



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

---

### BAHA BOARD OF DIRECTORS MEETING AGENDA

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

Date of meeting: 8/30/2023

Time: 6:30PM

Location: 13367 Isle Drive, Baxter MN

- I. Call to Order – Meeting called to order by Grant at 6:39. Attendance: Joe Winegar, Grant VanWyngereen, Justin Jerve, Alicia Prahm, Amanda Ciesinski, Chris Wallace, Steve Leary, Larissa Luther, Andrew Murray
- II. Good News =/< 5 minutes
  - a. PEP, fall hockey, and regular season registration coming along
- III. Approval of Meeting Agenda – Motion to approve agenda by Andrew, 2<sup>nd</sup> by Joe. Motion carries.
- IV. Approval of Consent Agenda: Motion to approve consent agenda by Steve, 2<sup>nd</sup> by Chris. Consent agenda motion carries. Consent agenda includes:
  - a. Executive Director's report – n/a
  - b. Hockey Director's report (see attached)
  - c. Player Development Committee and In-House sub-comm. (see attached)
  - d. Treasurer's/Financial report (See attached)
  - e. Recruitment and Retention Committee report (see attached)
  - f. Alumni Committee report (nothing to report)
  - g. SafeSport/Grievance/Discipline Committee (nothing to report)
  - h. Fundraising Committee report (nothing to report)
  - i. Volunteer Committee report (nothing to report)
  - j. Executive Committee report (nothing to report)
  - k. Finance Committee report (See attached)
  - l. Marketing Committee report (Nothing to report)
  - m. Events Committee report (nothing to report)
- V. Old Business
  - a. Move Up approvals – approved electronically by BOD on 8/18/23. The Board reviewed the newest list provided 8/30/23. Motion to approve move ups made by Alicia, 2<sup>nd</sup> by Chris. Motion carries.
  - b. Committees follow up: Motion made for Amanda to be solo chair of SSGD by Grant, Justin 2<sup>nd</sup> and the motion carries. Proposal to create a Team Managers committee by Steve. Motion made by Grant to create this committee with Steve the chair of this committee. 2<sup>nd</sup> by Alicia and motion carries
  - c. Executive Director Transition: Grant and Steve have been working with prior Executive Director to transition the daily tasks of the executive director to the Board members. Many tasks regarding Sports Engine and financial operations of BAHA. Justin has been working on a job description for future administrator. Plan for job description regarding part time BAHA administrator to be created as soon as possible, then post the position.
  - d. Equipment manager: Mike Stunek will be the equipment manager this year. Job description has been provided and compensation agreed upon. Motion to approve by Steve, Amanda 2<sup>nd</sup>. Motion carries.



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

---

- e. Ice scheduler: Pete Hentges, Sports Content Management LLC – previously approved by BOD 7/26/23. Emphasis placed on optimizing ice time and recommendation made for PDC to help watch this.
- f. Concessions: Larissa has done some background work looking at vendors and new items in the concessions stand. Consideration to sending out a survey to the membership on desired items in concession stand.
- g. Tournament manager: Tasha Koering. Review/approve tournament manager checklist. Alicia makes a motion to offer position to Tasha, Chris 2<sup>nd</sup> and motion carries. Steve will follow up with Tasha regarding this position
- h. Proposal for all Membership meeting – Plan to introduce Board and discuss goals with all membership meeting. Proposed date of 9/20/23. This date was not available at Forestview so All Membership Meeting is 9/19/23.
- i. Dicks Foundation Grant – Discussed the wish list for youth hockey. Alicia will continue to work on the online paperwork involved

## VI. New Business

- a. Locker Room monitors: Discussion with the hockey director, given the direction of MN hockey, regarding locker room monitors. Decision was made to review our current policy and discuss at the managers and coaches meeting to see if this could be improved. Plan to discuss again at the next Board meeting.
- b. Conversation with Sam Blum regarding Brainerd BlueLine Boosters. History of BBLB provided by Sam. Discussed advertising in the rink and team sponsorships. Discussed collaboration between BBLB and BAHA in the future for fundraising, as one Warrior hockey. The fundraising committee is interested in working with BLBB this fall/winter on a fundraising event.
- c. Confidentiality, Conflict of Interest, and SafeSport for the BOD – all of the appropriate paperwork was completed by the Board members

*Section 15. Confidentiality. Directors shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, or the Board of Directors affirmatively authorizes disclosure. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the Corporation's purposes and functions, including but not limited to accounts on deposit in financial institutions. Each Director shall execute a confidentiality and conflict of interest agreement consistent herewith upon being voted onto the Board of Directors.*

- d. Season registration for Girls Move Up – Justin made a motion to endorse that any BAHA requested move ups would *not* be billed at the higher level registration fee. Alicia 2<sup>nd</sup> the motion and it carries.
- e. App for Try Outs – this has been discussed at a coaching level and not felt to be good fit for BAHA try out process
- f. BOD facebook introduction and new email address. Tabled to next meeting
- g. Closed session regarding SSGD matter -Motion made to close the meeting by Chris, 2<sup>nd</sup> by Andrew. All approved to close meeting for discussion. After discussion regarding SSGD matter, Steve made motion to open session and 2<sup>nd</sup> by Chris, motion passed.
- h. Board of Directors goals for upcoming season: Plan to review prior long term strategic planning meeting that was completed and develop goals for the upcoming season.



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

---

- i. Rink status and meeting with rink board. There will be a meeting with members of the arena board and re-evaluation of lease agreement. Andrew is arranging this meeting, and Steve will assist after review of our lease contract.
- j. 2023-2024 Budget Presentation/Discussion and Approval. Awaiting some final numbers from PEP but final budget is close to complete and will be sent for electronic approval.
- k. BAHA Bank Account Switchover: Motion to move bank account signors from Jim Brau to Grant VanWyngereen and Justin Jerve made by Steve, 2<sup>nd</sup> by Chris and motion carries.
- l. Motion to adjourn by Andrew, 2<sup>nd</sup> by Joe and motion carries

\*Financial information is available upon request from the treasurer  
Next meeting 9/18/23 at 5:30, Essentia Health Sports arena

#### Treasurer's Report – 8.30.23

Prepared by Justin Jerve, Treasurer

Attached are the July financial reports. Normal summer revenue and expenses reflected YTD but there are some carryover expenses from 22-23 fiscal year I would like to avoid for next year. Have been working on training and transferring finance duties from Jim to myself in the last few weeks. Also met with the Finance committee and worked on 23-24 budget to present at the 8/30/23 meeting.

#### Finance Committee Report – 8.30.2023

Prepared by Justin Jerve, Finance Committee Chair

The Finance Committee has received 1 scholarship application for 23-24 Registration Fee assistance. It was reviewed by the committee and approved. The Committee met in person on 8/23 and via Teams on 8/24 to work on the 2023-2024 budget. It is ready to present to the Board for approval on 8/30/23.

#### Recruitment and Retention Committee

Submitted by Andrew Murray & Amanda Ciesinski

Last meeting: 08/22/2023

Next meeting: TBD

#### 1. Recruitment Efforts:

- a. Try Hockey for Free: Registration is active. THFF advertisement has been placed in the Fall Community Education Guide. Flyers are being printed and distributed to all 6 ISD 181 elementary schools, WELC, and Pillager Elementary. Yard signs will be distributed in September. The coaching staff will try to facilitate stations during ice time. The committee is looking for more ways to engage participants within the arena, but event day logistics are nearly finalized.

#### 2. Retention Efforts:



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

---

- a. The MN Wild will not offer intermission skating during weekend games this year. Several dates were proposed. The committee approved a block of tickets during the Wild game on 12/27/2023.

## PDC Reports 8-30-23

### In-House Committee

- Co-Ed
  - We are pushing this off to next year, decision final. Start gathering facts and information mid-season to get out to parents in the spring for a vote on the 24-25 season.
- Fall Season
  - Plan to finalize if combining MM and Mites next week.
  - Mondays and Wednesdays is tough for a lot of people in football. May need a head coach for the fall camp.
  - Coaches
    - Bren Smith – Will help as schedule allows. MM
    - Larissa Luther – Count her in for both groups.
    - Aaron Marsh – Happy to help. MM but wants to move his kid up to Mites.
    - Colby Reynoldson – Kid is not playing but offered to help if not enough coaches. Will be back for regular season.
    - Hanske – Helping with Mini Mite
    - Barsness – Possible Coach
    - Holtan – Possible Coach
  - Practice structure should remain similar to past years.
    - Two sessions per week
    - One session of stations (depending on coaches)
    - One session of games/scrimmage
    - Head coach of the fall camp will make final decision.
- Warrior Cup
  - Group talked about pushing start of warrior cup to after Deer Hunting. Finalize Schedule closer to regular season.
  - Discussed making warrior cup Co-ed as a step into next year? We will need to see if the 8U players and parents are ok with this.
  - Details of schedule was discussed a bit. Possibly bye weeks are an option for warrior cup so we are not playing every Sunday.
- Committee
  - We would like the committee to be 5-7 consistent people. With both male and female volunteers.
  - Make a list of people to reach out to for interests in joining the “In House Committee.”
    - Jack Freeman
    - Richard Pyle
    - Johnathan Weise
  - After a few more volunteers have accepted, shake out groups to individuals.
- Handbook



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

---

- We will need Brents help to determine things that need updated.
- 8U needs to be added to handbook.
- Split up sections of Handbook or do a workshop together and we-write the entire handbook as a small group.
- Distribute to Parents with recommendations that they read. Possibly print and hand out to players.
- Goalie, Equipment, Jerseys
  - Believe these duties could be lumped together.
  - Goalies
    - Weekly assignments and goalie practice emails
    - Equipment checkout
    - Equipment returns.
    - Equipment audits and organization (weekly)
  - Equipment Rental
    - This will be needed for fall hockey starting soon.
  - Jerseys
    - Interested in looking at new in-house Jerseys.
    - Pay better attention to sizing on next order.
    - Jersey assignment, adjustment (during the season)
    - Jersey spreadsheet for child, with number, accountability on returns
  - PEP
    - Create a list of individuals needing the training. Not critical right now.
  - Schedule
    - Finalize committee members.
    - Setup future meeting time, days of the week, and locations moving forward to have consistency. As well as agenda.

### Co-op Committee

## **Brainerd / Little Falls Girls Committee Meeting Minutes**

8/22/2023 - 7:30pm via Zoom

*Brent Potvin, Ryan Glas, Alex Hirsch, Grant VanWyngereen, Andy Haskell, Kari Houle, Brian Haugstad, David Kicker, Carmen Johnson*

## **Teams / Numbers**

### **15U-**

Confirmed that both Aylward and Erlandson would be playing 15U not 12U

Right now we are projecting 15 skaters / 2 goalies at 15UA (assuming Tate takes 6 skaters + 1 goalie at HS level)

### **12U-**



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

---

The 5 10Us that were invited up - still waiting on one to respond. If they are no we need to find an alternative 10U.

Looking at 19 skaters and 2 Goalies at 12U (Delaney Dolen has expressed interest in goalie now).. This also includes the girl from Wadena who goes to school in Pillager that is supposed to be registering with Brainerd for the season.

Plan is to forge ahead with two teams - 12UA and 12UB and find the one skater needed from 10U if we have to.

### **10U-**

16 skaters at 10UB - and with goalie by committee, there would be 15 skaters and 1 goalie for each game - This assumes that one more 10U does move to 12U.

\*\*\*We still have to figure out Novak situation. Grant to connect with Denny Bushy on how that needs to be handled and report back.

### **Coaches**

-15UA- Two have put name in for 15UA head - coaching decisions here will need to wait until we figure more out about high school move-ups, etc. We also want to continue to encourage and attempt to find more coaches for our pool - especially at the higher levels

-12UA - one person has put their name in as head coach (Ryan Glas) which will be brought to BAHA board for approval. We have a few assistant possibilities here as well

- 12UB - we will need to wait to see how tryouts shake out to know who would be coaching at this level

-10UB- two coaches have put their name in. Further conversation and possibly interviews to determine who would be head. One coached 8U last year and the other asst coached 10U last season.

### **Tournaments**

- Tournaments are closing fast. Carmen already grabbed the Grand Forks tournament for 15 and 12s and grabbed one additional tournament for 15s.
- Carmen to connect with Ryan around the remaining 12U tournaments and where we should go
- Carmen working on getting 10U into either danglefest or TRF
- Carmen will fill group in on that once completed

### **Jerseys**

- Have logos in hand. CTC / Ramstead will be doing the 10U and 12U jerseys for the 3 years and Ironfire will be doing the 15Us
- Ryan to firm up numbers and other details and get to Brent to get order in



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

---

## TO DOs/ Followups

- Grant to connect with Denny re: Novaks
- Ryan to call 10U Burns family around commitment to move to 12s
- Carmen to convey tournament details to group once completed
- Ryan to wrap up jerseys and over to Brent
- Carmen to connect with Ben LeBlanc on thoughts around 10U coaches who put name in hat
- Brent to send over 10U coaches information and organize a conversation.

### Co-ed committee

- Move Up Request Form Review: Review Requests, and Communicate. (Anyone we are missing)
- Move up forms were reviewed, Brent to communicate with Parents
  - Coach Applications, Review and Process for communicating (Parent Vs. Non Parent)
- Non-Parent coaches have been assigned, if we've received the application
- Parent coaches remaining will be assigned after tryouts
- Communication with parent coaches regarding USA Hockey Registration, USA Hockey Modules, Safesport, Concussion, and MN Background check
  - Tryouts – Evaluators and Process
- Committee reviewed evaluators for Tryouts, assigned outside evaluator/HS staff to evaluate all Co-Ed sessions
- PDC members to assist in on-ice practice with levels in which their kids to not participate
- Discussed compensation for evaluators of \$50/session
- Evaluators attached in excel document
- Discussed Team Genius evaluation/tryout software. PDC upon recommendation of Coach Johnson and others decided not to invest, need to assess the practical use of software and how to use in a tryout format. Team Genius could be used during season to demonstrate progression on certain skill elements in season
  - In Season Practice Plan: Klevr App
- Discussed use of Klevr App to demonstrate practice drills and put together practice plans for coaches this season
- Implement concepts and video demonstration
- Future meeting to create practice plans for upcoming season
  - Registration Numbers Update – Claim Jerseys
- No discussion
  - Fall Camp: Jerr and Andrew Update – Coaches for Assistance (Mite Coaches Needed)



Brainerd Amateur Hockey Association  
P.O. Box 38  
Brainerd, MN 56401  
[www.brainerdhockey.com](http://www.brainerdhockey.com)  
218-851-2244

---

- Fall camp open to BAHA coaches to assist HS staff, also offer a learning/teaching session for drills to assimilate with Coach Johnson and rest of HS staff
- Google document to communicate with coaches and build a schedule
  - Rec League Vs. Dondelinger League
- Discussion about a co-up with brainerd parks and rec to offer or suggest rec league hockey

-the co-ed committee would like to make the recommendation to appoint Brandon Premo as this years Bantam B head coach.

-The co-op committee would like to make the recommendation to appoint Ryan Glas as our 12UA coach.