

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting held via Webex due to Stay-at-Home Orders issued by State of MN
Wednesday, June 10th, 2020 7:00 P.M.

Meeting was called to order at 7:01 p.m.

NPHA Board

President	Sam Blank	present
Vice President	John Prokopec	present
Secretary/Registrar	Miranda Vertnik	present
Treasurer	Krystal Beedle	present
Manager Director	Brian Christensen	present
Communication Director	Jess Snyder	present
Fundraising Director	Brian Vosejka	present
Board Member at Large	Brad Breeggemann	present
Past Board Member	Jason Ashley	present

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	present
Ice Coordinator	Tyler Kienow	absent
HDC Coordinator	Joe Franck	present
Volunteer Coordinator	Jen Mushitz	present
Concessions Coordinator	Brea Applen	absent
Mite Coordinator	Brad Breeggemann	present
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	VACANT	
Hockey Fest Coordinator	Justina Cloutier	absent
Raffle Calendar Coordinator	Susan Murphy	absent
Sponsor Coordinator	Sam Blank	present
SafeSport Coordinator	Mike Franklin	absent
Clothing & Apparel Coordinator	Sarah Hartman	absent
Recruitment & Retention Coord	Mike Westing	absent

Others present:

N/A

I. REPORTS

- 1. Secretary's Report (Miranda Vertnik):** The Meeting Minutes for May 2020 were shared with the Board on May 14th. A motion was made by Brian C to approve the May 2020 Meeting Minutes, which was seconded by Jess. Motion carried, all in favor.
- 2. Treasurer's Report (Krystal Beedle):** The Treasurer's Report for May 2020 was shared with the Board on June 9th. Krystal noted that \$7,000.00 was transferred from the General Fund to the Gambling Fund as had been requested during the Board meeting last month due to a lack of funds coming in since all pull tabs had been closed out due to the Stay at Home orders. She also noted that payment was made for 16 tournaments at this time, payment was made for tax preparation, and that a small

amount of money had come in from association families who have outstanding bills. A motion was made by Jess to approve the May 2020 Treasurer's Report, which was seconded by Brian V. Motion carried, all in favor.

3. Gambling Report (Nate Borwege):

Nate shared the April 2020 Gambling Report prior to the meeting. He noted that there was no incoming money into the Gambling Fund for the month of April as all pull tabs gambling has been closed out since March. Payments were made to cover fees, payroll, and rent for the pull tab stations, leaving a negative net profit for the month of April. He thanked the Board for the deposit into the Gambling Fund from the General Fund, noting that this should help carrying things over until are able to resume the pull tabs. With the adjustments to the Stay-at-Home Orders, we are now able to resume selling the pull tabs. He indicated that both the Fishtale Restaurant and Carbone's have plans to re-open to patrons within the week. Nate also noted that the pull tab machine at the Fishtale is in need of some maintenance, but that he was unable to get the necessary part from the manufacturer. He was able to locate a company based in St. Cloud that will be able to service the machine for \$2,100.00, but that he is going to hold off on scheduling the service until the machines have been operating for a couple months. Anticipated June expenses include an estimate of \$75.00 for accounting and tax preparation and \$320.63 for the gambling software annual fee. A motion was made by Brad to approve the April 2020 Gambling Report and the Lawful Expenditures for June, which was seconded by Jess. Motion carried, all in favor.

II. OLD BUSINESS

- 1. Year End Survey:** The survey closed at the end of May. While there were many positive comments about the season, some recurrent constructive feedback results included the following: concerns about the behavior of the head coach of two teams; concerns about the behavior of two assistant coaches; better screening of coaches; a need for more practice planning and classroom time; concerns about needing more transparency with tryouts, team selection, and having outside evaluators instead of coaches making assessments at tryouts; implementation of an end of the year evaluation of skaters; ensuring equal playing time across all levels; increasing the number of non-parent coaches; tryout dates conflict with other fall activities; and allowing coaches to have players sit on the bench when they do not consistently attend practices. Joe F noted that he had received a letter from concerned parents regarding the behavior of one of the coaches and that he was aware of the concerns and will take the parent feedback into account while making coaching decisions. Discussion was also given to the need for further transparency of tryouts. While we cannot post tryout scores, our goal is always to have outside evaluators for tryouts. We will plan to advertise the need for paid, non-parent coaches and will also plan to communicate more clearly who the evaluators are with families prior to tryouts. While discussing the need for clear communication with the association, new Board member Miranda brought up that she was unable to access any Board meeting minutes on the association website until she was granted administrator access after becoming a Board member. Jess then checked on the permissions for access to the meeting minutes on the website and noted that the permissions were set incorrectly, which she then remedied to ensure that all current association members can access Board meeting minutes. Brad noted that he spent a great deal of time trying to coordinate the tryout schedule so as to avoid as many other conflicts as possible, but noted that it

is impossible to completely avoid this problem. He also noted that it is okay for players to miss a tryout session if needed due to schedule conflicts. Joe noted that the HDC has never given the direction to coaches that they cannot sit out players during games who consistently miss practices. This is left to the discretion of the coaches. We will plan to discuss this issue when we revise the Handbook for the 2020-2021 season.

2. Junior Gold Updates:

- i. **Survey Results:** Bantam level families were asked about their level of interest in a Junior Gold level team option during the Year End Survey. Based on the survey results, 4 out of 8 Bantams who are moving to HS level hockey are interested in a Junior Gold option; 5 out of 10 returning Bantams would be interested in a Junior Gold option in the future; and only 3 Peewees indicated an interest in Junior Gold in the future.
- ii. **Junior Gold Planning:** At this time, there does not appear to be enough interest to support a NP Junior Gold team for this season. We will assist players in finding an association that could take 4-8 more Junior Gold. We suspect that many association members are not aware of what a Junior Gold team could offer our players and discussion was given to bringing in a Junior Gold representative from D6 who can provide our members with some education about the opportunity and possibly help to generate more interest. The new high school hockey head coach has shared his support for this opportunity.

3. Safe Sport Issues to Address: Sam will connect with Mike Franklin, our new Safe Sport Coordinator in the near future. We will plan to discuss Safe Sport related issues when we review our handbook this summer. Further discussion is needed regarding the issues surrounding locker room monitoring, incident tracking, etc.

4. Website Updates: Jess has a phone appointment with a Sports Engine representative for later this week and will include Krystal and Miranda in future meetings.

5. Website access for Board members: Miranda spoke with Rena (former Secretary/Registrar) who indicated that there is not a “read-only” access option for registration information. Rena also indicated that there was discussion given to the issue of confidentiality during the last D6 Registrar training meeting. Miranda will follow up with D6 to see if there are any rules against full admin access to Sports Engine registration information for Board Members who may request such access to assist in their roles.

6. Ice Time Coordinator’s Pay: As noted in the May 2020 Meeting Minutes, Tyler has reached out to Sam with a request/proposal to increase compensation for his role as Ice Time Coordinator. This request will be discussed at the upcoming Budget Meeting.

III. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** Sam reported that ice time rates have increased by \$5.00/hour, but may increase even more depending on possible COVID related regulations that may be coming. The NPACC is still seeking an additional Board member and would like to have someone who is an NPHA member. It was reported that the High School is looking into transitioning to Point of Sales technology as is the NPACC. Thus, it is something we will be looking into as well for the concession stand. The NPACC has been completing various updates to the facility, including automatic sinks and toilets in the

bathrooms and making repairs to the parking lot. Of concern, the cooling system for the ice sheet will likely need replacement within the next 1-3 years.

- ii. **Ice Time Coordinator (Tyler Kienow):** No updates at this time, other than in light of COVID guidelines, the amount of time in between ice sessions may increase to 30 minutes. We should know more about this in the coming months.
- iii. **Recruitment & Retention Coordinator (Mike & Sara Westing):** A request for new yard signs was made last month. Sam will be speaking with Mike and Sara, indicating Board support for signs that emphasize the new 1NP slogan and theme, but otherwise they will be encouraged to use the signs we already have.
- iv. **Sponsor Coordinator (Sam Blank):** No updates at this time.
- v. **Gambling Coordinator (Nate Borwege):** No updates at this time.
- vi. **SafeSport Coordinator (Mike Franklin):** No updates at this time.

2. Vice President

- i. **HDC Coordinator (Joe Franck):** Joe will be meeting with Pete from xHockey soon to start coordinating the schedules. He noted that we are still owed for some checking clinics by xHockey. He also requested budget information about how much money can be spent to rent ice time at xHockey and St. Olaf. The Board indicated that there has not been a reduction to the ice time budget and that he can proceed to schedule ice time at those facilities consistent with last year. Joe asked if we had heard from D6 on whether or not we can designate St. Olaf as one of our home ice facilities and John indicated that the D6 meetings have been cancelled due to COVID-19, but that he would plan to reach out to them on this issue.

The HDC has requested that the Board review the coaching contract and have the contract be included in the coach's registration process. The Board will review the language of the contract while updating the Handbook. Joe also reported that the deadline for players to petition to a different level of play is quickly approaching (June 30th), Jess indicated that she will send out a reminder to members of the association. Joe also noted that USA Hockey will be offering coaches certification and clinics virtually. He will forward information to Jess who can advertise this on our website.

Discussion was given to an issue that was raised at a recent Budget Meeting on June 3rd, in which the HDC was in need of clarification if they could book a Squirt level tournament that does not offer a money back guarantee should the tournament be cancelled due to COVID-19. The Board had previously requested that the HDC only book tournaments in which such a guarantee could be given, but a vote was not held by the Board. Multiple requests for such a guarantee were made with this particular Squirt tournament, but they have indicated that they will not make such a guarantee. There are many other tournaments that are offering a written statement indicating that they will provide refunds in the event that they (the tournament) or the state of MN cancel the event. Brad shared that he had spoken with an attorney about this issue and reported that according to the attorney he spoke with, it would be illegal for a tournament to take our money and not provide a service, refund, or at least a credit toward a future service. It was noted that this particular tournament is a good opportunity for players as teams usually get to play in 4-5 games, which is more than in other tournaments. On the other hand, John

shared that he was aware of youth soccer tournaments that were cancelled due to COVID-19 and that those teams were not reimbursed for their entrance fees. This issue was held to a vote. Brian C made a motion that for the 2020-2021 season, we will require a written statement from a tournament indicating that they will offer reimbursement should they cancel a tournament because of COVID-19 or if the event is cancelled due to a mandate from state or local government. The motion was seconded by Jess. 7 members voted in favor and 2 were opposed. Motion carried.

During a Budget Meeting held on May 27, it was noted that the HDC requested that the number of out of town tournaments be increased from one to two. Discussion was given to if the travel limitation was increased from 75 to 100 miles away, this would open up better tournament opportunities for our players. Concern was raised though that travel tournaments are more expensive to families, but it was noted that a 25-mile increase is not a significant increase and may be a reasonable distance. Jess made a motion to change our tournament travel policy to no more than 2 out of town tournaments for all teams, with the exception of Squirt C to follow D6 guidelines. Jason seconded the motion. 7 members voted in favor and 2 were opposed. Motion carried.

ii. **Mite Coordinator (Brad Breeggemann):** No updates at this time.

3. **Treasurer**

i. **Concession Stand Coordinator (Brea Applen):** No updates at this time. Krystal did report that she has had several discussions with Brea about the possibility of transitioning to Point of Sales technology at the concession stand. While Brea had reported hesitation about such a change in the past, she is more open to the idea as it will help simplify operations.

ii. **Volunteer Coordinator (Jen Mushitz):** Jen reported that she had reached out to an association member about the Tournament Coordinator position that is currently vacant. There was some interest in this position by this individual, but he had some questions. Jen reported that there are usually 7 days of games, with 2 games per day, and that this equates to 14 volunteer hours per day and 90 total volunteer hours throughout the tournament. This would equate to a little less than the total volunteer hours for 5 families. The Board agreed to allow the Tournament Coordinator the ability to put together a tournament committee of 5 families, who will run the tournament and meet their volunteer hours requirement. Jen will follow up with this individual to see if he would like to commit to the position within the next two weeks.

4. **Secretary/Registrar:** N/A

5. **Fundraising Director**

i. **Gambling Coordinator (Nate Borwege):** No updates at this time.

ii. **Raffle Calendar Coordinator (Susan Murphy):** No updates at this time.

iii. **Tournament Coordinator (VACANT POSITION):** This position will be reposted again should the individual that Jen has connected with about the position decline the role.

6. **Communications Director**

i. **Hockey Fest Coordinator (Justina Cloutier):** No updates at this time.

7. **Board Member at Large**

i. **Outdoor Ice Coordinator (Jeremy Denzer):** Brad reported that there was minimal damage to the board this year and that we have some plywood on

hand to make the repairs that are needed. He noted that the mower will need an oil change soon and that the Zamboni blade needs to be sharpened. The budget is looking good for these repairs. Brad suggested that the Board consider investing some money into repairs of the outdoor warming house, noting that there are some lights that need replacement, some benches need repair, and the building could use new paint.

8. Past Board Member:

- i. **Clothing & Apparel Coordinator (Sarah Hartman):** Jason contacted Sarah recently to request that she hold off on ordering any new apparel as we want to approve NP hockey logos as we want to have consistency with the 1NP logo. She reported back that she does not order anything new, that Troy is the one who does this, but that if we want to change our logo, the approved logo will be ready by the end of the summer. Jason will plan to follow up with her about the logistics and see if she can plan to attend an upcoming Board meeting to discuss this further.

9. Manager Director

- i. **Equipment Coordinator (Troy Gilbertson):** No updates at this time from Troy. Brian C will follow up with Troy to see if there is any new information regarding jerseys and the fitting dates from Westwood and if it would make sense to pursue other vendor options. He will also suggest coordinating jersey fittings with the recruitment and retention kickoff event, as well as the apparel event in order to help streamline things for families. Brad shared that as Mite Coordinator, he would be willing to take over the ordering process for the Mite jerseys. He noted that he would like to order a surplus of jerseys ahead of time, so that players are able to get their jerseys earlier in the season than they did this past season.

IV. NEW BUSINESS

1. **Coaching Contract** – See HDC Coordinator updates above. This will be reviewed when the Board revises the Handbook.
2. **Creation of Disciplinary Committee?** Last month, the suggestion to consider creation of a Disciplinary Committee was made. Jess gathered some information about the Disciplinary Committee that existed in the past and learned that it was quite informal. Only one Board member made up the committee and did an initial investigation into conduct reports and determined which cases would be brought in front of the Board for further review. It was suggested that if we were to create a Disciplinary Committee, it would be best to have at least three people assigned to this role, with alternates identified should someone need to abstain from a review. It was agreed that this would be discussed further when we revise the Handbook. In the meantime, each Board member was asked to consider if this role could fit in with their other duties.
3. **Fundraising Options** – Brian V heard back from Firehouse about their frozen pizza fundraiser options. In order for NPHA to make 50% profit on the sale of the pizza, we would need to charge \$15.00/pizza, which is \$2.00 more than Heggies. However, it was the opinion of some Board members that the Firehouse frozen pizzas taste better and it was also noted that as a local company, they are even closer to home than Heggies. The Board asked if they would offer a discount on pizza prices should sales reach a certain threshold. Brian reported that he would follow up with them to see about negotiating a better rate. Sam reported that Odenthals is definitely on board with doing a meat sales

fundraiser. He is going to follow up to discuss the logistics, he has not yet heard back from the other local butcher, but plans to follow up with them again. Brian V reported that he had followed up with our cookie dough vendor as he had noticed a price increase that was not agreed upon last year, they are going to be sending NPHA a reimbursement check for the difference as we had locked in a lower rate prior to their price increase. Going forward, their rates will be higher. Brian C reported that we have a Bantam level family that is interested in coordinating the Beer Bash fundraiser and that they have asked to bring in two other families to assist with the planning and hosting of the event. The Board agreed to waive the volunteer hours for these three families (Weber, Simons, and Menke) in exchange for their planning and hosting of the Beer Bash fundraiser. Our goal is to raise \$5,000 at this event.

4. **2020-2021 Ice Rates** – Sam reported that the rates for ice time have increased by \$5 this season, but noted that it is possible they may be increased more due to COVID-19 regulations that may need to be implemented.

V. BOARD MEMBER UPDATES

1. **Fundraising Director (Brian Vosejka)**: No updates at this time.
2. **Communications Director (Jess Snyder)**: No updates at this time.
3. **Manager Director (Brian Christensen)**: No updates at this time.
4. **Past Board Member (Jason Ashley)**: No updates at this time.
5. **Board Member at Large (Brad Breeggemann)**: No updates at this time.
6. **Treasurer (Krystal Beetle)**: Brought up a suggestion that we create an Accounts Receivable list to track families who repeatedly owe money to the association each year and noted that we need to review our policy for handling this issue. Possibly implement late fees. The question was also raised if we can somehow flag families with an outstanding balance in SportsEngine to block those families from registering for the new season until their outstanding balance is paid in full. Miranda indicated that she would look into this. It may be helpful to also check with the other nearby associations to see how they handle accounts that have not paid their invoices.
7. **Secretary/Registrar (Miranda Vertnik)**: No updates at this time.
8. **Vice President (John Prokopec)**: No updates at this time.
9. **President (Sam Blank)**: In talking with Nate B about the money the association has lost due to the disruption in our gambling program, it may be a good idea to add an additional optional fundraiser this year. Possible ideas include a gun raffle, vacation raffle (such as one at Ballard's Resort or Sportsman Fishing Club), or hockey products/trainings. Ideally, the raffle ticket item would be something that is donated to NPHA to help maximize funds raised.

A motion was made by Jess to adjourn the meeting and seconded by John. Motion carried, all in favor. Meeting adjourned at 11:26 p.m.

Meeting minutes prepared by Miranda Vertnik, NPHA Secretary/Registrar