

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting Location: Park Ballroom of New Prague
Wednesday, October 13th, 2021, 7:00 P.M.

Meeting called to order at 7:07 p.m.

ATTENDANCE:

NPHA Board

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

Rick notified the Board prior to the meeting that he would be absent as he had a planned family vacation. Brian made a motion to approved Rick’s absence, which was seconded Sara. Motion carried 7-0 (one Board member absent).

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	present
Ice Time Coordinator	Mike Nazzal	absent
HDC Coordinator	Tim Applen	present
Volunteer Coordinator	Jen Mushitz	present
Concessions Coordinator	Lornette Schmitz	absent
Mite Coordinator	Anthony Anderson	absent
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	Lauren Heuer	absent
Sponsorship Coordinator	VACANT	
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: Jason Reynolds (NPHA parent & Board applicant)

I. REPORTS

- 1. Secretary’s Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for September 2021 with the Board on September 9th. No revisions were suggested by any Board members. A motion was made by Jess to approve the September 2021 Meeting Minutes,

which was seconded by Crystal. Motion carried 7-0 (with one Board member absent). Miranda will post the September 2021 Meeting Minutes to the NPHA website.

2. **Treasurer's Report (Crystal Wong):** The September 2021 Treasurer's Report was shared with the Board on Oct 12th. Crystal shared an updated report for accounts receivable, Crystal will continue to reach out to families who have a balance due. Registration deposits increased our cash by \$140k for the month of Sept. Expenses included ice time at the arena, ice at xHockey, tryout expenses, dryland and concession stand rent. Still waiting on some refunds for tournaments that were cancelled. A motion was made by Brian to approve the September 2021 Treasurer's Report, which was seconded by Jess. Motion carried 7-0 (with one Board member absent).
3. **Gambling Report (Nate Borwege):** Nate shared the Gambling Report for August 2021 prior to the meeting via email. Nate shared that we have a verbal agreement to conduct pull tabs at a new venue (formerly Flip Side Bar) and that we will be on the agenda for city council approval for the Nov 1st meeting. He has some paperwork to file with the city prior to Oct 27th. This new business is hopeful to open around December 1st. They are also hoping to have around 5 pull tab boxes and electronic pull tabs. Nate is very happy with the performance of the pull tab program at Carbone's – the new manager there has been great to work with and they are doing great selling pull tabs. Nate reported that they are tentatively planning to have all raffle calendars ready for player distribution on or before Nov 13th, which is about 2 weeks after Mite Placements. The Raffle Drawing will be held Feb 1, 2022 at the Fishtale Grill and Bar. It was noted that for the fiscal year of 2021, the MN Gambling Control Board recognized the NPHA as the 6th best organization for dollar amount spent on lawful purpose expenditures (excluding taxes/fees) for every dollar spent on allowable expenses (\$4.71). Our Site License for Boulder Pointe Golf Club in Elko/New Market is officially closed with the State of MN. We show a loss for August, but that was to be expected given the amount of gaming products that needed to be purchased. Upcoming expenses include accounting services, gambling games and products, rent for Fishtale and Carbone's, payroll for gambling employees, taxes, and the site application fee with the City of NP. Before COVID, Nate had an assistant gambling manager, now that things are back up and running again, he could really use another one. We will need to advertise for this position. A motion was made by Jess to approve the August 2021 Gambling Report as well as to approve the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Miranda. Motion carried 7-0 (with one Board member absent).

II. OLD BUSINESS

1. Open Board & Coordinator Positions:

- i. **Board Member at Large** – Jason Reynolds shared his interest in serving on the Board. His bio was shared with the rest of the Board, which the Board reviewed on 10/5. Jason R attended this Board meeting to observe and introduce himself. Jason asked questions about the structure of the Board and the duties of the position. Following this discussion, Jason R indicated that he is interested in the position. Sara made a motion to appoint Jason Reynolds to the open Board Member at Large position, which was seconded by Jess. Motion carried 7-0 (with one Board member absent). We now have a full Board again. Thank you Jason for your willingness to step in and serve on this Board.
- ii. **SafeSport Coordinator** – We had a few applicants for this position, of those that submitted a bio, the Board agreed that Chelsea Casey seemed to be the best fit for the

role. During a closed special meeting held on 10/5, Jess made a motion to approve the appointment of Chelsea Casey to the SafeSport Coordinator position, which was seconded by Crystal. Motion carried 6-0 (with one Board member absent). She will be connected with Mike Franklin to go over some training.

- iii. **Covid Level Coordinators** - Prior to closed special meeting held on 10/5, Sara W, who is the Board member who oversees the COVID Point Person Coordinator, made the following recommendations via email for whom to appoint as the COVID Level Coordinator: Bantam – Julie Franek; Peewee – Kelly Ashley; Squirt – Jessica Gallagher; and 10/12U – Becky Hansen. It was noted that all these women had the strongest bios to support their fit in the role and each has a nursing/medical background. Jess made a motion to approve the COVID Level Coordinators as recommended by Sara, which was seconded by Rick. Motion carried 6-0 (with one Board member absent).
- iv. **Sponsorship Coordinator** – Sam met with a Mite level parent today, Tara Stutheit, who is an outgoing person and has some interest in this position. They met for an hour and talked about the sponsorship coordinator role. She is going to think about it tonight and let Sam know tomorrow her decision. She will have Kelly Lane as an assistant (that is who helped Sam out last year). The Board voted to pre-approve Tara’s appointment to this position. Miranda made a motion to appoint Tara to the Sponsorship Coordinator position if she accepts it, which was seconded by Brian. Motion carried 8-0 (with one Board member absent). Sam will assist her with the transition into this role.
- v. **Recruitment & Retention Coordinator** – No interested applicants at this time.
- vi. **Season Kick Off Event & Association Wide Equipment Sale:** Any feedback from the event to note for next year’s planning? The event went awesome, thank you Sara for putting this together. There is still a lot of equipment left from the consignment sale. We came in under budget and made some money through the consignment sale. It was suggested that we consider adding an NPHA clothing consignment sale to the event. Some consigners made around \$100. The person who manages the consignment part of the event, needs to be someone separate from the event coordinator (it warrants its own person/position). Consider shortening the event from 4 hours to 3 hours. Food trucks seemed to do well.

2. Registration Updates:

- i. **Player Registration:** We have 287 total players registered as of 10/13.
 - 1. **Junior Gold Updates:** We have had 3 players register for JG as of 10/13.
 - 2. **Waivers:** Waiting on TCU to approve 8 waivers to release players to NPHA, waiting on one from LHA as well. Thus far we have released 2 players to play outside of NPHA. One waiver release was denied by LHA, they have since registered to play here.
- ii. **Coaching Applications:** As of 10/13, we have received 67 total coaching applications. Of those, 60 are parents and 7 are non-parent coaching applicants. We also have two former NPHA players interested in student coaching (one for the PWB2 team and one for the 12UB1 team).
 - 1. **Non-parent Coach Pay Structure:** Tim has proposed a fee structure of four different levels based on experience, background, years with NPHA, and duties (head coach vs assistant coach). Each of our non-parent coaches was reviewed and a decision was made for their compensation for this season. Miranda made

a motion to approve the non-parent coach pay structure as recommended by the HDC Coordinator, which was seconded by Jess. Motion carried 8-0 (with one Board member absent). Payments will be issued in half installments on Nov 15th and March 15th. Feedback has been fantastic about our new non-parent coaches thus far. Thank you to Tim and the HDC for all your work helping to build our non-parent coaching program.

- iii. **Board Roster:** Miranda had to submit this roster to D6 on 9/30, several coordinators and a Board member are missing from the roster due to background checks being incomplete at the time of the submission. Miranda will need to add these staff as these are completed.
3. **All-Association Meeting:** Any feedback about this meeting that should be noted for planning next year? The meeting was nice and short. Fundraising packets were not shared until the end of the meeting which was a good way to ensure everyone stayed through the whole meeting. Really weren't many questions during or at the end of the meeting. The Board could not think of any topics that should have been covered but were not.
4. **Upper-Level Jerseys:** This year, there were many issues with jersey orders – multiple parents attended the fitting but did not submit their orders to Westwood, a few parents ordered jerseys but did not pay at registration, a few ordered jerseys from Westwood but decided not to play for NPHA, and a few parents accidentally ordered two sets of jerseys from Westwood. How can we help minimize these errors in the future? Can we have our Equipment Coordinators place the orders with Westwood on behalf of the families following the jersey fitting event? This will help reduce the likelihood for error as we would only be relying on the Equipment Coordinators to place those orders. The ECs also already keep track of the jersey sizes and player numbers at the fitting event, they could also confirm spelling of last names with parents during the fitting to ensure all the correct info is gathered and ready for the jersey orders.

III. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** Quality of ice has been a problem these past few weeks. The ice was much too soft for our tryouts and practices. Apparently, the number of times the ice is resurfaced during a day has something to do with this, it would have been nice for the arena to tell us this ahead of time and we could have adjusted our schedules. Use of hot water on the ice and the humidity outside was also noted by the arena to be a factor. The arena also noted that the season has started earlier and earlier than in years past and the building was not meant to hold ice in the warmer temps. Tim had a conversation with Eric Brever to try to better understand the problems with the conditions of the ice. The system is old and not made for what we put it through. We need to know what the limits are to help maximize the ice quality; we aren't experts in ice conditions – that is the expertise of the arena. We sent our schedules to the rink manager in July and were not told that this level of use could have such an effect on the ice. We will need to look more closely at how we schedule our ice sessions (don't schedule bantam teams back-to-back to help reduce the need for resurfacing so often). We may want to keep a log somewhere with our concerns about the rink as they come up so that we can review these items quarterly (or more often if it is more urgent). Sam asked for assistance with communicating with the arena, noting

that he may not always be the best person to address the concerns if it is not something that he has the right level of experience with or understanding of. Tim also shared that there ongoing plans to help gather support for expanding the arena and that we have a new city administrator that we hope may be supportive of helping this process along.

ii. **Gambling Coordinator (Nate Borwege):** No further updates at this time.

iii. **SafeSport Coordinator (Chelsea Casey):** No updates at this time.

2. **Vice President**

- i. **HDC Coordinator (Tim Applen):** Tim reported that the upper-level tryouts were complete and went well from the evaluation end of things but noted that there were significant issues with the condition of the ice during many of the tryout sessions. He noted that the Team Genius program worked amazing and that the evaluators were all happy with the program. We did have a few players who were unable to participate in tryouts due to COVID protocols but noted that those players are undergoing extended evaluations. He anticipates that those extended evals will be done by the end of this coming weekend. One player's extended eval is already done (Jack Z) and it is recommended by the HDC that this player be moved from the Peewee B2 team to the Peewee A team. Brian made a motion to approve the transfer of this player from the PW B2 team to the PW A team, which was seconded by Jason O. Motion carried 8-0 (with one Board member absent). Tim reported that the evaluation processes this season was as fair and non-biased as could be. He noted that he removed player pinnie numbers from the Team Genius score screen that is projected into the coaches' room that way any HDC members who happened to be in that room could not know their child's score. It would be nearly impossible to change a player's score as you would need to change the score on every iPad that is used after scores were entered, but that a back up score was automatically uploaded each day so that it would be clear if any scores were altered. Tim noted that he was very happy with the quality of non-parent coaching applicants we received this season. We have five total non-parent coaches this season, of which three are new to our association. There were a few others who applied but did not respond to communication attempts made by Tim. Tim noted that a number of coaching applications from parents came in later than normal (after teams were already selected and coaches assigned). He suggested that we consider adding a coaching application deadline for next season and that anyone who does not apply by the deadline will not be invited to coach. This will help eliminate extra work that is created for Miranda and for the HDC to make coaching additions. He noted that he has had to have some challenging conversations with a few coaching applicants who will not be invited to coach, but that decisions about coaches were all made in the best interests of the teams and the needs of the teams. Tim shared that skating lessons with Butch K have started and are always an outstanding addition to our program. Tim noted that the tryout evaluators have asked if it would be possible for the association to purchase new pinnies for the players as the number visibility on these pinnies is not great. It would be even better if we could purchase tryout jerseys (two for each player – one in black and one in white) for each player to use and return at the end of tryouts. This will help even more with the visibility during tryouts because if a player is wearing a black jersey with a white pinnie, it can create some momentary confusion for

evaluators – it would be easier if their jersey color underneath the pinnie matched, or just have numbered tryout jerseys instead. The Board expressed their gratitude to Tim and the rest of the HDC for all of their hard work getting the season up and running.

- ii. **Mite Coordinator (Anthony Anderson):** [Discussion from Special Meeting held 10/20] The Mite parent meeting was held last night and went well. There was a decent number of parents that attended, but it could have been better. We will ask Anthony to post the PowerPoint presentation to the Mite page on the website. The Prior Lake Mite Jamboree has been booked (we have 9 teams signed up) and the deposit has been paid.
 - iii. **Ice Time Coordinator (Mike Nazzal):** [Discussion from Special Meeting held 10/20] Game draw and scheduling is complete. Ice time is scheduled through the end of November. Butch clinics started 10/11 and go every Monday. xHockey ice is starting 11/1. Fairbault ice starts 11/14 for Sunday morning practices and 11/10 for Wednesday practice. Please have team managers contact me with scrimmage details still not scheduled. If families are looking for ways to pay for hockey, or any other youth expenses, please check out Achieving Dreams. You can earn money towards youth sports through volunteering. Mike is willing to share more information for anyone who is interested.
 - iv. **Equipment Coordinator (Troy Gilbertson):** [Discussion from Special Meeting held 10/20] Rick shared notes from Troy in which they had discussed the issue with so many late jersey fittings this season and suggested that the association implement a \$100 late charge for all late jersey orders, noting that there is a lot of work that the Equipment Coordinators and the Registrar have to do to follow up with these late orders. Miranda pointed out, though, that a late fee would add additional work to herself and the Bookkeeper to ensure that people pay that fee and a late fee is already added on at registration for anyone who registers after Sept 15th. Sam reminded the group that we had discussed having the EC order five extra jerseys of each size this past spring/summer to help cover any new players joining NPHA who wouldn't have known about the jersey fitting event in the summer. It is unclear if the ECs were ever notified of this request. In the future, we need to ensure that we have additional jerseys on hand for such situations. Miranda also noted that in addition to the number of later registrations, we had 13 or 14 players attend the jersey fitting this summer, but their parents failed to submit their jersey order with Westwood (despite being given instructions on how to do so at the fitting event). She asked if there is a reason why the association doesn't place those orders for families since we keep a log of the players' jersey sizes and numbers. It may be best to have the association submit these orders to help minimize the number of errors.
3. **Treasurer**
- i. **Concession Stand Coordinator (Lornette Schmitz):** [Discussion from Special Meeting held 10/20] Crystal reported that she has asked Lornette to gather pricing information on a new fridge for the concession stand since ours is broken. She is waiting to get that information. The first week of the stand being open went well. She noted that there are some new managers and they are working to train everyone in. It was noted that there have been some children observed inside the concession stand. This is not allowed. We

the list of skills that are assessed during tryouts, their player's score on those skills, and the range of scores that were achieved for each of those skills at each division (for example, SQB1 players scored between X and Y on edge work, SQ B2 players scored between Y and Z on edge work, etc.). This may help families better understand and accept the tryout results.

4. **Disciplinary Committee Member Change:** [Discussion from the Special Meeting held 10/20 to finish the meeting] In light of the two vacancies on the Board that have been/will be filled temporarily as Board Member at Large positions, it was determined that one of the existing Board members should step in this season and serve on the Disciplinary Committee, rather than asking both of our new Board members to serve in this role. Thus, for the remainder of the season, Jess will serve on the Disciplinary Committee along with Sara and Jason O.
5. **Clarification of what is considered an "out-of-town" tournament:** Tim shared that it has historically been considered anything over 75 miles or 1 hour and 15 minutes away from our home rink. Miranda will add this to the list of topics to cover when the Board reviews the Handbook in the off-season, we will want to add this in so that everyone is on the same page with this each year. Historically, each team that has a non-parent coach has paid for the hotel and food expenses for non-parent coaches during tournaments. This season, the Board agreed that the association will cover the hotel expenses for our paid coaches during out-of-town tournaments as we wanted to ensure competitive compensation for our non-parent coaches. This Board has made it a priority to hire more non-parent coaches and in order to do so, we needed to raise our non-parent coach stipend and offer covered out-of-town hotel costs in order to stay competitive with other nearby associations. We are aware that some parents and even some Board members are not in agreement with the association covering the hotel costs and believe that it should be up to the specific teams. It was noted that some disagree that players without non-parent coaches should be covering this cost. It was pointed out that no skater fees were increased this season at any level and that our intent was to cover those costs with money earned by the association through other means. However, we will reach out to other nearby associations to learn how they pay for this expense for their non-parent coaches before we review the Handbook for the 2022-23 season, Miranda will add this to the list of topics to cover during those special sessions.

V. **BOARD MEMBER UPDATES** [Discussion from Special Meeting held on 10/20]

1. **Fundraising Director (Brian Vosejpk):** Brian noted that Fundraising Packets are due to be turned in next week. Wreaths will be delivered November 14th, but he will be at a hockey tournament that weekend so he has arranged to have Justin Kube present for the delivery of the wreaths and that we have 8 volunteers for wreath storage.
2. **Communications Director (Jess Snyder):** Jess will be working soon to schedule hockey pictures, however, with the delays for jerseys there is uncertainty of when pictures can be held.
3. **Manager Director (Sara Westing):** No further updates at this time.
4. **Past Board Member/Board Member at Large (Jason Olson):** Jason asked if the association has ever worked with the MN Wild hockey team for discounted group rate tickets. Sam noted that he sent info to Sara regarding group rates for the MN Gophers teams, which she will forward to the team managers. Jason O will check into tickets with the MN Wild.
5. **Board Member at Large (Jason Reynolds):** No updates at this time.
6. **Treasurer (Crystal Wong):** Crystal noted that she has followed up with the two families who owe for unpaid jersey orders and reported that one family has paid, the other has not. The

jerseys will be held from the family who has not paid for their jerseys yet until payment is made. Crystal shared the details regarding the P&L for our season kick off event. We budgeted \$6k for the event, but it only cost us a little over \$3k.

7. **Secretary/Registrar (Miranda Vertnik):** Miranda noted that she will be submitting the Bantam, Pee wee, and 12U rosters to D6 this evening now that the extended player evaluations have been completed.
8. **Vice President (Rick Carey):** Prior to the meeting, Rick shared updates with Miranda, which she read at the meeting. It was noted that: MN Hockey had their annual fall meeting this past weekend with several topics being discussed. Any type of SafeSport issue must be reported to Scott Gray; New rule from MN Hockey – is no guns will be permitted in any arena regardless of conceal and carry permit; Scoresheets – There will be an invitation to learn how to register teams and operate the program. This is a statewide program and an iPad is the only platform that will operate the system. Scoresheets are the responsibility of the visiting team. Some paper scoresheets will be available in case the iPad is left at home. [THIS WAS CLARIFIED IN THE DAYS AFTER THE MEETING, THE SCORESHEETS ARE THE RESPONSIBILITY OF THE HOME TEAM – NOT THE VISITING TEAM] Electronic scoring can be used for all scrimmages as well. A live internet connection is not necessary to score the game, this can be uploaded later if needed; It is suggested that all read the rule book as there are changes for the coming season. All changes are highlighted in the rule book. D6 hopes to have everything finalized and published by mid-October; The 12 team Junior Gold B State Tournament did not pass with MN Hockey. There are 45 teams in the twin cities with 7 teams coming from the cities and 1 from out-state going to the state tournament. D6 may go from 17 to 19 teams this year; 2nd Home Rink – the only rink available to NP is in Faribault if there is an emergency. Burnsville stated that they have ice available throughout the season during weekends. Any rink with multiple sheets would be a good source to find available ice on an emergency basis. Rob stated that we would be able to find ice if needed in D6.
9. **President (Sam Blank):** No further updates at this time.

We ran out of time to cover the full agenda. Since we needed to vacate the building, a motion was made by Brian to adjourn the meeting which was seconded by Jess. Motion carried 8-0 (with one Board member absent). Meeting adjourned at 10:18pm. A follow-up Special Meeting was called for 10/20 to continue working through this meeting agenda. Those discussions are noted above.

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