

**New Prague Hockey Association**  
**Regular Meeting of the Board of Directors**  
Meeting Location: Raven Stream Elementary  
Wednesday, November 9<sup>th</sup>, 2022, 7:00 P.M.

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

**ATTENDANCE:**

**NPHA Board**

Interim President	Aaron Lindholm	present
Interim Vice President	Jason Olson	present
Secretary/Registrar	Miranda Vertnik	present
Interim Treasurer	Jon Beckius	present
Manager Director	Sara Westing	present
Communication Director	Jess Snyder	present
Interim Board Member at Large	Thomas Gallagher	present
Interim Fundraising Director	Kristina Dillon	present
Interim Board Member at Large	Tony Robles	present

**Coordinator Positions**

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	absent
Ice Time Coordinator	Tyler Kienow	absent
HDC Coordinator	Tim Applen	absent
Volunteer Coordinator	Aimee Bombardo	present
Concession Stand Coordinator	Ashley Lindholm	present
Mite/8U Coordinator	VACANT	
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	VACANT	
Sponsorship Coordinator	Hollie Weckman	present
Safe Sport Coordinator	Chelsea Casey	absent
Clothing & Apparel Coordinator	Amanda Will	absent
Recruitment & Retention Coord	Brandy Rife	absent
Concession Stand POS Specialist	Erick Christianson	absent
COVID-19 Point Person	Sarah Donovan	absent

**Others present:** Brian Vosepkja (parent and fundraising support)

**I. REPORTS**

- 1. Secretary's Report (Miranda Vertnik):** Miranda shared the Meeting Minutes for October 2022 with the Board on October 17<sup>th</sup>. There were no revisions suggested by any Board members. A motion was made by Jess to approve the October 2022 Meeting Minutes, which was seconded by Jon. Motion carried 7-0 (with two Board members absent for this vote). Miranda will post the October 2022 Meeting Minutes to the NPHA website.
- 2. Treasurer's Report (Jon Beckius):** Jon sent out the October 2022 Treasurer's Report to the Board earlier this morning. He reported that we still remain more cash positive at this time

as compared to last year, but that this will start to change soon as more expenses are coming in and as refunds are issued. He noted that approximately \$100k in checks were cut since the last meeting. He noted that the income we received from the combination fundraiser was less than we had expected and will be more of a loss to our overall bottom line. Deposits have been made from the combination fundraiser and he is working with our Fundraising Director to sort through the fundraising. He asked Miranda to provide a list of which families needed to fundraise for a single player and which needed to fundraise for a multiple player family. Regarding the Non-Parent Coaching Fee refunds, he would prefer to wait to refund those all at once. Miranda reported that she is working on a spreadsheet with each player/family listed that has registration items listed including this fee. Some families owe for the Mite/8U differential, some owe for under fundraising, some did not pay their NPACC Usage fee, etc. and others are owed additional money for over fundraising, etc. Once we have all of those details sorted out, then we can begin to process refunds/invoices. Miranda noted that there are some that will items that will need to be processed sooner rather than later, but she has communicated those to Jon. It was agreed that we will need to re-think how we handle the non-parent coaching fees next season – the number of refunds we will need to issue for this registration line item is significant. He reported that Valley Accounting is working on our tax preparation. Aaron reported that he and Jon will be connecting soon to draft a brief financial summary that can be posted to the website along with meeting minutes. Jon noted that he would prefer that families make one payment next season for the combination fundraiser. Rather than each family submit a collection of cash and checks from family and friends, it would be easier to just process one check from each family. He noted that we are already seeing some checks returned NSF and tracking down payment for those items will be a challenge. A motion was made by Miranda to approve the October 2022 Treasurer’s Report, which was seconded by Jason. Motion carried 8-0 (with one Board member absent for this vote).

3. **Gambling Report (Nate Borwege):** Nate was absent from this meeting and did not provide a report to the Board for the meeting. It was noted that Nate had been out of town recently and that he was scheduled to be on the ice with his team this evening.

## II. OLD BUSINESS

### 1. Open Board & Coordinator Positions:

- i. **Tournament Coordinator:** We will likely need to post this position again soon. We have had a few people reach out with questions, but no applications have been submitted.

### 2. Registration Updates

- i. **Coaching Applications:** As of this meeting date, we have received 73 coaching applications, 6 of which are non-parent coaching applicants. Of those applicants, 68 are coaching (the remaining five either withdrew their application or were not selected to coach). Miranda has been sending communications to each of the applicants and assigned coaches about their coaching requirements.
- ii. **Player Registrations:** As of this morning, we have received 311 player registrations, but only 306 are active players (five players withdrew for the season). Of those registrations so far, 58 are new players, two are Squirt level players, one is a Peewee, one is a 12U, one is a JG player, and the rest are new Mite/8U players. Player

registration will close at 11:45pm on December 13<sup>th</sup> – to allow for time to make changes to rosters prior to D6’s rostering deadline of Dec 19<sup>th</sup>.

1. **Waivers:** As of right now, we have waived out 6 players to other associations (PLSHA, LHA, & Farmington) – all but two of these are all complete. We have 6 waivers into NPHA (coming from PLSHA, TCU, MN River, LHA), three are complete, the others are still pending.
2. **Junior Gold:** We currently have five JG players registered and two others who have said they intend to register (one is a 3-year BA who is currently on our BA B1 team). Miranda shared the information that she had provided to parents at the high school hockey parent meeting regarding Junior Gold. Of note, we are currently looking to set a registration deadline for JG as Nov 24<sup>th</sup> – this will provide us with a cushion of time to waive players out to other programs if we cannot fill a team in-house. We will not waive players out who do not register to play for NPHA.
3. **Team rostering deadlines with D6:** Oct 20<sup>th</sup> for BA, PW, and 12U. Nov 10<sup>th</sup> for SQ & 10U. Nov 29<sup>th</sup> for JG. Dec 1<sup>st</sup> for Mite/8U.
  - a. Upper-level teams (minus JG) were submitted prior to these deadlines. D6 was slow to approve our PW level teams, they had concerns about the number of players on our PW A team specifically. Tim reached out to the District to explain the significant gap in scores between our PW A players and PW B players. It is not in a player’s best interest to be pulled up to a team above their level – we have done this in the past to meet roster minimums with the district and it was not good for that player’s development.

A few of our Mite/8U team rosters have been submitted to the district if the DOB of all of the players on the team have been verified. Those teams have not yet been approved as of this meeting date. Miranda cannot submit teams that have unverified players.
  - b. Wednesday Dec 28<sup>th</sup> is the final day for any roster changes – all coaches trainings need to be up to date by that day or they will be red-lined from their rosters. D6 has said they want all changes (player & coach additions) to be submitted by Dec 19<sup>th</sup> though to give them time to review and approve by the final deadline.
- iii. **Team Manager Applications:** As of this meeting date, all teams have an assigned Team Manager, apart from our Girls 8U 33 team. Sara is actively working to find a volunteer for this team.

### III. COORDINATOR UPDATES

#### 1. President

- i. **NPACC Manager (Kevin Cassidy):** Aaron reported that he had met with Kevin prior to the meeting tonight. Updates include: a screen is being installed near the scoreboard and the arena staff are looking for a projector. This screen can be used for sponsorship advertisements and promotion; the re-roof project is still on deck to start on time in the spring; the community center has started making payments on the remodel loan; the new ice flooring is working as expected; boards and benches have been finished;

the glass surrounding the penalty box is new; heaters above the stands are to be left on – they will automatically shut off when the temp in the arena reaches 50 degrees; a new sound system may be installed earlier than hoped – they are working with a NPHA parent/coach on this; the lighting in the parking lot has been fixed – motion sensors were installed so lights should automatically turn on when motion is detected in the parking lot. The group noted that coaches have had trouble accessing the area where the pads, nets, etc are kept – the floor leading to that area is not covered in mats and coaches cannot access it with their skates on – Aaron will follow up with Kevin on this. Arena staff asked NPHA to send out a reminder to all members about behavior at the rink. Jess sent out those reminders as asked. It was noted that no one – players or coaches – should be on the ice at all when the Zamboni is running. This is a major safety issue. Jason will send a reminder out to coaches on this. Kids should also not be sitting on the boards by the benches when the Zamboni is running.

ii. **Gambling Coordinator (Nate Borwege):** No updates.

iii. **Safe Sport Coordinator (Chelsea Casey):** No updates.

## 2. **Vice President**

- i. **HDC Coordinator (Tim Applen):** Tim was unable to attend this meeting but provided his updates to Jason. It was noted that the extended evaluations for injured players have been completed. It was suggested that we work through writing out more clearly what the process and communication will look like in these cases in the Handbook. Jason reported that he had been in discussion with the HDC and the district about our Bantam B1 team for support. The team is struggling to be competitive at the B1 level within the district and it was noted that this was the case last year and possibly longer as well. It was questioned whether other teams within the district are playing down from where they should be and maybe we will need to reconsider our Bantam leveling next season. Mite/8U placements are complete – there is a meeting tomorrow for our Mite/8U coaches which will focus on the Coach Them app and will include a rink tour. There seems to be some confusion regarding whether Anthony Anderson is one of the Mite/8U HDC level leads this season, Jason will follow to see if he is or is not taking on this role along with Joe Birkholz. It was noted that we received feedback from a couple new Mite/8U coaches following the first weekend of Mite/8U practices – they felt they had very little (if any) direction going into that first weekend. MEGA Goaltending has also launched a new app to support goalie training. It will include practice plans and videos, it is a new resource, but with more time and development it will become a good resource for coaches. Criticism was raised about there being too many teams on the ice at the same time for Mite/8U practice that first weekend. Discussion was given to how having four mite/8U teams on the ice at the same time is consistent with the ADM model – of practice stations, etc. We need to be using small group areas for our Mite/8U players – players this young do not benefit from larger ice spaces – the rink is too large for players this young. The only time we limited the number of Mite/8U teams on the ice was during our COVID season and we were limited to having two teams on the ice at the same time.
- ii. **Mite/8U Coordinator (VACANT):** The role is being dissolved into the HDC for this season since we could not identify a new MC. At this time, there are 2-3 HDC members assigned to the Mite Coordinator email account checking and responding to messages.

- iii. **Ice Time Coordinator (Tyler Kienow):** Jason reported updates from Tyler – feedback from coaches and managers has been positive about our new ice scheduling service. Managers have said that they are easy to work with and that our Avario rep responds quickly. Reminder that coaches/managers need to schedule dryland sessions through Avario too. Kevin at the rink reported that some scrimmages were not included in communication with him, and the rink didn't have locker rooms assigned. Jason noted that he would let Tyler know this so we can fix this problem.
  - iv. **Equipment Coordinator (Troy Gilbertson):** Jason reported updates from Troy – it sounds like all upper-level players, have received their jersey and sock orders (except for two players – those are being handled). Jason also noted that it sounds like Mite/8U jerseys and socks have arrived and will be distributed soon.
- 3. Treasurer**
- i. **Concession Stand Coordinator (Ashley Lindholm):** Ashley reported that she had met with Kevin since it was reported that one of the rink staff had entered the concession stand when it was closed and taken some food. No money was left to pay for the item taken. Kevin has since addressed this with his staff and people are now leaving money behind. Rink staff should not be entering the concession stand at all when it is closed and Ashley will ask Kevin to remind his team of this. They should not be taking products or using our fridge, microwave, etc. The concession stand is typically closed on Mondays and Wednesdays - unless there is a game scheduled that evening. Those days are left closed so that we can do deep cleaning of the concession stand. Kevin had asked the association to consider a partnership with a local food truck for high school games. We will need to get more information about what this might look like. Ashley is confident that the concession stand will over perform what we had projected for our 2022-23 budget. Any excess profits will be greatly appreciated since our overall budget for the season was finalized at a significant deficit. The question was raised as to when we should be withdrawing money from the Concession Stand account to pay toward NPHA expenses. Jon noted that he is still working with the bank to get access to the concession stand account.
  - ii. **Volunteer Coordinator (Aimee Bombardo):** Aimee reported that all concession shifts for high school games have been posted to the end of December and association concession shifts have been posted through Thanksgiving. Aimee noted that they are not posting shifts too far ahead as making schedule changes for DIBS shifts is problematic. She reported that almost all of the shifts that have been posted have been claimed. There is one new high school helper that has been added to the rotation for concession stand shifts, it was noted that this individual also works for the rink – they will need to be informed that they cannot work a concession shift if they are already working a rink shift since you cannot leave the concession stand to take care of rink business at the same time. Fundraiser pick up is scheduled for this Sunday and Monday.
  - iii. **Concession Stand Point Of Sales Specialist (Erick Christianson):** Erick reached out following our last month's meeting about getting access to the ATM to see if it can be repaired. Krystal Beedle provided him with information on the ATM, but it is unknown at this time if Erick has had the opportunity to work on this further. Aimee B noted that her father fixes ATMs and might be able to provide assistance if needed.

4. **Secretary/Registrar:** N/A
5. **Fundraising Director**
  - i. **Tournament Coordinator (VACANT):** N/A.
6. **Communications Director**
  - i. **Sponsorship Coordinator (Hollie Weckman):** Hollie reported that we have met last season's sponsorship income, she has collected checks from many sponsors but is still waiting on more. She noted that she reviewed the various levels of sponsorship and noticed that our sponsors are promised some advertisements that we have not been following through on. Aaron, Jess, and Hollie will work together to get this sorted out to ensure that our sponsors are getting what is promised to them. It was suggested that Sam also be included in this process since he is Hollie's assistant this season.
7. **Board Member at Large**
  - i. **Recruitment & Retention Coordinator (Brandy Rife):** Tom reported the following updates from Brandy - All upper-level orders for hockey bags are due 11/11 and Mites will be due 11/18. Brandy is working with Rena B and Brad D on coordinating youth nights for our high school games.
8. **Past Board Member/Board Member at Large**
  - i. **Clothing & Apparel Coordinator (Amanda Will):** Tony reported the following updates from Amanda – clothing orders are on schedule. Thread Logic orders have already been picked up, ID Threadz orders were shipped last week, orders from General Sports started being shipped out last week as well. Amanda has been working with Jess to communicate with families. Miranda will re-share access to our coaches and team manager contact info sheet since Mite/8U teams have been set.
9. **Manager Director**
  - i. **Outdoor Ice Coordinator (Jeremy Denzer):** No updates at this time.
  - ii. **COVID-19 Point Person (Sarah Donovan):** No updates at this time.

#### IV. NEW BUSINESS

1. **Locker Rooms (Sara)** – Sara reported that she had met with Kevin about this prospect and that it sounded like the arena would be okay with implementing this policy. Other rinks have a key system, including the Blaine Super Rink, Eden Prairie, Brainerd, etc. Having locked locker rooms will help to decrease opportunities for Safe Sport violations to occur. It decreases liability for both our program and the arena. We need to update the contact information listed on the locker room policy signs that are posted inside the locker rooms.
 

Questions from the rink about this:

  - i. Is this policy going to be communicated to visiting teams?
    - Doesn't need to be – we can just put a sign up on the door with instructions to stop at office to check out the key.
  - ii. Do we have a good spot to keep all the bags that will be brought in and left lying around the lobby while players wait for the assigned person to show up?
    - Need to communicate to teams not to show up early. If early, players and their bags will just need to wait in lobby
  - iii. Will my staff have access to the approved and assigned list? Can any adult get the key, or does it have to be someone screened by my staff?

- Yes, can assume the adult requesting the key is the assigned locker room monitor.  
We do not need to have an approved list.
  - iv. Will we be getting some sort of collateral to make sure we get keys back?
    - Yes, adults can leave their ID or car keys in exchange
  - v. How does the NPHA plan on addressing this with the members? Is there an expected implementation date? –
    - we would send out email with instructions, no date set as of yet.
  - vi. Will players be able to access the locker rooms at all times during their ice time? I see players forgetting their inhalers all the time and sprinting to the locker rooms for them. First aid kits are often left the locker rooms.
    1. Shouldn't need to – important items like medical devices should be on the bench. There are no first aid kits in the locker room – there should actually be one in the scoreboard booth. Having the locker rooms locked while players are on the ice will actually protect their belongings.
  - vii. With the ability to manipulate the lock does this increase the risk of someone locking another person inside a locker room by accident or on purpose?
    1. Only the adult should have the key. No kids should be in there alone anyway, this should not be an issue.
2. **Learn to Skate Program (Aaron)** – The arena is again asking for our help – can a Board Member at Large position or Coordinator take on this program? At this time, we do not have anyone who can assist with the administrative needs of the LTS program. It was suggested that the arena consider bringing this need to the NPAS Community Education program.
  3. **Mite Gear (Aaron)** – Aaron would like us to consider creating a gear rental program for new players. Other programs offer this and it helps to make hockey more affordable and accessible to new players/families. We will continue to discuss what this might look like for future seasons.
  4. **Creation of Girls Program Coordinator? (Aaron)** - Aaron noted that he feels our girl's youth hockey program could use more focus. Other associations have a dedicated person who oversees their girls' hockey program – if we have someone dedicated to this, we may have more success growing our girls hockey program. We will need to have continued discussions about what this role might look like, whether it will be a coordinator or a board member at large position, etc.
  5. **Closed Sessions:**
    - i. **10/28: Board approval to modify teams (extended tryout evaluations)** – We have five players who were unable to participate in tryouts due to injuries. On 10/28, the HDC made their recommendation to the Board for four of those players via email. The process was explained along with the rationale supporting the decisions made. The Board held two separate votes on these four players, as one of the players involved was the son of a Board member (that Board member abstained from the vote and was not involved in the discussion of that player). For the first vote, Miranda made a motion via text to approve the final placements of CS, LG, and AM as recommended by the HDC, which was seconded by Jess. Motion carried, 9-0. For the second vote, Miranda made a motion to approve the final placement of DS as recommended by the HDC, which was seconded by Tony. Motion carried, 8-0 (with one Board member abstaining). We still have one player who is on an extended evaluation. He just joined

the Bantam C team on the ice recently as he was given clearance from his doctors to participate in hockey. The HDC will make arrangements for his formal evaluation.

- ii. **11/2: Meeting to approve Mite/8U teams** – This meeting was held over Google Meets and all Board members were in attendance except for Jon and Jason. Tim also participated in the first half of the meeting and provided the Board with information about the Mite/8U Placement sessions that were held a few days prior. We have one non-parent coach for one of our Level 1 Mite/8U teams – this is a player’s uncle who will be coaching alongside the player’s father. Tim will be discussing a stipend for this coach with the HDC and will make his recommendation to the Board regarding this at a later date. Tim shared that it was felt during 8U sessions that the girls would be better placed at a Level 3 versus Level 4. He also noted that a snake draft was used for the Mite 31 and 32 teams for the third graders that were placed on those teams. It was noted that five of our Mite/8U teams need a Team Manager as there were no applicants for those teams. Sara will be reaching out to those teams. Aaron volunteered to help coach on his daughter’s team now that he has gotten more settled into his new Board role, which Tim noted would be just fine. Jess made a motion to approve the Mite & 8U teams as recommended by the HDC, which was seconded by Sara. Motion carried 7-0 (with two Board members absent).
- iii. **11/9: Board approval of Bantam player moves** – Earlier in the afternoon, Jason shared with the Board the recommendations of the HDC regarding the final player who underwent an extended tryout evaluation as he had missed tryouts due to an injury he sustained in the off-season. The rationale behind the recommendation was also shared with the Board. Miranda made a motion via text to approve the transfer of GR from the Bantam C team to the Bantam B1 team as recommended by the HDC, which was seconded by Jess. Motion carried, 9-0.

The HDC also recommended the transfer of player JB from the Bantam B1 team to the Bantam A team. The reason for this recommended change was because of the low number of skaters on the Bantam A team. The Bantam A roster was originally left on the leaner side since we had four Bantam players on an extended tryout evaluation. The intent was to leave room on the bench of that team with the understanding that one or more of the extended eval players could be placed on the BA A team. It is the stance of the HDC and the Board that it is better to move players up, than to move players down and we would not have wanted to place a “bubble” player on the team prematurely in the event that an extended evaluation player later scored higher. At this time, the Bantam A team has 13 rostered skaters, and one is currently out of play due to an injury. In addition to that, the team has a couple players out due to illness. To help minimize any additional issues down the road with player availability, the HDC has recommended the transfer of JB to the Bantam A team. This player was selected due to his tryout evaluation scores – which is the next in line for placement on this team. Sara made a motion via text to approve the transfer of JB to the Bantam A team, which was seconded by Jess. Motion carried, 7-2.

## V. BOARD MEMBER UPDATES

1. **Fundraising Director (Kristina Dillon):** Brian reported updates about this season's fundraising results – he noted that we seen a total of \$123k in sales, which is less than last year. He reported that we sold less cookie dough and less Firehouse pizza than last year, but we sold more in wreaths, Heggie's pizza, and Odenthal meats than last year. There have been some issues with some bounced checks and some miscalculated funds, but they are trying to work through this. We had some families report that they thought they only needed to fundraise as a single player family if they had one returning player and one brand new mite player (since brand new mites are not required to fundraise). We have never distinguished a difference like this, any family with multiple players (except for those with ONLY two or more new Mites) need to fundraise the multiplayer amount. Otherwise, Kristina had no further updates.
2. **Communications Director (Jess Snyder):** Jess will work on scheduling team pictures now that it sounds like Mite jerseys are in. We will use the Park Ballroom again for picture day if it is available to us.
3. **Manager Director (Sara Westing):** No further updates.
4. **Interim Board Member at Large (Tony Robles):** No further updates.
5. **Interim Board Member at Large (Thomas Gallagher):** No further updates.
6. **Interim Treasurer (Jon Beckius):** No further updates.
7. **Secretary/Registrar (Miranda Vertnik):** No further updates.
8. **Interim Vice President (Jason Olson):** No further updates.
9. **Interim President (Aaron Lindholm):** No further updates.

Jason made a motion to adjourn the meeting which was seconded by Sara. Motion carried 9-0. Meeting adjourned at 10:02pm.

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