



BRAINERD AMATEUR HOCKEY ASSOCIATION
P.O. BOX 38
BRAINERD, MN 56401
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218-851-2244

BAHA BOARD OF DIRECTORS MEETING

Date of meeting: April 29, 2020

Time: 6:30pm

Meeting conducted electronically due to COVID-19 pandemic

In attendance: Jim Brau, Mike Patrick, Jessica Gangl, Lisa Roberts, Chad Rasinski, Darren Goltz, Mandy Vanek, Rich Pyle, Kaycie Tohm, Mitch Hodgman, Ali Timmons, and Glenn Hagberg

- I. Call to Order – 7:19pm by Darren Goltz
- II. Approval of Meeting Agenda – Motion made by Mike Patrick to approve the agenda with item IV.b and III.3. added. Second by Lisa Roberts. Motion carries.
 - a. Approval of April 22, 2020 meeting minutes – Motion to approve by Kaycie Tohm, 2nd by Chad Rasinski. Motion carries.
- III. Old Business
 - a. Financials
 - i. Motion to approve the financials by Chad Rasinski, with a second by Mitch Hodgman, motion carries.
 - b. Survey
 - i. Kaycie broke the survey results down into “headers” or themes and documented how many time those themes showed up in the survey comments both as things that went well or things to work on.
 - ii. Next steps... include a thank you follow-up to respondents and an all-association message. Kaycie and Mitch will work on communication pieces with Jim.
 - c. Committees
 - i. Motion to approve the following committees: Executive Committee, Player Development Committee, Recruitment & Retention Committee, Volunteer Committee, Fundraising Committee, Safe Sport/Grievance/Disciplinary Committee, Events Committee, Alumni Recognition Committee, Marketing Committee, and Finance Committee made by Chad Rasinski, with a second by Mike Patrick. Motion carries.
 - d. Hockey Director
 - i. Motion to approve the proposed BAHA Structure Changes which includes: off-ice training coordinator (compensated), referee coordinator (compensated), equipment manager (volunteer), hockey director (compensated), updated Player Development Committee structure, and off-ice misc. expenses. Motion made by Lisa Roberts, with a second by Ali Timmons. Motion carries.
 - ii. Motion to offer Hockey Director position to Brent Potvin by Kaycie Tohm, with a second by Chad Rasinski. Motion carries.
 - e. Strategic planning
 - i. Select “point people” to help hold board/committees accountable
 1. Create expectations to hold everyone accountable – Chad
 2. Develop rules/values for what it means to be a Warrior – Darren
 3. Consistently follow development plan by coaches, players, and parents – HD
 4. Create a solid marketing plan that promotes our programs, culture, and opportunities – Jessica
 - ii. Forms – SMART goal to achieve plan
 - f. Volunteer Hours/Update

- i. Volunteer list got cleaned up list (duplicates etc) and credited hours as needed. There are 11 multi-player families that still have unworked hours (4 families of which have worked ZERO hours). There are 35 single player families that have unworked hours (16 of which worked zero hours). BAHA has 470 volunteer required hours that have gone unworked.
 - ii. Proposal:
 - 1. Motion made by Ali Timmons for families with unfulfilled hours they will receive communication giving them the option to pay the full invoice, work their hours, or a combination by 7/24. Families will have to pay up or volunteer before they are allowed to register for the next BAHA skating opportunity. 2nd by Kaycie Tohm. Motion carries.
- IV. New Business
 - a. Referee scheduler position – Discussed in III.d
 - i. Job description needs to be narrowed down. Board will consider an incentive program. Tabled until May meeting.
 - b. 2020-2021 Board Position
 - i. Secretary Position- Motion to keep Jessica Gangl as the Board Secretary made by Chad Rasinski, second by Kaycie Tohm. Motion carries.
 - ii. Vice President Position - Motion made by Lisa Roberts to keep Chad Rasinski as the VP, second by Mitch Hodgman. Motion carries.
 - iii. President Position - Motion made by Chad Rasinski to keep Darren Goltz as Board President, with a second by Mike Patrick. Motion carries.
 - iv. Treasurer Position – Motion made by Chad Rasinski to name Mitch Hodgman the Board Treasurer, with a second by Lisa Roberts. Motion carries.
- V. Comments and Announcements
 - a. Should the HD computer be used in another BAHA capacity?
 - b. BAHA applied for the Paycheck Protection Program.
 - c. Thank you to Mike Patrick and Lisa Roberts (outgoing board members) for their years of service, knowledge, friendship, over the years. You are appreciated and will be missed.
- VI. Adjournment – Motion to adjourn made by Lisa Roberts, with a second to adjourn their FINAL BAHA board meeting. Motion carries at 10:47pm

Next Board meeting May 27th, 2020 6:30pm

Pre-board rotation 6:00-6:30pm starting in September running through March meeting:

April 2020 – Executive Director’s Report

Spring Hockey

1. I processed refunds for the cancellation of spring hockey.

DIBS

1. We will need to formulate a move forward plan for those with outstanding hours in light of the current COVID-19 pandemic since we may not be allowed to gather again until after the current volunteer year ends.

Cragun’s

1. Secured Cragun’s Resort again as the exclusive tournament sponsor for the 2020-2021 season.

Other items during quarantine

Since I wasn’t able to be at the rink much, I couldn’t get done many of the things done that I would normally be able to during this downtime in the season. Things like rental equipment return, jersey return, spring hockey prep and many other various items. I worked a little bit every day from home and didn’t entirely unplug but during this time, I took some banked personal time to recharge my batteries and spend time with my family and help my kids with distant learning and other projects. I had several conversations with stakeholders and board members during this time revolving around a variety of topics such as; spring hockey, referees, pictures, concessions, strategic planning, home tournaments,



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player development committee and more. While we couldn't solidify some specifics, these types of conversations and hypotheticals occur frequently throughout the season particularly this time of year.

Proposed changes to BAHA structure and operations presented by Executive Director Jim Brau.

Off-ice training coordinator: \$3,500 seasonal

I propose we add the position of an off-ice training coordinator under the umbrella of the Executive Director. Coordinator will facilitate a minimum of one training session per week mandatory for all teams within BAHA. Depending on scientific based data, and industry standards we may add a second training session per week for the older level of teams in the association if needed. Sessions will be for physical fitness and I hope to be able and have this person/people instruct stick handling and puck shooting as well if qualified.

Referee coordinator/scheduler: \$1,000-\$1,250 seasonal

I propose we add the position of referee coordinator/scheduler under the umbrella of the Executive Director. Coordinator will schedule all referees for all BAHA on-ice games, scrimmages etc. This process will be done utilizing an availability/scheduling software and done in a timely manner and communicated with officials giving them as much notice as desired by officials. This could be one to two weeks in advance or as adjusted based on the consensus of the official's preferences. Referee coordinator will lead all referee recruiting efforts in BAHA as well as conduct training sessions and facilitate a new/young official mentorship program.

Equipment manager:

Volunteer position to assist me with maintaining the integrity of BAHA equipment and inventory controls. Position will assist on equipment rental nights and turn in nights and routinely monitor cleanliness and organization of equipment room.

Hockey Director/Player Development Committee: HD - \$5,000 annually

I propose we continue to utilize the services of a hockey director making some adjustments to HD duties and composition of the PDC. We will continue to use a minimum of one level coordinator at each level of play in BAHA. Hockey director will remain under the umbrella of the Executive Director.

PDC members will expand and include a seat for:

1. Committee chair (hockey director already in this capacity)
2. Committee vice-chair
3. Committee secretary
4. High School girls' coach (already PDC member)
5. High School boys' coach (already PDC member)
6. Goalie coordinator
7. At-large based on needs as outlined by hockey director

Hockey director will check in with level coordinators weekly and make any adjustments as needed.

HD will participate in on-ice sessions at least one time per month with every team or combined station-based practices.

HD will plan all ADM skills station-based practices with the help of the level coordinators to ensure specific skill development needs are met on a regular basis.

HD will plan and implement BAHA tryout process with the help of the PDC.

HD will monitor and make any updates and changes to the BAHA Hockey Development Plan as needed with the help of the PDC.

HD will conduct coaches' meetings at the beginning and end of the season and develop a feedback system for coaches and players.

Level coordinators will check in weekly with coaches at their specific level.

Both HD and level coordinators will be points of contact and roles established in the BAHA hierarchy chart I will be making and placing on the website and communicating with the membership prior to the start of the regular season.

Both will assist as much as needed in matters concerning player discipline and team issues that occur throughout the season. I don't want to burden them with many of these tasks but do want to make sure they are aware of these events and help as needed to remedy the situation.

Full job details are listed in the job description document.

Ultimately, I plan to utilize the \$12,000 we have been budgeting but just reallocating it. The referee position is not part of this budgetary reallocation.

HD - \$5,000

Off-ice training instructor- \$3,500 projected but may vary.

This frees up a potential of up to \$3,500 to spend on skill development items throughout the year. This could be used for specialty equipment, specialty instructors, guest coaches and clinics, subscriptions to a drill designing software and other items as determined by the HD, ED and PDC.

Respectfully,

Jim Brau

2020-2021 Committees and purposes.

Executive Committee – This committee will be a steering committee for the full board prioritizing issues for the full board to discuss. Committee will meet to work expeditiously when necessary in times of time sensitive matters or crisis that affect BAHA substantially when convening the entire board is not feasible. EC will work to do research on important and critical topics prior to bringing to entire board for approval.

Player Development Committee – The PDC will oversee all hockey specific topics relating to player and coach development. PDC will meet to discuss, monitor and recommend best practices for ensuring proper player/coach development in accordance with USA/MN Hockey standards when applicable.

Recruitment and Retention Committee – Manage and execute all recruitment and retention efforts of BAHA. Past efforts included THFF, homecoming parade, floor hockey, invite a friend to skate days etc. This committee should be comprised of enough volunteers to effectively carry out the recruitment needs of BAHA. This committee should work closely with board, Executive Director, Hockey Director, and events and promotions committee as well as the volunteer committee to help alleviate the many tasks needed.

Volunteer Committee – This committee will manage and oversee all the volunteer requirements for the BAHA members where volunteers are routinely used. This includes but not limited to, BAHA functions and events, home tournament shifts and other items deemed necessary by Executive Director or board of directors. This committee will monitor members hours and apprise them of completion or missing requirements.

Fundraising Committee - The fundraising committee will be responsible for the planning, implementation and execution of all BAHA fundraising activities. These activities include but



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not limited to, pizza and raffle fundraiser, team sponsorships, and other items as outlined by Executive Director or board of directors.

SafeSport/Grievance/Discipline Committee – The SSGD committee will oversee and implement any requirements as directed by USA/MN Hockey and the US Center for Safe Sport. These include but are not limited to locker room policies, cell phone policies, locker room monitors etc. The SSGD will also establish grievance and discipline policies for board approval and implementation. Committee will handle all grievance procedures and discipline issues outside of normal playing rules.

Events Committee – This committee will oversee and implement events throughout the calendar year. Past and future events are and might not be limited to, world girls' hockey day, tailgating events, BAHA nights at high school games, end of season banquet, and any other social gatherings or events to help foster goodwill amongst the membership. Committee will work hand in hand with all other committees, Executive Director and board of directors as requested or required.

Alumni Recognition Committee - This committee is responsible for the proper recognition of BAHA/BHS alumni that have gone to play hockey at a high level after graduation. Committee will also work to recognize current BAHA teams' accomplishments achieved, such as hanging banners at the arena spotlighting those accolades. This committee will seek innovative ways to show our appreciation for past and current players accomplishments. The scope of this committee may change as the need arises based on the successes of graduating classes.

Marketing and Social Media Committee – This committee will help plan and execute the BAHA marketing plan as highlighted through the long-term planning process. This plan will promote BAHA's opportunities, events, recruitment efforts, alumni recognition and other items as needed as they arise. Areas of focus will be print advertising as well as digital marketing through companies such as Brainerd Dispatch, community education booklets and local radio stations as examples. Committee will maintain BAHA's social media presence through applications such as Twitter, Instagram and Facebook as some examples. Committee will also update social media regularly to highlight BAHA team achievements, alumni spotlights, BAHA events, recruiting efforts and other items as they requested. Since this committee is new for the 2020-2021 season, committee chairperson and executive director will meet in the month of May to narrow down specific committee tasks and shape the scope of work to be accomplished throughout the year.

Finance Committee – Committee is comprised of President, Vice President, Treasurer and Executive Director. Purpose of committee is to have oversight over all BAHA financial activities. These activities include, budgeting, 990 preparation, loan applications and other legally binding financial documentation as they arise. This committee is also tasked with verifying BAHA financial assistance requests by members. Committee does not meet on a regular basis