

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting Location: NP Fire Department Meeting Room
Wednesday, February 14th, 2024, 7:00 P.M.

Meeting called to order at 7:02pm.

1. ATTENDANCE

NPHA Board

President	Aaron Lindholm	Present
Vice President	Jason Olson	Present
Secretary	Miranda Vertnik	Present
Treasurer	Ben Jones	Present
Director of Operations	Mike Westing	Present
Communication Director	Jess Snyder	Present
Board Member at Large	Kirk Crabb	Present
Past Board Member	Tony Robles	Absent
Interim Manager Director	Amanda Will	Absent

Tony notified the Board that he would be unable to attend due to work commitments and Amanda was unable to find childcare for her kids. Ben made a motion to excuse their absences, which was seconded by Miranda. Motion carried 6-0 (with three Board members absent).

Coordinator Positions

Clothing & Apparel Coordinator	Amanda Will	Absent
Concession Stand Coordinator	Ashley Lindholm	Absent
Equipment Coordinator	Troy Gilbertson	Absent
Equipment Coordinator Trainee	Kristi Nelson	Absent
Fundraising Coordinator	Kristina Dillon	Absent
Gambling Manager	Nate Borwege	Present
Gambling Manager Trainee	Jason Schlekewy	Present
HDC Coordinator	Tim Applen	Absent
Ice Time Coordinator	Tyler Kienow	Absent
Mite/8U Coordinators	Anthony Anderson	Absent
	Brad Breeggemann	Absent
	Bryan Frank	Absent
NPACC Manager	Justin Hauge	Absent
Outdoor Ice Coordinator	Jeremy Denzer	Absent
Recruitment & Retention Coord	Brandy Rife	Absent
Registrar	Miranda Vertnik	Present
Safe Sport Coordinator	Chelsea Casey	Absent
Sponsorship Coordinator	Kristi Nelson	Absent
Tournament Coordinator	Kelly Chadwick	Present
Volunteer Coordinator	Aimee Bombardo	Present
Website/Technology Coordinator	Dallas Akre	Present

Others present: N/A

2. REPORTS

1. **Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for January 2024 with the Board on January 12th. There were no suggested revisions or changes to the minutes. A motion was made by Ben to approve the Jan 2024 Meeting Minutes, which was

seconded by Jason. Motion carried 7-0 (with two Board members absent). Miranda will post the Jan 2024 Meeting Minutes to the NPHA website.

2. **Treasurer's Report (Ben Jones):** Ben shared the monthly financials with the Board prior to the meeting. Ben reported that things are looking pretty good overall for the association financials at this point. We have some large expenses coming up including payment to the gambling account for raffle calendars, NPC stipends, MEGA, JG jerseys and socks, sales tax, March ice, fundraising incentive payouts, and Mite differential refunds. There is still money owed to the association though from members, we have some families on extended payment plans as well as some families with past due balances. Those families have been contacted, payment must be received by tomorrow or players will be held from team activities until payment received. Ben estimates that with final expenses and receivables we are sitting good to start paying for next season's tournaments (registration for some will open as early as May). Ben also reported that he finally received a response from the accounting service provider, our rep is no longer working there so he is working with someone else there. They are working to complete the 2022 taxes; he just needs four W2s from the gambling program – Nate will get those to Ben. Miranda made a motion to approve the Jan 2024 Treasurer's Report, which was seconded by Kirk. Motion carried 7-0 (with two Board members absent).
3. **Gambling Report (Nate Borwege/Jason Schlekewy):** Nate provided the Dec 2023 Gambling Report prior to the meeting. Nate reported that he has been including Jason on some recent communications to help get Jason acclimated to the role. Jason will also be meeting with Carrie soon to go over some training items as well. Once the season wraps up, Nate will have more time to go through more detailed training with Jason. Nate reported that there were a total of 8 people in attendance of the raffle drawing at the Fishtale on Feb 1st. He shared the full winner list and has been updating the website weekly with the winners. He noted that raffle calendar sales will be reported on in the February gambling report and that there were quite a few extra calendars sold outside of registration – he will send the list of families owed incentive payments. Nate also provided an update about the Rusty Spoke, he was in contact with the rep there and it is sounding like some things are coming together, but that they are still a minimum of several months out from being ready to open. Miranda made a motion to approve the Dec 2023 Gambling Report as well as the Pre-Approvals for Allowable Expenses and Lawful Purpose Expenditures, which was seconded by Jess. Motion carried 7-0 (with two Board members absent).

3. OLD BUSINESS

1. Board & Coordinator Position Filling for 2024-25

1. **Board Seats:** Communication was sent out on 1/26 to seek applicants for the following positions: President, Secretary, Director of Operations, Communications Director, Past Board Member, and Interim Manager Director. The deadline to apply was 2/13 and we received applications for the President and Secretary roles. Following the meeting, Amanda requested that her application for the Board be switched over to the Communications Director position rather than the Manager Director position. Since she had already applied for a Board seat, the group agreed on this change. This leaves no applicants for the one-year Interim Manager Director position; we will seek applicants for the role once the election concludes.

1. **Election Timeline/Process:** Applications were open through Feb 13th. We will put together the ballot and keep it open for one week of voting. Election results will be certified at the March meeting, unless we are able to hold a special meeting in the meantime. Miranda will communicate with elected members and welcome them to their roles once the results are certified. Terms for incoming Board member positions will start April 1st and outgoing Board members will be done with their roles effective end of the day on March 31st.

2. Coordinator Positions

1. Open Positions:

1. **Clothing and Apparel Coordinator** – Ashley Lindholm is interested in this position. Jess made a motion to approve the appointment of Ashley Lindholm to this role for the upcoming season, which was seconded by Aaron. Motion carried 7-0 (with two Board members absent).
 2. **Concession Stand Coordinator** – Ashley is willing to train someone into this role.
 3. **Recruitment and Retention Coordinator** – Brandy would like to step down from this position but will help if we are unable to fill the role.
 4. **Sponsorship Coordinator** – It sounds like we may have an interested applicant for this position, we will reach out to him.
2. **Social Media Coordinator** – Ashley Lindholm asked if this could become a new role – currently this is part of the Communications Director board position. Ashley would be interested in doing this part of that role if we would create a separate position. At this point we will not be creating a separate role since it is part of the duties of the Comm Director and the season is closing, but if the new incoming Board would like to take action on this, they can.
3. **HDC Coordinator Position & Possible separate Girls HDC**: Last month we discussed the suggestion to consider creating a separate HDC for the girls' program and discussed setting up a meeting with the current HDC to talk about this further. We were unable to hold this meeting due to multiple disciplinary issues that came up over the course of the past month. This will be added to the list of items for consideration by the new Board during the off season. Another consideration on this issue pertains to a possible co-op with Shakopee Hockey Association girls' program. They recently reached out to our program to see if we might be interested in a co-op for the upcoming season since their numbers are low and they will struggle to fill some teams. Kirk and Aaron will be connecting with them soon to gather more information on what a co-op might look like.

4. COORDINATOR UPDATES

1. President

1. **NPACC Manager (Justin Hauge)**: Aaron reported that the new Zamboni is delayed due to manufacturing issues – we were anticipating receiving it this month, but it is looking like we will not get it until this summer. He noted that he brought up concerns about the cleanliness of the arena, particularly the bathrooms, at the arena board meeting this week and noted that we are hosting a D6 tournament later this month so we need the facility to be in great condition. He also reported that new siding will be going up on the north side of the building in the off season.
2. **Gambling Coordinator (Nate Borwege & Jason Schlekewy)**: No further updates.
3. **Safe Sport Coordinator (Chelsea Casey)**: No updates at this time.

2. Vice President

1. **HDC Coordinator (Tim Applen)**: Tim was unable to attend this meeting as he was at the rink for the final MEGA practice, but he provided his updates to Jason. He noted that the HDC has not been able to coordinate a meeting these past couple of months due to the business of the season, however, they hope to start meeting again soon to begin the off season planning for the upcoming season. The HDC will be seeking feedback from coaches on the season and the HDC will be discussing the Coordinator role to see if anyone is interested in training into the position.
2. **Mite/8U Coordinator (Anthony Anderson, Brad Breeggemann, & Bryan Frank)**: No updates at this time.

3. **Ice Time Coordinator (Tyler Kienow):** Jason reported that Tyler had to reschedule a JG and 10U B2 game coming up due to high school boys section game and was able to get D6 to agree to waiving the \$200 game rescheduling fee which was very helpful. As long as we continue to work with Avario scheduling services, Tyler is willing to continue serving in this role. Jason will begin talks with him about the stipend for his role.
3. **Treasurer**
 1. **Concession Stand Coordinator (Ashley Lindholm):** The concession stand continues to perform well – we are \$5k above what we were this time last year. Ashley is hopeful the concession stand will raise \$8-10k more than last season by the end of this season. Discussion was given to support having the concession stand better stocked this season for the end of the year tournament as we had run low on items last season. We also discussed making sure the concession stand is staffed for the full tournament. If needed, the association will pay high school workers to cover available shifts.
 2. **Fundraising Coordinator (Kristina Dillon):** Aaron reported that a local wreath vendor reached out to see if they could get our business. He forwarded their contact to Kristina, and she will look into this.
4. **Secretary**
 1. **Registrar (Miranda Vertnik):** No updates at this time.
 2. **Volunteer Coordinator (Aimee Bombardo):** Aimee reported that the last day for concession stand shifts has been scheduled for March 3rd. She noted that we are fully staffed for the first week of the D6 tournament, she will reach out to the high school workers to see if any are available to help cover additional shifts as discussed above in concession stand updates. We reviewed the list of families that have not yet completed their DIBS hours. Email communications went out to these families in January with a reminder about the need to complete all 22 hours and that families will be billed at a rate of \$50/incomplete hour when the season has concluded. She will send an additional reminder to the family that is a first year Mite family. Aimee noted that she is in need of the names of families who completed the home scoresheet duties for some of the teams. She also reported that we have sold 63 of the additional NP pins in the concession stand to help offset the cost of those extra pins.
5. **Director of Operations**
 1. **Equipment Coordinator (Troy Gilbertson/Kristi Nelson):** No updates.
 2. **Outdoor Ice Coordinator (Jeremy Denzer):** No updates.
 3. **Tournament Coordinator (Kelly Chadwick):** Kelly provided updates about the PW B2 tournament that we are hosting next week. She noted that the scoreboard and music duties have been filled. She had a family lined up to do the penalty boxes for their DIBS hours, but D6 later sent out an email saying that teams need to provide their own penalty box attendants. We will still try to provide this so that we know for certain it is covered and so that we can provide the DIBS opportunity. There are three people assigned to most of the concession stand shifts to help keep things moving there. Kelly can pull a concession stand worker for other duties as needed. It was suggested that she use the white board to show locker room assignments and have a greeter directing teams on where to go.
6. **Communications Director**
 1. **Sponsorship Coordinator (Kristi Nelson):** Kristi had requested an editable version of the sponsorship form – we did not have one, so Miranda created one and sent it to her.
 2. **Website & Technology Coordinator (Dallas Akre):** SportsEngine would like to set up a meeting with members of the association to go over the platform. We will plan to have the president, registrar, treasurer, communications director, and Dallas attend this meeting. In the meantime, Dallas is also going to do a little research into

other team management platforms to see if we might be better served elsewhere as there are ongoing issues with the SE platform. Our renewal with SE is due in August.

7. **Board Member at Large**

1. **Recruitment & Retention Coordinator (Brandy Rife):** Kirk provided updates from Brandy, which included updates on the progress of planning the end of the season beer bash. This event is tentatively scheduled for May 4th at the Park Ballroom. The committee working on planning this event is meeting soon to lock down more details.

8. **Past Board Member:**

1. **Clothing & Apparel Coordinator (Amanda Will):** No updates.

9. **Manager Director:** N/A

5. **NEW BUSINESS**

1. **Review of Disciplinary Procedures:** Aaron had a lengthy conversation with Scott Gray of MN Hockey on Jan 15th. In summary, here are some procedures we need to follow concerning code of conduct discipline: 1) when code of conduct issues arrive, individuals need to be notified of the behavioral violation and given up to 7 days to request a hearing; 2) the hearing must then be held within 30 days if so requested; 3) no suspensions may be issued until a hearing is held or declined, except for in the following circumstances: the incident involved illegal activities, physical violence, or was a Safe Sport violation. Any time the association needs to issue immediate suspension for one of the three conditions noted, then we need to notify Scott Gray first to get his support of the decision.
2. **Revisiting of need to get locks on all locker room doors:** The arena is agreeable to doing this. We will need to work with them to sort out the logistics.
3. **Registration Platforms:** See Website and Technology Coordinator updates above.
4. **End of the Year Survey:** Jess will begin putting this together to send out to the membership in the near future. We will add a question seeking feedback from members on the quality of tournaments attended as well as a question about the utility of the SE platform.

6. **BOARD MEMBER UPDATES**

1. **Interim Manager Director (Amanda Will):** No updates.
2. **Director of Operations (Mike Westing):** Mike suggested the association consider hosting tournaments at each of the levels of play. He will begin doing some research on what this might entail. This could provide an additional source of income for the program and may help reduce skater fees, etc. It would also provide additional DIBS opportunities for families, etc.
3. **Board Member at Large (Kirk Crabb):** No updates.
4. **Communications Director (Jess Snyder):** Team pictures are in – she will be distributing to team managers so that they can pass them along to players.
5. **Past Board Member (Tony Robles):** No updates.
6. **Treasurer (Ben Jones):** Ben reported that he has begun working on the 2023 tax return with the accounting services provider.
7. **Secretary (Miranda Vertnik):** No updates.
8. **Vice President (Jason Olson):** Jason was unable to attend the January D6 meeting, so Aaron attended in his absence. The district would like to see all programs hang signs at their respective arenas that stress respect toward game officials before the next season starts. More information to come on this.
9. **President (Aaron Lindholm):** No updates.

Miranda made a motion to adjourn the meeting, which was seconded by Kirk. Motion carried 5-2 (with two Board members absent). Meeting adjourned at 9:16pm.

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