



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

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### BAHA BOARD OF DIRECTORS MEETING

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

Date of meeting: 9.27.23

Time: 5:30PM

Essentia Health Sports Center

In attendance: Grant VanWyngereen, Joe Winegar, Justin Jerve, Alicia Prahm, Andrew Murray, Larissa Sullivan, Amanda Ciesinski, Steve Leary

- I. Call to Order – Called to order by Grant at 5:32
- II. Good News =/< 5 minutes:
  - a. Pucks and Pints planning by Events Committee going well, will be a great time! Spread the word
- III. Approval of Meeting Agenda – Motion to approve by Steve, 2<sup>nd</sup> by Steve. Motion carries.
- IV. Approval of Consent Agenda, which includes the following:

Motion to approve made by Justin, 2<sup>nd</sup> by Andrew. Motion carries.

  - a. Concessions Committee report (*no written report, see old business*)
  - b. Hockey Director's report (*see attached*): Hockey director provided an in person report to the Board and reviewed written report.
    - i. Player Development Committee and In-House sub-comm.
  - c. Treasurer's/Financial report (*see attached*)
  - d. Recruitment and Retention Committee report (*see attached*)
  - e. Alumni Committee report (*nothing to report*)
  - f. SafeSport/Grievance/Discipline Committee (*see attached*)
  - g. Fundraising Committee report (*see attached*)
  - h. Volunteer Committee report (*see attached*)
  - i. Executive Committee report (*nothing to report*)
  - j. Finance Committee report (*see attached*)
  - k. Marketing Committee report (*see attached*)
  - l. Events Committee report (*see attached*)
  - m. Managers Committee report (*see attached*)
  - n. Last Meeting Minutes – *electronically approved and posted to the website 9.24.23*
- V. Old Business
  - a. BOD picture for social media: tabled because of missing Board member
  - b. 2023-2024 Budget Presentation/Discussion and Approval: Board reviewed this year's budget as presented by the Treasurer. Ice time costs have increased by 20% this year, but the Board has committed to keeping player registration the same price as last year.

Motion to approve budget by Joe, 2<sup>nd</sup> by Amanda. Budget for the year approved.
  - c. Raffle fundraiser: Board reviewed the Fundraiser meeting discussion from last night. Proposal for this year is to do 100% cash raffle. "20 bucks for \$20K". Consider business sponsors to get to \$20K in cash prizes. For next year, discussion to raise cost of "buy outs." Justin made a motion to move the fundraiser to cash only, Alicia 2<sup>nd</sup>. Motion carries.



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- d. Long-term planning strategy session: Put something on the calendar. Plan is for twice monthly Board meetings to continue through October. The Board reviewed dates through November, and the first long-term planning meeting is scheduled for 11/8/2023 at 6:30 (note the start time difference).
- e. Hockey Operations Coordinator job search and interview process: The job has been posted to Indeed.com, and link pushed out on Social Media. Plan to accept applications for at least one week before interviews. Formation of a hiring committee was recommended by the Board President. Grant, Joe, and Justin volunteered to be the hiring committee. The hiring committee will bring finalists to the Board. The bylaws need to be amended as it pertains to Executive Director roles and responsibilities as that role no longer exists.
- f. Concessions: The Board heard from the chair of our concessions committee. Larissa has been exploring different concession options and talking to vendors. The Volunteer Committee has been working to learn Dibs and make a plan for how many volunteers to staff per game. Discussion followed about more apparel in the concessions stand. Plan at this time is to continue with essentials only – tape, laces, and hockey socks. Logistics of the upcoming season discussed including sponsorship of paper products, equipment, and food license. Discussed no-show of the DIBs volunteers for concession shifts. Board members to review Volunteer policy before next meeting.
- g. Shot Club: Shots are still being logged. October 15<sup>th</sup> is the deadline.
- h. Dicks Foundation Grant – Final approval 9/7/23! Check arrives within 45 days

#### VI. New Business

- a. MM/Mite coordinator: Variations of this role discussed. Discussed coach-coordinator (which has been done in the past) vs an all-encompassing in house coordinator. Responsibilities have been listed and candidates discussed. Mini Mite, Mites, and 6U/8U could be managed separately or all together. Plan is for Andrew and Grant to attend the next in-house meeting and include that group in on the conversation. There is unanimous agreement that organization of this group, and communication to parents, needs to be improved this year.
- b. Locker Room Policy: The existing locker room policy was reviewed. SSGD has recommended changes to our existing policy. Logistics of following our policy discussed. Andrew made a motion to approve the new locker room policy and Steve 2<sup>nd</sup>. This will be addressed at the managers meeting by Steve and coaches meeting by Amanda. Plan for mass communication to members, Amanda will draft this.
- c. Leveled Discipline Matrix: The SSGD committee has drafted a leveled-discipline policy to use as a guideline going forward. This policy was reviewed by the BOD. Motion made to approve the levelled-discipline policy by Joe and 2<sup>nd</sup> by Steve. The motion carries. This will be added to the BAHA handbook.
- d. Disciplinary action outside of the regular season: covered by the above leveled-discipline policy.
- e. Home Tournaments: Proposal by Steve to have consistent home tournament name/theme at *all* levels. This will include logos, T-shirts, and trophies that accompany the theme. Discussed “Battle for the Ax” as the name/theme for all BAHA home tournaments. Plan for logo to be developed. The Board agreed with this, and Steve will work on details.



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- f. DIBs and hockey schedule out 1 month in advance: Work in place by PDC/ice scheduler to develop and post the practice schedule. Volunteer and Concession Committee is working on DIBs
  - g. Bylaws review – Amanda presented recommendations for Bylaw amendments. Preliminary review occurred by the Board. Plan for further electronic review and formal approval by BOD.
  - h. BAHA handbook updates and review: This is done under the BAHA VP. Tabled for future meeting
  - i. Ice Fishing Extravaganza – tabled for future meeting
- VII. Comments and Announcement
- VIII. Adjournment – Meeting adjourned at 8:30PM.

Next Board meeting 10/11/2023 at 5:30PM

### **Hockey Director Report and PDC Updates 9-26**

**Prepared by Brent Potvin, Hockey Director**

- **Girls Co-op Committee**

- Finalized team sizes and designations
- Had to move 1 more 10U up to 12U to get to the numbers needed for 2 teams
- Made the decision to ask Nora Chan to move to 12U, discussed with her parents and they agreed to the move.
- The co-op committee recommends approval of Kirstin Nelson as our 10U head coach for the 23-24 season
- The co-op committee recommends approval of Dave Stimac as our 15U head coach for the 23-24 season
- The co-op committee met with our 12U parent group on Tuesday September 26<sup>th</sup> to discuss the lack of interest in the goaltending position within that specific group of girls.
- Finalized evaluators and on ice help for tryouts
- Jerseys will be ordered soon for the upcoming season. The group doing the ordering is currently working through sizes.

- **Co-Ed Committee**

- Met to finalize evaluators and on ice coaches for the 2023 tryouts
- Committee is making the recommends approval of Brandon Premo as our Bantam B head coach for the 23-24 season.
- Finalized coaching lists for our PEP camp
- Continued discussions about practice planning and the desire to have a handful of preset practice plans we want our coaches to go through over the course of the season
- Reviewed final registration numbers and are making the recommendation to move from 4 PW teams down to 3 due to lack of numbers.
- Squirts were also reviewed and decided to stay with 4 teams for the time being depending on what we get for numbers from THFF

**In-House Committee**

- Did not meet in September, have multiple meetings set up prior to the start of the in-house season in late October

### **Treasurer's Report – 9.27.23**

**Prepared by Justin Jerve, Treasurer**

Attached are the August financial reports. These reports reflect all Tournament and Registration income received in August. In 2022 most of this revenue was recorded in September and beyond so we will be able to



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look at financial performance vs last year and to budget in future months. 23-24 Budget is ready for discussion and approval at the 9/27/23 meeting and will then be entered into Quickbooks. Bank accounts at Riverwood and Bremer have been switched over to Grant and myself and I am now able to print and sign expense checks on behalf of the organization to keep us current on our Accounts Payable obligations.

### **Recruitment and Retention Committee 9.23.23**

**Prepared by Andrew Murray & Amanda Ciesinski**

Last meeting: 09/14/2023

Next meeting: TBD

#### Retention Efforts

- **BAHA Wild Ticket Block:** A block of 150 seats has been secured, and a link to purchase tickets was forwarded to BAHA. These tickets will be available for purchase later in the season. Tickets will be sold for \$69/ea, and BAHA will receive no money for the sale of these tickets. Any savings are being passed on to the membership. The MN Wild will not offer an intermission skating option this year during weekend games. The committee voted to offer this experience during the 12/27 game. Mite and 8U players aging up to 10U/Squirt in the 2024-2025 season can enter their names in a lottery upon purchasing game tickets. Sixteen players will be selected at random for the intermission skate. Two 8U/Mite-level coaches will be selected to help assist players on the ice.

#### Recruitment Efforts

- **Try Hockey For Free:** Flyers have been distributed to schools. Efforts will be made to provide private schools with flyers and yard signs. Next year, the committee will look at providing jerseys instead of t-shirts to participants. Informational folders will be made for each participant to include literature from the social media/marketing committee. A practice schedule through December will also be included in this literature. Yard signs have been provided to all 6 ISD 181 elementary schools and the WELC. Yard signs were distributed to members on 9/19 and 9/20. T-shirts for THFF have been ordered.
- **Homecoming Parade:** The committee will support the high school hockey staff as they organize this event.

### **SafeSport/Grievance/ Discipline Committee 9.23.23**

**Prepared by Amanda Ciecinski**

Last meeting: 09/21/2023

Next meeting: TBD

1. BAHA's locker room policy was last updated in December 2020. The committee met to update BAHA's existing locker room policy to comply with MN Hockey/USA Hockey/Safe Sport requirements updates.
2. The committee has created a leveled discipline matrix to serve our membership better and provide clarity and predictability to the disciplinary process. The committee also drafted a policy outlining the procedure for disciplinary action that cannot be completed or occurs outside the regular season as defined by MN Hockey.



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3. The committee will work to provide a tab on BAHA's website so that all locker room monitor information is centralized and the requirements are easily accessed by

### **Fundraising Report – 9.27.23**

**Prepared by Justin Jerve, Fundraising Chair**

The Fundraising Committee met for the first time this season the evening of 9/26. We started our meeting with the Events Committee to help plan the Pucks and Pints season kick off event. Fundraising Committee members will be helping before during and after the event. We also prepped pizza fundraiser envelopes and talked through fundraiser incentives for this season, keeping all buyouts and incentives the same for now. We are bringing forth a Cash only raffle idea for Board consideration, to be discussed at the 9/27/23 regular Board meeting. Pizza Packet handout dates will be first week of regular season practice, 10/10 and 10/11. Pizza packet turn in will be Nov. 1st and 2nd and pizza delivery date will be Nov. 21st.

### **Volunteer Committee – 9.23.23**

**Prepared by Ashley Camosci**

This week we met with Larissa to get an understanding of concessions & the workflow between her, Cassie & I so we can input that into DIBS. Our next step is getting training in Sports Engine and how that process works so as soon as the schedule is available we will input into DIBS for sign ups.

### **Finance Committee Report – 9.27.2023**

**Prepared by Justin Jerve, Finance Committee Chair**

The Finance Committee has received 5 scholarship applications for 23-24 Registration Fee assistance. These have been reviewed by the committee and approved. Budget work by the committee is complete for the 23-24 season.

### **Social Media/Marketing Committee- 9.23.23**

**Prepared by Alicia Prahm**

- The Committee met on 9.6.23 and again on 9.20.23. Discussed previous years' work and ideas, improved communication with our membership, and improved image in the community. Plan for more social media and short pieces of information, discontinue newsletter.
- Working on: Helping with THFF, car decals to all families, BAHA on WJYY Community focus (thanks Andrew!), and MiniMite/Mites Mic'd up (thanks Steve!). Updating website, keeping social media up to date, and changing passwords
- Technology: Met 9.18.20 and again 9.21.23 with Sports Engine Rep. First 3 goals are 1.) guest internet access for our membership and visiting teams at the rink 2.) Convert BOD to Office 365 3.) Update and modernize the website

### **Events Committee- 9.13.23**

**Prepared by Raquel Kiffmeyer**

The Events Committee met 9.8.23 and discussed the idea of doing a kick-off party "pints and pucks" at Round House Brewery.

We were thinking doing it Sunday, October 15th (weekend after tryouts) during the Vikings vs Chicago football game. Just waiting to hear back from someone at round house, I just submitted a form this morning. Once I hear back from, we plan to have another meeting to discuss details for the event; possible food, yard games, streaming the game options, etc.

### **Managers Committee Report - September 2023**

**Prepared by Steve Leary**

Team managers won't be named until after tryouts. I have spoken with Tasha Evenson (tournament director) about helping to coordinate with the managers. Meeting with Tasha on 9/20 to go over more details.



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