



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
www.brainerdhockey.com  
218-851-2244

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### BAHA BOARD OF DIRECTORS MEETING

sportsmanship \* respect for individuals \* integrity \* pursuit of excellence \* enjoyment \* loyalty \* teamwork

Date of meeting: 6/26/24

Time: 5:30PM

Essentia Health Sports Center

In attendance: Justin Jerve, Joe Winegar, Steve Leary, Grant VanWyngereen, Alicia Prahm, Amanda Ciesinski, Chris Velasco, Sam Blum

- I. Call to Order – at 5:34P by Grant
- II. Fundraising Meeting, open to all BAHA members:  
Attendance: Board members as above and at large BAHA members Shawna Reed and Jeff Camosci.
  - Alicia presented her CG report to all in attendance. Amanda made a motion to approve moving forward with meat raffle, Joe 2<sup>nd</sup> the motion. Steve makes a motion to approve the proposed July Charitable Gambling expenditures and Joe 2<sup>nd</sup> the motion.
  - Joe presented updates on the golf fundraiser scheduled for September '24. Plan to develop a Save the Date to push out on social media regarding this event
  - The Board discussed the previous Charitable Gambling bank account that was used for yearly raffle. Plan to seek guidance from accounting firm as to the correct process for closing this account.
  - The open portion of the meeting was then concluded
- III. Good News =/< 5 minutes
  - a. The Summer Mite program is up to 58 skaters!
  - b. We had 6 players make the Tier 1 teams for the fall, and 3 made the Prospects teams!
- IV. Approval of Meeting Agenda – Motion to approve by Steve, 2<sup>nd</sup> by Joe. Motion carries.
- V. Approval of Consent Agenda which includes the following:  
*Motion to approve made Alicia, 2<sup>nd</sup> by Steve. Motion carries.*
  - a. Concessions report (*nothing to report*)
  - b. Hockey Director's report (*see attached*)
    - i. Player Development Committee and In-House sub-comm.
  - c. Treasurer's/Financial report (*see attached*)
  - d. Recruitment and Retention Committee report (*see attached*)
  - e. Alumni Committee report (*nothing to report*)
  - f. SafeSport/Grievance/Discipline Committee (*nothing to report*)
  - g. Fundraising Committee report (*see attached and in person open meeting*)
  - h. Volunteer Committee report (*nothing to report*)
  - i. Executive Committee report (*nothing to report*)
  - j. Finance Committee report (*nothing to report*)
  - k. Marketing Committee report (*nothing to report*)
  - l. Events Committee report (*nothing to report*)
  - m. Team Managers Committee report (*nothing to report*)
  - n. Meeting Minutes (*approved electronically 6/16/24, posted to website*)
- VI. Old Business
  - a. Budget for 24/25 season: Justin presented the budget for upcoming year. Joe made a motion to approve the budget, Amanda 2<sup>nd</sup> the motion and the motion passes.



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- b. Concessions Sales Report for '23/24: Reported by Chris. Total gross sales were ~ \$119,000, net \$117,000 after Square fees. Cost of goods sold ~\$55,000. So profit from last year ~ \$62,000. Discussion regarding management of concessions volunteers to fall under concession manager. Alicia makes a motion for *whole number sale prices only* in concessions stand this year (no change), Justin 2<sup>nd</sup> this motion. The motion passes.
- c. Volunteer policy: Update to include no show policy, new DIBs buy out, rookie exemption - Andrew is not available at this meeting so will be tabled to the next meeting.
- d. Concession manager and assistant co-managers: The job postings are ready. There was delay secondary to discussions regarding the process on appropriately compensating these various positions. Plan to post on Indeed this week, share with members via email and social media. Manager will be posted until July 10, then interviews, and goal is to hire in August. Co-manager positions will be posted and hired after manager is established.
- e. Registrar for upcoming season: Justin made a motion to have Chris take over registrar duties for the budgeted amount of \$3300. Steve 2<sup>nd</sup> this motion and the motion passes. Chris will review job responsibilities with current registrar.
- f. In-house coordinator: Grant and Andrew – Tabled until the next meeting as the job description was edited by the hockey director.
- g. Website discussion: The Board discussed our current website and vendor. We will continue to use SportsEngine for the upcoming year and upgrade to the Premier membership.
- h. Long term strategies/goals: The board was updated on recent discussions around our long-term goals. A small group ~~will be hopes to meeting~~ with the Foundation again.
- i. Tournaments: Home tournaments are filling, and schedule is being created to get to the scheduler. Working on hotel blocks for away tournaments.

VII. New Business

- a. Contract with BHAF: BAHA received the updated contract version 6/25/24, plan to review.
- b. Coaches compensation: this has been established within the budget for upcoming season
- c. Personnel: Amanda made a motion to task Executive Committee with employee reviews yearly. Justin 2<sup>nd</sup> this motion and the motion passes.
- d. Establish committee members: Amanda made a motion to approve the non PDC committees, Joe 2<sup>nd</sup> this motion. The motion passes.
- e. Teamwear – Joe presented some options for the upcoming season. Tabled for further discussion at upcoming meeting(s)

VIII. Comments and Announcements

- IX. Adjournment – Motion to adjourn made by Justin at 8:07. 2<sup>nd</sup> by Alicia. Motion carries.

Next Board meeting July 31, 2024 at 5:30PM

**Hockey Director Report 6.26/24**

**Submitted by Brent Potvin**

PDC Updates 6-25-24

-Brent, Andrew, Chris and Jerr started going through old practice plans that have been built on IHS with the intent of transferring plans that we feel would be beneficial to have on the association account. We have 523 practice plans that have been built that can be reviewed along with 89 created drills.



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-Had further discussions with Jerr and Andrew on the boy's side about putting together a systems page so we can start implementing the High School systems at the youth level. This will take some time to complete but we intend on having it done prior to the start of the season. I will be engaging Tate to do the same on the girl's side.

-Committees for the 24-25 season will be as follows (Could add a few other people as the season approaches)

Co-ed PDC

- Brent Potvin
- Andrew Murray
- Grant VanWyngereen
- Dustan Lick
- Jerr Johnson
- Chris Stewart
- Eric Gangl
- Brian Haugstad
- Joe Reed
- Justin Gunderson

Co-op PDC

- Brent Potvin
- Grant VanWyngereen
- Tate Rusk
- Alex Hirsch
- Christy Winegar
- Brian Haugstad (Pending his acceptance)
- Kirstin Nelson (Pending her acceptance)
- 3 members of LF

In-House Committee

- Brent Potvin
- Jesse Bates
- Christy Winegar
- David Malchow
- Steph Uble
- Shae McKibbon (hasn't confirmed)
- Tim Hanske
- Aaron Marsh
- Whitney Luke
- Jessica Smisek
- Travis MacDonald

-With the coaches application closing the end of June, we will be reviewing the applications that were sent in within the next few weeks and will start assigning non parent coaches to teams for the July board meeting.

-Lastly, I am happy to report that our Brainerd and BLF skaters did well at their respective levels for the Tier 1 tryouts and we have multiple kids that will be representing us this fall! Congratulations to the following kids;  
Girls 14U Tier 1 team- Kaylie Glas and Elise Houle were selected  
Boys 14U prospects team-Nayden Blum, Aydan Dobis and Collin Reed were selected



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Boys 13O Tier 1 team-Jack Featherston, Jace Potvin, Arend VanWyngereen and Brayden Velasco were selected.

### **Treasurer's Report – 6.26.24**

**Prepared by Justin Jerve, Treasurer**

Attached are the April and May financial reports. Home Tournament registration was opened and there is some revenue coming in for that in May reports, also some Tournament expense for our away tournament registrations for BAHA teams (\$11k of Away tournament number is portion of owed to LF Assoc. for last year). Our end of year banquet expense fell into this fiscal year and I'm going to ask B Johnson if we can back date that into last fiscal year or adjust current year budget. Donation expense is related to the Dicks Grant obligations already voted on. The rest are normal revenue and expenses for offseason in April and May. Budget work continues and I hope that the final changes can be made during the 6/26 Board Meeting and voted as final for this fiscal year.

### **Recruitment and Retention Committee Report 6.24.24**

**Submitted by Amanda Ciesinski**

Next meeting: 06.26.2024

1. Members of the committee were approved by BAHA's Board of Directors during an electronic vote on 6/18/2024.
2. Retention Efforts
  - a. MN Wild Tickets: A deposit has been placed for a MN Wild ticket block and intermission scrimmage during the 2024-2025 season. More details will be available in late August.
  - b. Shot Club: Monthly correspondence has been sent out to those registered. We have 63 participants registered.
3. Recruitment Efforts
  - a. Amanda met with VFSC to discuss the feasibility of collaborating to host a Learn to Skate program for our rookie skaters before the regular season begins.

### **Fundraising Committee 6.25.24**

**Submitted by Alicia Prahm**

Charitable Gambling Report: BAHA was issued a lawful gambling license on 6/1/24. Games were put into play that same day at our 3 leased sites. The charitable gambling report for June should be available by next BoD meeting in July. All MN State reporting, and taxes, are due by the 20<sup>th</sup> of the following month. So June's final reporting will be done by July 20<sup>th</sup>.

Request for Charitable Gambling expenditures for the month of July '24:  
(Allowable Expenses)

- 1.) Rent to Sites: \$12,000
- 2.) Payroll & employee taxes: \$5000
- 3.) Supplies: \$1000
- 3.) Inventory \$10,000
- 4.) Accounting/legal: \$1000
- 5.) Equipment: \$2000
- 6.) E tab equipment and Revenue sharing: \$13,000



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TOTAL: \$44,000