



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: 7/31/24

Time: 5:30PM

Essentia Health Sports Center

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

- I. Call to Order – Grant called to order at 5:34P
- II. Fundraising Meeting, open to all BAHA members  
Attendance: BoD members present, no online Teams members joined this evening
  - a. Gambling Report: Alicia presented the July gambling report. Sam makes a motion to approve the presented gambling report from July and Allowable Expenses for August. Joe 2<sup>nd</sup> this motion. The motion passes.
  - b. Close previous “Gambling account” that was used for yearly raffle: Discussed the multiple bank accounts that BAHA currently has open. The Finance committee will look at this and make a proposal to the Board of Directors
- III. Good News =/< 5 minutes
  - a. Big event tomorrow at the rink – The girls high school team has been invited to Hockey Day MN for 2025!
- IV. Approval of Meeting Agenda – Motion to approve by Amanda, 2<sup>nd</sup> by Steve. Motion carries.
- V. Approval of Consent Agenda which includes: Motion to approve made Sam, 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 (see attached)
  - f. SafeSport/Grievance/Discipline Committee (*see attached*)
  - g. Fundraising Committee report (*see attached and in person open meeting*)
  - h. Executive Committee report (*nothing to report*)
  - i. Finance Committee report (*see attached*)
  - j. Marketing Committee report (*nothing to report*)
  - k. Events Committee report (see attached)
  - l. Team Managers Committee report (*nothing to report*)
  - m. Meeting Minutes (*June meeting minutes electronically approved 7/15/24*)
- VI. Old Business
  - a. Teamwear – Joe and Alicia: Alicia reviewed data from informal polling. Alicia makes a motion to have a BAHA teamwear sweatshirt this year. Based on feedback, the teamwear will be a UNRL black sweatshirt with the “B” logo for the co-ed teams. The same sweatshirt was chosen for the girls' teams but will have the Flying Warrior logo. Joe seconds the motion. The motion passes. Of note, BAHA will not be using this as a fundraiser and will be negotiating the lowest price on this teamwear. Scholarship dollars will be available for any families that feel the purchase will be hardship.
  - b. Update Volunteer Policy – Andrew. Update to include no show policy, new DIBs buy out, rookie exemption - *tabled*



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- c. In House Coordinator – Grant and Andrew – *tabled*
  - d. Concessions manager and co-managers for 24/25 season: Interviews have been completed. Sam makes a motion to hire Kristina Lee as our concessions manager and Steve 2<sup>nd</sup> this motion. The motion passes.
  - e. Website update with Sports Engine – Chris reports that we are still in queue for website redesign. This may happen in the next few weeks. The website will be down for just a small amount of time while the update occurs.
  - f. Long term strategies/goals – The group was updated
  - g. Contract with BAHF - *tabled*
  - h. Finalize committee list (see attached), post to website – Sam made a motion to approve the committee list with the exception of Coed and Coop Committees. Joe 2<sup>nd</sup> this motion and the motion passes.
  - i. Golf tournament – The Events Committee continues to work on this event, and Joe provided an update
- VII. New Business
- a. Try out dates/ evaluators/ team selection and approval process: Hockey director was present to discuss tryouts and anticipated challenges with number of players at some levels. A recommendation will be made and submitted to the BoD for final approval.
  - b. Cost of registration: Joe makes a motion to keep registration fees the same for 24/25 season, but processing payment fees will be passed on to the purchaser. Alicia 2<sup>nd</sup> this motion and the motion passes.
  - c. Learn to Skate and THFF: Proposal has been received from VFSC to run Learn to Skate program for BAHA this year. After Board members reviewed the proposal, Sam makes a motion to move forward with the contract, Steve 2<sup>nd</sup> the motion, and the motion passes. Learn to Skate will be earlier this year. Try Hockey for Free will be September 8<sup>th</sup> & 9<sup>th</sup>. Also discussed getting jerseys for THFF, instead of t-shirts, this year, and Amanda will pursue this option. The increase in cost should remain within budget.
  - d. Neck guards – The Board agrees to spend funds already budgeted for equipment, to purchase neck guards for the equipment rental bags.
- VIII. Comments and Announcement - none
- IX. Adjournment – Motion to adjourn made by Justin, 2<sup>nd</sup> by Alicia. Motion carries.

Next Board meeting August 28, 2024 at 5:30PM

## **Hockey Director Report**

**Submitted by Brent Potvin**

PDC Updates 7-29-24

### Co-ed Updates

-Reviewed the coaching applications that were submitted in July. We had zero non-parent applicants this year so at the current moment, we do not have any recommendations for hire at any levels. We have/will be reaching out to some individuals to gauge their interest with the hopes we can still get a handful of them for this upcoming season.

-Reviewed numbers one more time as I contacted most of the families who had kids eligible for multiple levels to find out what their plans are for this upcoming season. Squirts we still feel comfortable that we will have 4 teams with around 12-13 skaters on each. Peepees we still feel comfortable about the recommended 4 teams with 11-12 skaters on each team. Bantams at this point needs to have further board discussion.

-Fall camp- we are still finalizing full details but we are trying to work with MHC for our fall camp this year for the co-ed side which would incorporate checking training into the program for bantams and possibly PW's.



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-Reviewed multiple tryout schedules depending on group needs. We should have the final schedule set by the middle of Aug for review and posting online.

-Updated our tryout PP on our tryout page. Tryout page now reflects the current dates along with updated PP for our members to review.

-Got in contact with JOG and have Co-ed and co-op stores ready to open when registration goes live.

-Updated our jersey number spreadsheet and link was sent to Chris for when registration goes live.

-Met with Steve last week to attempt to finalize all the tournament registrations. All in all, we registered for 17 away tournaments for various levels. We still have an away tournament need for BB1 and BAA

#### Co-op

-Met with Grant and Kari last week to get caught up on a few things. Kari will be going through the jersey collection to verify how many sets we have and numbers. We may need to order a few extra jerseys for each set to accommodate how many players we will have.

-JOG Store will be opened for the members to purchase their own socks this year along with having an option for ordering a sweatshirt as well. Adding a number will not be an option but last name will be an option.

-Kari was going to contact the sponsors to ensure the agreements set up last year were still in place.

-Reviewed numbers once more as all of the parents whose players are eligible for 2 levels were contacted. 10U we still feel comfortable with 2 teams, 12U we have enough for 1 team and 15U we have 1 team currently figured but will wait until HS tryouts are over to fully confirm just 1.

-In talks with Tate about he and his staff running fall camp again this upcoming year for the co-op.

#### In House Committee

-Work on updating the handbook is about half complete and should have the final copy ready for board approval by mid-August.

-The committee is starting its search for away jamborees to sign up for

-The committee will be sending out an email to all the coaches that applied in July to help coach our in house program to start planning for fall camp and also look for coaches who can help with our rookie program.

#### **Treasurer's Report – 7/31/24**

**Prepared by Justin Jerve, Treasurer**

Attached are the June financial reports. The budget approved in the June meeting has been uploaded into QuickBooks. Our fiscal year-end tax return will be filed by B Johnson by 8/15/24. Work continues invoicing members for unfilled DIBS hours and Fundraisers not completed. We want to ensure the amounts are as correct as possible before sending invoices, so this has been a slower process than anticipated.

Financial Performance Notes: Summer Hockey and Home Tournament registrations are reflected now in the YTD Profit and Loss statement. Summer Hockey Registrations came in right at budget as we are at \$122k vs \$152k budget for Home Tournaments so getting close to the mark there as well. The start-up costs for Gambling/Pulltabs are reflected as



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a negative revenue amount until our profits start coming in Quarterly. Away Tournament expenses are also hitting now and we have had larger donation expenses to BAHF from the Dicks Grant as well we anticipated. The rest are normal operating expenses for offseason. Still anticipating some summer ice invoices to come in but +\$25k income through June is a good position.

### **Recruitment and Retention – 7/31/24**

**Prepared by Amanda Ciecinski**

Last Meeting: 06.26.2024

Next meeting: TBD

#### 1. Recruitment Efforts

- a. Homecoming Parade: The committee will plan to participate in the homecoming parade this year if the event is offered
- b. Rookie Program: BAHF will seek to collaborate with VFSC this year to run the Rookie/LTS program. We will also offer the Rookie/LTS program before the season begins. Sessions confirmed with the arena and VFSC include Sunday, September 15, 4:45 - 5:45 PM, Monday, September 16, 5:45-6:45 PM, Sunday, September 22, 4:45 - 5:45 PM, Monday, September 23, 5:45-6:45 PM, Sunday, September 29, 4:45 - 5:45 PM, Monday, September 30, 5:45-6:45 PM.
- c. THFF: The event is scheduled for 9/8 & 9/9. The committee voted to keep the current format of THFF, offering two sessions each day (girls 5:30-6:15 PM and boys 6:30-7:15 PM). Neck Guards will be needed. RR Committee voted to require participants to register so that the RR Committee can ensure enough equipment and helpers out on the ice. Drop-ins will be referred to the LTS program, or arrangements can be made with BAHF and coaches to try hockey at a fall session or regular season practice. Volunteer badges will be used again. We will close the bench doors and post multiple signs prohibiting parents/spectators from entering the bench area. Flyers and yard signs will be used again to promote the event. Historically, the committee has offered participants a T-shirt. The committee looked at providing a jersey option this year, replacing the T-shirt, but the jersey option was too expensive.
- d. Picnic in the Park and/or Crow Wing County Fair: The committee reviewed THFF participant data and observed that most THFF participants reported hearing about BAHF at the Crow Wing County Fair when we participated in this event. The committee will investigate the feasibility of participating in both events in 2025.

#### 2. Retention Efforts

- a. Wild Intermission Scrimmage: The deposit has been made, and the date will be secured in mid-August.
- b. PWHL: We will be in touch in August/September following the recommendation of the PWHL account rep.
- c. Shot Club: Participation increase of almost 40% over last season

### **Alumni Committee – 7/31/24**

**Submitted by Sam Blum**

Initial discussion with Hagberg was had

He has several updated items for the Alumni display and has been working with the arena on them

### **SafeSport and Grievance Committee – 7/31/24**

**Submitted by Amanda Ciecinski**

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Next meeting: August



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1. SSGD Committee members approved by the BoD in June were provided with the following documents for review before the upcoming season:
  - a. USA Hockey Bylaws
  - b. MN Hockey Handbook
  - c. USA Hockey SafeSport Handbook
  - d. BAHA Locker Room Policy
  - e. BAHA's Codes of Conduct
  - f. BAHA Handbook
  - g. BAHA Grievance Policy & Resolution Form
2. The SSGD Committee has worked for the past two years to review and update its policies. BAHA's Codes of Conduct will be reviewed, and any recommended changes will not take effect until the 2025-2026 season.

**Fundraising Committee**

**Submitted by Alicia Prahm**

First lawful gambling month is complete, the return has been sent to the State, and taxes & rent paid. The return indicates "Organization Net Profit" of \$25,023.07. That is *not* correct. The State is counting all deposits from games closed in June, even if deposited in July. They do not, however, subtract our June expenses that were actually paid in July. Some of our bigger June expenses were actually paid in July - such as profit sharing on e-games, taxes, rent. The number I calculated for profit, after those expenses are subtracted, is \$6,340.

July's return should be more reflective of true profit. We had \$3475 in start-up equipment in June (boxes, cash registers, scanners that we bought used from CC) that won't be an expense moving forward. It is also notable that our tax rate will go up as our gross receipts increase.

Our accountant recommends transferring to the general fund quarterly as our Lawful Purpose. I am anticipating that we will be able to pay back the \$15,000 start up loan after another month. We can plan for a Lawful Purpose donation after that start up loan is paid back.

Month	Allowable Expense	Requested	Spent
<b>June</b>	Rent to Sites	\$12,000	\$5,109.55
	Payroll & employee taxes	\$5,000	\$829.24
	Supplies	\$1,000	\$178.86
	Inventory (gambling product)	\$10,000	\$2,798.14
	Accounting/legal	\$1,000	\$0
	Equipment	\$2,000	\$2,000.00
	E tab equipment and Revenue sharing	\$13,000	\$10,277.66
<b>July</b>	Rent to Sites	\$12,000	
	Payroll & employee taxes	\$3,000	



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Supplies	\$1,000
Inventory (gambling product)	\$10,000
Accounting/legal	\$3,000
Equipment	\$3,000
E tab equipment and Revenue sharing	\$13,000

**Events Committee – 7/31/24**

**Submitted by Sam Blum**

Golf Tourney Meeting

07/30/2024

Meeting Attendees: Joe Winegar, Sam Blum

Final details for tourney:

Monday, September 23, 2024

1030a Shotgun Start

18-hole scramble on Lehman Course

The name of tourney is being worked on so we can get it out on socials, email, etc.

4-person teams, \$800 per team (team reservation is only option, may need to consider singles)

Cost: \$85 per golfer (\$70 green fee+tax/\$15 lunch includes tax and service fee); \$20+tax for extra carts for sponsors, etc.

Craguns is handling reservations. Option to pay online using CC (registrants pay service fee) or pay with check to BAHA.

Sponsors: have working list of sponsors but are considering the following formal organization (subject to change on names in favor of hockey terms and price):

- Titanium Sponsor \$10,000 (1qty)
- Diamond Sponsor \$5,000 (2qty)
- Platinum Sponsor \$2,500 (4qty)
- Gold Sponsor \$1,000 (10 qty)
- Tee/Hole Sponsor \$250 (18qty each, 36 total)
- Putting Contest Sponsor \$500 (1qty)

Skins game will pay out 60/40 (40 to us; in the event of a tie, we keep all of it)

Craguns will run Horse Racing for us (90% payout, Craguns keeps 10% for administrative fee)

Have some ideas for 50/50 raffle on the course, Joe is going to host a Blanton's Bourbon event on a tee, \$40 fee to hit from the reds on a short par 4, earn a mulligan for \$40.

To dos:

- Finalize tourney name
- Finalize sponsorship levels, recognition, etc



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- Finalize on course fundraisers
- Generate sponsor appeal marketing and deliver to sponsors via email, market on socials
- Generate event marketing and deliver to membership via email, market on socials
- Determine roles and responsibilities for day of event, offer DIBS to membership to cover any needs
- Vote on Name of Tournament (poll through teams)

## COMMITTEES

### 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

### Recruitment & Retention

Co-chairs: Andrew Murray and Amanda Ciesinski  
Jessica Teasck



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Kayla Atkinson  
Tori Evans  
Stacy Koop  
Brittany Dolen  
Paige Russell  
Genesis Fettig  
Antjie Anderson

**Fundraising:**

Chair: Grant VanWyngereen  
Justin Jerve  
Alicia Prahm  
Sam Blum  
Lacie Meyer  
Jason Bassett  
Samantha Lemke  
Jeff Camosci  
Kelsey Franzen  
Fran Dobis

**Marketing and Social Media:**

Chair: Alicia Prahm  
Erin Books  
Mary Devine Johnson  
Joshua Christman – IT support

**Events:**

Chair: Joe Winegar  
Shae McKibbon  
Raquel Kiffmeyer  
Kari Hanson  
Alissa Lindner  
Sarah Dahlheimer

**SSGD**

Chair: Amanda Ciesinski  
Tom Pearson  
Amy Barnum  
Steve Leary  
Kristi Westbrook

**Finance Committee**

Grant VanWyngereen  
Justin Jerve  
Sam Blum