

New Prague Hockey Association

Regular Meeting of the Board of Directors

Meeting Location: Park Ballroom of New Prague & Google Meet

Wednesday, September 8th, 2021, 7:00 P.M.

Meeting called to order at 7:05 p.m.

ATTENDANCE:

NPHA Board

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

Brian notified the Board ahead of time that he would be unable to attend due to personal reasons. Sara notified the group that she would be unable to attend this meeting due to a family medical issue but noted that she would log in virtually if able. A virtual link to the meeting was created for Board members and Coordinators to participate if out for medical reasons. Jess made a motion to approve Sara and Brian's absences, which was seconded by Aaron. Motion carried 6-0. Sara was able to log in virtually for part of this meeting.

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	absent
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	present
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	Lauren Heuer	absent
Sponsor Coordinator	VACANT	
SafeSport Coordinator	Mike Franklin	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: Amy Danielson (NPHA parent and coaching applicant)

I. REPORTS

- 1. Secretary's Report (Miranda Vertnik):** The Meeting Minutes for August 2021 were completed by Jess Snyder and shared with the Board on Aug 17th. No revisions were

suggested by any Board members. A motion was made by Miranda to approve the August 2021 Meeting Minutes, which was seconded by Rick. Motion carried 6-0 (with two Board members absent). Miranda will post the August 2021 Meeting Minutes to the NPHA website.

2. **Treasurer's Report (Crystal Wong):** The August 2021 Treasurer's Report was shared with the Board on Sept 8th. It was noted that with 21-22 Registration opening up, our cash has increased about \$50k since the last Treasurer's Report (this does not include any payments that have come in since Sept 1st). As we build cash, collect fees, this pays for our ice rental, on-ice coaching, and tryout expenses. Our cash will be up over \$200k before we start spending on the needs of the association. Some pre-payments have been made for things like tournaments and the xHockey deposit. We typically make a payment to the NPACC sometime in December or January for the family usage fees that are collected during registration. A payment will also need to be made to Westwood, our jersey supplier, for all upper-level jerseys that were ordered during registration. Of note, we are collecting a \$200 deposit against volunteer hours for all of our 2nd year Bantam and 12U players, just as we did last year. These deposits will be returned to families who complete their DIBS hours requirements. We recently purchased Point of Sales (POS) equipment for the Concession Stand which has been installed, rental fees for inflatables to have at our upcoming Season Kick Off Event, and reconciliation on the raffle calendars from last season. Discussion was given to Crystal Wong and her earlier intention to step down from the Treasurer Role. She indicated that she is now feeling able to continue in this role as outlined in the Handbook with a separate Bookkeeper managing those duties. Thank you, Crystal, for all you have done and we are glad you are able to remain on the Board. A motion was made by Rick to approve the August 2021 Treasurer's Report, which was seconded by Aaron. Motion carried 6-0 (with two Board members absent).
3. **Gambling Report (Nate Borwege):** Nate shared the Gambling Report for July 2021 prior to the meeting via email. Of note, Nate shared that three pull tab machines are operational at Carbone's. Susan Murphy has indicated that she will continue to operate as the raffle calendar coordinator. Nate requested clarification from the Board on whether we will plan to hold our Raffle Calendar drawings in February as we have in the past but held in March last season due to COVID. The Board agreed that we will return to the February raffle calendar drawing schedule. Nate reported that he and Susan plan to have the raffle calendars ready for distribution on or around Nov 13th. A motion was made by Miranda to approve the July 2021 Gambling Report as well as to approve the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Jess. Motion carried 6-0 (with two Board members absent).

II. OLD BUSINESS

1. **Open Board & Coordinator Positions:** Jason Ashley, Past Board Member, announced his decision to step down from his position with the Board effective immediately on August 18th due to an increase in his work commitments. Jess made a motion to accept his resignation from the Board, which was seconded by Miranda. Motion carried 6-0 (with two Board members absent). Discussion was given to how to proceed with filling the Past Board Member position vacancy. According to the Bylaws, the position can be filled temporarily in a Board Member at Large capacity through an appointment by the Board until the next election in March 2022. Jess will send out a communication early next week asking for any interested candidates to submit a

letter of their intent including a bio with their qualifications to herself and Miranda by Sept 24th. Interested candidates will be informed of the duties of this position, including that they will serve on the Disciplinary Committee. Our goal will be to appoint a new Board member during our special session scheduled for late Sept when we will approve the Bantam and Peewee level teams. Currently, we still have vacancies in the Sponsorship Coordinator and Recruitment & Retention Coordinator positions. Sam had hoped to help with the Sponsorship Coordinator position this season, but his work commitments have increased, and he would really like to transition this coordinator role to someone else. If anyone is interested in the position, please have them reach out to a Board member to discuss this further.

2. **Season Kick Off Event and Association-Wide Equipment Sale:** Discussion was given to a request from an association member who would like to sell a hockey specific item he builds and sells on the side. Sara noted that his request was denied as she had also received a few other similar requests from other members who build and sell a similar item. Due to space limitations at the event, and in order to be fair to all association members who made these requests, all such requests were denied this year. This event is scheduled for September 12th. We have sent out multiple reminders to the association and are looking forward to a great event. Thank you to Sara and her committee for pulling this together.

3. **Registration Updates:**

- i. **Player Registration:** Registration deadline is approaching (Sept 15th). Miranda will provide list of players participating in tryouts for upper-level teams to the HDC after the deadline. At the time of this meeting, we have 143 total players registered thus far.

1. **Junior Gold Updates:** Miranda and Jess have both received multiple emails from families interested in JG, but who had questions about the process. We put together an email communication with answers to the questions we have received and Jess sent it out to the association within the past two weeks. At this time, we have had 2 players register for JG, most interested players are waiting to register until after HS tryouts. Miranda asked Tim if he knew what division our JG team would play for this season if we have the numbers to fill a roster as that team will need to be declared on USA Hockey prior to the roster submission. He indicated that he would discuss this with the HDC and get back to her on this.

2. **Waivers:** We have received 3 waiver requests for players who wish to play for NPHA and 2 waivers for players who wish to play outside of NPHA (one was denied by LHA). Of those waiver requests to play for NPHA, we are still waiting on the releasing associations to complete their end of the waiver paperwork. Miranda has been in contact with those associations.

- ii. **Coaching Applications:** At the time of this meeting, we have received 30 parent coaching applications and 5 non-parent coaching applications. The total number of coaching applicants seems very low compared to last year at this time. Jess has sent out several reminders to the association about our coaching needs. Tim has been in contact with the non-parent coaching applications about the process for hiring and the training requirements necessary to participate on ice with our players. He indicated that they have interviews scheduled for these applicants in the coming weeks. Sam asked to clarify the interview process with our non-parent coaching applicants and expressed his request to have one or two Board members present at those interviews. Sam further noted his concern that the Board may have a hard time addressing any performance

issues specific to our non-parent coaching applicants if concerns are later raised by association parents and that he would prefer to have a Board present in the interview process. Tim indicated that the HDC had discussed this and feels that it would not be appropriate to have a Board member at those interviews for two reasons, 1) Not all Board members have the appropriate hockey background to assess a candidate's qualifications and fit with our program, and 2) we do not want to intimidate our applicants with a large panel interview process. Tim noted that the plan is to have a few members of the HDC present for those interviews, those individuals being himself, Joe Franck (former HDC Coordinator), and Brad Drazan (HS Boys Hockey head coach). Discussion was given as to whether the Board would prefer to also have Rick Carey (who is on the HDC as part of his role as VP and has a solid hockey background) present for those interviews. The majority of the Board agreed with Tim's stance on having just those three individuals present for the non-parent coaching applicant interview process this year. Sam clarified that Tim will also make a recommendation to the Board on the fee structure for any non-parent coaches who are offered positions.

Miranda has shared a Google Sheet with Tim and Rick, which lists each of the coaching applicants and their progress toward completing their coaching requirements. She will also provide Tim with a list of each applicant and the positions they have indicated interest in (Head, Assistant, Practice and the levels of play), to better help them sort out coaching assignments after tryouts and player assignments to rosters.

- iii. **Board Roster:** Still waiting on the USA Hockey numbers for several Board members – please get them to Miranda ASAP, this roster needs to be submitted to D6 very soon. Miranda will resend the links to folks tomorrow.

- 4. **All-Association Meeting:** This meeting is scheduled for Tuesday, September 21st at 8:15pm in the HS auditorium. Sam noted that he prefers to keep this meeting to a one-hour time limit. The purpose of the meeting is to provide general information to the association about volunteer hour requirements, fundraising, etc. and to give folks an opportunity to see who each of the Board members and Coordinators are. Families will be credited 1 DIBS hour for attending. Miranda will create a sign in sheet for families to sign and will work with Jen to get folks their credit. This meeting is when fundraising packets will be distributed.

III. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** No updates at this time.
- ii. **Gambling Coordinator (Nate Borwege):** No further updates at this time.
- iii. **SafeSport Coordinator (Mike Franklin):** No updates at this time.

2. Vice President

- i. **HDC Coordinator (Tim Applen):** Tim reported that Preseason Clinics started last night. He was there for each of the sessions and the kids all seemed very happy to be back on the ice together. He noted that participation numbers were good and that there is flexibility for players to switch sessions within their age group if needed due to scheduling conflicts. It was noted that the 12U and 10U groups were combined, however, due to lower numbers overall in the girls participation. He noted that the conditions of the ice were not great, it was noted to be soft and creating a lot of slush. If conditions on the ice do not improve by later in the week, he will raise his concerns with the rink manager. Further discussions were given to the topic of non-parent

coaches, specifically that one applicant had asked if we required a three-year contract or something similar as he had been required to do that elsewhere in the past. It was agreed that we will not require a long-term contract, our coaches sign a one-season contract, and that seems best, especially when bringing in new staff. The payment schedule was discussed, in the past non-parent coaches are paid in two installments during the season, we may consider breaking that down into thirds. Tim noted that tryouts for our upper-level players have been arranged, we are almost ready to release the scheduled times for those sessions. Miranda will send Tim the lists of players opting in for tryouts after registration “closes” at the end of the day on the 15th. Discussion was given to an issue that had come up a few weeks ago specific to reserving ice time for our tryout sessions, which had been worked out with the Figure Skating Club in early July. The FSC later indicated that the changed schedule no longer worked for their club and asked to switch days back or for NPHA to pay for their ice time for those sessions. The Board rejected this request as the FSC had agreed to the schedule change well in advance. Tim noted that he has been working on a lot of material for the coaches, he’s been working closely with the HS program and with skating instructor Butch K on identifying core skills for each level of play and will be providing training to the coaching staff on these skills. The coaching staff will likely have a meeting prior to the All-Association Meeting coming up later this month. Tim asked the Board if we have a plan in place to implement safety protocols in the event that a mask mandate or other guidelines for play are set forth from the governor’s office or USA Hockey. Last season the association purchased face masks for each player. The Board agreed that we are going to “activate” our COVID Coordinator at this time and will be asking for volunteers to work under her guidance, one for each level of play. Tim stressed the importance to act in the best interests of all our players in order to allow them to keep playing the sport, regardless of how Board members might feel personally about the mask mandate issue, etc. Aaron indicated his disagreement that wearing masks is in the best interest of the kids and shared that he feels the association can take a stand against the mandate, if one is implemented, in the best interests of the kids. Rick shared that from what he is hearing through work, it is not a question of *if* another mask mandate will be issued, but *when*.

- ii. **Mite Coordinator (Anthony Anderson):** Anthony shared a reversible jersey sample which we are going to be ordering from a new supplier, Troy Hockey, this year for our Mites. All agreed that the jersey appears to be well made and is a bit more heavy-duty than the jerseys we had from a previous supplier. Discussion was given to supply chain issues surrounding jerseys and we discussed how it may be good to order some additional jerseys for players who register after the deadline (last year we had 22 new Mite players register after Sept 15th).
- iii. **Ice Time Coordinator (Mike Nazzal):** Mike provided an update to Rick and Miranda prior to the meeting as he would be unable to attend due to a D6 meeting. He reported that things are going good in his new position, that he has schedules figured out and will be ready to upload them to the teams when teams are placed. He noted that he has the schedule for game draw dates and the league start dates and end dates.
- iv. **Equipment Coordinator (Troy Gilbertson):** No update. However, discussion was given to the challenge we seem to have every year with ordering jerseys for our upper-level

players. Each year we have many new players who do not attend the jersey fitting event or returning players who order a new jersey without attending the fitting event as well. It was agreed that we need to be sure to just order a bunch of extra upper-level jerseys of all sizes to avoid delays in players having a jersey at the start of the season. We will request that Troy attend our next meeting to discuss this so that the Board can support having extra jerseys on hand. Miranda suggested that we find out what the minimum order size is for a bulk order and see if we can't get a bulk order of extra jerseys placed now to help if we have additional new SQ/10U and above players register in the coming weeks.

3. Treasurer

- i. Concession Stand Coordinator (Lornette Schmitz):** Crystal shared that she has been working closely with Lornette and Brea on getting the Concession Stand ready for the season. She reported that Brea has been a big help as Lornette learns this new role. It was reported that the Concession Stand has seven managers, two of whom are new (Amanda Will and Danielle Kittredge). Jess made a motion to approve the recommendations of Amanda and Danielle to these coordinator positions and waive their 22 DIBS hours for the season, which was seconded by Miranda. Motion carried 6-0 (with 2 Board members absent).
- ii. Volunteer Coordinator (Jen Mushitz):** Jen reported that she has been posting DIBS hours for families already and that those hours are being claimed quickly. The Concession Stand is set to open on the 20th for the first day of tryouts, which may prove to be a nice “soft” opening for using the new POS system. We will plan to offer training for all concession stand volunteers, which they will get credit for .5 hours per person who attends the training. Jen will work with Lornette to set up training dates that will work for the Concession Stand managers. Jen noted that last season it was very difficult to get some volunteer hours filled by association members and that she had to make many requests to HS workers to fill open hours. She asked if we have to limit this to students ages 16+ or if we can ask younger students to work. Sam noted that he will connect with Jen this week to review the Child Labor Laws to ensure that we abide by those regulations. She also asked the Board for guidance on how to handle instances when a volunteer is unable to attend their shift due to medical reasons, such as quarantine. The Board agreed that in a “no call/no show” instance, members will be penalized consistent with the handbook. But if an individual provides advance notice there will be no penalty. The topic of whether Jason Ashley, former Past Board Member, who resigned last month would have their 22 DIBS hours waived. It was agreed that this will be treated the same as is for our coaching staff, who if they do not complete their contract for the season are no longer exempt from the 22 volunteer hours. Miranda will verify what option they chose under this item on the registration and modify the response if needed, this will allow their family to get credit for any DIBS hours they complete. Sam will reach out to Jason to remind him of the DIBS hour requirement.
- iii. Concession Stand POS Specialist (Erick Christianson):** Crystal reported that she, Brea, and Erick had gotten the Square system installed at the Concession Stand. She noted that it is very easy to work with and will likely be an easy piece of equipment for our volunteers to learn how to use. She did note that they are working with the rink

manager to have the system connected to a hard-wired internet rather than the public wifi as the system will likely bog down the signal. It was agreed that we will set up the POS to automatically charge an additional 3% for all credit card transactions to cover the fees associated with that type of transaction. This fee will need to be posted for patrons to see at the stand.

4. **Secretary/Registrar:** N/A
5. **Fundraising Director**
 - i. **Tournament Coordinator (Lauren Heuer):** No updates at this time.
6. **Communications Director**
 - i. **Sponsorship Coordinator (Vacant):** No updates at this time.
7. **Board Member at Large**
 - i. **Recruitment & Retention Coordinator (Vacant):** No updates at this time.
8. **Past Board Member:**
 - i. **Clothing & Apparel Coordinator (Sarah Hartman):** Sarah shared an update with Rick and Miranda prior to the meeting. In her email she noted the following:
 1. Apparel stores will launch Sunday the 12th and be open for one week this year (normally two). With supply chain issues - all vendors will finalize their stores by Friday to make sure every item will have enough stock for us to offer it when our stores open. We are limited this year with what is available, since supply chain issues change daily on imports. As soon as I have the final store links, I will send them to Jess to distribute to the association.
 2. General Sports, ID Threadz and Thread Logic will have tables and some samples at the Season Kick Off Event on Sunday the 12th. I will be there helping with all vendors. ID Threadz will have staff to help, but not General Sports or Thread Logic. Our rep for General Sports is unable to attend now for medical reasons, so I do need help for a couple hours if we can give DIBS hours to someone. I may need help watching samples, so items do not disappear. Please let me know if we can give a few hours and I can ask someone to help me. --- The Board agreed that she can ask for assistance with the event and that she can just give the names of those individuals to Jen for DIBS credit.
 3. It is recommended that coaches jackets be ordered earlier than we normally do. Changing to individual last names on the jackets will extend the embroidery time. As soon as we have a coaching list - even if teams are not made - can you please send the names and emails to me? I normally ask the team managers for sizes, but if we need - I can send an email to the coaches earlier. ---- Rick will follow up with Sarah about this issue, unfortunately, we will not know which coaches are selected to coach until the team player lists are established and we know who is available to coach for each team.
9. **Manager Director**
 - i. **Outdoor Ice Coordinator (Jeremy Denzer):** Sam noted that Jeremy wants to have him do a walk through of the warming house and outdoor rink with him.
 - ii. **COVID-19 Point Person (Sarah Donovan):** Sara was unable to attend the meeting but provided an update prior to the meeting that she had been in contact with Sarah about this season and she had requested support to have one volunteer for the season working closely with her at each level of play to be the point of contact between

families and the association about COVID related issues. We will work to identify volunteers as soon as possible.

IV. NEW BUSINESS

- 1. Upper-Level Jerseys:** Earlier this year the question was posed if we should send out an association-wide survey about any interest in changing our upper-level jerseys for next season. It was agreed that we would wait and discuss this further at this meeting. We will table this until the next meeting. It had been suggested in the past that maybe we mirror our jerseys to the HS jerseys, Tim will connect with the HS program for their input. He noted that while we want to support the 1NewPrague vision, there is something to be said for keeping the jerseys different as it gives a nice visual for our youth players to set their goal of some day wearing the HS jersey if they work hard and strive to play to their best ability. We would also like Troy to be present for this discussion to get his input as well.
- 2. Association Member Concern:** Amy Danielson, NPHA coach and parent of an 8U and a 10U player, attended the meeting. Sam asked if she had any concerns or questions she would like to raise at the meeting since she was here. Amy shared her concern about our girls youth hockey program, specifically that she would like to see more representation at the table on the HDC, etc. for the girls program. Sam agreed that the girls program is just as important as our boys program, noting that there have been concerns raised that our girls coaching staff sometimes do not have the same standards or expectations of the girls players compared to the boys program. He noted that he would like to see the girls players treated as seriously in practice as the boys are. Amy thanked the Board for hearing her concern.
- 3. Hardship Application Review [CLOSED SESSION]:** This season, we received 6 Hardship Applications (applications were due to Miranda on Sept 3rd), with a total of 11 skaters in those six families. This is more than double the requests we had last season. The Board reviewed these applications during a closed session following this meeting and outlined the assistance the Board will be able to provide the families that can be supported by our budget. Miranda will share the Board's decision with each of the families and work with them to get the appropriate discount on their registration costs once a vote is finalized.

V. BOARD MEMBER UPDATES

- 1. Fundraising Director (Brian Vosejka):** Brian provided his update to the Board via email prior to the meeting. He noted that he has 250 envelopes stuffed and ready to distribute for fundraising. He sent Crystal the invoice for the cost of the envelopes and it looks like that has been paid. He will be getting ahold of previous wreath parents to gauge interest again this year and will also be sending Jen a list of DIBS positions that he will be needing filled for Turn in date (Oct. 28 & 30) along with Pick up date (Nov 15) for fundraising.
- 2. Communications Director (Jess Snyder):** No updates at this time.
- 3. Manager Director (Sara Westing):** Sara provided her update to the Board via email prior to the meeting. She noted that all is set up for the Season Kick Off Event on the 12th. She asked if Miranda could provide a registration list before the meeting so that we can verify attendees who have registered and want to enter the drawing to have part of the skater fee covered. Miranda noted that she will provide a list and will also bring her laptop to the event to ensure that we can check the SE system as needed.
- 4. Past Board Member (VACANT):** NA
- 5. Board Member at Large (Aaron Neumann):** No updates at this time.
- 6. Treasurer (Crystal Wong):** No updates at this time.

7. **Secretary/Registrar (Miranda Vertnik):** No updates at this time.
8. **Vice President (Rick Carey):** Rick shared updates from a D6 meeting he had attended. He noted that D6 will be rolling out a new program called “Huddle Up D6” that will provide training to coaches for dealing with challenging behavior and how to best help kids in hockey. He noted that there has also been discussion about establishing a goalie list for each association that will be shared and teams can draw upon for goalie substitutes when needed. Game sheets will continue to be completed on the iPads for district games but can be completed on paper scoresheets for tournaments. D6 is also looking to provide education on cost savings and possibly some financial support to families with goalie players as there are goalie shortages. Don with D6 would like our JG coach (when we identify one) reach out to him. Reminder that upper-level players need to wear neck guards and tethered mouthguards. D6 will take special care to approve team levels this season, associations will no longer be able to have a AA team if they do not also have an A level team. D6 would like to hear from each association how they are handling their association meetings this year, are they in person, virtual, or both and would like associations to have established COVID policies ready to implement if necessary.
9. **President (Sam Blank):** No updates at this time.

Motion was made by Jess to adjourn the meeting which was seconded by Aaron. Motion carried 6-0 (with two Board members absent). Meeting adjourned at 10:18pm.

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