

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting Location: Raven Stream Elementary
Wednesday, June 8th, 2022, 7:00 P.M.

Meeting called to order at 7:11 p.m.

ATTENDANCE:

NPHA Board

President	Sam Blank	present
Interim Vice President	Jason Olson	absent
Secretary/Registrar	Miranda Vertnik	present
Interim Treasurer	Kristina Malecha	present
Manager Director	Sara Westing	present
Communication Director	Jess Snyder	present
Interim Board Member at Large	Thomas Gallagher	present
Interim Board Member at Large	Aaron Lindholm	present
Fundraising Director	VACANT	

Jason was absent from this meeting due to an out-of-town work commitment that had come up. Miranda made a motion to excuse his absence, which was seconded by Jess. Motion carried, 7-0 (with one Board member absent). Jason provided his updates to the group via email prior to the meeting, most of which were covered during the HDC updates.

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	present
Ice Time Coordinator	VACANT	
HDC Coordinator	Tim Applen	present
Volunteer Coordinator	Aimee Bombardo	absent
Concession Stand Coordinator	VACANT	
Mite/8U Coordinator	VACANT	
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	Lauren Heuer	absent
Sponsorship Coordinator	Tara Stutheitt	absent
Safe Sport Coordinator	Chelsea Casey	absent
Clothing & Apparel Coordinator	Amanda Will	absent
Recruitment & Retention Coord	VACANT	
Concession Stand POS Specialist	Erick Christianson	absent
COVID-19 Point Person	Sarah Donovan	absent

Others present: Jen Mushitz (former NPHA Volunteer Coordinator)

I. REPORTS

1. **Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for May 2022 with the Board on May 13th. There were no revisions suggested by any Board members. A

motion was made by Sara to approve the May 2022 Meeting Minutes, which was seconded by Tom. Motion carried 7-0 (with one Board member absent). Miranda will post the May 2022 Meeting Minutes to the NPHA website.

2. **Treasurer's Report (Kristina Malecha):** The May 2022 Treasurer's Report was shared with the Board on June 6th. Kristina shared that she will be added to the general account as a signer (along with Sam and Krystal who are already approved for this). She noted that she was able to clarify with Erick C (our Concession Stand Point of Sales Coordinator) the request from the association to have him available to add store items etc. on our Square system prior to the Used Equipment Sale/Season Kickoff Event). He noted that he is willing and able to assist with this but asked for as much lead time as possible for his scheduling. It was noted that we are not yet ready to finalize the 2022-23 budget as we have a few more pieces of information we need to gather first. The Board is meeting again early next week to sort through those remaining details. We are anticipating that skater fees will increase this coming season and a communication will be sent out to association members with information about any changes that may be coming. A motion was made by Miranda to approve the May 2022 Treasurer's Report, which was seconded by Tom. Motion carried 7-0 (with one Board member absent for the vote).
3. **Gambling Report (Nate Borwege):** Nate shared the April 2022 Gambling Report with the Board prior to the meeting. Nate noted that recent expenses (like rent) were higher than usual as the gambling account had to catch up on some payments and had to pay tax on the raffle calendars. He shared that he had recently spoken with the owner of the Rusty Spoke and that there still is not a solid opening date for the establishment as they are still completing remodels and awaiting their liquor license. Sam noted that the Board is considering raising skater fees to help better balance the budget in light of the associations increasing expenses over the past several years and asked if Nate could provide a run down of the gambling earnings for the association for the past five years. It was noted that we want to try to be as close as possible as to what we may expect to earn on pull tab sales now that gaming is up in full swing again following the pandemic. Nate indicated that he will pull the numbers together and send them to the Board before next week. Nate noted that Carbone's pull tab sales were closed for a week as the restaurant was closed due to covid precautions. He also reported that Fishtale sales were going well. Miranda made a motion to approve the April 2022 Gambling Report as well as the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Jess. Motion carried 7-0 (with one Board member absent).

II. OLD BUSINESS

1. Open Board and Coordinator positions:

- i. **Fundraiser Director:** We still do not have any interested applicants for this Board position at this time. Jess will send out another communication to the association asking for volunteers to fill a one-term interim Board position.
- ii. **Ice Time Coordinator:** Tim and Tyler K met with a representative from Avario (the scheduling software provider used by NPHA) to discuss their scheduling services. Tim noted that this discussion went very well, and he was confident that Avario will be able to handle our Ice Time scheduling needs. He reported that whoever takes on the ITC role will not be responsible for handling the day-to-day scheduling issues, but rather will

provide the overall structure of our needs to Avario at the beginning of the season and will be a liaison between Avario and NPHA when needed, but that team managers/coaches will communicate any cancellations, changes etc. needed for their respective teams. As this will be our first year working with the scheduling service, this position will still hold a compensation stipend for this season as we see how things go with the new scheduling provider. Tim is going to follow up with Tyler to see if he is willing and able to take on this position since he the individual most familiar with the scheduling needs of our program. We anticipate that the stipend would likely decrease and only be covered by the waiver of 22 DIBS hours once we have had the chance to see how the process goes and if we want to continue to outsource the ice scheduling. The Board noted a preference for outsourcing.

- iii. **Mite Coordinator:** We have two applicants who have indicated their interest in being Co-Coordinator in this position. The HDC has considered their interest and is willing to recommend their appointment to this role as co-coordinators, but Tim noted that he has asked the two applicants to first meet with both Anthony A and Brad B first to ensure that they have gotten a clearer picture of the duties of the position before they submit a formal application for the position. Tim also noted that it will be important for them to clearly divvy out the duties of the position to help facilitate clear understanding and communication. It was also noted that the Mite Coordinator position is a voting member of the HDC for HDC decisions held to a formal vote. Sam will reach out to them to clarify the next steps to taking on this position.
- iv. **Concession Stand Coordinator:** No formal applicants at this time, we will be reaching out to members to find someone to take on this role. It is very important that we will this position as we need concession sales to help offset our association expenses and keep skater fees lower. Jess will send out another communication to the association stressing the importance of filling this role.
- v. **Recruitment and Retention Coordinator:** No applicants at this time, we will again advertise this vacancy with the association.

2. Off-Season Planning

- i. **Jersey Fitting** – Our Jersey Fitting Event is scheduled for June 23rd from 5-8pm at the Community Center lobby. We will plan to have iPads and/or laptops available for families to immediately place with jersey order with Westwood at the fitting event. Sam will connect with Jason to ensure that he has been in communication with our Equipment Coordinators to see if everything is ready to go to allow families to place their jersey orders at the rink before leaving the fitting event.
 - ii. **2022-23 Budget Approval** - The Board has met for three budget meetings thus far but are not ready to approve the budget as of yet. We will be meeting early next week to hopefully finalize the budget.
 - iii. **NPHA Handbook Review Sessions** - Earlier today, Miranda sent out the working draft for the 2022-23 Handbook to the Board with notations regarding issues that were raised throughout last season for revision, we will begin the Handbook review next week.
3. **Status of securing an accounting services provider for NPHA:** Nate will provide the contact information for the new accounting service provider our gambling account is using so that Krystal Beedle and Kristina can reach out to inquire about outsourcing our accounting for the general account.

4. **Used Equipment Sale/Season Kickoff Event Planning:** Stacy Harpham is working to begin the planning process for the used equipment sale and Sara will be reaching out to some folks to see if they can form a committee to plan/run the Season Kickoff Event. Sara proposed some dates that she and Stacy had discussed and we have tentatively selected Sunday, August 28th for this event.

III. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** No updates at this time, the NPACC Board Meeting is coming up on the 20th.
- ii. **Gambling Coordinator (Nate Borwege):** No further updates at this time.
- iii. **Safe Sport Coordinator (Chelsea Casey):** No updates at this time.

2. Vice President

- i. **HDC Coordinator (Tim Applen):** Tim reported that the HDC met and reviewed the player petitions that had been received, noting that the HDC recommends approval for all seven of these petitions (six were based on grade eligibility and one was based on skill). He shared that the HDC had reviewed the Coaching Application, Coach Contract, and sections in the NPHA Handbook pertaining to Coaches and the HDC, which had been shared with him by Miranda for review before enabling the 2022-23 Coaching Application link. He noted that the HDC did not have any suggested revisions, apart from a request to move up the petition deadline from June 1st to April 1st. He noted that it would be helpful to have the petitions sorted out before the HDC begins booking tournaments as the petitions can change the anticipated player numbers for each level. This recommendation will be noted for inclusion during the Board's Handbook review sessions next week. He asked that we begin advertising for more non-parent coaches, Miranda will get the coaching application link finalized and ready on SportsEngine and will submit a position posting with MN Hockey. The link will also be sent out to last season's coaches as well. As noted last month, the HDC will be holding a couple coaches meetings prior to the season. This has been communicated via email already and he asked that we also create an event on the coaches page on SportsEngine to help promote attendance. Miranda and Jess will work to get that created. He also shared the anticipated number of upper-level teams for this coming season based on our anticipated player numbers. The following is the list of teams we anticipate filling: 10U B1; 12U B1; Bantam A; Bantam B1, Bantam C; Pee wee A; Pee wee B2, two Pee wee C teams; Squirt B1; Squirt B2; and Squirt C. It was noted that depending on registration numbers, we may need to have an additional 10U team (likely a B2 team) if everyone returns from last season or additional players register. The HDC does not anticipate any problems booking additional 10U tournaments if another team is filled as girls tournaments are very easy to come by. The question was raised on why the HDC does not anticipate having a PW B1 team, and it was noted that many of our Pee wee A players from last season have aged out of the PW level, leaving only 3 returning PW A players. The ability gap between the A players and those who played at the B2 or C level is significant and those who would have likely made a B1 team at that level will be placed on the A level team. Discussion was also given to the potential for filling a Junior Gold team this season. Tim shared that he and Brad Drazan would like to hold a JG

informational meeting for players and parents in mid-August. The HDC is looking into the location for our second sheet of ice. They are looking at the rates and hours available at Faribault, Lakeville, and Prior Lake. The HDC should know more about this in July when those rinks are able to post their available hours. They are also looking into alternate locations for ice time in the event that our ice isn't ready in time due to the renovations at the arena for our player tryouts.

- ii. **Mite/8U Coordinator (VACANT):** No updates at this time.
 - iii. **Ice Time Coordinator (VACANT):** No updates at this time.
 - iv. **Equipment Coordinator (Troy Gilbertson):** No updates at this time.
3. **Treasurer**
- i. **Concession Stand Coordinator (VACANT):** No updates at this time.
 - ii. **Volunteer Coordinator (Aimee Bombardo):** Jen was in attendance tonight as she is training Aimee into the role. She noted that she and Aimee will be using the archived DIBS sessions from 2019 to practice the DIBS crediting procedures. Sam asked if Jen could provide a list of the various DIBS roles and the hours given each season for these roles. The Board is interested in determining if there are positions that can be scaled back a bit as there is a serious need to fill more concession stand hours than folks have been signing up for. Jen noted that she will get that information to Sam prior to our special session scheduled for Monday.
 - iii. **Concession Stand POS Specialist (Erick Christianson):** No further updates.
4. **Secretary/Registrar:** N/A
5. **Fundraising Director**
- i. **Tournament Coordinator (Lauren Heuer):** No updates at this time.
6. **Communications Director**
- i. **Sponsorship Coordinator (Tara Stutheitt):** No updates at this time.
7. **Board Member at Large**
- i. **Recruitment & Retention Coordinator (VACANT):** No updates at this time.
8. **Past Board Member/Board Member at Large**
- i. **Clothing & Apparel Coordinator (Amanda Will):** Aaron noted that Amanda is working to get acquainted with her role and that she has been in contact with the outgoing Clothing and Apparel Coordinator.
9. **Manager Director**
- i. **Outdoor Ice Coordinator (Jeremy Denzer):** Sam noted that he had mowed the lawn at the rink recently while Jeremy was on vacation as the arena staff had asked that it be done.
 - ii. **COVID-19 Point Person (Sarah Donovan):** We will plan to decide in August whether this position is necessary for the 2022-23 season (if MN Hockey or D6 mandates that we have a Covid plan in place, then we will need to keep this position).

IV. NEW BUSINESS

1. Closed Session:

- i. **Player Petitions:** As noted earlier, the HDC received a total of 7 player petitions this season. Of those, six were grade eligible petitions and one was a petition based on player skill/development. The skill-based position was for a female player who has played at the top level 8U team for the past three seasons. While she is a 3rd grader, her

family believes that she needs a higher level of challenge/instruction of the game based on her ability. The HDC recommended approval of all six grade-eligible petitions and approval of the skill-based petition as well. Jess made a motion to approve the HDC recommendations for the grade-eligible players to play up at their respective levels, which was seconded by Miranda. Motion carried 7-0 (with one Board member absent). Jess then made a motion to approve the HDC recommendation for S.D. to play up at the 10U level, which was seconded by Miranda. Motion carried 7-0 (with one Board member absent). Sam will reach out to the families to inform them of the petition approvals and will explain the jersey fitting procedure for our incoming 10U and SQ players. Miranda will provide the list of player petition names to the Equipment Coordinators for their reference as they approve jersey numbers this season.

V. BOARD MEMBER UPDATES

- 1. Fundraising Director (VACANT):** N/A.
- 2. Communications Director (Jess Snyder):** Jess noted that she has not had an opportunity to sort out the end of the season survey data for Board members as of yet, she did already distribute the full data dump of raw data but will try to organize the responses by team in the coming weeks.
- 3. Manager Director (Sara Westing):** No further updates.
- 4. Interim Board Member at Large (Aaron Lindholm):** No further updates.
- 5. Interim Board Member at Large (Thomas Gallagher):** No further updates.
- 6. Interim Treasurer (Kristina Malecha):** No further updates.
- 7. Secretary/Registrar (Miranda Vertnik):** No further updates.
- 8. Interim Vice President (Jason Olson):** No further updates.
- 9. President (Sam Blank):** No further updates.

A motion was made by Miranda to adjourn the meeting which was seconded by Aaron. Motion carried 7-0. Meeting adjourned at 9:35pm.

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