

**New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting held via Webex due to Stay at Home Orders issued by State of MN
Wednesday, April 08, 2020 7:00 p.m.**

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

NPHA Board

President	Sam Blank	present
Vice President	John Prokopec	present
Secretary/Registrar	Miranda Vertnik	present
Treasurer	Krystal Beedle	present
Manager Director	Brian Christensen	present
Communication Director	Jess Snyder	present
Fundraising Director	Brian Vosejka	present
Board Member at Large	Brad Breeggemann	present
Past Board Member	Jason Ashley	present

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	absent
Ice Coordinator	Tyler Kienow	absent
HDC	Joe Franck	absent
Volunteer Coordinator	Jen Mushitz	present
Concessions Coordinator	Brea Applen	present
Mite Coordinator	Brad Breeggemann	present
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	VACANT	
Hockey Fest Coordinator	Justina Cloutier	absent
Raffle Calendar Coordinator	Susan Murphy	absent
Sponsor Coordinator	Sam Blank	present
SafeSport Coordinator	VACANT	
Clothing & Apparel Coordinator	Sarah Hartman	absent
Recruitment & Retention Coord	Mike Westing	present

Others present:

Rena Bjerke (outgoing board member), Erick Schultz (Bantam Parent)

REPORTS

- Secretary's Report – Miranda Vertnik:** Miranda reported that the March meeting minutes that were completed by Jess were distributed to the Board by Rena. Discussion was given to an error in the minutes under the Coordinator Updates section, specifically under the Equipment Coordinator who reports to the Manager Director. It was noted that the update should read that "Troy will send a reminder..." not the HDC. Miranda indicated that she will amend the March meeting minutes before they are uploaded to the website. A motion was made to approve the March minutes with the noted amendment and the motion was seconded. Motion carried, all in favor.

2. **Treasurer's Report – Krystal Beedle:** Krystal presented the March Treasurer's report. Sam requested a detailed Accounts Receivable Report to review and it was noted that the Board will be holding budgetary meetings in the coming months, which will involve more detailed reports. Brad raised the suggestion that the Board seek information regarding the rates of various banking agencies to see if we can get a more competitive rate. Krystal will gather information and Brad offered to assist in this as well.
A motion was made to approve the March Treasurer Report and the motion was seconded. Motion carried, all in favor.
3. **Gambling Report – Nate Borwege:** Nate was absent from the meeting and no recent update has been received at this time. Sam will reach out to Nate for any updates.

OLD BUSINESS

1. **Year End Survey:** Brian C. indicated that he has been working on this and is planning to send the survey out to the Board within the next week.
2. **Team Tournament Coordinator:** No update at this time. Last month this was discussed as a position that will be identified within the HDC based on their recommendation to have 1 HDC member who will book tournaments and pass the info on to a coordinator to book the hotel blocks. The Board recommended last month that one individual within the HDC books the tournaments and hotel blocks.
3. **Board Voting by Email:** Legality of voting by email issue was raised at the previous meeting. Problems noted were that sometimes a motion passed via email before all members of the Board were able to read and respond to such emails. John proposed that we consider using the same online voting system that the Board used for elections of Board members and coordinators this year as Hockey Fest had to be cancelled due to the Stay at Home orders issued by the State of MN. Rena indicated that we paid a one-time fee to use that system, but noted that their service was free for reaching 10 people or less. She was unsure, though, if there was a limit to the number of free usages that we would have. John noted that if we use such a system, we need to allow enough time for all Board members to review and consider the vote, such as a 24-hour period before finalizing any vote. It was agreed that we will discuss this further when we review the NPHA Bylaws this summer.
4. **Junior Gold:** Erick Schultz noted last month that there are several players who are finished playing at the Bantam level and would be interested in playing within the association as Junior Gold. John indicated that he has done some research into this, it does not appear that we will have the numbers to support our own Junior Gold team, but noted that there may be some need for additional players in Shakopee. He is going to follow up again with his contact there to see if this is a possibility and what the next steps would be to get this set up.
5. **Safe Sport Issues to Address:** This position is vacant without any identified interested parties at this time. Jess will be sending out a communication about this vacant position again to see if there is any interest. Otherwise, nothing new to report. Further discussion is needed regarding the issues surrounding locker room monitoring, incident tracking, etc.

NEW BUSINESS

1. **Coordinator Attendance at Board Meetings:** Sam noted that overall attendance at Board meetings by many coordinator positions is low. Discussion was given to whether attendance should be required. It was noted that it can be difficult to fill these positions and that requiring attendance at Board meetings would make these positions an even larger obligation. It was

noted that all Board members should check in regularly for updates with the coordinators that they oversee prior to Board meetings and encourage their attendance if/when necessary.

2. **Who Reports to Whom (Coordinators & Board Members):** It was noted that for some reason, in previous meeting minutes and agendas, the Raffle Calendar Coordinator (RCC) is listed as reporting to both the President and the Gambling Manager. This is an error, the RCC is only required to report to the Gambling Manager as indicated in the NPHA Handbook.
3. **Website Coordinator:** Discussion was given to whether we should bring back a Website Coordinator position to the association. Rena noted that at the time that position was phased out, the duties were divided among the Communications Director and the Secretary/Registrar. Caution was given to creation of a webmaster position, who isn't a Board member, as that individual would need access to all areas of our Sports Engine system, which would have implications regarding issues of confidentiality. Also, having the Communications Director function in the capacity of webmaster is consistent with how other hockey association boards conduct their business as well. It was noted that our website could use some attention to reduce redundancies and make it more user-friendly. It was agreed that Jess will reach out to Sports Engine to see what can be done to update our site. There may be trainings that she can attend or there may be someone with Sports Engine who can help us clean up the NPHA website.
4. **Dual Positions:** Sam asked if there are any inherent problems with Board members also holding Coordinator positions. He noted concern that other NPHA members may not seek out Coordinator positions knowing that a Board member already holds the position. It was noted that neither the Bylaws or NPHA Handbook prohibit Board members from also holding Coordinator positions.
5. **Common Email Addresses:** John raised the suggestion that we create common email accounts for each Board position. He noted that this will ease transitions for outgoing/incoming Board members if the outgoing member just turns over the email account to the incoming member. This would allow previous communications to be more easily shared. Brian C. agreed to the utility in creating a common email account for publication with NPHA members, and noted that he already created such an account for his position (managerdirector.npha@gmail.com) but indicated that for Board communications he would prefer use of his work email account as he is able to respond to such emails more immediately (he cannot access Gmail while at work due to the firewall system). It was agreed that all Board members will create a common Gmail account for their position using the same format as noted above and send the information to Jess so that she can update the Board members' contact information on the NPHA website.
6. **Waiver of Volunteer Hours:** Jess proposed that the Board consider waiving Rena's required volunteer hours for the 2020-2021 hockey season as Rena will continue to be actively involved in the transition of her Registrar duties to Miranda. Rena indicated that she and Miranda had spoken once over the telephone to start training in the Secretary/Registrar duties and that she had sent her a training checklist as well, but noted that there is much to be shared on how to complete the Registrar duties in the coming months. John indicated that he is in favor of waiving Rena's hours in this unique situation, but noted that he would not want to set a precedent for this with other positions.
A motion was made in favor of waiving Rena's required volunteer hours in light of the ongoing training she will provide to Miranda, the motion was seconded. Motion carried, all in favor.
7. **Tryout/Evaluation Program App:** During the February meeting, an HDC member shared an app that had been tested as a means of recording and tracking athlete performance during tryouts and season evaluations that is more user-friendly than the pen and paper versions that we have been using. Sam asked for an update on the status of the app. John indicated that the Board had decided previously to include the cost of the app when discussing the HDC budget at the

upcoming budgetary meetings. Sam noted his approval and affirmed that he would like to see this added to the budget.

8. **Voting on Coordinator Positions:** It was noted that all Coordinators, with the exception of the Tournament Coordinator and SafeSport Coordinator positions, have indicated an interest in continuing their positions in the upcoming season. There were no other NPHA members who indicated an interest in any of the Coordinator positions.

A motion was made to approve all Coordinator positions, the motion was seconded. Motion carried, all in favor.

COORDINATOR UPDATES

1. President

- **NPACC Manager:** No Update
- **Ice Time Coordinator:** No update.
- **Recruitment & Retention Coordinator – Mike Westing:** We had been working with the Learn to Skate (LTS) program to set up a booth advertising an event for children in the LTS program to try hockey. The event would have been held immediately after an LTS session. However, in light of the current coronavirus pandemic and the Stay at Home orders issued by the government, the final LTS sessions were cancelled and the event could not be held.
- **Sponsor Coordinator:** No update.
- **Gambling Manager:** No update.
- **SafeSport Coordinator:** This position is vacant without any identified interested parties at this time. Jess will be sending out a communication about this vacant position again to see if there is any interest.

2. Vice President

- **HDC Coordinator:** The HDC has updated the Coach Contract with information about discipline regarding coach behavior. Joe submitted the new contract to the Board for review and has asked the Board to consider removal of the discipline section with the NPHA Handbook and replace that information directing the reader to the Coach Contract. John will resend the Coaching Contract to the Board so that the issue can be revisited.
- **Mite Coordinator – Brad Breeggemann:** The Goalie Clinic had to be cancelled due to the coronavirus pandemic. The Shiny Hockey League was a success, we would like to incorporate this during the preseason clinic. Brad noted that he would like the Board to discuss the value of using the outdoor ice. He indicated that he has reviewed the costs and is uncertain that there is sufficient value to use the outdoor ice when we pay the same rate for indoor ice at St. Olaf. It was noted that performance evaluations for Butch Kaebel (professional skating instructor) were positive. His services were offered to us at a discounted rate this past year, but will be increasing to full price for the upcoming season, which we will discuss during our forthcoming budget meetings. It was suggested that we consider bringing in another individual to assist with this role to offer players a variety of teaching styles. It was noted that a potential challenge to this though is that the instructors may be duplicating efforts without knowing it.

3. Treasurer

- **Concession Stand Coordinator – Brea Appen:** The final deposits from the Concession Stand were made for the season and there are no outstanding invoices to be paid. The managing team was great this year, things went very smoothly.

- **Volunteer Coordinator – Jen Mushitz:** All volunteer hour opportunities for the season have been completed and families with outstanding hours have been billed. Jen noted that she is aware of three possible people who would do a good job in the Tournament Coordinator position. If no one expresses interest in the position after Jess posts the vacancy again, the Board will reach out to Jen’s suggested NPHA members.

4. Secretary/Registrar: No Coordinator updates

5. Fundraising Director

- **Gambling Manager:** No update
- **Raffle Calendar Coordinator:** Susan has indicated that she would like to continue in her position.
- **Tournament Coordinator:** This position is vacant without any identified interested parties at this time. Jess will be sending out a communication about this vacant position again to see if there is any interest. Interested individuals will email Brad and Jess to state their interest.

6. Communications Director

- **Hockey Fest Coordinator:** The end of the year Hockey Fest was cancelled due to the coronavirus pandemic and no expenses were incurred.

7. Board Member at Large

- **Outdoor Ice Coordinator:** No update.

8. Past Board Member:

- **Clothing & Apparel Coordinator:** No update.

9. Manager Director

- **Equipment Coordinator:** Has not been able to enter the arena to see if pucks and bags have been returned. Troy was planning to send out a reminder email about this.

BOARD MEMBER UPDATES

- 1. Fundraising Director – Brian Vosejпка:** No update.
- 2. Communications Director – Jess Snyder:** No update.
- 3. Manager Director – Brian Christensen:** Received an email from a team manager who had been contacted by the Fargo Holiday Inn about a NPHA family who has not paid the bill for their stay during the Fargo tournament. The hotel had been in communication with the family, but all responses from the family have ceased. Concern was raised that this could reflect poorly on the NPHA and that we may not be invited back to the Fargo tournament as a result. A suggestion was made that the NPHA could pay the bill (\$489.33) and require repayment from the family before they are allowed to register for the upcoming season. However, it was noted that we should clarify first whether the bill has been paid or if the case had been moved to collections, in which case we would not pay the bill. The hotel would like the NPHA to reach out to the family. A motion was made to have Brian C. contact the Holiday Inn to gather more information and see if the bill has yet been paid or if the case has been moved to collections and to express the interest of the NPHA to be in good standing with the facility and to report back his findings. The motion was seconded and carried, all in favor.
- 4. Past Board Member – Jason Ashley:** No update.

5. **Board Member at Large – Brad Breeggemann:**
6. **Treasurer – Krystal Beetle:** Will be sending out an Xcel document to help everyone prepare for the upcoming budgetary meetings.
7. **Secretary/Registrar – Miranda Vertnik:** No update.
8. **Vice President – John Prokopec:** No update.
9. **President – Sam Blank:** Stated on the record that he is looking forward to serving as the NPHA President and encouraged folks to reach out to him with any questions or concerns.

Meeting Adjourned: Meeting adjourned at 8:52 p.m. Motion was made to adjourn the meeting, motion was seconded. Motion carried, all in favor.