



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
www.brainerdhockey.com  
218-851-2244

---

### BAHA BOARD OF DIRECTORS MEETING

sportsmanship \* respect for individuals \* integrity \* pursuit of excellence \* enjoyment \* loyalty \* teamwork

Date of meeting: May 29, 2024

Time: 5:30PM

Essentia Health Sports Center

In attendance: Grant VanWyngereen, Joe Winegar, Justin Jerve, Alicia Prahm, Andrew Murray, Steve Leary, Chris Velasco, Amanda Ciesinski, Sam Blum

- I. Call to Order – 5:31 by Grant
- II. Fundraising Meeting, open to all BAHA members
  - a. Roll Call: Board members as above, no other members from BAHA general membership joined
  - b. General topics: Joe provided an update regarding the golf fundraiser. The planning committee is working on sponsorships and other details of the tournament. The date is set for September 23 at 10:30AM
  - c. Charitable Gambling update – Alicia updated the group that the Gambling license will be granted to BAHA on June 1. Many steps are underway to get all 3 sites up and running on June 1.
    - Vote on CG start up loan: Alicia presented an estimate for start up costs. Alicia made a motion to transfer \$15,000 from the general funds to the Charitable Gambling account as a loan. Steve 2<sup>nd</sup> the motion and the motion passes. The estimates worksheet is available in the Charitable Gambling Team, under files.
- III. Good News =/< 5 minutes
  - a. The 10U girls scrimmaged during intermission of PWCA finals!
  - b. Charitable Gambling for BAHA starts June 1<sup>st</sup>
  - c. 49 participants are signed up so far for Shot Club, which is an increase from 24 last year!
- IV. Approval of Meeting Agenda – Motion to approve meeting agenda by Steve, 2<sup>nd</sup> by Andrew. Motion carries.
- V. Approval of Consent Agenda which includes:

Motion to approve made by Alicia, 2<sup>nd</sup> by Joe. Motion carries.

  - a. Concessions report (*nothing to report*)
  - 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 (*nothing to report*)
  - e. Alumni Committee report (*nothing to report*)
  - f. SafeSport/Grievance/Discipline Committee (*nothing to report*)
  - g. Fundraising Committee report (*see attached*)
  - h. Volunteer Committee report (*nothing to report*)
  - i. Executive Committee report (*nothing to report*)
  - j. Finance Committee report (*nothing to report*)
  - k. Marketing Committee report (*nothing to report*)
  - l. Events Committee report (*nothing to report*)
  - m. Team Managers Committee report (*nothing to report*)
  - n. Meeting Minutes (*approved electronically 4/25/24*)
- VI. Old Business
  - a. 23-24' Concession sales report: Tabled to next month's meeting, as Square data is not available until last concession manager assists with transfer of credentials



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
www.brainerdhockey.com  
218-851-2244

---

- b. Volunteer policy and DIBs requirements for next year: There is ~ 1076 hours required in the concession stand *if* 1 person was working all the shifts. Most shifts require more than 1 concession worker. This calculation estimates 5 hours a day during the week, and 12 hours a day during the weekends. Increasing this estimate to 2 people in the concession stand and including high school games, plan for 3000 available concessions hours. If we exempted the rookie families, that would be a loss of about 1200 hours. Discussion followed regarding the rationale behind exempting rookie families. Discussion then moved to preseason DIBS *buyout*. Current penalty is \$40/hour if DIBs are not fulfilled. It was discussed and agreed that the appropriate DIBS buy-out cost is \$375 for single player family and \$500 for multi-player family. Motion was made to pilot a change to remove rookie DIBS *and* pilot an option for preseason DIBS buyout by Andrew and 2<sup>nd</sup> by Justin. The motion passes. We are committed to revisiting this topic next year.
- c. Fundraiser buy outs: Establish cost of fundraiser buy outs – Motion was made to increase pizza buyout to \$125 (from \$115) and leave raffle buyout the same by Andrew and 2<sup>nd</sup> by Steve. The motion passes.
- e. Dick's Grant
1. New iPads and security for these – Steve and Chris are going to investigate cost of new tablets for music, and security for the iPads that currently have game sheets installed. Plan for this to be executed closer to the start of the season.
  2. Whiteboards for locker rooms – The arena staff has approved the replacement of whiteboards in the locker rooms. These will also be purchased closer to the start of the season.
  3. Update from the Foundation on projects completed – *“The plumbing and player door projects are completed. Other items are ongoing.”*
- f. Budget – Justin presented preliminary budget data, and the BoD assisted planning by answering questions and discussing logistics.
- g. Concessions manager and co- managers – The Board reviewed job descriptions that were created prior to meeting and sent electronically to all BoD members. Plan to have these posted to Indeed by June 10<sup>th</sup>
- h. Registrar – BAHA's registrar is retiring from this position. Chris will discuss operations involved in the current role with Lisa and make a decision about hiring a new registrar vs. taking this on as an additional role
- h. Contract discussions with the Foundation – Waiting on an updated contract proposal from the Foundation. The BAHA BoD plans to meet with the foundation again in August '24.
- i. In house coordinator position – The job description was reviewed by the BoD. Motion was made to post this position with a salary of \$5000 by Andrew, 2<sup>nd</sup> by Amanda. The motion passes. Plan is to post this position to Indeed by June 10<sup>th</sup>. The BoD hiring committee will consist of Andrew and Grant. Hockey Director will also be invited to participate in this hiring.

## VII. New Business

- a. Election of Officers: Justin nominated Alicia for Secretary, Steve 2<sup>nd</sup> the motion. The motion passes. Joe nominates Justin for Treasurer, Steve 2<sup>nd</sup> this motion. The motion passes. Andrew nominates Joe as the BAHA BoD Vice President. Justin 2<sup>nd</sup> the motion. The motion passes. Andrew nominates Grant to be BAHA BoD President, Steve 2<sup>nd</sup> this motion and it passes.
- b. Establish Committees: Steve made a motion to approve the following committee chairs, Joe 2<sup>nd</sup> this motion, and the motions passes - Amanda and Andrew agree to again co-chair Recruitment and Retention. Sam Blum and Glenn are Alumni Committee. Amanda agrees to continue as chair of SafeSport/Grievance/Discipline Committee. Grant is the Chair of Fundraising Committee. The Volunteer Committee chair is no longer required, this will become Volunteer Coordinator. Chair of Executive Committee is Grant. Finance Committee chair is BAHA BoD Treasurer, Justin. Marketing/Social Media Committee chair is Alicia. Events Committee chair is Joe. Team Manager Committee Chair is Steve. Player Develop chair is Andrew.



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
www.brainerdhockey.com  
218-851-2244

---

- c. Hockey Director/PDC items (see HD report attached): 1. Co-op agreement 2. Amendment to Move up Policy 3. Adjust try out dates - Alicia makes a motion to approve the above items, Joe 2<sup>nd</sup> the motion and the motion passes.
- d. PDC and Level Coordinators – Andrew, Amanda, and Alicia presented a proposal with an outlined structure for level coordinators. The proposal is that level coordinator would be responsible, as a lead, for communication, and hockey development at the various hockey development levels. Levels coordinators would be responsible for both coed, and girls hockey development and communication - at their designated level. This proposal is being discussed at the PDC and unsure whether this is something that can implemented in the upcoming season or not.
- e.. Grant Writing session by Sourcewell & The Initiative Foundation – Amanda reviewed her experience with the Grant Writing session, which was a good experience. She also received some information about streamlining “how to” find grants.
- f. MN Hockey Leadership Conference – Amanda also attended the MN Hockey Association Leader Conference which was in early May. She reported back to the BoD on learning points.
- g. Long term strategy/goals: The BoD discussed our long term strategy goals and updates provided
- h. Home and Away tournaments: Report by Steve, Chris, Grant - Tournaments have been posted on the website and some have been filling. Steve, Grant, Chris will continue to work on this and start to figure out hotels for away tournaments.
- i. Ice Scheduler for next year – Plan to stick with Pete for the upcoming year. We will need to renew his contract.
- j. Try Hockey for Free and Learn to Skate proposal – Amanda and Andrew, as Recruitment and Retention leads presented a proposal to have several THFF sessions in August and September. Those participants will need to register ahead of time. Then, Learn to Skate would be the weeks of September 23 and September 30. Plan for Learn to Skate to be led by the figure skating instructors. This rookie skaters will then be able to join their levels in October.
- k. Website update – Chris presented information on a different website vendor. The Board agreed that the best time to update the website will be mid March '25. Until then, the Board will decide on a vendor moving forward, make plans for the website overhaul and potentially transition to new vendor.
- l. Cost of registration for next year: Preliminary discussion held, vote tabled to next meeting

VIII. Comments and Announcement - none

IX. Adjournment – Motion to adjourn at 10:17PM made by Justin, 2<sup>nd</sup> by Joe. Motion carries.

Next Board meeting June 26 at 5:30

### **Fundraising Report 5.28.24**

**Submitted Alicia Prahm**

#### Charitable Gambling Start up Costs -estimate

Request transfer of \$15,000 to Charitable Gambling account as start up loan from BAHA

A.) Starting Banks: 1.) Poncho and Lefty's - \$400 x 2 boxes = \$800  
2.) Grizzly's - \$400  
3.) Boulder Tap House - \$400  
\$1600

B.) Back up Pull Tabs: 1.) Poncho and Lefty's - \$500  
2.) Grizzly's – \$500  
3.) Boulder Tap House - \$500  
\$1500



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
www.brainerdhockey.com  
218-851-2244

---

C.) Brainerd Games estimate for 1<sup>st</sup> month: \$5000

D.) Payroll for 1<sup>st</sup> month: \$2000

E.) Supplies to buy from Camp Confidence:

List of gambling supplies at sites selling to BAHA

**Ponchos**

- iPad holders for <u>etabs</u> \$70x6	\$420
- iPad shelf	\$65
- 4 pull tab boxes \$150 each	\$600
- Safe	\$50
- Drop box	\$30
- License reader	\$400
- Total	\$1565

**Boulder Tap house**

- 2 pull tab boxes	\$300
- Safe	\$50
- 4 iPad holders	\$280
- License reader	\$400
- Total	\$1030

**Grizzlies**

- 1 pull tab boxes	\$150
- Safe	\$50
- License reader	\$400
- 4 iPad holders	\$280
- Total	\$880

Total for all 3 sites \$3475

**TOTAL: \$13,575**

**Hockey Directors Report 5.28.24**

**Submitted by Brent Potvin**

---

PDC Updates 5-27-24

-Brent, Grant and Kari Houle (LF president) met to discuss our current co-op and to also get our agreements on paper. Here are items that were discussed and/or agreed upon;



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
www.brainerdhockey.com  
218-851-2244

---

We as a group agree to the below terms for the 24/25 season. This will be the last year of the current agreement. Our intent would be to re-visit this in the summer of 2025.

- Expenses for the 24/25 Co-op hockey season will be split 50/50.
- Practices
  - We agreed that the Co-op teams will share in the 9-10pm practice slot with the Co-ed side, but not the early morning time slots.
  - We agreed that the Co-op side will also share in Wednesday night times slots when available.
  - We agreed that LF will reserve time on Monday nights at their rink for all the Co-op teams to have practice ice.
- Game Counts/scheduling
  - We agreed that we will shoot for the same game counts as the Co-ed side to their corresponding age groups.
  - We agreed to Pete, the BAHA scheduler, to be the primary scheduler for the Co-op side.
- Co-op Committee
  - We will be making a six person Co-op committee for the 24/25 season, half from each organization.
- Jerseys
  - We talked of possibly having to order a few larger jerseys to round out the inventory.
  - Co-op players will be responsible for their own sock purchases going forward. We will open a store in the fall for ordering and stock some in the concession stand.
- Move up policy
  - We agreed that move ups in the Co-op side will be at the sole discretion of the Co-op committee.

#### Co-ed committee

Move up policy amendments for 24-25 season to offer more clarity on who this effects and who it doesn't.

Changes to the policy in **RED**

-For the 2024/2025 Season all move up/over requests need to be submitted on or before September 1<sup>st</sup> to be considered. This includes players requesting to try out at the level above, players that want to move up to skate with their grade or players wishing to move from the girls to the co-ed side. This form is to be utilized by our travel aged kids ONLY. Mites to Squirts, Squirts to PW and PW to Bantams on the co-ed side and 8U to 10U, 10U to 12U and 12U to 15U on the girls side should be the ONLY ones utilizing this form. The PDC will not review nor respond to forms requesting to move from Mini Mites to Mites or 6U to 8U. There is a separate policy for 6U to 8U and Mini Mites to Mites that does not include the need for parent requests.

-Move ups will be allowed for all co-ed **Tavel Teams** if a player is showing exemplary skill and potentially would be evaluated as a AA player at the level they would be moving in to for Peewees and Bantams. At the Squirt level, move ups would be allowed for a player who evaluated as an A or B1 player based off of their evaluation



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
www.brainerdhockey.com  
218-851-2244

---

scores. Any parent who would like to have their **travel aged** player be evaluated at the next level must submit a written request to the PDC/HD and ED no later than Sept 1 of that playing year to be considered. If the Sept 1 date is missed, your player will not be considered for a move up for that season. The PDC will discuss all **travel aged** applicants and make final recommendations to the board **for final approval**. A formal response from the PDC to all **travel aged** applicants would come after board decision. If the individual in question is placed on the top team at PW or Bantam or the A or B1 team at squirts based off evaluation scores, they will have the choice to skate that season at their tryout level. If they are evaluated and do not make the team requirements above, that individual will be placed back into their appropriate age level. Attributes that will be taken into consideration when recommending a players/players will be the following, exemplary skill set, competitiveness, coachability, maturity, attitude, and respect. Each of these items should be on display at the highest of levels every day.

-Due to the fluidity in numbers within our girl's program, move ups will be discussed without the need of parent request. Move up requests will be at the discretion of our girl's co-op committee and may be utilized to boost team numbers or players at a given level. All move up requests are not a requirement and can be denied by the player or the parents. Our goal in the move up requests will always be to try to take the older players first but we will also take into consideration the skillset each player possess to ensure each player that does get asked to move up will be in the best place to allow them to succeed and develop.

-Peer or Grade move ups are allowed for all of our travel teams. If your player falls into the category for a peer move up, **please register your player at their designated level** and send a peer move up request to the PDC/HD and ED no later than September 1 of the playing year. Requests made after September 1 could be denied approval.

-Girls to Co-ed moves will be allowed. **Please register the player in her appropriate age group for the girl's side** and send a move over request to the PDC/HD and ED no later than September 1. Any requests made after Sept 1 will result in request denial.

-A discussion was had about the CCM Tier 1 fall league and how that was going to align with our Fall Tryouts at the bantam level. This year, MN hockey is adding a Fall Tier 1 league for 13U along with continued leagues at the 14U and 15U level. All of which would encompass bantams and potentially some PW's. This year their league playoffs are the same weekend as our tryouts. As a way to encourage our BAHA players to attend and hopefully make the Tier 1 teams, the PDC and High School Coaches would like to see us modify our tryout schedule for the bantams. Final details will need to be ironed out but tentative schedules could be Thursday, Sat or Sun, Mon and Wed. The PDC will be working with our High School Staff to finalize a schedule where they can be utilized for evaluations.

-Furthering our discussion about practice planning, we broke the PDC into groups and gave each group a level to take for the practice plans. Plans are to be built on HIS and stored in a location for everyone to utilize. Each level will have 6 plans built and will be skills based.

-Squirts/10U-Brent, Chris, Justin and Brian

-PW/12U-Dustan, Andrew, Eric, Grant, Brent

-Bantam/15U-Joe, Jerr, Grant, Brent

-Co-ed side will be working with the Boys High School coaches to utilize IHS to build systems for our coaches to utilize. Items to be included will be d-zone coverages, forechecks, neutral zone regroups and forechecks, penalty kill, power play and faceoff plays. The intent of this would be start engaging our squirts into the systems that the HS team runs and hopefully add more to it when they get to PW and even more when they hit bantams. Our end goal is to have our kids, squirts through HS running the same systems all the way through



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
www.brainerdhockey.com  
218-851-2244

---

high school with the hopes of this would bring more continuity to the co-ed side which hopefully would translate to more success.

## **Treasurer's Report – 5.29.24**

**Prepared by Justin Jerve, Treasurer**

Attached are the 23-24 Fiscal Year End reports and the April financials as well. We will address the fiscal year end finish in this report. Work on the 24-25 Budget will begin in June with the new Finance Committee.

Fiscal YE Actuals to Budget Variance Notes:

Total revenue surpassed budget by \$156k, \$779k actual v \$623k budget. This is largely due to several lines being over budget, Donations, Concessions and Fundraising. Registrations, Home Tournament Revenue were under budget. We do need to collect half of LF Co-Op tournament fees we paid for the past season yet, but last season's payment was included in this fiscal year so we can include this year's next year.

Total Expenses are overbudget as well, \$719k actual vs \$628k budget. Nearly every expense line was over budget, the biggest being Concessions, Fundraising, Operations, and Donations Expense. Some expense lines being over are directly related to being over budget on corresponding revenue lines (Fundraising and Concessions).

Total Operating Income (Profit) was \$65k over budget, \$60k actual vs -\$5k budget. This is largely due to the Dick's Grant/Donation revenue vs expense. We had \$89k in donation revenue and \$40k in donations expense. The difference of +\$49k donations profit makes up the majority of our \$60k profit in FY 23-24. Once again, we did end up in a profit putting about \$10k in the bank outside of donations impact.