

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting Location: Raven Stream Elementary
Wednesday, July 13th, 2022, 7:00 P.M.

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

ATTENDANCE:

NPHA Board

President	Sam Blank	present
Interim Vice President	Jason Olson	present
Secretary/Registrar	Miranda Vertnik	present
Interim Treasurer	Kristina Malecha	present
Manager Director	Sara Westing	present
Communication Director	Jess Snyder	present
Interim Board Member at Large	Thomas Gallagher	present
Interim Board Member at Large	Aaron Lindholm	present
Fundraising Director	VACANT	

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	present
Ice Time Coordinator	Tyler Kienow	absent
HDC Coordinator	Tim Applen	present
Volunteer Coordinator	Aimee Bombardo	present
Concession Stand Coordinator	VACANT	
Mite/8U Coordinator	VACANT	
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	Lauren Heuer	absent
Sponsorship Coordinator	Tara Stutheitt	absent
Safe Sport Coordinator	Chelsea Casey	absent
Clothing & Apparel Coordinator	Amanda Will	absent
Recruitment & Retention Coord	VACANT	
Concession Stand POS Specialist	Erick Christianson	absent
COVID-19 Point Person	Sarah Donovan	absent

Others present: Jen Mushitz (former NPHA Volunteer Coordinator)

I. REPORTS

- 1. Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for June 2022 with the Board on June 9th. There were no revisions suggested by any Board members. A motion was made by Aaron to approve the June 2022 Meeting Minutes, which was seconded by Jason. Motion carried 6-0 (with two Board members absent at the time of the vote). Miranda will post the June 2022 Meeting Minutes to the NPHA website.
- 2. Treasurer's Report (Kristina Malecha):** The June 2022 Treasurer's Report was shared with the Board on July 12th. Since the last Board meeting, Kristina shared with the rest of the

Board that her schedule for school had changed, making it impossible for her to attend future Board meetings. She is considering stepping down from her position and we will be posting an interim Treasurer position listing with the association membership. Kristina reported that nearly all tournaments have been booked and some have been paid for. The HDC is doing a good job of trying to find ore affordable tournaments and are currently under budget for this expense. There are still some that need to be booked and we may need to book additional girls tournaments in the event that we need to field two 10U teams. A motion was made by Aaron to approve the June 2022 Treasurer’s Report, which was seconded by Tom. Motion carried 6-0 (with two Board member absent at the time of the vote).

3. **Gambling Report (Nate Borwege):** Nate forgot to share the May 2022 Gambling Report with the Board prior to the meeting but did submit a report to Miranda during the meeting, which she then shared with the rest of the Board. Nate shared the report with the group verbally and noted that things on the gambling front are looking good, things are more than double at the Fishtale which is great. His is plan is to pay back the \$7k loan to general account when the gambling account reaches \$20k. Discussion was given to if we could pursue a gambling program at 1319, but Nate indicated that they are currently running pull tabs for someone else there. Discussion was given to the topic of Raffle Calendars, as they will need a count of families for their preparations. Miranda noted that all families will be expected to sell the usual \$300 worth of calendars this season and that brand-new Mite only families (who did not need to sell calendars the past two season) will be required to sell \$100 worth of calendars. She will flag those families for the gambling program so it is clear who is getting 15 calendars and who is getting 5 calendars. Nate reported that he is currently looking to rent a storage facility for the pull tab games as there are rules regarding game storage. Jess made a motion to approve the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Jason. Motion carried 8-0.

II. OLD BUSINESS

1. Open Board and Coordinator positions:

- i. **Treasurer Position:** As noted above, Kristina will be stepping down from this position. We will work to put together a communication that clearly lays out the duties of this position and post something as soon as possible to ask for interested volunteers.
- ii. **Fundraiser Director:** We still do not have any interested applicants for this Board position at this time. Jess will send out another communication to the association asking for volunteers to fill a one-term interim Board position. In the meantime, Brian V is willing to help coordinate the combination fundraiser and train in any interested applicants this season.
- iii. **Mite Coordinator:** The HDC formally reviewed and discussed the two applicants who have indicated their interest in being Co-Coordinators in this position and ultimately do not recommend them for the position at this time. The HDC did not feel these candidates were a good fit for the position at this time and that it may be better to direct their enthusiasm to help in different roles in the association for now. A lot of focus was given to this topic during the meeting and concerns were raised about going into the season without an individual identified to take over the MC duties. The HDC noted that we do not have a Squirt Coordinator, Girls Coordinator, etc. and they feel

that the MC duties can be shared amongst the HDC. Several Board members voiced their concern about this as there will need to be very clear direction and communication about who will take on these duties as we will need to know who to direct parents to with questions, etc. There were two separate motions made on this topic. The first, Jess made a motion to approve the HDC's recommendation regarding the decision not to appoint these two candidates as Mite Coordinator, which was seconded by Tom. The motion tied, 4-4. A new motion was made by Tom to appoint these two candidates as the Mite Coordinator, which was seconded by Kristina. Motion failed, 2-4 (with two abstentions). For now, the HDC will absorb the Mite Coordinator duties.

- iv. **Concession Stand Coordinator:** No formal applicants at this time, we will be reaching out to members to find someone to take on this role. It is very important that we will this position as we need concession sales to help offset our association expenses and keep skater fees lower.
- v. **Recruitment and Retention Coordinator:** No applicants at this time.

2. Off-Season Planning

- i. **Jersey Fitting** – Our Jersey Fitting Event was held on June 23rd from 5-8pm at the Community Center lobby. There were a few new SQ/10U players who did not place their orders as instructed. Miranda connected these families to our Equipment Coordinators to facilitate the ordering process. Next season we need to make sure we have everything planned out ahead of time, there was an issue this time around with not having the iPads there and ready to go at the start of the jersey fitting. This is because we did not communicate who would be responsible for this, we will need to do better next year.
 - ii. **2022-23 Budget Approval:** 2022-23 Budget Meetings were held on May 9, 22, 24, June 13 and 15. On July 1st, via text, Aaron made a motion to approve the 2022-23 Budget, which was seconded by Jason. Motion carried, 8-0.
 - iii. **Handbook Approval:** The 2022-23 Handbook was reviewed over June 13, 15, and 26. Miranda has been working to make the necessary revisions based on those discussions. We are still awaiting the finalization of a few details before it is ready to go. Tim will send Miranda the tentative upper-level tryouts and Mite/8U placement dates so that they can be entered into the Handbook with a notation that the dates and location is subject to change pending any significant delays with the rink floor construction happening at the arena. Tim noted that the HDC has reached out to neighboring arenas for possible back up ice times for our PW and BA tryouts in the event that our rink is not ready. The Board noted our preference to go ahead and schedule that back up ice and if it turns out the ice is not needed for tryouts, we may use it for our SQ/10U/12U/MT8U to have some preseason ice opportunities, but we will be better off having the ice available in case it is needed.
3. **Status of securing an accounting services provider for NPHA:** Aaron and Krystal Beedle met with an accounting service to discuss transition of the bookkeeping duties. Both Aaron and Krystal are reported to feel this will a good fit for our program. The rate there is \$75/hour, which was noted to be reasonable. It was reported that Krystal estimated the actual work to be something between 6-10 hours per month, but that this could be less if we were able to fill our Treasurer role with someone with accounting training. We will work to transition these services

over as Krystal would like to be done with her position as soon as possible. Sam will sign the agreement.

4. **Used Equipment Sale/Season Kickoff Event Planning:** This event is going to be held at the outside at the rink on Sunday, August 28th. There will be raffle prizes for those who attend, like last year, those who are already registered and attend the event will be entered into a drawing to win reduced skater fee for their player. Stacey H, Ashley L, and Rachel R will be working to organize this event. Stacey's full hours will be waived for this event and 11 DIBS hours will be given to two helpers. They are currently working to line up volunteers from both the boys and girls high school hockey programs to help work this event.

III. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** No updates at this time. Sam did ask the group if any Board members would be available to attend these meetings in his place in the future if he is unable to attend. Meetings are usually held virtually on the second Monday of each month at noon for one hour. He will send info to the group about these meetings as needed.
- ii. **Gambling Coordinator (Nate Borwege):** No further updates at this time.
- iii. **Safe Sport Coordinator (Chelsea Casey):** No updates at this time.

2. Vice President

- i. **HDC Coordinator (Tim Applen):** Discussion was held about the protocol for or chain of command with communicating with the HDC. It was noted that two Board members had reached out to HDC members other than Tim to discuss the Mite Coordinator position, so clarity was given about the intent and purpose of those discussions. Tim discussed the plans for tryouts should there be delays in the construction at the rink. He also noted that the HDC is working on laying out the specific plans for tryout drills, etc., and indicated that they will be working in more scrimmage opportunities into tryouts. Focus was given to discussing the plan for our girls programs this season as our anticipated numbers for 10U place us above the allotted 20 players for one team. Tim asked if registration could be opened early this year to help sort this out for team planning. Miranda noted that she is working with SportsEngine on the registration page to work out the necessary revisions, but that we cannot launch registration until the Handbook is finalized. The goal is to open registration on August 1st, which is two weeks earlier than our norm. Miranda will send out a survey to all of our anticipated 10U and 12U player families though to get a gauge on the interest of those players in returning. This may be more useful anyway since many people do not register their players until the day of or couple days before the registration deadline anyway. Tim reported that the first of the two scheduled coaches' meetings is coming up soon. The HDC has been working hard to put these training sessions together. So far 14 coaches have RSVP'd that they will be there, they intend to reach out to those who did not RSVP and Miranda has provided the contact info for those coaches. Tim shared that tournament scheduling went smoothly overall and was happy to report that the girls will get to attend Fargo this year. There was some trouble finding good tournaments at the Bantam level, but they are working through this. Tim asked if it would be at all possible to open registration in July next year. That is possible but will require the

budget and handbook to be finalized in early June for that to happen. Tim noted that the workflow chart and designated duties that they are using within the HDC seems to be helping thus far. The question was raised to ask for clarification on why the HDC plans to have two PW C teams this season instead of two B level teams. It was noted that growth at the C level is hard for players who are motivated. Tim indicated that he would bring this question back to the HDC for their consideration.

- ii. **Mite/8U Coordinator (VACANT):** No updates at this time.
 - iii. **Ice Time Coordinator (Tyler Kienow):** Jason noted that the Avario contract was signed by Sam and that they have provided the tournament date blocks as well as scheduled MEGA and xHockey dates to the scheduler.
 - iv. **Equipment Coordinator (Troy Gilbertson):** No further updates at this time.
3. **Treasurer**
- i. **Concession Stand Coordinator (VACANT):** No updates at this time.
 - ii. **Volunteer Coordinator (Aimee Bombardo):** Jen and Aimee said that they would be working to identify a way to track the 11 concessions stand hours requirement for DIBS hours.
 - iii. **Concession Stand POS Specialist (Erick Christianson):** No updates at this time.
4. **Secretary/Registrar:** N/A
5. **Fundraising Director**
- i. **Tournament Coordinator (Lauren Heuer):** No updates at this time.
6. **Communications Director**
- i. **Sponsorship Coordinator (Tara Stutheitt):** Sam is working with Tara so that she can take over this position fully soon.
7. **Board Member at Large**
- i. **Recruitment & Retention Coordinator (VACANT):** No updates at this time.
8. **Past Board Member/Board Member at Large**
- i. **Clothing & Apparel Coordinator (Amanda Will):** Aaron noted that Amanda has apparel samples from our vendors ready to go for the kickoff event on the 28th of August.
9. **Manager Director**
- i. **Outdoor Ice Coordinator (Jeremy Denzer):** Sam noted that there is currently sand being stored in the outdoor rink for the indoor rink floor construction.
 - ii. **COVID-19 Point Person (Sarah Donovan):** We will plan to decide in August whether this position is necessary for the 2022-23 season (if MN Hockey or D6 mandates that we have a Covid plan in place, then we will need to keep this position).

IV. NEW BUSINESS

1. Registration Updates

- i. **Coaching Applications:** As of this meeting date, we have received 10 coaching applications, one of which is a non-parent coaching applicant. We will need to send out another reminder to coaches to start submitting applications soon as we do not want to be in the same bind that we were in last season with so many late coaching applications.
- ii. **Player Registration Release Status:** Miranda just received the first draft of our player registration from SportsEngine the other day. She will be going through this draft and making the necessary edits. The goal is to release by Aug 1st or earlier if possible. She will be sending an email to the Board to confirm all fees as we had set at the budget

meetings before finalizing registration. The question was raised last season on whether we can close off player registrations to avoid late registrants. Miranda had a discussion with the D6 Registrar on this and was advised that we really cannot close off registrations until a few days before the final rostering deadline in late December. It is the position of USA Hockey, MN Hockey, and D6 not to turn players away. Any extra work related to late registrants is unfortunate, but it is more important to allow kids the opportunity to play.

- iii. **Hardship Application Deadline?** We will set our Hardship Application deadline as Monday, August 15th and we will hold a closed special session that week to review the applications. Miranda will need time to create unique discount codes for each family that is approved and communicate this to families before the registration deadline.
 - iv. **Team Manager Applications** – Sara reported that there are no necessary changes to the Team Manager Application from last season. Miranda will update it for dates, etc. and share the link with Sara.
 - v. **Volunteer Registration** – Miranda will be implementing a system to track the training status for LRM volunteers to share with Team Managers and our SafeSport Coordinator.
2. **IRS 501 (c)(3) Status:** Our request for this status has been approved, so not donors can deduct donations made to NPHA on their tax returns. We are also now eligible to sell programs at Wild Games as having this status is one of their requirements for allowing groups to come in.
 3. **Review of Robert’s Rules of Order:** In the interests of time this topic was not discussed in detail, but Board members were encouraged to review the rules of order and make a concerted effort to be more efficient in these meetings.

V. BOARD MEMBER UPDATES

1. **Fundraising Director (VACANT):** N/A.
2. **Communications Director (Jess Snyder):** No further updates.
3. **Manager Director (Sara Westing):** No further updates.
4. **Interim Board Member at Large (Aaron Lindholm):** No further updates.
5. **Interim Board Member at Large (Thomas Gallagher):** No further updates.
6. **Interim Treasurer (Kristina Malecha):** Kristina shared that she is working through her decision regarding stepping down from her position or not.
7. **Secretary/Registrar (Miranda Vertnik):** No further updates.
8. **Interim Vice President (Jason Olson):** Jason reported that he had somehow been dropped from the D6 email list and ended up missing the June D6 Board meeting. That problem has been corrected. Jason reported the following from the D6 Board meeting minutes: the issue with clock management was discussed – with no solution established – as games were often not completed within the allotted ice hour; the Game Sheets system on the iPads will be used again this season; the district continues to take a firm stance against abuse of officials and disciplinary action will be taken; Junior Gold will now be a state-wide B league – programs from outstate will come out to play against metro area teams.
9. **President (Sam Blank):** No further updates.

A motion was made by Sara to adjourn the meeting which was seconded by Aaron. Motion carried 8-0. Meeting adjourned at 10:00pm.

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