilled positions: Fundraising Director and Past Board Member. Aaron Lindholm had run for the VP position and was later approached to see if he might be interested in filling one of these two vacancies since he had not received the majority vote for the VP position. Aaron agreed to serve on the Board in one of these two open positions. On April 1<sup>st</sup> via text, Sam called for a motion to resolve this issue. Miranda made a motion to approve the appointment of Aaron Lindholm as an Interim Board Member at Large for the 2022-23 season, which was seconded by Jason O. Motion carried 7-0. We will determine whether Aaron will serve in place of the Past Board Member position or in place of the Fundraising Director position. Sam noted that he thinks Brian V may still coordinate our fundraising program this season to fulfill his DIBS hours and that one of our new interim Board members could oversee this process and be trained on our fundraising program. We will still seek to find an applicant for the ninth open Board position this season.
2. **Approval of open Coordinator positions:**
  - i. **Ice Time Coordinator:** No applicants at this time.
  - ii. **Mite Coordinator:** No applicants at this time. The HDC is currently working to identify potential candidates for this position.
  - iii. **Concession Stand Coordinator:** No applicants at this time. We have one parent who has indicated an interest in doing more for the association and her name was suggested for this role. Sara will reach out to her to see if she might be interested in this position. It was noted that this position oversees a team of 7-8 people who manage the concession stand. This individual needs to be “on call” to address issues that come up and would be responsible for providing training to members on how to work the concession stand. Jen noted that Brea has very detailed notes on this position’s duties to help anyone who steps into this role as she had served in this role for years.
  - iv. **Tournament Coordinator:** No applicants at this time.
  - v. **Clothing & Apparel Coordinator:** Amanda Will has indicated an interest in this position. Jess made a motion to approve the appointment of Amanda to this position, which was seconded by Tom. Motion carried 7-0 (with one Board member absent).
3. **Annual Hockey Fundraiser:** This event was held at St. Patrick’s Tavern on Saturday, April 2<sup>nd</sup>. Sam expressed his gratitude to Sara for her efforts to put together a team to manage this event since the group who had originally signed up for this duty withdrew from the event a couple

months ago. Sara reported that the event went very well and was well attended. She noted that monies raised came a little short of \$8k, but that our expenses were quite low (approximately \$1,200). Folks noted that the timing of the event was great, the weather was nice, and it was just far enough outside the season (not too late to lose interest, but also not within the season when families are busy with hockey weekends/tournaments, etc.). Sara reported that they had sold 101 tickets in advance and that they sold 27 more tickets at the door. She noted that many patrons of the establishment with no connection to the hockey program attended and enjoyed the event. There was a lot of positive feedback from those in attendance. The only suggestions for improvement next year is that the music from the band was on the loud side making it difficult for folks to hear announcements about the bidding process and that we would like to see more fundraising baskets in the future if possible (it wasn't clear if every team provided a basket). Amber Hunter has agreed to take on the coordination of this event this coming season and will be assisted by TJ and Leah Baker as well. These folks were part of the team that coordinated this event this year. Thank you so much volunteers for putting this together!

4. **End of Season Survey Status:** Jess reported that thus far we have received 130 responses to the survey. Of those, 46 were Mite families, 7 from 10U, 9 from 12U, 24 Squirt, 19 Peewee, and 25 Bantam. She reported that feedback overall regarding skating instruction from Butch Kaebel was very positive. Feedback was mixed regarding xHockey, many folks reported that the program is good for player development, but some reported that their teams were not scheduled for xHockey and expressed displeasure with only being scheduled for ice and not dryland (some feel it makes most sense to schedule both to make the drive to the facility worth it). Feedback regarding Faribault ice was also mixed, with many folks reporting it is too far to drive and displeasure with the timing of the scheduled ice there. There was good feedback about coaches with some coaches called out for their great work this season, while others were noted as folks we should not place as coaches again in the future. This feedback will be shared with the HDC Coordinator. There was also helpful feedback regarding the team managers, which will be shared with the Manager Director. Of note, there were some comments about problematic player behavior that respondents didn't feel was addressed appropriately, such concerns pointed out bullying type behavior that occurred in the locker rooms and highlighted ongoing issues with locker monitoring. There were numerous comments regarding frustration with the concession stand not being open for many events and frustrations expressed regarding delays receiving jerseys. The Board is aware of these issues and will be working to minimize these problems. Specifically with jerseys, we will ask our equipment coordinators to have parents order their jerseys on site at the jersey fitting rather than supply them with the instruction sheet on how to do this as so many folks simply forgot to place their orders with Westwood following the fitting. We will see to it that laptops or iPads are available for folks to place these orders on site. Many parents also reported frustration with the 10U, 12U, and Bantam B1 teams being placed at the B1 level, which was felt to be too high for the skill of the teams. These parents noted that these teams could not compete at the B1 level within our district, which was felt to contribute to lower levels of player development. Of survey respondents, 93 said that their child(ren) would be returning to NPHA next season, 18 said they were unsure, and 3 reported that their child(ren) had aged out of the association this season. Amy D asked if the results of the survey would be published for the association to see and asked the Board would be sharing an action plan regarding the problems highlighted in the surveys. She also expressed frustration with the mid-season evaluation not actually occurring in

the middle of the season, she noted that as a coach she would appreciate feedback on her performance earlier on so that she could make corrections rather than at the end of the season. We discussed that we should devote some time during the All-Association Meeting to discuss these results and the plan to address problems.

### III. COORDINATOR UPDATES

#### 1. President

- i. **NPACC Manager (Kevin Cassidy):** Sam reported that he was unable to attend the NPACC Board meeting last week, but that he had the opportunity to connect with Kevin for the updates. He reported that Kevin had shared information regarding some upgrades that are in the works for the arena this off-season. Of note, the community center will be taking out a significant loan (\$1M) to cover these expenses, but they are hoping to organize some fundraising and volunteer labor to help offset these costs. Upgrades will include a new scoreboard (which is set to be installed tomorrow); removal of the arena floor (all concrete and rebar) in order to install new refrigeration system; purchase of a new ice re-surfacer; installation of a new roof (which will be covered by insurance); a new sound system; and turf to be installed in the off season to allow other sports to use the facility. It was noted that these changes will allow the facility to have summer ice, which would be fantastic for our community. The rink is looking for quotes for a new sound system, so if anyone knows anyone with that capability, please let Kevin know. It is very possible with all of the construction that will go into these upgrades will cause our fall ice to be installed later than normal – thus affecting our preseason clinics so we may need to rent ice elsewhere for these programs. It was noted that ice rates will be increased next season.
- 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 was unable to attend this meeting, but he had passed along some updates to Jason prior to the meeting. Jason noted that the HDC will be meeting tomorrow to discuss the applications that had been received from those interested in serving on the HDC this season. They will provide their recommendations to the Board to review. Jason noted that he had reviewed the HDC organizational flow chart that Tim had put together and feels that it will be quite helpful for the HDC in the coming season to help ensure that necessary tasks are completed throughout the season. Efforts are ongoing within the HDC to fill the Mite Coordinator position that is open this season. The final invoice for the season from MEGA was sent to our bookkeeper. Tim plans to hold a end of the season review with MEGA to get their input on the performance of our program and what can be done to further support goalie development with NPHA.
- ii. **Mite/8U Coordinator (VACANT):** No updates.
- iii. **Ice Time Coordinator (VACANT):** Jason and Tim will be meeting soon to discuss the program that we may use to outsource our ice time scheduling.
- iv. **Equipment Coordinator (Troy Gilbertson):** Sam noted that he would like our equipment coordinators to order at least 5 extra jerseys for each level going into this season. They do not need names or numbers but will be extras we have on hand in the

event that we have late registrations or if folks forget to order jerseys. He would also like our equipment coordinators to resume purchasing of our Mite jerseys (especially since we do not currently have a Mite/8U Coordinator). He would like these jerseys to be ordered this summer, with only numbers (no last names), to ensure that our Mites have jerseys at the start of their season. The association will pay for the jerseys, including the extras, and we should proceed with signing a contract with Westwood if necessary.

**3. Treasurer**

i. **Concession Stand Coordinator (VACANT):** No updates.

ii. **Volunteer Coordinator (Aimee Bombardo):** Jen attended this meeting as she is working alongside Aimee this season to train her into this role. Jen will be making a duplicate copy of the concession stand key so that both she and Aimee can access the stand as necessary (Jen will return her key at the end of this season). We have had significant difficulty securing folks to work the concession stand this season. We will need to do a thorough review/analysis of DIBS this off-season to see what can be done to help address this problem. We will look into how other associations handle their DIBS requirements as part of this review. Jen's suggestions for the Board to consider at this time include, increasing the penalty fee for incomplete DIBS hours; she also suggested that of the 22 required DIBS hours for the season, a certain portion of those hours should be mandatory to be filled within the concession stand; and to consider adjusting the hours requirements for single player families vs multiplayer families.

iii. **Concession Stand POS Specialist (Erick Christianson):** Discussion was given to see if there is assistance Erick can provide to expand the use of our point of sales Square system outside of the concession stand. We have needs to use this system at our kickoff event, annual fundraiser, etc.. Kristina will reach out to Erick to discuss these needs.

**4. Secretary/Registrar:** N/A

**5. Fundraising Director**

i. **Tournament Coordinator (VACANT):** No updates.

**6. Communications Director**

i. **Sponsorship Coordinator (Tara Stutheitt):** Sam anticipates turning over all sponsorship duties to Tara in June or July.

**7. Board Member at Large**

i. **Recruitment & Retention Coordinator (VACANT):** No updates.

**8. Past Board Member/Board Member at Large**

i. **Clothing & Apparel Coordinator (VACANT):** No updates.

**9. Manager Director**

i. **Outdoor Ice Coordinator (Jeremy Denzer):** No updates.

ii. **COVID-19 Point Person (Sarah Donovan):** We will plan to decide in August whether this position is necessary for the 2022-23 season (if MN Hockey or D6 mandates that we have a Covid plan in place, then we will need to keep this position).

**IV. NEW BUSINESS**

**1. Approval of HDC Membership:** HDC is scheduled to meet tomorrow to review the applicants for the open HDC positions.

## 2. Off-Season Planning

- i. **Jersey Fittings:** It was noted that in light of the upcoming construction at the arena, we will likely need to arrange a new venue for the Jersey Fitting event this summer. We also need to schedule this event sometime in mid-June to allow the HDC and the Board time to review and vote on player petitions, requests for which are due June 1<sup>st</sup>.
  - ii. **Budget & Handbook Review Meetings:** Miranda has put together a calendar for Board members to list their availability for these meetings. Which need to be scheduled ASAP as summers tend to get quite busy.
3. **Extension of contract with Park Ballroom:** Last year we signed an agreement with the Park Ballroom to hold meetings for \$100 each, and this month is our final month of our agreement. The Park Ballroom representative has notified us that the rate will likely increase to use their facility for our meetings. Thus, Miranda looked into other options for meeting venues to see if there may be more affordable options available. The school district has re-opened their facilities to use by outside groups and Miranda has gained access to reserve school spaces. She looked at ahead at the calendar to see if there was a regularly available option for the second Wednesday of each month and there were three decent options. Of those, the Board agreed to reserve the Creative Commons (aka media center, library) at Raven Stream Elementary.
- i. **UPDATE FOLLOWING THE MEETING:** Miranda submitted the facilities request to the school district and sent a copy of the rental fees to the rest of the Board on 4/21. Originally, Miranda was under the impression that use of the facility would be free as the cost listed on the facility scheduler website was noted as \$0/hour, however, we have since learned that because our Board meetings are considered a Level III event, there is a small fee associated with use of the building (\$15/hour, plus a \$10 permit fee, and a \$10 sanitation fee). This is still considerably cheaper than our fees at the Park Ballroom and affords us more space than the church we had been meeting at last year. On 4/21, via text, Sam called for a vote regarding this matter. Miranda made a motion to approve the costs to rent space with the school district for our Board meetings, which was seconded by Tom. Motion carried, 7-0 (with one vote unrecorded). Miranda has since submitted the facilities request (space can only be reserved for now through the month of August, so she will submit a separate request in early July for the rest of the season). Association members will be notified of the location change once we have final approval from the school district. Miranda will also inform our bookkeeper of this change so she is alerted to the change in this expense.

## V. BOARD MEMBER UPDATES

1. **Fundraising Director (VACANT):** N/A.
2. **Communications Director (Jess Snyder):** Jess noted that she still needs a signature on the contract for SportsLine photographers.
3. **Manager Director (Sara Westing):** No further updates.
4. **Interim Board Member at Large (Aaron Lindholm):** No updates.
5. **Interim Board Member at Large (Thomas Gallagher):** No updates.
6. **Interim Treasurer (Kristina Malecha):** No further updates.
7. **Secretary/Registrar (Miranda Vertnik):** No further updates.

- 8. Interim Vice President (Jason Olson):** Jason noted that he would like a copy of the survey results so that he can review them with Tim and that he plans to discuss the construction plans at the arena with Tim as he did not know if that had been communicated to him as of yet.
- 9. President (Sam Blank):** Sam reported that he is meeting with Brad Drazan tomorrow and will be expressing his wish have the Mite/8U program more involved with the HS games next season.

A motion was made by Jess to adjourn the meeting which was seconded by Jason. Motion carried 7-0 (with one Board member absent). Meeting adjourned at 9:49pm.

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