



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: September 25, 2024

Time: 5:30PM

Essentia Health Sports Center

In attendance: Amanda Ciecinski, Andrew Murray, Sam Blum, Joe Winegar, Chris Velasco, Steve Leary, Alicia Prahm, Justin Jerve. Guest: Hallie Hemric

- I. Call to Order – Joe W. called to order at 5:33PM by Joe
- II. Fundraising Meeting, open to all BAHA members: Roll call – the above members were present, no additional members joined for the Fundraising Meeting which was available on Teams
  - a. Review Gambling Report and approve proposed October expenses: Motion to approve the report and proposed expenses by Sam, 2<sup>nd</sup> by Steve and the motion passes.
  - b. Discuss/Vote on Lawful Purpose donation of \$22,000 to BAHA general funds: Motion to approve this Lawful Purpose donation by Sam, and 2<sup>nd</sup> by Andrew. This motion passes.
  - c. Discuss gun raffle and meat raffle: Plan to start with meat raffles on 10/7/2024. The BoD also discussed an opportunity for offsite gun raffles. This will be explored further by the gambling manager. Motion to adjourn by Sam and 2<sup>nd</sup> by Steve. The Fundraising meeting was adjourned
- III. Good News =/< 5 minutes
  - a. Golf tournament had 13 teams and is off to good start as an annual event
  - b. 96 kids participated in Try Hockey for Free, and the jerseys were a hit!
  - c. The ratio of kids:coaches has been great for Learn to Skate this year and getting good feedback about the program
- IV. Approval of Meeting Agenda – Motion to approve by Steve, 2<sup>nd</sup> by Sam. Motion carries.
- V. Approval of Consent Agenda which includes the following: Motion to approve made Alicia, 2<sup>nd</sup> by Amanda. 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 (*see attached*)
  - d. Recruitment and Retention Committee report (*see attached*)
  - e. Alumni Committee report (*nothing to report*)
  - f. SafeSport/Grievance/Discipline Committee (*nothing to report*)
  - g. Fundraising Committee report (*see attached*)
  - h. Executive Committee report (*nothing to report*)
  - i. Finance Committee report (*nothing to report, financials reported to the BoD*)
  - j. Marketing Committee report (*see attached*)
  - k. Events Committee report (*see attached*)
  - l. Team Managers Committee report (*nothing to report*)
  - m. Meeting Minutes (*approved electronically 9/8/24*)
- VI. Old Business
  - a. Update Volunteer Policy: There have been important changes to the Volunteer policy since last year including a decision about rookie year and consequences regarding “no shows.” Alicia will write a letter highlighting the changes, and it will be sent to BAHA membership.



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- b. PDC members: Motion to add Shane Paskey to PDC executive commitment by Andrew, 2<sup>nd</sup> by Amanda. The motion passes.
- c. Long term planning: Standing agenda items discussed by BoD.
- d. Multiple bank accounts: Finance Committee – Sam made a motion to close Riverwood account and transfer those monies to the savings account at Bremer. 2<sup>nd</sup> by Justin and the motion passes. Justin made motion to approve the Investment Policy Statement and to open a brokerage account at Schwab. This will include an ACH relationship with the savings account at Bremer. This motion was 2<sup>nd</sup> by Alicia, and the motion passes. Sam Blum abstained from voting on this motion.
- e. Teamwear/Merchandise: Plan to continue with GLS for the remainder of the merchandise.

#### VII. New Business

- a. Dryland plan for 24/25 - Hallie Hemric from Top Tier presented a plan for dryland this year using existing space at the arena. Her focus is on speed, agility, and explosiveness. She has experience training a high school hockey team in the metro. The Board discussed feedback received from membership regarding past dryland program. It is noted that our membership would appreciate having dryland moved back in house and coordinated with practice as much as possible. Andrew will check references, and the proposed contract will be reviewed. The BoD plans to vote electronically in the upcoming weeks on this topic.
- b. BoD meeting dates for November and December: The BoD elects to keep the November Board meeting on Wednesday November 27. December's meeting will be moved to 12/18/24
- c. In-house hockey: Plan to send out an email reminder to get returning Mites registered by September 30. This will assist with fundraising planning. The in-house committee has been established and will be meeting to designate coaching roles. The BoD does not have plans to hire a separate in-house coordinator at this time. This has been rolled into bigger conversation about directorship and structure of leadership.
- d. Logo Discussion: Feedback from Jack Freeman was that Brainerd high school sports are continuing with the helmet logo. However, he notes that some variations are fine.
- e. Rookie season for free: Cub Foods is no longer sponsoring this. Different opportunities for continued sponsorship were discussed. These ideas will be pursued and brought to the next board meeting
- f. Website: The new look of the website was presented and discussed
- g. Team sponsors for 24/25: The board discussed obtaining team sponsors for the 24/25 year and preliminary plan for sponsor recognition
- h. Review Hockey Director job description - tabled
- i. Goalie Recruitment – tabled

VIII. Comments and Announcement: Kick-off party is scheduled for 10/13/24

IX. Adjournment – Motion to adjourn made by Sam, 2<sup>nd</sup> by Alicia. Motion carries. Meeting concludes at 9:35PM

Next Board meeting 10/30/2024 at 5:30

**Fundraising Report – 9.25.24**

**Prepared by Justin Jerve**

The Fundraising Committee will be meeting soon to prepare the fundraising envelopes for Pizza and Raffle Fundraisers. All tickets and flyers have been ordered and are ready to go for this. Just need close to final registration list to start. Fundraiser hand out nights will be the first week of practices in October, with Pizza



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Fundraiser deadline of 11/1 so we can get pizzas ordered and meet our delivery date of the week of Thanksgiving. Raffle drawing is set for February 17<sup>th</sup> at 7pm at the Arena.

**Fundraising Report 9.11.24**

**Submitted by Alicia Prahm**

Deposits for the month of August were \$41,424.66 and Allowable Expenses \$16,649.64. Net profit before taxes \$24,775.02 and after taxes \$21,589.92 (August). We had an unannounced audit by GCB on 8/28/24, at one of our sites. The auditor evaluated 68 different items. We had 1 deficiency; it has been corrected.

Letter to MN GCB was completed, requesting permission to pay back starting loan of \$15,100. That request is pending their board meeting for approval.

Net profit for the first quarter of Charitable Gambling was \$62,152. Discussed Lawful Purpose donation with our accountant who recommends keeping 2 months of expenses in our gambling account (using July/Aug to estimate = \$40,000). My recommendation is to donate \$22,000 from the gambling account to BAHA general account for Lawful Purpose donation.

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

Month	Allowable Expense	Requested	Spent
Aug '24	Rent to Sites	\$12,000	\$5,501.45
	Payroll & employee taxes	\$3,000	\$1,507.68
	Service & Supplies	\$2,000	\$685.06
	Inventory (gambling product)	\$10,000	\$1,893.28
	Accounting/legal	\$3,000	\$0
	Equipment	\$3,000	\$0
	E tab equipment and Revenue sharing	\$13,000	\$6,598.33
Sept '24	Rent to Sites	\$12,000	
	Payroll & employee taxes	\$3,000	
	Service & Supplies	\$2,000	
	Inventory (gambling product)	\$10,000	
	Accounting/legal	\$3,000	\$448.64
	Equipment	\$3,000	
	E tab equipment and Revenue sharing	\$13,000	



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Oct '24	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

#### **Concessions Report 9.22.24**

**Submitted by Kristina Lee**

I've been cleaning and eliminating items in the stand and back room. Along with updating some things on Square. Planning for opening day to be Monday, October 14th. Orders will start to arrive at the end of the month to ensure we are stocked and ready.

I did talk with Jim about the back storage room. He is fine with us continuing to store things in there but asked to have it more organized for ease of working there should an issue come up and someone needs to be called in. He mentioned he didn't want a lot of people to have access or be going in and out of there. I told him I plan to have plenty within concessions that only myself would need to be in there grabbing items. He did ask that we not hang posters on the walls, and that if we feel like we need to, to please come talk to him first.

I know there was talk in the beginning about hiring a few people to ensure that someone is always there that knows what they are doing. I do have a couple people in mind but open to suggestions as well. One is a junior in school and has food truck experience and would be available anytime. One is a teacher who has restaurant experience and would only be available on weekends or non-school days. Someone else did tell me to let them know if we needed a part time worker but I'm not sure of her availability. Please let me know how we plan to go about this hiring process.

Jayne, Megan and myself (if schedules allow) would be happy to attend any new parent meeting as well. Just to say "hi" and show our faces and let them know we are more than happy to meet one on one if they would prefer. During the month of October I'll plan to be there every evening to make sure people are getting the proper training needed. In November I'll plan to be there every Monday evening for any volunteers that would like additional training or have any questions. My goal is to have everyone confident and comfortable with the concession stand and not be scared to complete their hours or saying "I didn't know how to do it so I didn't do it".

This season I will eliminate some items and try out some new items. New items to come would be breakfast options (sandwiches, burritos, muffins) for weekend/tournaments. On high school game nights we'll run different food specials. Examples could be Walking Taco, soup/chili, pulled pork sandwich, loaded nachos. This could be an option for tournament weekends as well. Also looking to swap out frozen pizzas in exchange for Rafferty's pizzas. I know Chris has talked with Mark about prices and options on how to do this the most effective way.

Pepsi is working on a new contract and will send it to Chris when done for approval. They are going to put in there that we are allowed one competitor brand beverage and it may be put in their cooler using the bottom shelf only. We'll plan to use this for Prime this year but with the wording of "one competitor brand" it can be switched out when the time comes for the newest greatest thing.

Prices will go to the nearest dollar and am open to suggestions if prices do not seem reasonable. I'll need to get new signs made but want to make sure these look good before moving forward with that.

September 2024



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**Cold Beverage:**

Pop, water, Propel, Bubbl'R, will be \$3.00 (were \$2.75) Slushy \$3.00 (was \$2.50)

Prime: \$4.00 (was \$3.50)

No longer going to carry Mtd Dew Kickstart, Bio-Steel or 1919 Root Beer. Will bring in Apple and Orange juice, Celsius (top 2 flavors) all from Pepsi.

Hot Beverage: all were at \$2.50

Coffee, Cappuccino, Russian Tea, Hot Chocolate: \$3

Hot Food/snacks

Chicken Strips was at \$5 will go to \$6

French Fries was \$3.50 will go to \$4

Chicken Strip basket \$9.00

Mozzarella sticks will stay at \$4.00

Mac and Cheese and Ramen Noodles will go from \$3.50 to \$4.00 Hot dog \$2.50 to \$3.00

Brat stay at \$3.00

Pretzel with cheese will stay at \$4

Nachos and Mini Donuts will go from \$3.50 to \$4.00

Popcorn will stay at \$2

Candy bar will go from \$1.75 to \$2

Cookies and PB (rice Krispie bar with chocolate) will remain at \$2 Dip and dots will go up to \$4.00 from \$3.50

Ice cream bars will go from \$2.50 to \$3.00

Von Hansen pretzels will remain at \$4

There will still be hockey tape (black/white for sticks and clear for socks), along with wax and laces for sale but planning to display it better so people know we carry it.

Could we look into getting a commercial soup cooker? Amazon has some like this starting at \$70.00.

Thanks! Kristina



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**PDC 9.25.24**

**Submitted by Brent Potvin**

PDC Updates 9-25-24

Co-ed Updates (Meeting on Sept 4<sup>th</sup> @ 5:30 for team confirmations)



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- Sent out communication to the bantam parents based off the approval from the board to change to 2 teams at bantams. Explained how we got there and the why.
  - Finalized all tournament registrations for this season. We were able to find openings for both Bantam B1 and PWA.
  - Updated our tryout page with updated schedule and night 1 tryout groupings
  - Evaluators and on-ice help finalized for tryouts. Emails sent to each group.
  - Night 1 practice plan and evaluation forms completed. Practice plan will be run in our Fall Camp next week as a trial run for all the kids.
  - Post tryout schedule sent to Pete to put on the schedule. Our plan is to sit down and give all the kids an evaluation on how their tryout went.
  - Roster approval and coach selection meetings set for Sunday evening for the PW and Squirt teams and Tuesday afternoon for Bantams. Once approved by the board, teams will be posted to the tryout page and emails sent to the parents.
- Co-op
- Co-op Committee would like the approval to appoint Jim Conrad the Head Coach of our 10UB team
  - Co-op committee would like the approval to appoint Ben LeBlanc as the Head Coach of our 12UA team
  - We are still in discussions for the 15U coach but plan to have this person appointed prior to their first practice Oct. 5<sup>th</sup>.
  - I received an email from Coach Rusk that was forwarded onto Grant for what I hope can be board discussion about his desire for BAHA to hire a fulltime girls coordinator. He would like this person to work side by side with him to promote practice ideas, implement his systems and watch game play.

In House Committee  
Meeting scheduled for Oct 7<sup>th</sup>.

#### **Marketing Committee 9.18.24**

**Submitted by Alicia Prahm**

The Marketing Committee has met twice in the last month and has been actively working on updating the website. The Social Media email has been changed to Outlook. We will forward gmail to Outlook for the next year, then discontinue gmail account.

Erin has developed a communication to go out to all team managers with information regarding social media posts. We need further direction on team sponsors to be sure that they are tagged (if desired and if possible) and that we have logos for the sponsors.



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### **Events Committee Report 9.25.24**

**Submitted by Joe Winegar**

The Warrior Classic Golf Tournament 9/23/24 – held at Cragun’s Lehman Course

The tournament went well with great weather. 13 teams of 4 players entered, each receiving some donated items in a goodie bag. We held a raffle with many prizes, a 50/50 raffle, a skins game worth \$1,500, a random draw for \$200 back to 5 different teams, excluding the top finishing team.

We were able to get 18 plus sponsors.

Money from sponsors, teams and raffles will be counted after the invoices are paid. Once money is in we will take out the expenses to determine the total amount raised.

#### Hockey Kick Off Party

Date: 10/13/24

Time: ??

Location: Dunmire’s on the Lake

Details so far:

- Need an approximate number of people attending to plan food
- Rate - \$17 per plate
- BAHA covering the cost of the food
- 50/50 raffle
- Football Board for a game that is picked
- Looking to have coaches volunteer to get pies in the face
- Andrew Murray head shaving

### **Recruitment & Retention 9.25.24**

**Prepared by Amanda Ciesinski**

Last Meeting: 08.28.24

Next Meeting: TBD

#### Retention Efforts:

- Wild Ticket Block - The ticket link for 11/1 has been forwarded to BAHA membership. Tickets are available for purchase throughout the month and sold at \$42/each. All tickets are purchased directly from the Wild, and BAHA receives no money from selling these tickets. Any savings are passed directly to our membership. An intermission scrimmage will be provided to our 8U/Mites in their last year at that level. 16 participants will be selected randomly from those who purchase tickets and complete the form provided by the RR Committee.
- Try Hockey for Free - The committee hosted this annual event on 09/08 & 09/09. We had 96 participants attend between the two sessions. Thanks to the varsity teams, BAHA volunteers, coaches, and committee members who helped us coordinate this event.
- Learn to Skate – Committee members and volunteers distributed equipment to participants at the beginning of September. Participants have now participated in four of six practices. Vacationland Figure Skating Club coaches have been working with our skaters out on the ice. We have received positive feedback from participants on the quality of instruction and the ratio of skaters to coaches. VFSC has been very easy to work with, and we thank them for partnering with BAHA to provide this program to our 1st-year skaters.



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- Shot Club – After a couple of modifications, the final list of participants earning prizes this summer has been finalized. The poster will be available shortly. Prizes are being ordered, and the winners will be announced to the association when the regular season begins. We are coordinating with the varsity teams to select a date to announce the top three winners at a game.