

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting Location: NP Fire Department Meeting Room
Wednesday, December 13th, 2023, 7:00 P.M.

Meeting called to order at 7:05pm.

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	Absent
Past Board Member	Tony Robles	Present
Interim Manager Director	Amanda Will	Present

Kirk was absent from this meeting due to work commitments. Miranda made a motion to excuse his absence, which was seconded by Jess. Motion carried, 7-0 (with two Board members absent).

Aaron and Jess were both absent from the first 30-45 minutes of the meeting as they were on a call with D6 regarding a disciplinary issue concerning one of our Bantam parents. They joined the meeting when that call was completed.

Coordinator Positions

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

Others present: Derek Sutherland (parent)

2. REPORTS

1. **Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for November 2023 with the Board on November 27th. There were no suggested revisions or changes to the minutes. A motion was made by Ben to approve the Nov 2023 Meeting Minutes, which was seconded by Tony. Motion carried 6-0 (with three Board members absent). Miranda will post the Nov 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 reported that a few items are coming in over budget this season, but also noted that revenues are higher than budgeted so things may even out okay at the end of the season. He asked to clarify how much of the ice bills are paid for by the gambling account each season, Nate estimated that total to be around \$60k but will pull actuals for Ben and send that to him. Discussion was given to the money in the concession stand account, it was agreed that monies will remain in that account for now and will be transferred to the general account when needed. Miranda made a motion to approve the Nov 2023 Treasurer's Report, which was seconded by Tony. Motion carried 7-0 (with two Board members absent).
3. **Gambling Report (Nate Borwege/Jason Schlekewy):** Nate provided the Oct 2023 Gambling Report during the meeting. Nate reported that profits were low for Oct at both pull tab sites, but that overall funding is a bit over where we are usually sitting this time of year. He reported that Raffle Calendars have been printed and will be distributed to Team Managers this coming weekend. There are two turn-in dates for raffle calendars – Jan 20th and 27th from 10:00am - 12:30pm at the arena. Aimee will post DIBS hours to be claimed for volunteers to help collect the calendars. Miranda will run a report of the total Raffle Calendars sold and will provide this info to Ben, Nate, and Jason S so that the general account can pay the gambling account for the monies collected at registration for raffle calendars. Jason S introduced himself as Nate's newly appointed trainee for the Gambling Manager position – Nate and Jason will work together to help acclimate Jason to the role over the course of this season. Nate reported that he has tried to reach out to his contact at the Rusty Spoke for updates, but his calls have not been returned. As it turns out, there is a new rep and Nate will get their contact info. There are still updates to the building that need to be completed and no liquor license has been granted yet for the establishment. Miranda made a motion to approve the Oct 2023 Gambling Report as well as the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Amanda. Motion carried 7-0 (with two Board members absent).

3. OLD BUSINESS

1. **Mite/8U Equipment Rental Program:** No updates from Kristi. Amanda noted that we have too many helmets in larger sizes than we need and asked the group if we would like to exchange them for smaller sizes. She will follow up with Kristi to see how many helmets were are talking about. It will cost money to send them back for an exchange.
2. **Registration Updates**
 1. **Regular Season Registration:** Registration will close tonight at 11:45pm. As of this afternoon, we have 315 total players. Miranda will provide a detailed summary of our total players (by level, returning vs new, etc.) at the January meeting.
 1. **Junior Gold:** Our Junior Gold team came together quickly this season. We have 20 skaters and 1 goalie (this is more skaters than is usually allowed, but the district has allowed us to roster additional skaters since we do not have the numbers to host 2 JG teams).
 2. **Coaching Applications:** Coaching applications closed at 11:45pm on 12/9. We have 84 total active coaches this season. Of those, 13 are non-parent coaches.
 1. **Coaches with incomplete trainings**

1. Coaches have been reminded that if they are unable to complete their required trainings by the final rostering deadline, then D6 will red-line, or remove, them from the roster. If that happens, those families will need to complete their full 22 DIBS hours through other means as this is outlined in the NPHA Handbook.

3. Manager Applications: All teams have been assigned managers.

3. **ATM Status:** Ben reported that he was able to get in contact with the ATM company on how to open it. We will do this at a later date, bets are in on how much money, if any, is actually in the ATM.
 4. **Non-Parent Coach Stipends/Contracts:** HDC recommendations regarding stipends were received on November 22nd. The total amount for stipends exceeded what was budgeted for NPCs this season as we have more NPC coaches than last season and stipends were raised for NPC coaches who have returned to coach with us. Jason and Tim worked together to see if the recommended stipend amounts could be modified to get the total closer to what we budgeted for this season. The Board reviewed the final recommended numbers during a closed session and Jason made a motion to approve the NPC stipends and travel expense reimbursements, which was seconded by Miranda. Motion carried 8-0 (with one Board member absent).
4. **COORDINATOR UPDATES**
1. **President**
 1. **NPACC Manager (Justin Hauge):** No updates other than the new doors between the lobby and rink have been installed.
 2. **Gambling Coordinator (Nate Borwege & Jason Schlekewy):** No further updates.
 3. **Safe Sport Coordinator (Chelsea Casey):** No updates.
 2. **Vice President**
 1. **HDC Coordinator (Tim Applen):** Tim reported that there is discussion happening regarding a SQC player who may be transferred to the Mite program on a playdown exception due to his special needs. Originally it was felt that he could play at the SQ level, however, now that the season has progressed this may not be the best fit for him. The HDC will be discussing this further. He noted that there was a meeting with the PW coaches last week to discuss how things are going at that level. Tim asked Amanda if a manager's training session was held this season. She noted that she had not been able to do this but has contacted all managers about their duties through emails, etc.
 2. **Mite/8U Coordinator (Anthony Anderson, Brad Breeggemann, & Bryan Frank):** Tim reported that he has reached out to Level 1 and 2 coaches to see how things are going for these Mite/8U level players and coaches are saying things are going well, that the kids are moving along. Practice plans are being sent out to coaches well ahead of the weekend and coaches are doing a good job with these plans.
 3. **Ice Time Coordinator (Tyler Kienow):** No updates.
 3. **Treasurer**
 1. **Concession Stand Coordinator (Ashley Lindholm):** Ben shared Ashley's updates, including that the concession stand sales are down a little bit compared to this time last season, but noted that there has been one less high school game so far compared to last year.
 2. **Fundraising Coordinator (Kristina Dillon):** See New Business below for updates.
 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 reached out to them again before this meeting but has not heard back. It is unlikely that they will register since registration closes later tonight. We have 10 waivers out of NPHA (six of these are for 12U, one is for Squirt, one is for 15U, and two are for JG) these are all fully processed.

2. **Volunteer Coordinator (Aimee Bombardo):** Aimee reported that all families who requested a high school student helper to fill their shifts have been connected to an approved high school worker. She also reported that no concession stand shifts have been going unfilled, so this is great. She isn't posting too far in advance to allow for changes in the event of show days, game reschedules, etc. She noted that all JG game shifts have been added as well now that that schedule is out. She shared that she has paid the association back for most of the Mite/8U trading pins that had been ordered. There are some extras as not all families purchased them from her. We will let all team managers know that there are some pins available for sale in case anyone wants to buy some. Aimee suggested that we consider adding a line item on registration for all Level 2/3/4 Mite/8U players to pay for their trading pins ahead of time. We will be emailing families over Christmas break with a reminder about completing DIBS hours.
5. **Director of Operations**
 1. **Equipment Coordinator (Troy Gilbertson):** We rented out a lot of the gear for new players – wasn't an all or nothing rental agreement, folks could rent the gear piecemeal for items they needed.
 2. **Outdoor Ice Coordinator (Jeremy Denzer):** No updates.
 3. **Tournament Coordinator (Kelly Chadwick):** No 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):** No updates.
7. **Board Member at Large**
 1. **Recruitment & Retention Coordinator (Brandy Rife):** No updates.
8. **Past Board Member:**
 1. **Clothing & Apparel Coordinator (Amanda Will):** Amanda reported that orders from Westwood and Thread Logic have been distributed. There is a delay on the General Sports orders – an email was sent out by them. Amanda said that she ordered all coaches' jackets from Westwood this year instead since there had been some other issues with General Sports. The jackets are the same as our other ones and should be in around the holidays.
9. **Manager Director:** N/A

5. NEW BUSINESS

1. **Parent Concern (Derek Sutherland):** Derek attended this meeting to discuss questions and concerns he had about not having been selected to coach this season as well as concerns he has about Level 1 and 2 Mite/8U development. His concerns centered around what he feels is a lack of transparency from the HDC and the Board. He also noted that he feels the Level 1 and 2 practices could be better managed and shared that he felt there are some players that are inappropriately placed on teams. Regarding his status as a coach, he shared that he asked for clarification on that decision and feels he was not given clear feedback. Tim invited him to attend the next HDC meeting so that these concerns can be talked through.
2. **Combination Fundraiser Changes for 2024-25 (Kristina):**
 1. **Packet Pick Up/Turn In:** We had a number of families not turn in their packets on the required dates. Some of those families were told to just drop off their packets at

Kristina's house – this is not a good system. The packets contain hundreds to thousands of dollars and need to be counted and checked to ensure the money is all present and accounted for. We cannot allow families to just drop off those packets. Kristina suggested we implement a “fine” system for anyone who doesn't turn their packet in on the official turn in date – as late turn ins result in a significant amount of extra time falling upon the Fundraiser Coordinator. We will add this to our list of items to discuss when reviewing the Handbook next season.

2. **Wreaths:** Problems encountered this year – families in charge of distributing wreaths were not home when they were delivered – didn't count immediately, parents just showed up and picked up wreaths without being checked out, led to missing wreaths, inaccurate counts. Kristina suggested we change the wreath distribution to follow what is done for the pizzas, cookie dough, etc. and have all wreaths delivered to one central location and everyone comes to pick up their wreaths that day. Wreath parents will need to commit to that day and be there to help process all wreaths. This system will ensure accurate counts and actual completion of the volunteer hours. Will hopefully result in less extra work falling upon the Fundraiser Coordinator. It will likely mean a few less hours for wreath parents, but we need to clean up this system to help eliminate such errors.
3. **Election & Coordinator Position Filling for 2024-25:** Positions up for election at the end of this season are President, Secretary, Director of Operations, Communications Director, and Past Board member. These will be two-year terms. Our Manager Director position will also need to be on the ballot for a one-year interim term. The Board was asked to consider soon whether they plan to run for their roles again or not. Coordinator positions are one-year terms and will also be listed on the communication that goes out about the Board seats up for election. Board members should check with their respective Coordinators to see who is interested in continuing in their roles this upcoming season.
4. **Closed Session (Disciplinary Issues):** The Board reviewed the Disciplinary Committee's recommendations regarding two reports that had been made (one pertaining to a spectator's behavior and one pertaining to a coach). Discussion was also given to the recommended NPC stipend amounts, election procedures for Board seats, and how Coordinator seats are filled.

6. BOARD MEMBER UPDATES

1. **Interim Manager Director (Amanda Will):** Amanda shared that she sent an email out to all Team Managers with reminders about locker room monitors for teams – there are still some teams that have few parents signing up for this. She also noted that she has started the Mite/8U team manager binders and will be passing those out soon.
2. **Director of Operations (Mike Westing):** No further updates.
3. **Board Member at Large (Kirk Crabb):** No further updates.
4. **Communications Director (Jess Snyder):** Team pictures are scheduled for Jan 2nd and 4th (4:30pm – 10:00pm). Photos will happen at the rink on the 2nd but we need a location for pictures on the 4th since there is a high school game at the rink that night. The fire department is not available. Miranda will look to see what is available within the school district.
5. **Past Board Member (Tony Robles):** No further updates.
6. **Treasurer (Ben Jones):** Ben reported that the tax return still hasn't been filed for 2022 despite multiple attempts to communicate with our accounting service about this. Ben does not have full confidence in this provider and may look to move our business to a different accounting service. Ben also noted that we still have about 10 Bantam families that haven't paid their NPC fee – reminders will be sent and Aaron will be notified if any follow up is needed.
7. **Secretary (Miranda Vertnik):** Reminder that January meeting will be held on the second Tuesday (not Wednesday).

8. **Vice President (Jason Olson):** Jason reported that the district meeting last month focused on parent behavior at games. The chief official was there to talk about incidents and game officials are being encouraged to eject more spectators and coaches when needed. The district would like to have associations discourage spectators from standing at the glass behind the goalies. Further clarification is needed from the district about coaches signing the game sheet after games – D6 directions have been to sign before the game – but that does not allow an opportunity to clear up and errors that are entered. Our preference is to have coaches check the game sheet before the game to check for roster errors, but to wait to sign until after the game.
9. **President (Aaron Lindholm):** No further updates.

Jess made a motion to adjourn the meeting, which was seconded by Tony. Motion carried 8-0 (with one Board member absent). Meeting adjourned at 9:18pm.

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