

New Prague Hockey Association
Regular Meeting of the Board of Directors
Dual Meeting Location: HillSpring Church and Google Meets
Wednesday, April 14th, 2021 7:00 P.M.

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

ATTENDANCE:

NPHA Board

President	Sam Blank	present
Vice President	Rick Carey	present
Secretary/Registrar	Miranda Vertnik	present
Treasurer	VACANT	
Manager Director	Sara Westing	present
Communication Director	Jess Snyder	present
Fundraising Director	Brian Vosejka	present
Board Member at Large	Aaron Neumann	present
Past Board Member	Jason Ashley	absent

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	present via Google Meets
Ice Time Coordinator	VACANT	
HDC Coordinator	Tim Applen	present via Google Meets
Volunteer Coordinator	Jen Mushitz	present via Google Meets
Concessions Coordinator	VACANT	
Mite Coordinator	Anthony Anderson	present via Google Meets
Outdoor Ice Coordinator	Jeremy Denzer	present via Google Meets
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	VACANT	
Sponsor Coordinator	VACANT	
SafeSport Coordinator	Mike Franklin	present via Google Meets
Clothing & Apparel Coordinator	Sarah Hartman	absent
Recruitment & Retention Coord	VACANT	
Concession Stand POS Specialist	Erick Christianson	absent
COVID-19 Point Person	Sarah Donovan	absent

Others present: Krystal Beedle (acting Treasurer); Joe Franck (former HDC Coordinator); Brad Breeggemann (former Board Member at Large & Mite Coordinator)

- I. Approval of 2021 NPHA election results:** Voting was open for one full week last month with 364 ballots distributed. A total of 171 ballots were received, which is the amount to a 47% participation rate. Newly elected Board members are as follows:

Vice President – Rick Carey;

Treasurer – no candidates, remains vacant at this time;

Board Member at Large – Aaron Neumann; and

Manager Director – Sara Westing

Jess made a motion to approve the 2021 NPHA Election Results, which was seconded by Brian. Vote was held by the four current Board members present for the meeting (one Board member absent) and the motion carried (4-0). Newly elected Board members are now the official voting members for their respective Board positions for the remainder of the meeting and going forward.

II. REPORTS

1. **Secretary's Report (Miranda Vertnik):** The Meeting Minutes for March 2021 were shared with the Board on March 17th; a copy also went out to the newly elected incoming Board members on March 28th. A motion was made by Brian to approve the March 2021 Meeting Minutes, which was seconded by Sara. Motion carried 7-0 (one Board member absent, one position vacant). Miranda will post the March 2021 Meeting Minutes to the NPHA website.
2. **Treasurer's Report (Krystal Beedle):** As noted in the March meeting minutes, the Treasurer's Report for February 2021 was shared with the Board on March 9th. It was noticed that the report that was submitted to the Board was dated February 10, 2021, rather than March 10, 2021. Krystal sent an updated version of the financial reports that included the revised date and with placement of the SQ/10U tournament on the financial reports under the D6 category rather than under regular tournaments. This revised report was sent to the 2020-21 Board members on March 29th. On April 8th, via text message, Miranda made a motion to approve the adjusted February 2021 Treasurer's report. The motion was seconded by Jess and carried 8-0 (one Board member abstained from the vote as they had not had a chance to review the documents).

The March Treasurer's Report was shared with the 2020-21 Board members on April 12th and then with the new incoming Board members on the morning of this meeting. Everyone noted that they had the opportunity to review the financials. Krystal reported that all payments for outside ice have been paid and that she still has some payments to non-parent coaches that she will be issuing. She noted that there is money available in the general fund for the HDC to use to begin booking tournaments for the upcoming season. Krystal reported that the March ice bill will come out of both the general fund and the gambling account. Krystal will pay a portion of that bill from the general fund within the next few days and Nate indicated that the gambling account will make their portion of the payment next week. Of note, the 2020-21 Board members held a special session last night to discuss the topic of player refunds due to Covid. Miranda and Krystal have been working to calculate those amounts and Krystal shared that she will plan to issue payments later this month or in early May. Miranda made a motion to approve the March 2021 Treasurer's Report, which was seconded by Jess. Motion carried 7-0 (one Board member absent, one position vacant).

3. **Gambling Report (Nate Borwege):**
Nate shared the Gambling Report for February 2021 prior to the meeting. Nate reported that gambling profits for February were just over \$2,000. We are still only operational for pull tabs at Fishtale as Carbone's Pizza will not resume gambling until restrictions on bar seating are lifted. He noted that the local brewery will likely be starting a pull tab program with us, but that they are not ready at this time. Discussion

was held about a new bar opening on Main Street, Nate will look into setting up a meeting with management of this facility to discuss implementation of a gambling program. The raffle drawing was held on March 1st and all prizes were mailed out to the winners on April 13th. Nate will be coordinating with Krystal about partial payment for the March ice bill. Nate requested pre-approval for the following expenses: accounting services; pull tab games & products; March rent at the Fishtale; payroll; gambling manager bond; and gambling taxes and fees. A motion was made by Jess to approve the February 2021 Gambling report and the Pre-approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Rick. Motion carried 7-0 (one Board member absent, one position vacant).

III. OLD BUSINESS

1. **Open Treasurer Position:** Krystal's term as Treasurer is complete. However, as we have not had any interested candidates for the Treasurer position, Krystal has indicated that she will continue to complete the bookkeeping duties of the Treasurer position. Details regarding this arrangement will be discussed in the coming weeks, but she noted that she will assist with our budget planning sessions, etc. but she will not be a voting member of this Board. A motion was made by Brian to approve the appointment of Krystal as "Acting Treasure – non-voting member" in order for her to continue the bookkeeping duties. The motion was seconded by Miranda and carried 7-0 (one Board member absent, one position vacant). The Board may seek a qualified candidate to appoint on a temporary basis to full fill the day-to-day duties of the Treasurer position (minus the overall bookkeeping, which will be handled by Krystal at this time). This individual would work closely with Krystal, but would be considered a voting member of the Board.
2. **Coordinator Positions:**
 - i. **Returning Coordinators:** The following coordinators have indicated their interest in continuing to serve in their roles: Nate B (Gambling Manager); Troy G (Equipment Coordinator); Jen M (Volunteer Coordinator); Sarah H (Clothing & Apparel Coordinator); Jeremy D (Outdoor Ice Coordinator); Sarah D (COVID-19 Point Person); and Mike F (SafeSport Coordinator).
 - ii. **Open Coordinator Positions:**
 1. **HDC Coordinator:** As noted in earlier session minutes, Joe Franck has stepped down from this position at the end of his term. Tim Applen applied for the HDC Coordinator position, which was discussed by the HDC. The HDC recommends Tim for this position. Miranda made a motion to approve Tim Applen's appointment as HDC Coordinator as recommended by the HDC, which was seconded by Rick. Motion carried 7-0 (one Board member absent, one position vacant).
 2. **Ice Time Coordinator:** This position remains open. Tyler has encouraged the Board to find a replacement for this position ASAP as he is willing to assist in training in the individual.
 3. **Mite Coordinator:** Brad announced to the Board during the special session last night that he will be stepping down from his role as Mite Coordinator. He shared that Anthony Anderson who is a Mite coach is interested in the position. Brad supports and recommends Anthony for this position and noted that he will work closely with Anthony over the next year to assist

with this transition. While it isn't specified in the Handbook, it was suggested that the process for appointing the Mite Coordinator be treated similar to HDC Coordinator (which would involve first getting the recommendation of the HDC prior to Board approval). Those are the steps that were taken in this case as Brad did discuss his recommendation of Anthony with the HDC and the HDC was in full support, but we may consider outlining this in the handbook for future Mite Coordinator appointments.

4. **Concession Stand Coordinator:** This position remains open. Brea has indicated that she will assist with training in a new person, but does not wish to continue this role.
5. **Tournament Coordinator:** This position remains open.
6. **Sponsorship Coordinator:** This position remains open, Sam will continue to serve in this role as needed, but would like to see someone else take the position.
7. **Recruitment & Retention:** This position remains open.

Jess made a motion to approve the 2021-22 Coordinator positions (including the returning coordinators and the appointment of Anthony Anderson as the new Mite Coordinator), which was seconded by Brian. Motion carried 7-0 (one Board member absent, one position vacant).

3. **Approval of HDC membership:** There were seven applications submitted for the available HDC positions this year. The HDC reviewed these applications and are recommending six out of the seven applicants for the positions. The one candidate who was not recommended for the HDC does not have a strong hockey background and it was felt that there may be another more appropriate place within the association for this individual (possible coordinator position, etc.). It should also be noted that Nate Pickens will be returning to the HDC this season as he had sat out for the 2020-21 season due to the pandemic. Tim will contact the HDC applicants and inform them of the decision regarding their appointment to the HDC. Formal approval of the HDC applicants was discussed in a closed session following this meeting. Those recommended by the HDC for an HDC position included: Joe Birkholz; Brad Breeggemann; Jenner Culbreth; Joe Franck; Tom Huber; and Kevin Flaherty. Miranda made a motion to approve HDC appointments as recommended by the HDC, which was seconded by Jess. Motion carried 7-0 (one Board member absent, one position vacant).
4. **End of Year Refunds:** A closed session was held by the 2020-21 Board members on 4/13 to discuss the overall financials of the association following this unique year and what refunds would be appropriate given the season. When we budgeted for the season, we planned for a full and normal season all while understanding that the season may be different than normal due to the pandemic, but we wanted to be prepared for a full season. This hockey season began on time, but was delayed with a six-week pause beginning in late November. The hockey season was extended by MN Hockey for four-weeks to make up for some of that lost time during the pause which allowed our upper-level teams to have a full season. However, with the pause, our Mite level players only had a total of four months of hockey when they should have had five months. Thus, it was determined that our Level 2 and Level 3/4 Mite players will receive a refund equivalent to

one-month, or 1/5th, of their skater fees (\$55 and \$70, respectively). Our Level 1 and 1st year Mites will not receive a 1/5th skater fee refund as they were not charged for any skater fees at registration – their only expense at registration was the NPACC Usage Fee, which is required by all NPHA families. It was also determined that our upper-level players (SQ/10U, PW/12U, and BA) will be refunded for any of the three budgeted tournaments that their team was not able to play in due to COVID at the rate of \$80 per tournament (as this is the rate set at registration). Discussion was then given to whether there should be a flat refund amount granted per player across the association as our association costs came in underbudget this season. Furthermore, it was recognized that many players and teams missed out on some hockey practices and games due to quarantine issues. Looking further at our financials for the end of the season, it was determined that the rate of \$40/active player will be refunded in addition to those amounts noted above. This includes 1st year Mites, who only paid the NPACC Usage Fee (\$50) at registration, but were required to complete 22 DIBS hours throughout the season. It was noted that many of the 1st year players also have older siblings involved in the association and their fundraising requirements were greater (family rate vs single player rate). Krystal made a motion to approve the refunds as discussed (\$40/active player “COVID Refund”; \$80/cancelled tournament; and 1/5th skater fee refund for Level 2 and Level 3/4 Mites), which was seconded by Brian V. Motion carried, 7-0 (two Board members absent).

This plan was briefly reviewed during the meeting tonight and Jess will plan to send out a communication to the association in the near future about this plan. Refunds can be expected by association members in late-April or early-May. Any families with past due balances or incomplete DIBS hours will see those amounts deducted from their refund.

5. **Annual Hockey Fundraiser:** This event is scheduled for April 30th at the Park Ballroom. Communication has gone out to the association about the event, which will include a silent auction and bean bag tournament. The committee making arrangements for the event has set up a Venmo account for electronic payments and will be holding the silent auction via Facebook. At this time, DIBS hours have been posted for the event, without any takers. It will be shared with the association that DIBS hours for this event can be served for next season. Jen and Brian will keep a list of the volunteers who serve these DIBS hours to ensure that they are credited when the new season begins.
6. **Condition of outdoor rink:** In January we agreed to revisit whether we would like to improve the condition of the outdoor rink. It needs to be lowered and leveled, and possibly resurfaced. Sam will need to discuss this with the school district before we can do any work to the outdoor rink as a portion of it is on school grounds. Sam noted that there has been discussion at the NPACC about their possible interest in taking over the outdoor rink. All of this will be discussed in the coming months. In the meantime, the warming house belongs to the association and we can do what we need to do to fix the door that was broken this season. It was noted that we can still pursue using the outdoor rink in Lonsdale should we find ourselves in need of additional ice next season.
7. **End of Year Survey Results:** Jess and Miranda have reviewed the surveys and Jess is working to compile the data to be shared with the rest of the Board. Some themes that came up on the surveys were questions about refunds due to COVID along with issues pertaining to the performance of certain coaching and managing staff. The surveys have

produced some useful information and the Board will take the information into consideration when planning for the upcoming season.

IV. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** Sam reported that there are some improvements to the facility coming. It was noted that the NPACC is aware that the cooling system needs to be fixed and that they are interested in getting a new scoreboard.
- ii. **Gambling Coordinator (Nate Borwege):** No further updates at this time.
- iii. **SafeSport Coordinator (Mike Franklin):** Mike provided a summary of the SafeSport issues that came up over the past season. He noted that this was his first year in the role and that he learned some great things that will help going into next season.

2. Vice President

- i. **HDC Coordinator (Tim Applen):** Tim indicated that we will signing another 2-year contact with xHockey soon and that we will be signing another contract with Butch K (skating instructor). The Board is in support of this, the HDC will just need to factor this into their budget needs for the season. Players who would like to “play up” a level for the upcoming season will need to submit their petitions to be reviewed by the HDC in June. Jess will send out a communication about this to the association. Miranda noted that she will send the 2021-22 projections to Tim this week so that the HDC can begin considering the number of teams we may need to have at each level. This list also has a list of the players who we may anticipate a petition from based on their DOB and grade level.
- ii. **Mite Coordinator (Anthony Anderson):** Brad reported that he will be working closely with Anthony Anderson, the newly appointed Mite Coordinator, to help him transition into this role over the course of the next year.
- iii. **Ice Time Coordinator (Vacant):** As mentioned in last month’s minutes, Tyler K has stepped down from this role. It was noted that his assistant, Cory Johnson, will not be taking on this role next season. We will plan to send out another communication to the association seeking an interested person to fill the role and Tyler has indicated that he will train the new coordinator.
- iv. **Equipment Coordinator (Troy Gilbertson):** No updates at this time. Rick will plan to connect with Troy to discuss equipment needs and to see if a contract has been signed with Westwood, our jersey vendor these past few seasons.

3. Treasurer

- i. **Concession Stand Coordinator (Vacant):** As mentioned in last month’s minutes, Brea has stepped down from this role. We will plan to send out another communication to the association seeking an interested person to fill the role and Brea has indicated that she will train in the new coordinator.
- ii. **Volunteer Coordinator (Jen Mushitz):** Jen reported that there was a total of 25 families who did not complete all of their required DIBS hours for the season. Jen provided the list of families to Miranda and those values have been factored into the end of the season refunds.

- iii. **Concession Stand POS Specialist (Erick Christianson):** No updates at this time.
- 4. **Secretary/Registrar:** N/A
- 5. **Fundraising Director**
 - i. **Tournament Coordinator (Vacant):** We will plan to send out another communication to the association seeking an interested person to fill this role for next season.
- 6. **Communications Director**
 - i. **Sponsorship Coordinator (Vacant):** We will plan to send out another communication to the association seeking an interested person to fill this role for next season.
- 7. **Board Member at Large**
 - i. **Recruitment & Retention Coordinator (Vacant):** We will plan to send out another communication to the association seeking an interested person to fill this role for next season.
- 8. **Past Board Member:**
 - i. **Clothing & Apparel Coordinator (Sarah Hartman):** No updates at this time.
- 9. **Manager Director**
 - i. **Outdoor Ice Coordinator (Jeremy Denzer):** No further updates at this time.
 - ii. **COVID-19 Point Person (Sarah Donovan):** No updates at this time.

V. NEW BUSINESS

1. Off Season Planning:

- i. **Jersey Fittings:** This date has been tentatively set for June 22nd from 5-8pm at the rink, Jess sent out a communication to the association about this. Rick will be connecting with our Equipment Coordinator very soon though to find out if a contract has been signed with our jersey vendor or not to see if we would like to shop around other vendors and see what deals we may be able to negotiate.
- ii. **Schedule Budget Meetings:** As noted earlier, Krystal will be assisting the Board with this process. Miranda will send out an email communication to the Board to schedule these meetings to begin sometime in mid-May. In the meantime, Board members will need to connect with the coordinators to learn what their budgetary needs/requests are for the coming season so that those items can be factored into the budget planning.
- iii. **Schedule Handbook Review:** Miranda has a list of items that we have identified as needing review for the Handbook. This process will begin in June. Miranda will send out a communication to the Board to schedule these meetings as well.
- iv. **Deadline for Player Petitions:** Petitions for players who wish to “play up” a level will be due to the HDC on June 30th. Jess will send out a communication with this information.

VI. BOARD MEMBER UPDATES

- 1. **Fundraising Director (Brian Vosejпка):** Brian indicated that he will be reaching out to our fundraising vendors in the near future to start planning for the next season. He hopes to connect with 7th Avenue Pizza to see if they might have a fundraising program we can look into.

2. **Communications Director (Jess Snyder):** Jess received a cashback incentive payment for the association from our team photographer, which she will be forwarding to Krystal.
3. **Manager Director (Sara Westing):** Sara shared that she has already connected with Brian C, her predecessor, to go over role transition items and that she is in possession of the iPads for the electronic scorecard program and the lock box for storage, as well as the Team Manager binders. She has also already reached out to this past season's managers for feedback on what they might need from her as Manager Director.
4. **Past Board Member (Jason Ashley):** Jason was not in attendance at the meeting this evening as he had a schedule conflict with work.
5. **Board Member at Large (Aaron Neumann):** Aaron shared that he is looking forward to serving on this Board and that he had already connected with Brad, his predecessor, to discuss the role transition.
6. **Treasurer (Vacant):**
7. **Secretary/Registrar (Miranda Vertnik):** No further updates at this time.
8. **Vice President (Rick Carey):** Rick shared that he has been in conversations with his predecessor, John, about role transitioning. He is also going to be connecting with the Coordinator that report to him in the near future.
9. **President (Sam Blank):** Sam welcomed the new Board members to their roles and share that he looks forward to working with everyone. He encouraged all Board members to reach out if they need anything from him and shared some of the procedural information pertinent to serving on this Board.

Motion was made by Jess to adjourn the meeting and seconded by Sara. Motion carried 7-0 (one Board member absent, one Board position vacant). Meeting adjourned at 8:40 p.m.

On Tuesday, April 20th a vote was held via text amongst the Board to excuse Jason's absence from the meeting. Brian made a motion to excuse Jason's absence, which was seconded by Sara. Motion carried 7-0 (Jason abstained from the vote).

Meeting minutes prepared by Miranda Vertnik, NPHA Secretary/Registrar