

New Prague Hockey Association
Regular Meeting of the Board of Directors

Meeting Location: NP Fire Department Meeting Room
Wednesday, November 15th, 2023, 7:00 P.M.

This meeting was held on the third Wednesday of the month. Notification was sent out to the association membership a few weeks in advance and the website was updated with the revised date in October.

Meeting called to order at 7:01pm.

1. ATTENDANCE

NPHA Board

President	Aaron Lindholm	Present
Vice President	Jason Olson	Present
Secretary	Miranda Vertnik	Present
Treasurer	Ben Jones	Present
Director of Operations	Mike Westing	Present
Communication Director	Jess Snyder	Present
Board Member at Large	Kirk Crabb	Present
Past Board Member/BMAL	Tony Robles	Present
Interim Manager Director	Amanda Will	Present

Coordinator Positions

Clothing & Apparel Coordinator	Amanda Will	Present
Concession Stand Coordinator	Ashley Lindholm	Absent
Equipment Coordinator	Troy Gilbertson	Absent
Fundraising Coordinator	Kristina Dillon	Absent
Gambling Manager	Nate Borwege	Present
HDC Coordinator	Tim Applen	Present
Ice Time Coordinator	Tyler Kienow	Absent
Mite/8U Coordinator	Anthony A, Brad B, Bryan F	Absent
NPACC Manager	Justin Hauge	Absent
Outdoor Ice Coordinator	Jeremy Denzer	Absent
Recruitment & Retention Coord	Brandy Rife	Absent
Safe Sport Coordinator	Chelsea Casey	Present
Sponsorship Coordinator	Kristi Nelson	Absent
Tournament Coordinator	Kelly Chadwick	Absent
Volunteer Coordinator	Aimee Bombardo	Absent
Website/Technology Coordinator	Dallas Akre	Absent

Others present:

2. REPORTS

- Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for October 2023 with the Board on October 19th. There were no suggested revisions or changes to the minutes. A motion was made by Jess to approve the Oct 2023 Meeting Minutes, which was seconded by Ben. Motion carried 9-0. Miranda will post the Oct 2023 Meeting Minutes to the NPHA website.

2. **Treasurer's Report (Ben Jones):** Ben shared the monthly financials with the Board prior to the meeting. He noted that he was finishing up the combination fundraiser counting with Kristina. He reported that we are in about \$10k under our projected profits – as it turns out the vendors had raised their prices, but we did not do that in kind and this cut into our profits from the fundraiser. We will need to be sure to make note of this for next season so that this does not happen again. He shared that there are two families remaining with an outstanding balance from last season. We did better with the Preseason Development Camp than budgeted, so that is good. Our profits can be determined once we send the coaches an appreciation gift as discussed last month. Ben reported that as of right now, our financials are looking pretty good. Miranda made a motion to approve the October 2023 Treasurer's Report, which was seconded by Kirk. Motion carried 9-0.
 3. **Gambling Report (Nate Borwege):** Nate provided the Sept 2023 Gambling Report during the meeting. Nate reported that three individuals have expressed some interest in more information about the Gambling Manager position. He and Aaron have connected with these individuals, and we hope to have an official applicant in the coming weeks. Nate reported that E-tabs were started at the Fishtale in mid-September – performance is good at the Fishale as usual. He asked for the list of Raffle Calendars needed – Miranda will send what she has to him and Renae but noted that we are still accepting JG registrations so there may be some changes from what is current as of today. Nate reported that there are still no new updates from the Rusty Spoke. High school hockey players will be removing the old pull-tabs from storage so that they can be destroyed. They will be doing this as a volunteer service project. Discussion was given to the Busch family DIBS hours as they have been storing the pull-tabs but will no longer be doing so. However, since those have been stored year-round for years on end, Jess made a motion to waive the full 22 DIBS hours for the Busch family this season, which was seconded by Mike. Motion carried, 9-0. Jess made a motion to approve the Sept 2023 Gambling Report as well as the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Miranda. Motion carried 9-0.
3. **OLD BUSINESS**
 1. **Available Coordinator Positions:**
 1. **Gambling Manager** – Update since meeting, on 11/19 Aaron forwarded an official letter of interest from Jason Schlekewy for this position to the rest of the Board. The Board reviewed his bio and on 11/24 Aaron made a motion via text to appoint Jason Schlekewy to this position, which was seconded by Jason O. Motion carried 9-0. Jason S will shadow Nate in this position for the remainder of this season and take over the full duties when he has been acclimated to the position.
 2. **Tournament Coordinator** – We had two potential candidates for this position. On 10/30, via text, Jess made a motion to appoint Kelly Chadwick to the Tournament Coordinator position, which was seconded by Jason. Motion carried, 9-0. During this meeting, Jason sent Kelly's contact information to the appropriate representative at D6 so that she will be included on any upcoming email communications regarding the end of the season PW B2 tournament that we will be hosting.
 2. **Mite/8U Equipment Rental Program:** Mite gear fitting dates were held on 10/10, 10/17, and 10/24. Kristi has been meeting with new families who have registered after those dates to help get them outfitted with gear individually, thank you Kristi for all of your work on this! If any additional new Mite/8U registrations come in late, Miranda will direct those families to Kristi if they are in need of equipment as well. We did run into an issue of running all out of the smallest sizes and Amanda reached out to see if we could swap some gear for smaller sizes. We are currently storing the equipment in the outdoor Zamboni room – which is empty since we have sold the broken zam.

3. **Locked locker rooms at arena:** We will take this off the agenda for now, at this time our new rink manager's hands are full with trying to hire additional rink staff. We will continue to try to work this out, but once things have quieted down at the rink.
4. **Registration Updates**
 1. **Preseason Development Camp:** Great participation in the Preseason Camps this year. In total, we had 254 players participate in the camp in some capacity (full camp, partial camp, or tryout preview only). Thanks, Mike, for all your hard work putting this together this season, great job! We discussed feedback that would be helpful for next season's planning. Mike noted that he had to book ice in July, which was before the football schedules were released, so some modifications had to be made to the schedule due to football conflicts. We will plan to roster everyone on SportsEngine next season to allow for easier communication and players will register based on grade level so that their ice times are already set at registration. Mike reported that he was able to easily line up coaches to help with the upper level groups, but had a harder time lining up coaches for the Mite/8U levels.
 2. **Regular Season Registration:** We currently have 301 active player registrations (we had a few registrations that are inactive – one was a duplicate registration; a couple players withdrew due to injury, and some decided not to play). Totals by level are the following: Mite = 96; Girls 8U = 24; SQ = 45; Girls 10U = 28; PW = 51; BA = 49; JG = 8.
 1. **Team rostering deadlines with D6:** Rosters for our BA, PW, SQ, and 10U teams were submitted to D6 immediately following our upper-level team approvals (all before the district deadlines). Junior Gold rostering deadline is Nov 27th and Mite/8U teams are due Dec 1st. The final day for any roster changes is Dec 27th – our registration is set to close on Dec 13th to allow time for roster changes, etc. if necessary. Coaching applications will not be accepted after Dec 9th to allow time for newly assigned coaches to complete their coaching requirements before the final rostering deadline.
 2. **Junior Gold Updates:** On 10/20, the HDC provided the following recommendations regarding JG coaching assignments: Stafford, Kraml, and Mucha (all non-parent coaches) to be assigned as Assistant coaches and Goltz, Backlund, and Swager to be assigned as Practice Coaches. Miranda made a motion to approve the JG coaches as recommended by the HDC, which was seconded by Jess. Motion carried, 9-0. JG families will be assessed an additional \$150 fee for these three non-parent coaches (the NPC head coach fee is already included in the JG skater fee). High school tryouts are going on this week, with the first round of cuts likely having been made this afternoon. We are in a position to potentially have to turn away JG skaters with the numbers coming out of the HS program. D6 has confirmed that we can roster up to 23 players on the team – only 18 skaters and 2 goalies can dress for a game at a time, but it is nice to have the flexibility to have extra players and allow all who want to play JG for New Prague to do so.
 3. **Coaching Applications:** As of today, we have received a total of 85 coaching applicants. Of those, six are not coaching (one application was withdrawn and the other five were not invited to coach this season). Of 79 who are coaching, 68 are parent coaches, and 11 are non-parent coaches. All three BA teams currently have at least 1 non-parent coach assigned.

4. **Manager Applications:** All teams have managers assigned. Amanda will be reaching out to the Mite/8U Team Managers tomorrow morning to get their on-boarding process started.
5. **ATM Status:** Ben will continue to investigate this – it still unclear if there is money remaining in the machine.
6. **Review of Disciplinary Procedures:**
 1. **NPHA Disciplinary Procedures:** We discussed our procedure for disciplinary reports – any member of the association can provide a written report to any Board member. That report will then be forwarded to the Disciplinary Committee, which is comprised of Tony, Jess, and Kirk. The DC will conduct their investigation of the issue and report back to the full Board based on their findings and recommendations using our Handbook for guidance. The Board will then vote on a consequence if applicable. The concerned parties have the option to appeal a Board decision as outlined in the NPHA Handbook.
 2. **D6 Disciplinary Updates:** A few changes have been made at the district level in an attempt to try to reduce the number of and length of disciplinary hearings at the district level. Waiting on the official documentation to come up from D6. UPDATE FOLLOWING THE MEETING: D6 sent out a communication on 11/21 which was forwarded to all upper-level coaches and team managers.

4. COORDINATOR UPDATES

1. President

1. **NPACC Manager (Justin Hauge):** Aaron reported that the on-boarding process for Justin has been bumpy with very little training having been provided by the outgoing rink manager. They remain short-staffed and still need additional staff at the arena. New doors have come in for the entrance to the ice rink – they will be installed when a local contractor has an opening (hopefully by the end of November). The new Zamboni should arrive around February.
2. **Gambling Coordinator (Nate Borwege):** No further updates.
3. **Safe Sport Coordinator (Chelsea Casey):** No updates.

2. Vice President

1. **HDC Coordinator (Tim Applen):** Tim reported the Mite/8U placements have concluded (see New Business for more information). Thank you to the HDC for all of the work that went into that process! The high school tryouts have begun and player cuts are expected very soon, which means we will be building our JG team in the coming days. D6 is allowing us to roster up to 23 players instead of the usual 20. We may have a potential issue regarding having a goalie – one of our eligible goalies is reportedly playing for a PLSHA Bantam level team, which was approved by the district without our knowledge or involvement. This leaves one other potential JG goalie for our program. Tim reported that Sara Westing had reached out on behalf of the 10U B1 team to see if any consideration could be given to changing them to the A division. The HDC has put a lot of time into discussing the 10U leveling already in the off season, but are revisiting the issue. Jason reached out to the district to see if this was even an option considering the logistics of rescheduling games. Some discussion was given to one of our late coaching applications for an upper-level team. The decision was made not to assign this coach to the team at this time. Tim reported that they are working to finalize the recommended NPC stipends to share with the Board. Tim also noted that he has been having conversations with a couple current HDC members who might be interested in the HDC Coordinator position when Tim is ready to step down from the role sometime in the future.

2. **Mite/8U Coordinator (Anthony Anderson, Brad Breeggemann, & Bryan Frank):** Jason reported that he put a potential interested candidate in this position in contact with the HDC.
 3. **Ice Time Coordinator (Tyler Kienow):** Jason shared Tyler's updates, noting that for future seasons, it might be better to have the HDC book a fourth tournament for every upper-level team as it is easier to cancel these tournaments rather than add one to the schedule once all district games have been added in. We will plan to add a question about the 4th tournament to the end of the year survey for parents since that tournament is paid for separately by the team families. Ice schedules will be posted once we have confirmation on the JG schedule.
3. **Treasurer**
1. **Concession Stand Coordinator (Ashley Lindholm):** Ben shared Ashley's updates, including that the concession stand has been running smoothly. Sales are noted to be on par with the numbers we had last season. The final Concession Stand training is coming up on Nov 20th.
 2. **Fundraising Coordinator (Kristina Dillon):** Fundraising packet turn-in dates were held on 10/26 and 10/28 and item pick up was this week. A few wreaths were missed but it is being handled. Next season we will plan to have packet turn in date scheduled a week earlier to allow for more time to review and process orders before they need to be turned into the vendors.
4. **Secretary**
1. **Registrar (Miranda Vertnik):** Miranda provided the following updates regarding waivers: Thus far, we have 8 waivers into NPHA (all of them are Mite/8U players), seven of them are fully processed and one is awaiting approval from TCU Hockey. Two of the 8U players who requested to waive in still have not registered to play. Miranda will send another follow up email to the family. We still have 9 waivers out of NPHA (six of these are for 12U, one is for Squirt, one is for 15U, and one is for JG) these are fully processed.
 2. **Volunteer Coordinator (Aimee Bombardo):** Aimee reported to Miranda that DIBS shifts are filling up quickly. There are only a few shifts not claimed up until Dec 7th. She is waiting for more schedules to be posted so she can keep adding hours in the concession stand. She has added all home High School games through the end of December. Aimee has been coordinating the purchase of trading pins for Squirts, Mite 2 and 3 teams that will be attending pin trading tournaments and jamborees this season. She is ordering enough for each player to purchase 10 pins. Managers will collect payments to then give to NPHA to reimburse this expense.
5. **Director of Operations**
1. **Equipment Coordinator (Troy Gilbertson):** JG jersey orders are coming up – we will open a store link for those players with a deadline of the rostering deadline. We will then have the jersey orders expedited so that they can arrive on time for their first league game.
 2. **Outdoor Ice Coordinator (Jeremy Denzer):** Mike reported that the broken Zamboni has been sold and picked up. He asked if we would like to keep the snowblower and attachments. It was agreed that while we will not be using our ODR this season, we plan to in the future. Since this equipment still works, we will hang on to it.
 3. **Tournament Coordinator (Kelly Chadwick):** No further updates.
6. **Communications Director**
1. **Sponsorship Coordinator (Kristi Nelson):** Jess will reach out to Kristi for updates – we need to update the website.

2. **Website & Technology Coordinator (Dallas Akre):** Jess asked Dallas to put together a cheat sheet for “How to add a Guardian” on SE for families since this is a question we are frequently asked.
 7. **Board Member at Large**
 1. **Recruitment & Retention Coordinator (Brandy Rife):** No updates.
 8. **Past Board Member:**
 1. **Clothing & Apparel Coordinator (Amanda Will):** Amanda noted that the apparel links will be set to reopen for a week or so now that Mite/8U teams are set. The first round of orders will be in soon. Contact information was shared for our new coaches so they can have their coaches’ jacket ordered.
 9. **Manager Director:** N/A
5. **NEW BUSINESS**
1. **Parent Concern – Team Duties:** Chelsea attended the meeting to discuss issues within teams regarding parents not pulling their weight with locker room monitoring. She noted that it isn’t fair for parents to refuse to do this for any other reason than that they may not pass a backgrounds screening as this causes other families to do this every time. We discussed the need for the Head Coach and Team Managers to address this with their teams. If families refuse to support the team, those respective team(s) may lose their locker room privileges and we can have players arrive fully dressed and tie skates in the lobby.
 2. **Non-Parent Coach Stipends/Contracts:** Need to confirm payment amounts for Rogers, Stafford, Kraml, Mucha, Drazan, Pirkll, Witt, Carns, El-Wailli, and Simon. As noted above, the HDC is finalizing these recommendations.
 3. **Closed Session 11/13 for Mite/8U Team Approvals:** All Board members were in attendance, as were Tim A, Brad B, and Anthony A. We met virtually to review the Mite/8U team placement recommendations for players and coaches. Placements occurred over a two-day span with the first day focusing on skills and the second day consisting of scrimmaging. Based on numbers and skill set, we will be hosting four level 1 teams, four level 2 teams, and two level 3 teams. Discussion was given to reasons we will not host a level 4 Mite team this season - namely because our Level 4 team has had a difficult time against other teams in our district which are comprised of AA and AAA level players since there are not those level distinctions for Mites, and the number of games is no different for Level 3 teams as compared to Level 4 teams. We are also not having a Level 3 8U team – we have always had that team whether or not the evaluation scores supported it. This year, we have 24 registered 8U players and scores placed all but two of those players at the 1 or 2 levels. The HDC reached out to those two families to see if their girls would like to play with the Mites instead on a Level 3 team but opted to remain with the girls. Our jamborees need to be adjusted – we keep our Level 2 8U team in a Level 3/4 jamboree – but will request NOT to be scheduled against any Level 4 teams. The HDC is working to find another Level 2 jamboree. Two coaching applicants were turned away this season due to negativity. Our Mite/8U practices will be by level this year – will be nice to have all teams doing the same things across each respective level. This will allow our teams to scrimmage each other within their level every Sunday, which should be great for player development. Miranda made a motion to approve the Mite/8U teams as recommended by the HDC, which was seconded by Jess. Motion carried, 9-0.
 4. **Board Approval to modify Bantam teams:** We had one Bantam level player (Logan G) who was on an extended tryout evaluation due to injury. On 10/20, the HDC submitted their recommendation regarding Logan G following the conclusion of his extended eval. The recommendation was to transfer him from the Bantam C team to the Bantam B1 team as this would be a more appropriate fit for the player. Thus, via text, Miranda made a motion to approve the transfer of Logan G from BA-C to BA-B1, which was seconded by Kirk.

Motion carried, 9-0. Miranda submitted roster changes to D6 and provided the coaches and team managers with updated rosters.

6. **BOARD MEMBER UPDATES**

1. **Interim Manager Director (Amanda Will):** Amanda noted that upper-level team managers have been on-boarded to their roles and that she will be reaching out to Mite/8U managers this week.
2. **Director of Operations (Mike Westing):** No further updates.
3. **Board Member at Large (Kirk Crabb):** No further updates.
4. **Communications Director (Jess Snyder):** Jess reported that she will begin working with the sports photographer to schedule team pictures.
5. **Past Board Member (Tony Robles):** No further updates.
6. **Treasurer (Ben Jones):** No further updates.
7. **Secretary (Miranda Vertnik):** Miranda reported that the fire department meeting room is booked out for all Wednesdays in January. Thus, we agreed to hold our meeting on Tuesday, January 9th instead. We will communicate this to the membership. Otherwise, she was able to schedule our Board meetings for the second Wednesday of each month for the rest of 2024.
8. **Vice President (Jason Olson):** No further updates.
9. **President (Aaron Lindholm):** No further updates.

Kirk made a motion to adjourn the meeting, which was seconded by Tony. Motion carried 9-0. Meeting adjourned at 9:12pm.

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