

New Prague Hockey Association
Regular Meeting of the Board of Directors
Meeting held via Webex due to Stay-at-Home Orders issued by State of MN
Wednesday, May 13th, 2020 7:00 P.M.

Meeting was called to order at 7:03 p.m.

NPHA Board

President	Sam Blank	present
Vice President	John Prokopec	present
Secretary/Registrar	Miranda Vertnik	present
Treasurer	Krystal Beedle	present
Manager Director	Brian Christensen	present
Communication Director	Jess Snyder	present
Fundraising Director	Brian Vosejka	present
Board Member at Large	Brad Breeggemann	present
Past Board Member	Jason Ashley	absent

John made a motion to approve Jason's absence from this Board meeting due to a work commitment, Brian V seconded the motion. Motion carried, all in favor.

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	present
Ice Coordinator	Tyler Kienow	absent
HDC	Joe Franck	present
Volunteer Coordinator	Jen Mushitz	absent
Concessions Coordinator	Brea Applen	present
Mite Coordinator	Brad Breeggemann	present
Outdoor Ice Coordinator	Jeremy Denzer	absent
Equipment Coordinator	Troy Gilbertson	absent
Tournament Coordinator	VACANT	
Hockey Fest Coordinator	Justina Cloutier	absent
Raffle Calendar Coordinator	Susan Murphy	absent
Sponsor Coordinator	Sam Blank	present
SafeSport Coordinator	VACANT	
Clothing & Apparel Coordinator	Sarah Hartman	absent
Recruitment & Retention Coord	Mike Westing	absent

Others present:

Erick Schultz (Bantam Parent)

I. REPORTS

- 1. Secretary's Report (Miranda Vertnik):** The Meeting Minutes for April 2020 were shared with the Board on April 10th. Discussion was given to ensuring that the names of those who make and second a motion are included in the notes. Sam asked that members identify themselves by name when making or seconding a motion during virtual meetings as it is difficult to tell who is speaking at times in this meeting format.
Motion was made by Jess to approve the April 2020 Meeting Minutes, which was seconded by Brian V. Motion carried, all in favor.

2. **Treasurer's Report (Krystal Beedle):** The Treasurer's Report for April 2020 was shared with the Board on May 11th. Krystal noted that she has filed and paid the 1st quarter sales tax and has paid money that was owed for the raffle calendar fundraiser. She noted that she is still working to collect money that is owed to the association from several families. Two of such families have reached out and shared that they are having difficulty paying at this time due to unemployment. Krystal also shared that she is working on filing the 2019 taxes for the association. Brad shared that he had taken a closer look at the Profit & Loss report by breaking it down per skater per level and put together a report which he will share later in the meeting. Motion was made by Brad to approve the April 2020 Treasurer's Report, motion was seconded by Jess. Motion carried, all in favor.
3. **Gambling Report (Nate Borwege):**

Nate shared the February and March 2020 Gambling Report prior to the meeting. He shared that Raffle Calendar sales this year was a little over \$500 less than monies raised last year. He also shared that all gambling had to be closed out in March due to the Stay-at-Home orders issued by the State of MN which included orders to close all dine in restaurants. Thus, we have not raised any money from pull tab sales since mid-March. It was also noted that \$3,300 more was paid this season from the gambling account to the NPCC for ice time fees as compared to last season. He shared that we currently have approximately \$2,000 in the Gambling Fund, but normally have between \$7,000-9,000 in the fund this time of year. He further noted that he would like to request a deposit to the gambling fund from the general fund to bring the account back up and to be ready for when we are able to restart the pull tab programs. Anticipated May expenses include an estimate of \$175.00 for accounting and tax preparation.

Motion was made by Brad to approve the February and March 2020 Gambling Report and the Lawful Expenditures for May, motion was seconded by Brian V. Motion carried, all in favor. A motion was also made by Brad to transfer \$7,000 from the general funds to the gambling account, motion was seconded by Krystal. Motion carried, all in favor.

It was decided that Coordinator Updates would be reviewed prior to New and Old Business to allow coordinators the opportunity to leave the meeting after sharing their updates.

II. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** Sam reported that he had spoken with Kevin and it was shared with him that there is a vacant Board Member position with the NPCC. Sam also noted that he had spoken with Troy, the Equipment Coordinator, who is working with the NPCC to set up a system that is compliant with the COVID-19 social distancing guidelines issued by the state that will allow for pick up and drop off of equipment at the NPCC.
- ii. **Ice Time Coordinator (Tyler Kienow):** No updates at this time, but Sam did note that he had shared the "Returning to the Rinks" guidelines issued by USA Hockey with Tyler.
- iii. **Recruitment & Retention Coordinator (Mike & Sara Westing):** No updates at this time.
- iv. **Sponsor Coordinator (Sam Blank):** Sam shared that he anticipates it will be an uphill climb this year in particular with securing sponsorship from businesses in the community as many businesses have been impacted by the current coronavirus pandemic. He also shared that one of the NPHA sponsors, Hertaus Floors, has submitted a bid to replace the flooring within the pro shop at the NPCC, and that they had asked to be granted a certain level of sponsorship in exchange for a discounted rate on the flooring. Sam noted that the discount does not exactly benefit the NPHA so he would be working with them on an agreement that would be mutually beneficial.

- v. **Gambling Coordinator (Nate Borwege)**: No further updates. See Gambling Report section above.
- vi. **SafeSport Coordinator (VACANT POSITION)**: Jess reported that Mike Franklin has expressed an interest in this position. She provided him with some information about the position and the training that will be offered to him. She shared with the Board that he has been a Team Manager in the past and was noted to be well organized and a good communicator. Brad agreed that Mike is well organized. Jess made a motion to appoint Mike Franklin to the SafeSport Coordinator position, Brian C seconded the motion. Motion carried, all in favor.

2. Vice President

- i. **HDC Coordinator (Joe Franck)**: The HDC has had a couple meetings over the course of the past few weeks. We had 6 open positions on the HDC and had ten candidates. The Board will vote on the six that were selected by the HDC during the closed session of this meeting. After the Board votes on those positions, Joe is asking for some time to personally let each of the 10 candidates know whether or not they were elected to the position. He will let Jess know once he has personally reached out to the 10 individuals before the Board sends out an association wide communication about the 6 filled positions. He shared that this has been the first year the HDC placed a two-year term limit on HDC positions, there will be 6 more positions to fill again next year when that group of individuals reaches their term limit. Joe also shared that Butch Kaebel received his schedule from Prior Lake so focus can be given to his role with NPHA. The HDC will put together a schedule for Butch's services and a budget request for his pay. The HDC has also started discussions on program alternatives should the season need to be modified in light of the pandemic. He noted that they are planning for a normal season, but need to be ready in case modifications are needed. Tournament schedules should be released in the near future to the hockey associations, so we will see what our options are. Joe also reported that the HDC has been working to finalize the Coaches Contract, which he noted will be submitted to the Board within the next week or two. John noted that the D6 meetings over the past two months have been cancelled in light of the pandemic.
- ii. **Mite Coordinator (Brad Breeggemann)**: Brad reported that some teams had paid for a jamboree in Minnetonka on their own, but that the jamboree which was scheduled for late March was cancelled. It sounds like refunds should be coming in soon, it is unclear whether a refund will be given to the association (in which case the NPHA will cut a check to the team managers who will distribute payments to families) or to the team managers.

3. Treasurer

- i. **Concession Stand Coordinator (Brea Applen)**: Brea noted that she did not have any updates to report at this time, but asked if it would be necessary for Sam to be added to the checking account used by the Concession Stand. It was decided that since there are already five people authorized on the account, it is not necessary for Sam to be added at this time.
- ii. **Volunteer Coordinator (Jen Mushitz)**: No updates at this time.

4. Secretary/Registrar: N/A

5. Fundraising Director

- i. **Gambling Coordinator (Nate Borwege)**: No updates at this time.
- ii. **Raffle Calendar Coordinator (Susan Murphy)**: No updates at this time.
- iii. **Tournament Coordinator (VACANT POSITION)**: This position was reposted within the association since the last meeting and no individuals have expressed an interest. Since

we have no volunteers, the Board will reach out to some individuals suggested by Jen Mushitz, whom she had noted last month may be a good fit for this position.

6. Communications Director

- i. **Hockey Fest Coordinator (Justina Cloutier):** No updates at this time.

7. Board Member at Large

- i. **Outdoor Ice Coordinator (Jeremy Denzer):** No updates at this time.

8. Past Board Member:

- i. **Clothing & Apparel Coordinator (Sarah Hartman):** No updates at this time.

9. Manager Director

- i. **Equipment Coordinator (Troy Gilbertson):** Brian C. reported that he had a conversation with Troy about jersey fittings with Westwood, which will likely be coming up soon. We are under contract with Westwood for this upcoming season, but can gather information from other companies for future jersey orders. It was reported that Troy is attempting to set up a time to enter the NPCC to look over the equipment inventory. It was noted that additional Mite goalie equipment will likely need to be purchased.

III. OLD BUSINESS

- 1. Year End Survey:** Brian C. sent this out to the Board last week for feedback, the survey was finalized and then sent out to NPHA families. In the two days that the survey has been out, we have gotten 78 responses thus far. We will be paying close attention to the responses regarding interest in a Junior Gold team. The Board will be given full access to the results and Joe F, HDC Coordinator, will have access as well. The survey will be closed at the end of the month and Jess will send out reminders to the entire NPHA to complete the survey.
- 2. Team Tournament Coordinator:** Issue resolved – this position will remain under the HDC and they will choose someone to take on this role. No further discussion needed at this time.
- 3. Junior Gold:** John and Brian C. spoke with Don Strom with D6 about beginning a Junior Gold team. While our numbers thus far this year do not seem to reach the threshold for starting a Junior Gold team in NP, Don strongly encouraged us to co-op with another team and to start talking with the association members here to help generate interest in a future NP Junior Gold team. It was learned during the conference call with Don that a Junior Gold team does not need to declare home ice, which was promising as this would not take away ice time available for our youth program. A Junior Gold team can also play any other teams, say from north of the metro, but schedule games at ice arenas somewhere in the middle. Teams are often 20-23 players and practices are mostly early in the season with an intensive game schedule for the remainder of the season. Oftentimes, Junior Gold tryouts are held early in the season to see if there is enough interest to create a team and then you would wait to see how things shake out after high school team tryouts. Ultimately, it is a good way to keep kids on the ice if they don't make a high school team. Ongoing practice and game play will help these players to sharpen their skills and try out for a high school level team the following year. The new high school coach, Brad Drazan, has indicated that he strongly supports the creation of a Junior Gold team and would like to be involved in future discussions about this possibility. Don also indicated that he would be willing to come talk in-person to answer any questions we might have about a Junior Gold program. Erick Shultz, a Bantam parent, indicated that he was reassured following the phone conversation with the D6 representative and thanked the Board for the attention given to this issue. It was also noted that there may be interest in a Junior Gold team from outside of the association, with kids who have aged out of the youth program already, or from those from neighboring towns. Burnsville, Shakopee, Eden Prairie, Northfield, and Fairbault were all suggested as likely programs to partner with. We will plan to keep this topic in Old Business to discuss future planning.

4. **Safe Sport Issues to Address:** Further discussion is needed regarding the issues surrounding locker room monitoring, incident tracking, etc. We will review these issues this summer. It was noted that the HDC would like to focus on development of players and coaches and leave the disciplinary issues to the Board. With that, discussion was given to possibly creating a Disciplinary Committee within the Board. There reportedly was such a committee in the past, Jess noted that she will look into this further to get information about the committee and how it was handled in the past, why it was discontinued, who were the members, etc. This issue will be added to the new business for the June 2020 Board Meeting.
5. **Website Updates:** Jess was unable to start looking into this issue, but plans to explore what options we have with Sports Engine about what can be done to update our site, if there are possible trainings to attend, and whether there is there someone with Sports Engine who can help us clean up the NPHA website.
6. **Common Email Addresses:** Some board members have created a common email address as discussed in a previous meeting, while others noted that they would not be able to do so due to having multiple positions within the organization and the confusion this could create if needing to respond to multiple email accounts. At this time, it is not a requirement. In the meantime, distribution lists should be updated to ensure that you are connecting with Board members for Board business at the correct email account.
7. **Fargo Tournament Issue:** The Board is in agreement that we will not be stepping in to pay the outstanding bill owed to the Fargo Holiday Inn by an NPHA family. The bill in question was for personal expenses, not their hotel fare. Further discussion was given to this family during the closed portion of this meeting and it was noted that the family also has an outstanding balance with the NPHA, which will affect their ability to register this fall if they choose to do so.

IV. NEW BUSINESS

1. **Website access for Board members:** Sam raised the topic of granting additional Board members full access to the website, as currently only the Communication Director and Secretary/Registrar have full administrative access. He noted that as all Board members are elected by the association to their positions, there should not be issues of privacy regarding Board member access to the website. Brad also noted that having full access would reduce the back and forth email communication between Board members if one could just search up the information themselves. It may be the case that not all Board members would need or want full access, but for those who rely on registration information in their roles, this could be beneficial. Jess noted her support for this change. Krystal noted her support, but also cautioned that Board members will need to be careful not to overstep their role and ensuring that we still go through the proper channels in executing business. Miranda agreed to check with D6 to see if there are any rules against full admin access to Sports Engine and see if there may be a view-only option for accessing the site.
2. **Full access/knowledge of what is going on by all Board members:** Sam indicated that there has been some concern within the Board about transparency. He noted that it is important for there to be full transparency amongst Board members so that everyone has full information when voting on decisions. Discussion was given to how some information cannot be shared during the open portion of the meeting to ensure confidentiality, but during closed portions of the meeting, there needs to be full transparency amongst Board members.
3. **Ice Time Coordinator's Pay:** Tyler reached out to Sam with a request/proposal to increase compensation for his role as Ice Time Coordinator. His current compensation is \$2,400, of which \$1,200 is used to pay for the software he uses to coordinate ice times, and the remaining \$1,200 is compensation for his time. He reported to Sam that other Ice Time Coordinators are paid around \$5,000-\$6,000 for their services in Bloomington and Shakopee. He noted that he

has a lot to schedule with three ice sheets and he has never double-booked ice time in the three years he has held the position and that he always has the schedule by mid-October. To move towards compensation that is more in line with neighboring hockey programs, he has requested a gradual three-year increase plan: \$3,000 for the 2020-21 season; \$5,000 for the 2021-22 season; and \$6,000 for the 2022-23 season. He has asked for this, plus separate compensation for the software program. It was agreed that we will discuss this request further during the upcoming Budget Meetings.

4. **Community Center Board Member position available:** Sam reported that there is currently a Board position available with the NPCC. Interested individuals can reach out to Chris Morris or Jason Witt.
5. **Safe Sport Coordinator Position:** Issue addressed during Coordinator Updates, see above.
6. **Budget Meeting Dates:** It was decided that the Board will meet from 7:00-9:00pm on the next few Wednesdays to discuss the 2020-21 budget. Brian C will send out WebEx invitations to Board members prior to the meeting. Krystal will send out budget reports for the past couple years for everyone to review and to guide the discussion. Board members will need to check in with their respective Coordinators prior to the meetings to ensure we have all budget requests in from the HDC.

All non-Board members had logged off from the meeting at this time.

V. BOARD MEMBER UPDATES

1. **Fundraising Director (Brian Vosejka):** No updates at this time. However, Brad raised the concern that we may have some difficulty raising funds this coming season in light of the economic impact of the current pandemic on families. Discussion was given to pursuing other or additional fundraising options, with focus given to sales of essential items, such as food. Brad noted that the Jordan Girls' Softball Team recently held a fundraiser in partnership with one of their local meat markets. Brian agreed to look into such an option for the NPHA.
2. **Communications Director (Jess Snyder):** No updates at this time.
3. **Manager Director (Brian Christensen):** No updates at this time.
4. **Past Board Member (Jason Ashley):** Jason was unable to attend the meeting but had noted in an email communication to the Board that he did not have any updates at this time.
5. **Board Member at Large (Brad Breggemann):** Brad shared work he had done recently to examine funds coming in and expenses going out based on level of play. As he had suspected, a majority of the funds raised by the association come from the Mite program (76%), despite the fact that the Mite program expenses are lower compared to higher levels of play. When looking at other hockey organizations, it is the opposite with higher/older levels of play contributing more money to the association. He noted that with the Mite level program as the entry point to the sport of hockey, it needs to be affordable for families so that we can continue to bring in more players who will continue on in the sport of hockey. He noted that when discussing increasing association dues, we need to do so responsibly and that there ought to be better balance across the levels of play. Brad indicated that he would send the spreadsheet with these comparisons out to Board members prior to the budget meetings.
6. **Treasurer (Krystal Beetle):** Discussion was given to the issue of Accounts Receivable. Sam noted that he would prefer to know what money is owed to the association and by whom each month. He noted that we need to ensure that families are held accountable to paying their association fees prior to registration if there is money still owed and that accounts should be squared up by January 1st. Krystal agreed to share the Accounts Receivable report with the monthly Treasurer's Report. Further closed discussion was given to the issue surrounding the family with an outstanding balance to the association and the Holiday Inn Fargo.

7. **Secretary/Registrar (Miranda Vertnik):** No updates at this time.
8. **Vice President (John Prokopec):** Closed discussion was given to the 10 applicants who expressed interest in the six available HDC positions. The HDC voted in the following individuals to fill those open positions: Dan Witty (returning HDC member); Brad Drazan (returning HDC member); Nick Backlund (new to the HDC); Jeremy Krocak (new to the HDC); Brooks Holscher (new to the HDC); and Eric Fiala (new to the HDC). Discussion was given to each of these individuals and to those who had expressed interest but were not voted in by the HDC. Brian C made a motion to approve those six individuals in their two-year rotation on the HDC, Jess seconded the motion. Motion carried, all in favor.
9. **President (Sam Blank):** Sam noted that he will connect with Krystal about the accounts receivable to see what assistance he can offer in connecting with the families to discuss payment of their past due amounts.

Motion was made by Jess to adjourn the meeting and seconded by Brian V. Motion carried, all in favor.
Meeting adjourned at 10:28 p.m.