

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting Location: NP Fire Department Meeting Room
Wednesday, July 12th, 2023, 7:00 P.M.

Meeting called to order at 7:01 p.m.

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	absent
Interim Manager Director	Amanda Will	present

Tony notified the Board prior to the meeting that he had been called into work unexpectedly so he would be unable to attend the meeting. Miranda made a motion to excuse his absence, which was seconded by Jess. Motion carried, 8-0 (with one Board member absent).

Coordinator Positions

NPACC Manager	Justin Hauge	absent
Gambling Manager	Nate Borwege	present
Ice Time Coordinator	Tyler Kienow	absent
HDC Coordinator	Tim Applen	present
Volunteer Coordinator	Aimee Bombardo	absent
Concession Stand Coordinator	Ashley Lindholm	absent
Mite/8U Coordinator	VACANT	
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	VACANT	
Sponsorship Coordinator	Hollie Weckman	present
Safe Sport Coordinator	Chelsea Casey	absent
Clothing & Apparel Coordinator	Amanda Will	present
Recruitment & Retention Coord	Brandy Rife	absent

Others present: N/A

I. REPORTS

- 1. Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for June 2023 with the Board on June 24th. There were no suggested revisions or changes to the minutes. A motion was made by Jason to approve the June 2023 Meeting Minutes, which was seconded by Jess. Motion carried 8-0 (with one Board member absent). Miranda will post the June 2023 Meeting Minutes to the NPHA website.

2. **Treasurer's Report (Ben Jones):** Ben distributed the June Treasurer's Report prior to the meeting. Aaron asked if the report could be sent out the day before the meeting in the future so that folks would have more time to review the details. Ben reported that all tournaments that have been booked have been paid for (there are still a few tournaments that need to be booked). He estimated the cost of tournaments paid since May to be approximately \$54k. He noted that there are still families with outstanding balances from the previous season that need to be paid, most have been invoiced. Families with an outstanding balance will be unable to register until their bill has been paid – SportsEngine no longer allows families to be "blacklisted" in the system. So technically families will be able to complete registration – but we will need to hold and/or refund the registration until the previous balance was paid. Miranda will ask been for an updated accounts receivable report when registration is ready to go live. Kirk made a motion to approve the June Treasurer's Report, which was seconded by Miranda. Motion carried, 8-0 (with one Board member absent).
3. **Gambling Report (Nate Borwege):** Nate shared the May 2023 Gambling Report prior to the meeting. He was unable to attend, so Aaron shared his updates. It was noted that the remodel is still happening at the Rusty Spoke, no updates there. NPHA was notified that the gambling program is scheduled for a compliance review (this is not out of the ordinary) and Nate has submitted the requested information the state gambling board would like to review. Cindy Cameron, a gambling employee that does the payroll would like to step down (she has been out of the association for approximately 11 years). Nate is checking with the gambling programs accounting service provider to see if they can handle that task. Net receipts for the month of May were \$5,701.00, with a profit of \$721.50. Miranda made a motion to approve the May 2023 Gambling Report as well as the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Jess. Motion carried, 8-0 (with one Board member absent).

II. OLD BUSINESS

1. Available Coordinator Positions:

- i. **Gambling Manager** – Position has been posted, no volunteers yet. This is a paid position. We could open the posting up to social media to cast a wider net. Does not need to be an association member.
 - ii. **Equipment Coordinator** – Position posted has been posted, no volunteers yet.
 - iii. **Girls Program Coordinator** – Given the appointment of a new Head Coach for the girls' high school team, we may not fill this role. Aaron plans to talk with Coach Bergren to see if this role is necessary to help bridge our two programs.
 - iv. **Website/Technology Coordinator** – Position posted has been posted, no volunteers yet.
 - v. **Tournament Coordinator** – Position posted has been posted, no volunteers yet. NPHA will be hosting the Peewee B2 end of the year tournament, we will likely fill this role when teams have been established.
2. **Support for Sponsorship Coordinator & Fundraiser Coordinator:** A position posting went out for a volunteer to help support the sponsorship coordinator as we believe this role could/should be filled by two people. No volunteers at this time. It is critical to have support in this position as sponsorship dollars help keep our fees as low as possible and sponsorship

dollars are declining. Unclear at this time if we need a committee to help support the Fundraising Coordinator.

3. **Mite/8U Equipment Rental Program:** Aaron reached out to some other programs to learn more about how they handle this program. It will come down to funding – if we can't find the funding to start building this out, then we will be unable to offer this to our members. Amanda's boss indicated some interest in sponsoring a portion of this program, we will discuss this further to see if it is a viable option. It may be something that we need to slowly build over the course of a few years.
4. **Discussion on whether to keep the outdoor rink:** At the June meeting we discussed possibly renting outdoor ice from the city, Tim reported that he heard back on this and it is not an option. Since we do not have a functional outdoor ice Zamboni, and we cannot afford to repair it, Jess made a motion to suspend all ODR activities for the 2023-24 season, which was seconded by Kirk. Motion carried, 8-0 (with one Board member absent). Mike will let Jeremy know that we will not need a full outdoor ice committee this year – he will ask Jeremy what might be needed for maintenance hours of the ODR (mowing, etc.). We discussed sale of the broken Zamboni, Mike will list it to see if anyone is interested, he reported that a reasonable sale price might be \$1,500.
5. **Locked locker rooms at arena:** Aaron will bring this up with the new arena manager now that one has been hired.
6. **Off season ice events:** Try hockey free events? The Great Skate? Etc. We discussed the limits of offering more than our Preseason Clinic this season, which is all that we anticipate we will be able to offer. Mike is working to finalize the details for the preseason clinics. Miranda will create a registration link for this once we have those details. He anticipates sessions starting in late August. Miranda noted that we will need to determine if we will use the locker rooms (must have LRM assigned) or just have players come dressed and tie skates in the lobby.
7. **2023-24 Budget Approval:** Special sessions have been held on 6/13, 6/22, 6/25, and 7/9 to prepare the budget for the 2023-24 season. There is one final meeting scheduled for 7/18, we hope to have the budget finalized then.
8. **2023-24 NPHA Handbook Approval:** A special session was held on 5/23 to revise the NPHA Handbook. Miranda worked on the suggestions that were outlined during the meeting. We are just awaiting a few updates from the HDC. Miranda will send a revised copy to the Board to review as soon as possible so that the Handbook can be included in the player registration.
9. **Jersey Fitting Event Planning:** It was determined last month that all upper-level teams will be getting new jerseys this season. Reasons for the change include a significant increase to the cost of the K1 style jerseys we have been using, significantly shorter turnaround time for delivery with the Champro jerseys, and a more updated look. Jersey fitting dates are scheduled for July 18th and July 26th. Board needs to vote on design approval. Some second-year Bantam families asked if the jersey design does not change, could they use their K1 jerseys. Jason checked with the district to see if it would be allowed to have players with different style jerseys (stitched vs sublimated) on the ice at the same time, the district said it would be okay so long as the logo/design is the same. The Board has requested possible design changes from the vendor, we will decide at that time if we will be changing the design or not. Other families have reported a welcome stance on a design/logo change.
10. **Season Kickoff Event Planning:** Aaron and Kirk are in the process of recruiting a team to lead this event. Amanda offered to help with the event as needed as well.

III. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Justin Hauge):** The arena Board has hired a new arena manager. Justin Hauge of NP has been hired and is beginning the training process with Kevin Cassidy as he steps out of the role. Still working on some finishing touches for the remodel of the rink that has been an ongoing process. Still planning on new Zamboni coming in early 2024. Will do something with the front entry – some sort of pergola. Some changes to the press box area on the bleacher side of the stands. Ice quality good over the summer, still some drips, but overall, in good shape. Need to replace the condenser tower. NP Ice rates will be the same as last season (\$205/hour).
- ii. **Gambling Manager (Nate Borwege):** No further updates.
- iii. **Safe Sport Coordinator (Chelsea Casey):** No updates at this time.

2. Vice President

- i. **HDC Coordinator (Tim Applen):** Coach Them license expires soon, renewal happening. Sent tryout dates to Kevin, only had to change the time for one of the Mite dates due to a girls' high school home game on 11/11. Tim asked Jess to send an email about the coaches meeting on 8/13 at the high school. Miranda has the coaching application set for this season, Tim asked that we post for non-parent coaches on MN hockey – Miranda will update the listing. Tim has been talking with Coach Bergren a lot and feels she will be a great addition to the girls' high school program. The HDC is ahead on their off-season planning. Finalizing the tryout sign up, hoping to only need to meet once in August instead of twice. Tryout preview sessions have been slotted into the preseason clinic (open to all for that session – whether they register or not). Once preseason clinics start and school starts again, may be more likely to find volunteers for the Mite Committee. Almost all of the tournaments are booked, just need another 10U tournament (but there are a lot of options for that level). Still looking into options of the second sheet of ice – Lakeville, Le Seurer, and Northfield are on the table (folks do not want to go to Faribault).
- ii. **Mite/8U Coordinator (VACANT):** No updates at this time.
- iii. **Ice Time Coordinator (Tyler Kienow):** Jess made a motion to approve a \$650 stipend for the ITC for the 2023-24 season, which was seconded by Ben. Motion carried, 8-0 (with one Board member absent).

3. Treasurer

- i. **Concession Stand Coordinator (Ashley Lindholm):** Ben shared that he had been talking with Micara Baker who manages the books for the concession stand. There are funds in that account that can be transferred to the general account, he will pursue transferring those funds over (minus any money necessary for upcoming Concession Stand expenses – they would like to have \$8k left over to purchase the necessary items to stock the stand and purchase a second point of sales device).
- ii. **Fundraising Coordinator (Kristina Dillon):** Ben reported that Kristina will be connecting with the fundraising vendors in July and August to begin preparations for the season. Ben will be connecting with her to gather data necessary for the budget spreadsheet.

4. Secretary:

- i. **Registrar (Miranda Vertnik):** Miranda has started building the 2023-24 player registration on SportsEngine. Registration will launch with it is complete, including the

final revisions to the Handbook and final approval of the Budget as this may impact fees. Of note, the Board has decided to transfer payment of SE processing fees on orders to the consumer as the association can no longer afford to cover those fees. We will also be rolling the 3rd tournament fee into the skater fee so as to eliminate an additional sale item (all sale items have separate processing fees – which adds up especially when folks select the payment plan). The Board approved an increase in the tryout fee from \$50 to \$75 per player and the 3rd tournament fee was increased from \$80 to \$110 to account for increasing costs associated with ice time and tournaments. We have not yet determined if skater fees will or will not be increased other than these two changes. Miranda has constructed the coaching application for this season, it has been posted to the Become a Coach page of the website and the link will be sent out via email to coaches. She is working to create a payment contract addendum to the Coaching Contract for our non-parent coaches. Miranda will create a preseason clinic registration as well when we have those details (dates, fees, etc.). Miranda provided the following updates regarding waivers: So far, we have one fully approved 12U waiver to MN River; Two waivers (12U and SQ) to Northfield that have been sent for district approval; Two waivers (both 12U) to PLSHA that have been sent for district approval. Another family has requested a release to PLSHA for 12U hockey, but they have an outstanding balance to clear with the association before they can be released. The family is aware and has been sent the invoice.

- ii. **Volunteer Coordinator (Aimee Bombardo):** Aimee shared her updates with Miranda prior to the meeting, she would like the Board to consider how we will schedule LRM DIBS hours for preseason clinics and tryouts this year. It was difficult to get folks to sign up for 30-minute shifts during tryouts last season. We do not have a resolution on this yet but will let Aimee know when a decision has been made.
5. **Director of Operations:**
 - i. **Equipment Coordinator (Troy & Alison Gilbertson):** See Old Business above, no further updates.
 - ii. **Outdoor Ice Coordinator (Jeremy Denzer):** See Old Business above, no further updates.
 - iii. **Tournament Coordinator (VACANT):** No updates.
 6. **Communications Director**
 - i. **Sponsorship Coordinator (Hollie Weckman):** No updates from Hollie prior to meeting.
 - ii. **Website & Technology Coordinator (VACANT):** No updates.
 7. **Board Member at Large**
 - i. **Recruitment & Retention Coordinator (Brandy Rife):** We have a driver for the parade float for Dozinky Days – Jeff Eidem (he will attend the required training session with the city). We had planned to walk the BBQ Days parade in Belle Plaine this month, however, the MN River president reached out with concerns as according to him the area had been redistricted to fall under their association jurisdiction in 2021. We were not made aware of this change – Aaron checked in with D6 who confirmed this change. We will no longer participate in their parade.
 8. **Past Board Member**
 - i. **Clothing & Apparel Coordinator (Amanda Will):** Amanda will be emailing the apparel vendors in the next 2-3 weeks to start getting things ready for the apparel table at the kickoff event and to have the apparel store links up and running. A second opportunity

to purchase apparel will open after Mite Placements. She also noted that we can set up a sales incentive with General Sports and Westwood with enough lead time to plan.

9. **Interim Manager Director:** N/A

IV. **NEW BUSINESS**

1. **All-Association Meeting Planning** – Aaron asked the group to consider whether we need to require the meeting for all returning families to attend this meeting or if we could only require new families and send a document with updates to all families. Another option would be to send out a video recording of the updates. Miranda will send Aaron the previous year's PowerPoint presentation. We will discuss this further next month. Miranda will review the Bylaws to see if we are required to hold an in-person meeting.
2. **Sponsorship Coordinator Position** – Given the revenue this position brings into the association; Aaron asked the group to consider whether it should be a paid position. He compared this position to the Gambling Manager position, which is a paid position. He suggested a sales commission type of compensation structure if we were to make this a paid position. It was noted that the concession stand also brings revenue to the association, but that position is not paid, nor would it be paid. We will look to other associations to see how this issue is handled with their sponsorship coordinators.

V. **BOARD MEMBER UPDATES**

1. **Interim Manager Director (Amanda Will):** Amanda noted that she has begun connecting with Sara Westing so that they can meet up to do some training for her new role.
2. **Director of Operations (Mike Westing):** Mike reported that he had connected with Brandy to see if we can set up some type of recognition of the teams that earned a banner for the arena this past season at the Season Kick Off event.
3. **Board Member at Large (Kirk Crabb):** No further updates.
4. **Communications Director (Jess Snyder):** No further updates.
5. **Past Board Member (Tony Robles):** No updates.
6. **Treasurer (Ben Jones):** Ben noted that he is working to update the budget spreadsheet before our meeting next week to finalize the budget.
7. **Secretary (Miranda Vertnik):** Miranda shared that she will be out of the country July 28 - Aug 9. She will set up an outgoing vacation email response for that period as she is not certain she will be able to respond to emails/calls during that time.
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 Mike. Motion carried 8-0 (with one Board member absent). Meeting adjourned at 9:56pm.

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