



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: 1/3/2024  
Time: 5:30PM  
Essentia Health Sports Center

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

- I. Call to Order – 5:34PM by Grant
- II. Good News =/< 5 minutes
  - a. Successful hockey weekend with no events and many Brainerd wins
  - b. The Wild Mite event was great fun! 150 tickets sold for the MN Wild game to our BAHA families. The players scrimmaging on the ice are drawn from a list of 2<sup>nd</sup> year Mites and 8U
- III. Approval of Meeting Agenda – Motion to approve by Amanda, 2<sup>nd</sup> by Steve. Motion carries. One further item added by Steve - to discuss tournament manager roles.
- IV. Approval of Consent Agenda which includes below items: Motion to approve made Andrew, 2<sup>nd</sup> by Justin. 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 (*see attached*)
  - e. Alumni Committee report (*nothing to report*)
  - f. SafeSport/Grievance/Discipline Committee (*see attached*)
  - g. Fundraising Committee report (*see attached*)
  - h. Volunteer Committee report (*nothing to report*)
  - i. Executive Committee report (*see minutes from 12/21/23 attached*)
  - j. Finance Committee report (*see attached*)
  - k. Marketing Committee report (*see attached*)
  - l. Events Committee report (*see attached*)
  - m. Team Managers Committee report (*See attached*)
  - n. Meeting Minutes (*11/29/23 electronically approved and posted*)
- V. Old Business
  - a. Review of BAHA Handbook with proposed changes – Joe Winegar, as Board Vice President, has been working on editing and bringing our BAHA Handbook up to date with current practices. Hyperlinks have been edited to be more useful.

The Board reviewed proposed BAHA Handbook changes. Job descriptions will be removed and instead placed in a folder in BAHA's shared online storage. Andrew will follow up regarding the Player Try Out section, Player Placement, and Move-up policy. Final revisions will be presented at the next meeting.
  - b. Review of current insurance and discussion about insurance needs. The liability policy with MN Hockey was received and reviewed. BAHA is covered for \$1M and \$100,000 per occurrence for physical damages. Workers Comp policy has also been received and reviewed.
  - c. Review meeting with Foundation from 12/21/23: BAHA Board of Directors discussed a recent meeting with the Foundation Board representatives. Follow-up items include: 1.) recommendations, to be provided by the Foundation Board, regarding arena improvements – projects to be funded from the



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Dick's 75 for75 grant 2.) improved access for public WiFi with password signage posted 3.) explore options for custodial services and obtain pricing

- d. Dicks Grant: Approved items to date are reviewed. We have not received any additional requests from the Foundation Board to date. Previously approved items are: \$8000 approved for a player door in Civic Boards, \$2500 approved for bleacher repairs, and \$1500 approved for heavier Mite nets. BAHA BoD is awaiting itemized invoices from the Foundation Board before these improvements begin.
- e. Arena Contract: Insurance component has been received and reviewed. This will allow for further edits and discussion with the Foundation. Plan to be back to the Foundation as soon as possible. After agreement, final contract to be reviewed by the District Risk manager.
- f. Concessions follow-up items: Tabled as the concession manager was absent from the Board Meeting.

VI. New Business

- a. O365 troubleshooting – 6:30PM with Josh. The Board reviewed the current status of files and the BAHA organization system in O365. Progress has been made in the goal of organizing and storing all important organizational documents in shared cloud storage. Ownership can be easily changed in upcoming years, and information can be passed on to future Board members. Josh answered questions and provided guidance.
- b. Rookie DIBS: Discussion of DIBS buyout and hybrid approach for the concession stand in future years. History is that two years ago, DIBS requirements were changed so that Rookie parents are now required to do DIBS. Several Board members voiced their concern with this onerous requirement on Rookie parents. This will be addressed before the next season. No changes will be made for the current season. Many hours are still available that are owed, outnumbering the hours available for the rest of the year. DIBS shifts will be added for the Ice Fishing Extravaganza and a few end-of-year events such as the BAHA Banquet. Families that have not completed their DIBS hours for the season should expect to be invoiced at a rate of \$40 per hour. [BAHA Volunteer Policy](#)
- c. DIBS shifts and no-shows: Tabled pending further discussion of DIBS in general. Current DIBS no show policy could not be found in existing BAHA documents.
- d. Adult code of conduct violations in the minutes: The decision was made at a prior Board meeting several years ago to disclose the names of disciplinary actions made against adult BAHA members in the Board meeting minutes. This decision has carried forward into the current year. It only applies to adult members. Steve motioned to remove names from future SSGD reports and BoD meeting minutes. No second, the motion failed.
- e. Youth on the bench, scorekeeping/clock area, the box: Research concluded that USA Hockey has no policy regarding any requirements within these areas (that are entirely protected by glass.) No changes will be made by the Board. Parents are allowed to have children in the box if the children are not disruptive to the game or the roles required. Minors are not allowed to work these shifts. All team members on the bench, under the age of 18, will continue to wear a helmet on the bench, per USA Hockey requirements (the areas not protected by glass).
- f. Tournament and Managers: Reviewed feedback from team managers that they are running their home tournaments, which is a large commitment of time/work. Tasha is our tournament manager and is available by phone during the tournament weekends. She has also been organizing details ahead of time and trying to meet with team managers ahead of their home tournament. No changes will be made during the 2023-2024 season.

VII. Comments and Announcement: None

VIII. Adjournment – Motion to adjourn made by Justin, 2<sup>nd</sup> by Steve. Motion carries. The meeting adjourned at 8:32PM

Next Board meeting January 31, 2024 at 5:30PM



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## **Hockey Director Report – 1.3.24**

**Submitted by Brent Potvin**

### PDC Updates 1-2

#### Co-ed and Co-op updates

- Sent our evaluation forms for coaches to utilize if they want to for mid season evaluations with their players. Our suggestion was for every team to do a mid-season evaluation to give the players an opportunity to know what things are going well, what they need to improve on and provide feedback on what they need out of the player for the 2<sup>nd</sup> half of the season.
- An email was sent out to all of the head coaches reminding them of a few items we would like to see during the 2<sup>nd</sup> half of the season which included making sure practice plans were being utilized and sent out, coming to a practice prepared, reminding the coaches about the need to continue using the PEP equipment and plans that are sent out to the groups and reminded the coaches that if they have open dates on their calendar that they would like to see filled, the process of finding additional games was outlined. To date, some of the teams have been very diligent on finding additional games while others are good with where their numbers are.
- We are still utilizing Mondays as our PEP nights. From what we have seen, we are starting to see the results of PEP in games which is fun to see.
- Continuing to monitor game counts and ice touches. Most of our teams are close to the numbers that we sent to our scheduler.
- For the most part, the first half of the season seems to have gone well without too many problems. Some of our teams are posting some impressive W/L records.

#### In-House Updates

- Home Jamboree was reported to be a big success and sounds like went better than anticipated.
- The committee reported that their teams going to out of town jamborees have been successful and the kids have been playing well.
- The committee reports that they will be trying to implement PEP in the month of January and will try to utilize it every couple of weeks.
- They also like how the co-ed Warrior Cup has been going thus far

## **Treasurer's Report – 1.3.24**

**Prepared by Justin Jerve, Treasurer**

Attached are the November financial reports. The Dicks Donation was deposited in November and is reflected in these reports, therefore showing an out of ordinary month and YTD financial position in reports moving forward. We expect some of that to go out this year for arena improvements that have not yet been approved. The association is in a healthy position financially.

## **Recruitment and Retention Report-1.3.24**

**Submitted by Amanda Ciesinski & Andrew Murray**

Last meeting: 11/09/23  
Next meeting: TBD

1. Review of Try Hockey For Free 2023 - Overall, the group felt we needed to return to an earlier date for next year's Try Hockey for Free. October was busier for everyone involved due to our travel hockey schedules, and getting kids registered and rostered before the start of the in-house season was a much



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more significant challenge. Ideas: Possibly target earlier dates right away in September, around the same time as the start of fall camp. This would allow more experienced skaters to enroll in the second part of fall camp if they wanted to get started immediately. Discussions include providing THFF on different days for our boys and girls so appropriately sized equipment is available. BAHA cannot allow parents or other spectators out on the ice, but this was an issue during the event. The possibility of including monitors restricting access to the benches during the event was discussed.

2. Flying Warrior Bench Buddies: Amanda is coordinating with the girls' varsity team two evenings for our 8U skaters to participate in a Flying Warrior Bench Buddies event. 8U – Blue team will attend on 1/6/2024, and the 8U – Black team will attend on 1/20/24.
3. 6U Locker Room Visit: Amanda is coordinating an evening with the girls' varsity team for the 6U girls to tour their locker room and collect autographs.
4. PWWHL Game: Amanda is coordinating a block of tickets for our Coop participants to attend a PWWHL game toward the end of March. Details will be provided to Coop teams before the end of January.

#### **SafeSport/Grievance/Discipline Committee Report 12.29.23**

**Submitted by Amanda Ciesinski**

Last meeting: 11/28/2023

Next meeting: TBD

1. Following an incident involving a game official at an away tournament, M. Featherston has fully cooperated with BAHA and satisfied terms for reinstatement. Following a reinstatement hearing on November 28, 2023, Mr. Featherston was permitted to return to BAHA-sanctioned activities.
2. The SSGD Committee has received several communications as of late involving concerns regarding parent conduct. The SSGD Committee would like to remind parents to review and comply with BAHA's Parent Code of Conduct. Parents will not confront or harass other parents. Unless the nature of the grievance requires immediate attention, BAHA members and participants must wait at least twenty-four (24) hours after the event or incident before initiating a discussion. All participants should aim to resolve grievances expeditiously and fairly at the most immediate level possible.
3. Amanda has confirmed with MN Hockey that Locker Room Monitors must always be physically present in the locker room; this includes early morning practices for teams using the shower facilities. Committee members continue discussions with the arena to determine the feasibility of installing a curtain in the locker room.

#### **Fundraising Report – 1.3.24**

**Prepared by Justin Jerve, Fundraising Chair**

The Fundraising Committee will meet in January to create Raffle prize sponsorship opportunities and to plan the night of the raffle drawing in February. We will also invite members of Blue Line Boosters to our meeting to discuss merging for the 24-25 hockey season and to start planning our combined Golf Tournament in 2024.

#### **Events Committee Report 1.3.24**

**Prepared by Shae Mckibbon**

Going to meet sometime in the next 2 weeks to start talking about an end of the year event.

#### **Managers Committee Report 12.27.2023**

**Prepared by Steve Leary**

Continuous check-ins continue with Team Managers on a weekly basis. Received feedback that asking Team Managers to be the go-to and in-charge person for home tournaments is a big "ask" and unsustainable as a long-term solution. Also concerns about continually having to chase down and charge iPads. I will purchase a dual plug and a couple of extra charging cords that can be installed inside the safe and run to the plug near the safe via a hole in the back of the safe.



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DIBS was mentioned as a concern regarding parents not showing up or not knowing what they are doing in the concession stand. A concern was also mentioned that the concession manager wasn't available in a timely fashion during a tournament weekend when people had questions in the concession stand. Arena cleanliness and bathroom conditions was also mentioned as an ongoing concern as well.

#### **Marketing/Social Media Committee Report 12.31.2023**

**Prepared by Alicia Prahm**

There have been many posts on social media from the various teams. We will consider an Outlook email address for next year to make it easier for several people to manage at once. This year the responsibility has been delegated to Erin, and that is going well.

Marketing/Social Media committee has given away 5 different gift vouchers for GLS merchandise for the BAHA car decals "spotted" at high school games. We are hoping to give away 2+ more of these before the GLS deadline of mid January.

#### **Meeting with BAHF**

December 21, 2023 at 0700

Attendance: Shawn Sundquist, Chris Velasco, Steve Leary, Grant VanWyngereen, Joe Winegar, Eric Davidge, Jason Basset, Jim Brau, Tom Pearson, Alicia Prahm

- 1.) Recent letter sent by BAHA re: cleanliness of the arena – The Foundation recognizes that there are deficiencies in cleaning and upkeep of the arena. They are facing staffing issues. Noted that the Foundation has lost employees secondary to disrespectful behavior from our youth. They recognize that staffing is light compared to other rinks. It was noted that the cleaning of the arena has improved in the last month, but now the arena is short staffed again. Part of the staffing issue is a budgeting/revenue issue. The BAHA Board expressed frustration that has been shared from our membership regarding perceived lack of work from the current employees. Other arenas have found a way to surcharge for these services. Discussion followed regarding outside janitorial service. The day to day and practice week seems to be going well, but the tournaments are very destructive. Plan for the Foundation Board to research the cost of a janitorial service and get back to BAHA.
- 2.) Lease – not discussed
- 3.) Ideas for the Dicks grant – Arena improvements: What does the Foundation want to see done? The Foundation Board members present agreed to propose arena improvement ideas to be discussed at upcoming BAHA Board meeting.
- 4.) Large scale improvements – Not discussed
- 5.) Wifi access for our membership – easier Wifi access with open access or a published password. Shawn will research this and get back to the BAHA Board.