

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting Location: Raven Stream Elementary
Wednesday, December 14th, 2022, 7:00 P.M.

Meeting called to order at 7:00 p.m.

ATTENDANCE:

NPHA Board

Interim President	Aaron Lindholm	present
Interim Vice President	Jason Olson	present
Secretary/Registrar	Miranda Vertnik	present
Interim Treasurer	Jon Beckius	present
Manager Director	Sara Westing	present
Communication Director	Jess Snyder	present
Interim Board Member at Large	Thomas Gallagher	present
Interim Fundraising Director	Kristina Dillon	present
Interim Board Member at Large	Tony Robles	present

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	absent
Ice Time Coordinator	Tyler Kienow	absent
HDC Coordinator	Tim Applen	present
Volunteer Coordinator	Aimee Bombardo	present
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	absent
Safe Sport Coordinator	Chelsea Casey	absent
Clothing & Apparel Coordinator	Amanda Will	absent
Recruitment & Retention Coord	Brandy Rife	absent
Concession Stand POS Specialist	Erick Christianson	absent
COVID-19 Point Person	Sarah Donovan	absent

Others present: Brian Vosejпка (parent and fundraising support)

I. REPORTS

- 1. Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for November 2022 with the Board on November 17th. There were no revisions suggested by any Board members. A motion was made by Sara to approve the November 2022 Meeting Minutes, which was seconded by Jason. Motion carried 9-0. Miranda will post the November 2022 Meeting Minutes to the NPHA website.
- 2. Treasurer's Report (Jon Beckius):** Jon sent out the November 2022 Treasurer's Report to the Board earlier this afternoon. He reported that it now looks like we are closer to what we

had budgeted for player registrations for this season, yet we still have some refunds to issue for non-parent coach fees for teams without one. He reported that he hasn't received any information yet from the gambling account or concession stand account and asked when we might see funds come in from those sources. Miranda and Jess noted that money from the gambling account is typically used to pay ice bills directly later in the season. Jon noted that our expenses are tracking pretty close to what we had seen last season and reported that the Oct and Nov ice bills for Faribault have been paid. Aaron asked when we could expect to issue refund checks to families who due a Non-Parent Coaching Fee refund. It was discussed that we typically do not issue refunds until the end of the season when we can factor in all payments have been received, all DIBS hours have been complete, etc. Miranda will run a report to see which families have paid in full for their registration and of those, which families have paid the DIBS buyout fee – those families could be issued their refund earlier since they would not potentially owe the association any money at the end of the year. A motion was made by Jess to approve the November 2022 Treasurer's Report, which was seconded by Tom. Motion carried 9-0.

3. **Gambling Report (Nate Borwege):** Nate was unable to attend the meeting this evening but provided the September and October 2022 gambling reports prior to the meeting. Aaron shared Nate's updates, including that the Raffle Calendars have been distributed to families. He will be requesting some DIBS hours to be posted for the raffle calendar turn in dates at the arena. Nate asked for approval for the gambling account to pay back the \$7k loan that had been given from the general account during the COVID season, which was okayed by the Board (Aaron will let him know that he can proceed with this). Otherwise, all appears to be going smooth within the gambling program. Miranda made a motion to approve the September & October 2022 Gambling Reports as well as the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Jess. Motion carried 9-0.

II. OLD BUSINESS

1. Open Board & Coordinator Positions:

- i. **Tournament Coordinator:** We will need to post this position again soon. We have had a few people reach out with questions, but no applications have been submitted. Jess will plan to send out another communication on this to the association membership. NPHA is hosting the end of the season Peewee C tournament for the district, which is scheduled for Feb 23 – March 5. Jason will reach out to the district to learn when the district will be meeting with tournament coordinators to review the details for these events across the district.

1. **UPDATE FOLLOWING MEETING (12/21):** Sam Standafer (PW C parent) shared his interest in taking on this role. He was provided with some information about the position and will be given the opportunity to put together a committee of parents to assist with the end of the season tournament. The dates of this tournament are Feb 23rd – Mar 5th. The TC will need to participate in a meeting with the district in January to work out the details of the event. On 12/21 via text, Miranda made a motion to appoint Sam Standafer as the Tournament Coordinator and waiver of his DIBS hours for the fulfillment of the TC duties,

which was seconded by Tom. Motion carried 9-0. Kristina and Sara will work with Sam to help him get situated in this role.

- ii. **Girls Program Coordinator:** It was proposed in Nov that we create this position – the role needs to be defined before advertising. This topic will be reviewed further as we approach the end of the season and post coordinator positions for the upcoming season.

2. Registration Updates

- i. **Coaching Applications:** As of this meeting date, we have received 80 coaching applications. Of those applicants, 75 are coaching (the remaining five either withdrew their application or were not selected to coach). We have 11 coaches who still need to complete their CEP course before the end of the year and one that still needs to complete his age-specific module. Miranda has been communicating with our coaches about their remaining coaching requirements.

1. **Non-Parent Coaches:** We have appointed a total of 7 non-parent coaches.

Bantam A: Ryan Drazan (HC); Jake Pirkl (AC); Luke Witt (AC)

Bantam B1: Matthew Carns (AC)

Junior Gold: Daniel Rogers (HC); Nathaniel Stafford (AC)

Mite 8U11: Caleb Smith (HC)

- a. **Non-parent Coach Stipend Proposal:** Tim shared the HDC's recommendation regarding the stipend for each of the non-parent coaches working with our teams this season. The recommendations were discussed, and Miranda made a motion to approve the stipend amounts for our non-parent coaches, which was seconded by Jess. Motion carried, 9-0.

2. **Student Coaches:** So far, we have a total of five Student Coaches, two of which are HS students (Miranda is just waiting on the USA Hockey number for a third high school Student Coach). Several people have asked if we can reimburse the \$70 USA Hockey membership fee for our high school level Student Coaches. The group discussed this and decided we would not cover these fees as that would set a precedent for the seasons to come and could be quite costly to the association. Tim reported during his updates that he has been discussing this issue at high levels to see if these fees can be reduced for our student coaches as it does not seem fair to have the students pay such a high fee (coaches only pay \$46) in order to volunteer their time to help support the youth program.

- ii. **Player Registrations:** Player registration closed at 11:45pm on December 13th – to allow for time to make changes to rosters prior to D6's rostering deadline of Dec 19th. We have received 326 player registrations, but only 318 are active players (eight players withdrew for the season). Of those active registrations, 55 are new players, two are Squirt level players, one is a Peewee, one is a 12U, one is a JG player, and the rest are new Mite/8U players.

1. **Waivers:** We have waived out 8 players to other associations (PLSHA, LHA, & Farmington) – all but two of these are all complete. We have 6 waivers into NPHA (coming from PLSHA, TCU, MN River, LHA), three are complete, the others are still pending.

2. **Junior Gold:** We have 19 JG players (18 skaters and 1 goalie). We had set an initial registration deadline of 11/24 for JG so that we could know in time whether or not we would be able to field a team – if not, we needed time to waive those registered players out to other associations. We ended up with enough players to minimally field a team, and thus were able to extend the registration deadline for JG. We ultimately had three goalies registered but were told by the district that we needed to waive two of them out to Farmington since they were experiencing a goalie shortage there for JG.
 - a. **JG Jerseys:** As registrations were rolling in for JG, Miranda connected the families in need of new jerseys with the Equipment Coordinators to help them get their jersey orders submitted to Westwood. The ECs did a great job of working with these families on such short notice. To Miranda’s knowledge, we were able to get jerseys for each player that needed them.
 - iii. **Team Managers:** Every team has a manager assigned. There are six Team Managers that still need to complete their Safe Sport training. All have cleared their background screenings. Miranda provided the names of these managers to Sara, and Sara will reach out to them with a reminder to complete the necessary training.
3. **Locker Rooms at the arena:** At this point in the season, we will not make a change to keeping the locker room doors locked when not in use. We will revisit this topic again in May for next season.
4. **Mite Equipment Rental Program for 2023-24:** We will revisit this topic in May.
5. **Learn to Skate Program:** Nothing further to discuss on this issue for now. The association cannot provide support for this at this time.

III. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** Aaron reported updates from Kevin including that the heater at the rink should be installed earlier than expected. They have approval to purchase a new sound system but will likely hold off on moving forward with this part of the project until the roofing updates are completed. It was noted that the arena will have a new ice re-surfacer for next season – the arena asked if the association would contribute to the cost of this equipment, but all agreed at the meeting tonight that this not something the association has done in the past, it is not part of our budget and we not be assisting with this. Aaron reported that he had gotten to see the new video screen in use recently and noted that the picture was quite clear. It will likely be used more for high school hockey events.
- ii. **Gambling Coordinator (Nate Borwege):** No further updates.
- iii. **Safe Sport Coordinator (Chelsea Casey):** No updates.

2. Vice President

- i. **HDC Coordinator (Tim Applen):** Tim reported that it has been a busy past few weeks with the Junior Gold team coming together. He thanked those who have helped to coordinate the efforts to get this team on the ice. He reported that we have two non-parent coaches how have joined us from the Farmington Hockey Association with years of experience coaching at the Junior Gold level and that there may be interest in others

to join our association next season. Tim shared the recommendations from the HDC regarding the stipend amounts for all of our seven non-parent paid coaches. He also recommended that the Board consider providing payments to our non-parent coaches in monthly increments rather than once mid-season and once at the end of the season, noting that this might be particularly helpful to our younger non-parent coaches. We are hopeful that we can continue to build the number of non-parent paid coaches within our program each season. Tim reported that the boys high school team will be rotating their players to assist with our younger teams on the ice, but that each player will only help on the ice twice during the season so that they will not need to be registered with USA Hockey and rostered on a team as a Student Coach. The USA Hockey fees increased this season and high school students would need to pay \$70 to USA Hockey in order for them to assist with a team more than twice on the ice. This fee is quite steep and does not seem fair to be required when these players are donating their time to the association. He has brought this concern up with a representative at USA Hockey to see if something can be changed for next season to help support more high school students being involved in youth hockey. Tim reported that two of our youth players had game misconduct penalties over the weekend and will be required to attend a disciplinary hearing with the district soon. Tim reported that the HDC is happy with how teams are doing overall so far this season. The HDC held a mid-season coach's meeting with our Squirt/10U coaches to get feedback on how things are going thus far. The session was very useful and the HDC plans to hold similar meetings with the PW/12U and BA level coaches as well. Tim reported that the HDC had been working to try to find sponsors for our practice jerseys that we plan to provide our upper-level players, however those conversations have reached a dead-end. He shared that those jerseys would likely cost around \$5,200 in total. The Board will see if there are any other potential sponsors, if not, we will need to pay for them without sponsorship assistance. Tim suggested we consider budgeting for our Mite players to also receive reversible practice jerseys in next season's budget.

- ii. **Mite/8U Coordinator (VACANT):** The role was dissolved into the HDC for this season since we could not identify a new MC. At this time, there are 2-3 HDC members assigned to the Mite Coordinator email account checking and responding to messages.
- iii. **Ice Time Coordinator (Tyler Kienow):** Jason reported updates from Tyler – the association will be purchasing additional ice in January for our JG team to provide them with additional ice time for practices. We will be looking for hours in Le Sueur since Faribault does not have the time available for us. It was reported that Patricia with Avario has been doing a great job so far this season. She worked hard to find the hours in the schedule for JG games. Our JG ice times have been quite late, but we have been able to also get them on the ice right after school when the HS program is away. Feedback from parents has been that the later ice times work well for players who have an after-school job. Jason reported that coaches and team managers need a reminder to schedule use of the coach's room through Avario.
- iv. **Equipment Coordinator (Troy Gilbertson):** Jason reported updates from Troy – it was reported that K1 will increase their jersey prices by approximately \$20 for next season. He has researched other jersey vendors with quicker turnaround times. The Board asked that he gather price quotes so that we can compare our options.

3. **Treasurer**
 - i. **Concession Stand Coordinator (Ashley Lindholm):** Jon reported updates from Ashley including that sales in the concession stand are trending higher than last season. The new equipment is working out well and there have been very few inventory discrepancies thus far.
 - ii. **Volunteer Coordinator (Aimee Bombardo):** Aimee requested the list of volunteers assigned to the outdoor ice crew – Sara will provide her with the names. Aimee noted that we needed to let one of our approved high school workers go for multiple no-shows and asked if we could advertise the need for more high school workers. She shared that a new Mite family had reached out to see if they could buyout their DIBS hours, Miranda will reach out to them. Aimee reported that another family completed their 22 hours but did not complete 11 hours in the concession stand as required. Another family cancelled their shift 5 minutes before the scheduled shift was about to start, they will be invoiced for the late cancellation. We also have several families listed in DIBS that have a profile for the player and the parent – this is some error on the part of SportsEngine. Miranda can reach out to SE to see if they can help us if she has the list of players/parents with duplicate DIBS profiles.
 - iii. **Concession Stand Point Of Sales Specialist (Erick Christianson):** No updates.
4. **Secretary/Registrar:** N/A
5. **Fundraising Director**
 - i. **Tournament Coordinator (VACANT):** No further updates.
6. **Communications Director**
 - i. **Sponsorship Coordinator (Hollie Weckman):** Jess reported that there were no updates from Hollie. Aaron will follow up with Hollie about a dispute that was reported between Sam and the arena staff regarding sponsors that have been reportedly grandfathered in for the arena versus the association.
7. **Board Member at Large**
 - i. **Recruitment & Retention Coordinator (Brandy Rife):** Tom reported the following updates from Brandy – NP hockey bags will be in this week and distributed to managers. Youth nights for our Mite/8U teams with the high school program have been set up. It was noted that the Level 4 mites had very little notice about their scheduled youth nights, but Miranda recalled that Brad Drazan had said that there were very limited options when they reviewed the schedule looking at the home games for our HS program. Nothing had been scheduled for the Level 1 mites, Tom will ask Brandy to see if we might be able to include the Level 1 mites in some way with the HS team this season as well.
8. **Past Board Member/Board Member at Large**
 - i. **Clothing & Apparel Coordinator (Amanda Will):** Tony reported the following updates from Amanda – all General Sports and Thread Logic orders have been shipped. Westwood had a back order of pants, but those will be distributed soon. Round 1 of the coach's jackets have been delivered, and the second round of jackets have been ordered. It was suggested that we consider ordering a stock supply of coach's jackets ahead of time next season so that they only need to be embroidered and to reduce the amount of time it takes for them to be distributed to coaches. We might be able to

work with Thread Logic to see if they would be able to embroider the jackets with a reasonable turn around time.

9. Manager Director

- i. **Outdoor Ice Coordinator (Jeremy Denzer):** No updates at this time.
- ii. **COVID-19 Point Person (Sarah Donovan):** No updates at this time.

IV. NEW BUSINESS

1. **Alignment of Disciplinary Procedures with D6 and MH policy:** Aaron and the Disciplinary Committee had a conference call with Scott Gray who is the SafeSport representative for the district to review our Disciplinary Policy to see what changes need to be made to make our policy fall in line with the district policy and procedures. Scott provided them with their documents to review and follow, of note our disciplinary procedure needs one important change. As it currently is written in our Handbook, the DC investigates all reports of behavioral violations and provides their recommendations to the rest of the Board who votes on the incident and any disciplinary action as needed and the player/parent/coach then can appeal the Board's decision. Our new procedure will require that the accused individual is afforded the opportunity to participate in a hearing with the DC and three other impartial members of the association (who were not involved in the incident or the investigation of the incident). At that hearing, all evidence is reviewed by the DC and the individual has the opportunity to present their statements to the three impartial members of the association, who will then vote on any disciplinary action as needed. If the individual wishes to appeal, their appeal will be brought before the district. Notice of the hearing must be given with at least seven days advance notice. Tony noted that he is working to modify the district documents to be used by our association and we will need to write up some sort of addendum to the Handbook to be presented to the association for their review and posted to the website.
2. **Team Photo Days – Approval of venue:** The MS cafeteria/commons area is available for our team pictures with a fee of approximately \$240 for two days of photos. The Board agreed to go ahead and schedule with the school to use the space.
 - i. **UPDATE FOLLOWING MEETING:** Miranda reserved the MS cafeteria/commons space for our teams on 1/3 and 1/5. However, a couple days later received notice from the school scheduler that the MS space would no longer be available for use on 1/5 due to rescheduling of the MS band concert. There were no other spaces in the school district available for both photo days and thus we decided to just hold photos at the arena in the dryland room.
3. **Closed Sessions:**
 - i. **11/22: Board Approval of JG Players –** This meeting was held virtually and all Board members (apart from Sara) were present for the session. The Board reviewed the players who had registered for the JG season, and it was noted that two of the players need to complete Safe Sport training before they can be added to the team roster in light of their 2005 birth year. Miranda has been in contact with their parents and has provided them with the links for their sons to use to complete the training. At the time of this meeting, we have 15 skaters and 1 goalie registered. We will allow others to register until the final rostering deadline with the district. Jess made a motion to approve the JG players, which was seconded by Jason. Motion carried 8-0 (with one Board member absent). Discussion was also given to the team manager position for

the team. JG families are not required to complete the 22 DIBS hours, thus Miranda proposed that we offer the team manager a \$550 discount (same fee of the DIBS buyout rate for our other players) on their JG skater fee for completion of the team manager duties. Jess made a motion to approve the \$550 discount for the team manager, which was seconded by Miranda. Motion carried 8-0 (with one Board member absent). This discount will be applied at the end of the season when all team manager duties are fulfilled. A vote to approve the Head Coach was not made at this time as we have several applicants interested in the HC position. The HDC is still working to determine their recommendation for the position.

- ii. **12/1: Board Approval of JG Head Coach Position** – Jason shared the HDC’s recommendation on the appointment of Daniel Rogers as the HC for the JG team via email for the Board to review. Jess then made a motion via text to approve the HDC’s recommendation to appoint Daniel Rogers as the Head Coach of the JG team, which was seconded by Miranda. Motion carried 9-0. Coach Rogers will receive a \$5,000 stipend for the season and will be provided with travel reimbursement not to exceed \$1,000 for this season.
- iii. **12/13: Board Approval of Non-Parent JG Assistant Coach Position** – The HDC provided their recommendation to the Board in support of the appointment of Nathaniel Stafford as an Assistant Coach for the JG team on 12/12. Miranda shared their recommendation with the rest of the Board via email that evening and made a motion on 12/13 via text to approve his coaching appointment and reimbursement of travel expenses not to exceed \$1,000 for the season, which was seconded by Jess. Motion carried, 9-0.

V. BOARD MEMBER UPDATES

1. **Fundraising Director (Kristina Dillon):** Kristina reported that fundraising went smoothly overall. She noted that clarification was needed regarding one of the families (a JG family) who completed the fundraising and was wondering if they would need to be refunded for the fundraising buyout rate. After the meeting Miranda reviewed that family’s registration and let Kristina know that the family did not select the fundraising buyout at registration, so no refund is needed.
2. **Communications Director (Jess Snyder):** No further updates.
3. **Manager Director (Sara Westing):** Sara reported that getting the JG team manager up and running was a bit different than our other team managers as rules for JG are different. Miranda shared with Sara the names of six team managers who still need to complete their Safe Sport training, Sara will reach out to those folks with a reminder to get the training done ASAP.
4. **Interim Board Member at Large (Tony Robles):** No further updates.
5. **Interim Board Member at Large (Thomas Gallagher):** Tom reported that he had already heard back from Brandy who will see if something can be set up for our Level 1 Mites/8U players with the HS program.
6. **Interim Treasurer (Jon Beckius):** No further updates.
7. **Secretary/Registrar (Miranda Vertnik):** Miranda reported that we have 11 coaches that still need to update their CEP before the end of the month or they will be red-lined from their respective team rosters and ineligible to continue coaching for the season. She has been in contact with these coaches and will provide them with an additional reminder to get this

requirement completed ASAP. Discussion was given to the travel reimbursement for Coach Stafford – we will issue a \$500 payment on Jan 1 and another \$500 payment at the end of the season to cover his travel expenses for the season. This travel stipend can be used to cover the cost of gas/mileage, hotels, and meals.

- 8. Interim Vice President (Jason Olson):** Jason reported that D6 had informed him during the meeting that they will need the end of the season tournament schedules 6 weeks in advance and that the district will have a call with our Tournament Coordinator to go over the rules and schedule sometime before 1/20.
- 9. Interim President (Aaron Lindholm):** Aaron reported that he had a conversation with City Administrator Josh Tetzloff and that it sounds like this is a good time to potentially build a second sheet of ice in NP. The city has been working with Tim Applen and Eric Brever to understand the needs of our hockey program and they are also interviewing other sports groups. There may be funding available to finally start building the multisport facility in NP.

Aaron made a motion to adjourn the meeting which was seconded by Jason. Motion carried 9-0. Meeting adjourned at 10:02pm.

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