

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting Location: Park Ballroom of New Prague
Wednesday, January 12th, 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 |
| Treasurer | Crystal Wong | present |
| Manager Director | Sara Westing | present |
| Communication Director | Jess Snyder | present |
| Fundraising Director | Brian Vosejka | present |
| Board Member at Large | Jason Reynolds | present |
| Past Board Member | VACANT | |

Coordinator Positions

| | | |
|---------------------------------|--------------------|---------|
| NPACC Manager | Kevin Cassidy | present |
| Gambling Coordinator | Nate Borwege | absent |
| Ice Time Coordinator | Mike Nazzal | present |
| HDC Coordinator | Tim Applen | absent |
| Volunteer Coordinator | Jen Mushitz | present |
| Concessions Coordinator | Lornette Schmitz | absent |
| Mite Coordinator | Anthony Anderson | absent |
| 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 | Sarah Hartman | present |
| Recruitment & Retention Coord | VACANT | |
| Concession Stand POS Specialist | Erick Christianson | absent |
| COVID-19 Point Person | Sarah Donovan | absent |

Others present: Rick Carey (PW C parent & D6 Assistant Director)

I. REPORTS

- Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for December 2021 with the Board on December 11th. Miranda did make one spelling correction after sending out the minutes for review, but no other revisions were suggested by any Board members. A motion was made by Brian to approve the December 2021 Meeting Minutes, which was seconded by Jess. Motion carried 8-0. Miranda will post the December 2021 Meeting Minutes to the NPHA website.

2. **Treasurer’s Report (Crystal Wong):** The December 2021 Treasurer’s Report was shared with the Board before the meeting. Crystal noted that all payments owed to the association by members for this season have been paid. She also reported that we are still awaiting a refund from a tournament in Duluth that was cancelled. Tim has spoken to several people involved with this tournament and they have said they will send a check, but it hasn’t come in yet. She noted that estimated total raffle calendar funds were sent to the Gambling Fund at the end of December. We are awaiting invoices for jerseys and for the NPACC usage fee that is to be paid for the season. A motion was made by Jason R to approve the December 2021 Treasurer’s Report, which was seconded by Jason O. Motion carried 8-0.
3. **Gambling Report (Nate Borwege):** Nate shared the October and November 2021 Gambling Reports with the Board prior to the meeting. Fishtale has agreed to add two pull tab boxes behind the bar in addition the machine we have there. The addition of the boxes behind the bar will be on a trial basis to see how it goes. We have approval from City Council to conduct lawful gambling at the Rusty Spoke, the opening date of this establishment is unknown at this time. The Rusty Spoke is still awaiting a liquor license, but they have agreed to have five boxes of pull tabs and some electronic pull tabs as well. Raffle calendars turn in dates are Saturday Jan 23rd and Friday Jan 28th and the drawing is scheduled for February 1st. Miranda made a motion to approve the October and November Gambling Reports as well as the Preapprovals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Brian. Motion carried 8-0.

II. OLD BUSINESS

1. Open Coordinator Position:

- i. **Recruitment & Retention Coordinator** – No updates at this time.

2. Final Registration Updates:

- i. **Player Registration:** The deadline for all roster changes has passed, teams are now officially set and closed. We have a total of 303 players on our teams (Mites/8U players make up just about 40% of our total number of players). The table below compares the registration numbers at the beginning of this season with those of the beginning of last season (player withdrawals after the start of the season are not reflected here).

| | 2021-22 | 2020-21 |
|----------------------|------------|------------|
| Total Players | 303 | 302 |
| Upper Level | 184 | 199 |
| Mites/8U | 119 | 103 |

| | | |
|-------------------|-----|-----|
| Total Returning | 239 | 261 |
| Total NEW Players | 64 | 41 |

| NEW MITES/8U | | |
|---------------------------|-----------|-----------|
| Total NEW Mites/8U | 53 | 37 |
| Girls | 16 | 11 |
| Boys | 37 | 26 |

| NEW UPPER LEVEL |
|-----------------|
|-----------------|

| | | |
|------------------|-----------|----------|
| Total NEW | 11 | 4 |
| 12U | 0 | 1 |
| 10U | 4 | 2 |
| Bantams | 1 | 0 |
| Peewee | 2 | 0 |
| Squirts | 4 | 1 |

- ii. **Coaching Applications:** This season we had two coaches that were redlined from their team due to incomplete coaching requirements as of 12/31. It was noted that these coaches will need to complete their 22 DIBS hours as this is how it has been handled in previous seasons. That leaves us with a total of 74 coaches, of which 6 are paid coaches (non-parent). Our paid coaches are on the following teams: Bantam A (2); Bantam B1 (1); Peewee A (1); Peewee C (1); and 12U (1). We have a total of five student coaches who are helping on the following teams: 12U; 10U; Mite 31; Mite 32; Mite 21; and Mite 22.
- 3. **D6 Required Training “Sports Can Battle Racism”:** This training has been put together in light of some incidents occurring across the district. D6 is requiring that all Board members attend this training, if we do not have 100% Board participation our association will face penalties. The training is strongly recommended for coaches and team managers. Miranda has forwarded information on this training to all Board members, coaches, and team managers.
- 4. **Coordination of “Youth Nights” for Varsity games:** Rena Bjerke, former NPHA Secretary/Registrar, has been coordinating these events for our girls program. Miranda reached out to Brad Drazan to see if he was in need of anyone from the youth program to help coordinate these events for the Boys Varsity team, but he reported back that he was taking care of making these arrangements with our Mite teams. Some teams have already been able to participate in these events and it has been fun for our youth players.

III. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** Kevin attended the meeting this evening and shared some concerns on behalf of the NPACC. Specifically, he noted there are concerns about the decline in ice time purchased from NPHA this season as compared to 2019-20 (due to COVID, the numbers from last season were not weighted as heavily in the comparisons). Kevin noted that our fall ice usage was significantly below previous seasons, he noted the understanding of a big change to the philosophy of the preseason program this season as compared to previous seasons but noted that this was a significant loss of revenue for the NPACC. He also reported that the fall is the most expensive time for the facility from an operations standpoint as the energy costs to maintain the ice are steep during September and into October. He noted that there has also been a reduction of ice time purchased by NPHA over the winter months as well, also resulting in a significant loss of revenue. He noted that there is some blocks of time going unused on Wednesday nights, Monday nights, and early mornings as compared to previous seasons. Kevin asked the association to consider any solutions to filling in these gaps and noted that he is concerned there will be a significant chunk of unused ice in the spring. While we are limited by the season end dates set by D6, we

may look into offering some “post-season” ice clinics. He noted that ice in/out dates are Sept 7th and April 1st, respectively. NPHA may look into scheduling shinny hockey, goalie clinics, checking clinics, semi-private lessons, etc. after the end of the regular season. Kevin also noted that the arena is moving forward with some upgrades to the facility, including a new scoreboard, new (used) ice re-surfacer, and upgrades to the sound system. Kevin thanked us all for the work that is done to run this organization and support hockey in this community.

- ii. **Gambling Coordinator (Nate Borwege):** No further updates at this time.
 - iii. **Safe Sport Coordinator (Chelsea Casey):** See new business below.
2. **Vice President**
- i. **HDC Coordinator (Tim Applen):** Tim was unable to attend this month but provided his updates to Jason prior to the meeting. It was noted that we lost two assistant coaches this season (BA B1, BA C/SQ B1) as they did not get their CEP updated before the deadline. Miranda did a great job sending out emails to all coaches in the months leading up to the deadline with information about the requirements. Tim is still working to get our refund check from the Duluth tournament that was cancelled. The HDC and the Board are aware of parent/spectator issues concerning two teams and are working to address the issues. Tim noted that the HDC has lost three members and asked that we work to fill these three positions sooner rather than later so that new members can be acclimated to the position before things get busy in the off season with planning for the upcoming season. Jess will send out a communication seeking interested candidates.
 - ii. **Mite Coordinator (Anthony Anderson):** Anthony was unable to attend this meeting, but Jason shared his own observations as HC of a level 3 Mite team. He noted that our 31/32 teams have participated in scrimmages with PLS and Chaska, which were very eye opening. He noted that we had big losses each time against these teams and noted that the PLS mite program starts in Sept and asked if we might consider extending our Mite season. He noted that those teams also have practice three nights a week, but that their programs have more available ice time than ours. Sara noted that she feels our program seems to be falling away from the ADM model at some of our mite practices.
 - iii. **Ice Time Coordinator (Mike Nazzal):** Mike attended his meeting to address questions about the ice scheduling this season. This is his first season in this role. Mike noted that he has received a lot of complaints from the membership about the 5:30am ice times for SQ/10U teams, so he made those ice times optional and hasn't received many requests to schedule those sessions. He noted that prior to making these optional, he was scheduling them twice a month for each SQ/10U team. He noted that we do indeed have about 25 minutes of unused ice at the end of the skating clinics with Butch on Monday nights. The Board suggested that we extend the practice time for the two teams who finish with Butch on Monday so that that ice time is not unused. The teams' coaches can fill those 25 minutes with additional practice plans or brief scrimmages, etc. Mike noted that there have been some occasions when HS games have gone over their time, which has pushed our games/practices late. The question was raised if we have been including the Mite players in our Goalie clinics, which is something that we would like to see happen if it is not. Mike noted that he sends out emails to team

managers and head coaches with open ice time that is available to see if any team would like to claim those hours but noted that very few teams are taking him up on these hours. The question was asked about a situation in which the 10U team was scheduled for early morning ice in Faribault on a Sunday, but there was an open hour of ice available later in the day at our rink. Mike noted that the opening was unintentional and was because another team cancelled their ice time. He noted that our ice in Faribault is pre-paid, so if we don't use it, we are still paying for it. The Board asked Mike for his feedback about the position as there has been some discussion within the Board about modifying this position. Mike noted that the position is a great time commitment and is under-compensated when compared to other local arenas. He noted that the amount of work has been manageable for him but attributed this to the fact that he works from home three days a week. He reported that the biggest time commitment of the position is responded to the "nitpicking" from teams and responding to emails, etc. about the scheduling. He noted that he often receives the complaint that the ice schedule isn't fair. He reported that if teams would look at the big picture of the schedule, they will see that it is fair. There are differences week to week across teams, but this is due to a myriad of reasons, but in the end all teams will have comparable ice times when looking across the whole season.

- iv. **Equipment Coordinator (Troy Gilbertson):** No updates.
3. **Treasurer**
- i. **Concession Stand Coordinator (Lornette Schmitz):** No updates.
 - ii. **Volunteer Coordinator (Jen Mushitz):** Jen thanked the Board for their time in discussing the plan for the remainder of the season for her son that was injured in late December. Jen noted that the first round of reminders had gone out to families about the need to fill their DIBS hours, but she wanted to check on with Miranda. She said that she is starting to see more people sign up for hours, but that we are still going with unfilled hours at the concession stand. She reported that she has hours posted thru the end of January. Of the families that need to complete their DIBS hours, only 31 of them are fully complete, the remaining 51 families need to complete hours. Of those 51 families, more than half of them have 10 or more hours to complete, and 19 families haven't completed any hours to date. It was agreed that we will allow members to pay other members to complete their concession stand hours similar to the process that is used to pay high schoolers to complete hours (Jess will send out a communication). Jen noted that things have gotten progressively worse over the years as far as people not completing their hours. She suggested that the Board consider increasing the penalty for unfulfilled hours.
 - iii. **Concession Stand POS Specialist (Erick Christianson):** No updates.
4. **Secretary/Registrar:** N/A
5. **Fundraising Director**
- i. **Tournament Coordinator (Lauren Heuer):** Brian shared that Lauren has reported that she is having difficulty filling the positions for the tournament committee.
6. **Communications Director**
- i. **Sponsorship Coordinator (Tara Stutheitt):** Sam reported that we will need to pay the NPACC for dasher board rental fees. He noted that he has more checks for the association from sponsors. He also reported that he thinks we will need to increase the

sponsorship amounts as the price for dasher boards has increased. He noted that the sponsorship program has yielded \$23k in profit for the association, which he believes is his best year to date. Great work Sam!

7. Board Member at Large

- i. **Recruitment & Retention Coordinator (*Vacant*):** No updates.

8. Past Board Member/Board Member at Large

- i. **Clothing & Apparel Coordinator (*Sarah Hartman*):** Sarah attended the meeting and provided the Board with a run-down of the hockey apparel store totals across the years. General Sports sold a total of \$15,706 with us in 2019; \$12,544 in 2020; and \$13,208 in 2021. Thread Logic (a newer vendor for us that is owned by an association member) sold a total of \$1,922 with us in 2021; and \$2,500 last season for a hat promo that we added. She suggested we consider running another similar hat promo this season. Sarah reported that we earned a \$200 check from Thread Logic and a \$801 check from General Sports this season from these vendors as our “partners in profit” incentives with them. She also noted that all items have shipped and been delivered from the three vendors this season. Coaches’ jackets are still coming in as there have been some production issues with certain sizes. She noted that 15 of 57 are still backordered as of today, but she was told they would be completed by the end of the month.

9. Manager Director

- i. **Outdoor Ice Coordinator (*Jeremy Denzer*):** It was noted that the condition of the outdoor ice this season has been quite good – the work that was done by the outdoor ice crew in the off season really helped a lot. Concern was raised on whether we are using the outdoor ice enough. The outdoor ice is a great opportunity for our teams to play some shinny hockey.
- ii. **COVID-19 Point Person (*Sarah Donovan*):** Word is that the school district will soon be changing their COVID guidelines to be consistent with the shorter quarantine periods to be consistent with the updated CDC guidelines. Discussion was given to whether we should change our protocols for COVID to be consistent with the school district and we agreed that our protocol should be consistent with the schools as we have followed their protocols since the beginning. If/when the school district releases their updated protocols, we will communicate the same to the association.

IV. NEW BUSINESS

- 1. Ice Time Scheduling Questions:** See above under coordinator updates for this discussion.
- 2. Mid-Season Parent Surveys:** Jason will work on this. This survey should be brief, only five questions or so since it is meant to be a mid-season survey. A more detailed survey will be sent out at the end of the season. It was suggested that we ask members if they have completed their DIBS hours to date and if not, why not. It was also suggested that we include a question about member interest in post-season clinic offerings to see how we might best use the available ice time when the regular season ends.
- 3. First Aid kits at arena:** When a Bantam B1 player was injured during practice, we were unable to quickly locate first aid equipment. The two high schoolers working in the pro shop at the time were not sure where to locate the kit, nor was there a kit in the coaches’ room. It was suggested that the association purchase a robust first aid kit to keep inside the coaches’ room

and to restock it regularly. The arena is required to have first aid equipment, but there is no harm in us having redundancies in place when it comes to health and safety. Sam noted that he will follow up with the arena on this and will be looking at replenishing our own first aid supplies for the association.

4. Changes to Safe Sport Program: USA Hockey recently released updates to their Safe Sport program, which became effective January 1, 2022. Of note, the following changes have been made: USA Hockey has now retitled its SafeSport program to Safe Sport (two words) – we will need to update all references within our written documentation; All Safe Sport trainings must be *completed within 12 months of the prior training*, as opposed to the prior policy of requiring once each membership season (USA Hockey intends to provide notices to persons whose training is expiring and will notify association registrars); Changes to Locker Room Policy include that all programs must have available a private or semi-private changing area for minor athletes on request; The limited exception allowing use of cell phones or other recording devices in locker rooms for media and championship celebrations has become stricter, and now requires parental consent for all involved minor athletes and that all participants must be fully clothed; The Social Media & Electronic Communications Policy requires that all electronic communications from an Adult Participant must copy, at the least, another Adult Participant; The Transportation/Lodging Policy requires that each program have an annual written/signed parental consent to the program's Travel Policy. Any team travel without parents or guardians must have at least one Safe Sport trained adult present in the vehicle. Miranda will reach out to our Safe Sport Coordinator to ensure that she received this information from USA Hockey as well. Jason will make sure that Tim is informed about the information pertaining to electronic communications with minors so that our coaches can be informed as well.

5. Board Positions for 2022-23 season

i. Who will facilitate the election this season? Timeline for election? Sara (as the only Board member who has one more year to her term) will facilitate the election. Crystal noted that she does not intend to run for the treasurer position, so she will be the second eyes on the results of the election to verify the winners for each position. It was suggested that we consider increasing interest in Board positions by making it so that anyone who serves their full-term will receive DIBS credit for the remainder of their years with the association. Might we consider making Board positions a three-year term if we added this incentive? We will need to start sending out communications to the association about the available positions in February as interested candidate bios are due in early March.

1. Positions up for election this cycle for two-year term: President; Secretary/Registrar; Fundraising Director; Communications Director; Past Board Member

2. Positions to backfill for one-year interim term: Vice President; Treasurer; Board Member at Large

ii. ITC position – should it be a Board position rather than a Coordinator position? This question has been raised within the Board due to the discovery that the ITC position requires full admin access to the website in order to upload the scheduling software into the SE website. This means that the ITC has full access to the SE site, including financials. Thus, the question was raised if this position should be a Board position rather than a coordinator position and if this position should be a two-year term if left as a

coordinator to help minimize the turnover and training that needs to happen. There are no other coordinator positions that have full access to the site. Miranda looked at the Board positions of numerous other youth hockey programs. Some have the ITC set up like ours, while others have the ITC as a Board position, and some others have this position set up as an outside 3rd party (non-parent) who is paid for their work. Even this option may be preferable to our current set up as this person would be entirely impartial when setting the schedules. The Board will continue to consider these questions as we will need to have a clearer sense of direction at the next board meeting when we begin to solidify election processes.

- 6. Additions to agenda:** Sam invited Rick Carey to share any feedback or concerns since he had attended the meeting. Rick noted that he did not have anything to add or report.

V. BOARD MEMBER UPDATES

- 1. Fundraising Director (Brian Vosejka):** No further updates.
- 2. Communications Director (Jess Snyder):** Waiting for Mite jerseys to come in so that we can reschedule pictures for our Mite/8U players. Overall, upper-level pictures went well with Sportline Photography and holding them at the Park Ballroom. We will plan to hold Mite pictures in the dryland room at the rink though since we will not have the full membership participating in these pictures.
- 3. Manager Director (Sara Westing):** Sara said that she was recently informed that one of our Mite team managers is not doing their work. She is in the process of connecting with him to see what may be going on and will update the Board if any intervention is needed. Sara also asked if we have a protocol in place for cancelling games – whether teams can make this determination or if we should have a Board member involved in these decisions. It was agreed that coaches or team manager will need to reach out to the VP for approval before cancelling a game with the district. We are assessed fees for rescheduling district games and there was an instance this season where a game was cancelled but should not have been (goalie was absent, but there were other players on that team that could have stepped into the goalie position, plus we are able to use a goalie substitution if necessary for games – a Board member could have walked this team through these steps).
- 4. Past Board Member (VACANT):** N/A.
- 5. Board Member at Large (Jason Reynolds):** No further updates.
- 6. Treasurer (Crystal Wong):** No further updates.
- 7. Secretary/Registrar (Miranda Vertnik):** No further updates.
- 8. Interim Vice President (Jason Olson):** No further updates.
- 9. President (Sam Blank):** No further updates.

A motion was made by Brian to adjourn the meeting which was seconded by Jason R. Motion carried 8-0. Meeting adjourned at 9:28pm.

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