



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
www.brainerdhockey.com  
218-851-2244

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### BAHA BOARD OF DIRECTORS MEETING

sportsmanship \* respect for individuals \* integrity \* pursuit of excellence \* enjoyment \* loyalty \* teamwork

Date of meeting: 10/30/2024

Time: 5:30PM

Essentia Health Sports Center

In attendance: Justin Jerve, Amanda Ciesinski, Andrew Murray, Steve Leary, Grant VanWyngreen, Chris Velasco, Joe Winegar, Alicia Prahm

- I. Call to Order – 5:34pm by Grant
- II. Fundraising Meeting, open to all BAHA members. Roll call – the above members were present, no additional members joined
  - a. Review Gambling Report and approve proposed November expenses: Alicia presented the Gambling Report, including all expenses and revenue. Discussed proposal to add a 3<sup>rd</sup> pull tab box to Poncho & Lefty's. The materials (box, drawer, flare holder) are ~\$500, and start up cash is \$1500. Motion to approve the presented Gambling Report made by Justin, to include up to \$2000 in expenses to start up a 3<sup>rd</sup> box at Poncho's. Second by Steve and the motion passes.
- III. Approval of Meeting Agenda – Motion to approve by Andrew, 2<sup>nd</sup> by Joe. Motion carries.
- IV. Approval of Consent Agenda which includes below: Motion to approve made by Steve, 2<sup>nd</sup> by Andrew. Motion carries.
  - a. Concessions report (*see attached*)
  - b. Hockey Director's report (*see attached*) –
    - i. Player Development Committee and In-House sub-comm.
  - c. Treasurer's/Financial report (*provided to the Board*)
  - d. Recruitment and Retention Committee report (*nothing to report*)
  - e. Alumni Committee report (*nothing to report*)
  - f. SafeSport/Grievance/Discipline Committee (*nothing to report*)
  - g. Fundraising Committee report (*see attached and in person meeting open to membership*)
  - h. Executive Committee report (*nothing to report*)
  - i. Finance Committee report (*nothing to report*)
  - j. Marketing Committee report (*see attached*)
  - k. Events Committee report (*see attached*)
  - l. Team Managers Committee report (*see attached*)
  - m. Meeting Minutes (*approved electronically 10/17/24*)
- V. Old Business
  - a. Goalie recruitment: Discussion regarding a potential need, and plan, for goalie recruitment - specifically for the younger players. This will be revisited in January and plan to communicate to the in house families regarding Goalie incentives at that time.
  - b. Long term planning: Standing agenda items discussed by BoD.
  - c. Schwab brokerage account – Justin made a motion to move \$215,000 from savings to the new Schwab account. Joe 2<sup>nd</sup> this motion. The motion passes.
  - d. Review 75 for 75 expenditures – Alicia provided data on money allocated and spent from the Dicks 75 for 75 Grant to date.
  - e. Dryland plan, remodel of existing space: Steve made a motion to approve the remaining Dicks Grant funds of \$21,786.44 for the remodel of the dryland space and purchase of equipment. Alicia 2<sup>nd</sup> this motion, and it passes with all in favor



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VI. New Business

- a. Rink Contract: Board members discussed the contract as presented. Amanda makes a motion to approve the contract, contingent on the addendum, and up to \$2500 for additional liability insurance. Andrew seconds the motion. The motion passes with 1 “no” and 5 “yes.” The additional liability insurance is contingent on approval of the pending contract with the Arena Foundation. Follow up voting will be done electronically, after the meeting, as information becomes available from the Foundation.
- b. Sponsors – 1.) Team sponsors and plan for recognition: Social media committee will post a thank you to our team sponsors at regularly scheduled intervals. Plan to do this on an individual team basis, and as a general post to social media 2.) BAHA tournament hosts: A tournament booklet cover will be created and feature our tournament sponsor (Cragun’s) as well as other BAHA sponsors. The rosters for the tournament will then be printed and inside the cover 3.) Try Hockey for Free sponsor – tabled secondary to absent Board member
- c. Policy for injured players – tabled to next meeting
- d. Game iPads in arena – The iPads have been purchased and installed for both game sheets and music. They will be secured and always plugged in. Cold temperatures may be hard on the batteries, but they will have a power supply so should continue to function.
- e. Locker Rooms: Plan to inquire with rink staff about a designated locker room for the female athletes that are on a co-ed team.
- f. Ice Fishing Extravaganza: Same plan as last year. We will offer DIBS hours to work this event.
- g. Notification list for game/practice changes and cancellations – this list will be communicated to all team coaches and managers so they can update all arena support staff of changes made.

-All of the team parents

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VII. Comments and Announcement - none

VIII. Adjournment – Motion to adjourn made by Steve, 2<sup>nd</sup> by Alicia. Motion carries.

Next Board meeting 11/27/24 at 5:30PM

**Concessions Report 10.29.24**

**Submitted by Kristina Lee**

October 2024 Concession report

Everyone has shown up for their shifts so far, which has been great. Most shifts are also being claimed.

We opened 10/14/24 and I quickly learned that schedules for practice can change quickly over MEA. Thankfully the figure skaters had a competition on Saturday (10/19) as we went from practice from about 10 am to 5 pm to only two groups having practice.

Some have asked if we could get mouth guards and neck guards to sell in the concession stand. Is this something the board would like to do?

A few have also asked if we will be creating a list of those wanting to work for anyone not



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wanting to do their dibs. Just let me know if this is something we want to do, like years past. I'll be reaching out to Mark at Rafferty's early this week to discuss selling their pizzas at games and weekends.

On Thursday 10/24, Michelle Hovanes with the MN Department of Health paid us a visit. She said things looked good. I reached out to her on the "OUT" that was given and she said it was because I do not have my CFPM posted. The order on the report is for not having a state certified CFPM posted. She can see that it was submitted and is in their system. Just need to simply post the CFPM certificate in the kitchen, when it arrives, to meet compliance on the order. We will need to update our food license at the end of December.

Attached you'll find the MN Dept Health report, Square reports. One is a daily summary of sales, while the other is a category summary of sales.

### **Hockey Directors Report 10.30.24**

**Submitted by Brent Potvin**

#### PDC Updates 10-30-24

##### PDC Updates

-Tryouts were conducted October 2-7 for the bantams and 4-6 for the PW and Squirts. As of today, no post tryout meetings have been requested. We will be looking to slightly modify the tryout process in 2025 based off comments and feedback we have received and other associations we have talked to about their process. Our hope would be to have something to the board for approval in the spring.

-Player evaluations were conducted the week of the 7<sup>th</sup>. To date, a vast majority of the kids have been talked to. The PDC will be revisiting this procedure next season and will be looking to make a change to how these are handled.

-Conducted our coaches meeting on October 14<sup>th</sup>. Expectations for the season were laid out including continued use of PEP and the new practice planning system IHS. All coaches were issued their own login for this platform.

-Finalized our team rosters and sent them to the coaches.

-Last PW player placed on Oct. 27<sup>th</sup> after returning from an injury. Bantams still have 1 player yet to be placed after his return from injury.

### **Fundraising Report – 10.30.24**

**Prepared by Justin Jerve**

The Fundraising Committee is busy with pizza fundraiser turn in nights this week. Final order is due 11/1 so pizzas can be made and delivered by 11/26. There will be Dibs shifts for Pizza delivery night, 4 positions requested to help organize boxes and help locate and load them into vehicles that evening. Raffle packets are out to members and we are trying to get the remaining packets out this week during pizza packet turn in nights. We have had discussions on how best to plan hand out and turn in evenings. Open to suggestions to help make this easier for parents and the committee. Raffle turn in nights are January 22<sup>nd</sup> and 23<sup>rd</sup>. Drawing is set for February 17<sup>th</sup> at 7pm at the Arena.



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**Fundraising Report 10.26.24**

**Submitted by Alicia Prahm**

Charitable Gambling deposits for the month of September were \$32,656.74 and Allowable Expenses \$19,804.40. Net profit before taxes \$12,852.34; and after taxes \$9,257.34 for the month of September.

Letter to MN GCB was completed in September, requesting permission to pay back starting loan of \$15,100. That request is pending *their* board meeting on 10/21/24 for approval – decision was to be mailed out.

Approve proposed expenses for the month of November, see below:

<b>Sept '24</b>	Rent to Sites	\$12,000	\$6,458.53
	Payroll & employee taxes	\$3,000	\$1,175.00
	Service & Supplies	\$2,000	\$85.00
	Inventory (gambling product)	\$10,000	\$2,856.74
	Accounting/legal	\$3,000	\$448.64
	Equipment	\$3,000	\$203.36
	E tab equipment and Revenue sharing	\$13,000	\$9,569.72

<b>Oct '24</b>	Rent to Sites	\$12,000	
	Payroll & employee taxes	\$3,000	
	Service & Supplies	\$2,000	
	Inventory (gambling product)	\$10,000	
	Accounting/legal	\$3,000	
	Equipment	\$3,000	
	E tab equipment and Revenue sharing	\$13,000	

<b>Nov '24</b>	Rent to Sites	\$12,000	
	Payroll & employee taxes	\$3,000	
	Service & Supplies	\$2,000	
	Inventory (gambling product)	\$10,000	
	Accounting/legal	\$3,000	
	Equipment	\$3,000	



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E tabs, Ebingo, and Revenue sharing	\$15,000
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### **Managers Committee Report 10.27.2024**

**Prepared by Steve Leary**

New managers meeting was held 10/15/24. Most managers were in attendance. Went over Manager Checklist that was produced last year. Have sent emails since asking if anyone had help or questions. Most questions were about how to edit the website. Managers were told that game iPad will be mounted in the scorer's box. This might be an issue due to arena temperatures. Will continue to check in with monitors on a regular basis.

### **Marketing Committee Report 10.29.24**

**Submitted by Alicia Prahm**

Marketing committee has been working with the GM at Buffalo Wild Wings regarding the fundraising campaign in the past (provide a code and proceeds of purchase goes back to BAHA). The last application with BW3 was in November 2022. BAHA typically did November to November campaigns (vs 1-2 months). The estimate on previous fundraising from this campaign was \$3000 per year (pre COVID), it was less than that during the 22/23 season. They have coupons that can be handed out to kick-off the campaign.

### **Events Committee 10.28.24**

**Submitted by Raquel Kiffmeyer**

We have the Boys/Girls HS- 1<sup>st</sup> game coming up!

Girls- November 7<sup>th</sup> 🤖 and boys November 21<sup>st</sup>.- The event committee met last week and discussed doing what we did last year- minus the pom poms and glitter.

Here is what we are thinking-

- Having the SKOL food truck come again- we had pretty good Feedback (something different) They would come during the JV game again and take off shortly after the Varsity game starts. I did reach out to see if this was even an option and they agreed to both dates! I told them I would need an approval from the board before we commit. (Joe said he will discuss it at Wednesdays meeting)
- Fire Pit again (if food truck comes)
- What are your thoughts on the Radio station broadcasting again? We feel like its a lot of \$\$ for what you get. But I know kids/coaches enjoy it.- something to discuss as a board.
- Sign making during JV game and Face Painting before/ during. DIBS- we are going to reach out to the hockey mom who did it last year.
- Stick tunnel for players before they get on the ice.
- Super Fan price- vintage jersey again? Concession stand gift card?
- We have a few vendors we might have sell Brainerd items - Mittens, earrings, etc.
- The cheerleaders can make it to both games, but unsure about the pep band- looking into that.
- Chuck-a-puck at intermission?



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