

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, July 8th, 2020 7:00 P.M.

Meeting was called to order at 7:08 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	absent
Fundraising Director	Brian Vosejka	present
Board Member at Large	Brad Breeggemann	present
Past Board Member	Jason Ashley	present

A motion was made by Sam to approve Jess' absence from this Board meeting due to vacation. The motion was seconded by Jason. Motion carried (all in favor).

Coordinator Positions

NPACC Manager	Kevin Cassidy	absent
Gambling Coordinator	Nate Borwege	present
Ice Coordinator	Tyler Kienow	absent
HDC Coordinator	Joe Franck	absent
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	Mike Franklin	absent
Clothing & Apparel Coordinator	Sarah Hartman	absent
Recruitment & Retention Coord	Mike & Sara Westing	present

Others present:

N/A

I. REPORTS

- 1. Secretary's Report (Miranda Vertnik):** The Meeting Minutes for June 2020 were shared with the Board on June 14th. A motion was made by John to approve the June 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 June 2020 was shared with the Board on July 7th. Krystal noted that at this time, most of the tournament fees have been paid. She indicated that the tournament expenditures were consistent with previous years expenses. Apart from tournament fees, there were not any big ticket

expenses for the month of June. Krystal also reported that a little over \$600 had been collected last month from accounts that are past due and that one family's past due debt was written off as was decided during the June Board meeting. A motion was made by Jason to approve the June 2020 Treasurer's Report, which was seconded by Brian C. Motion carried (all in favor).

3. Gambling Report (Nate Borwege):

Nate shared the May 2020 Gambling Report prior to the meeting. He noted that a pull tab machine has been re-opened at the Fishtale Restaurant as of June 14th and that he has a small deposit to be made from gambling sales on that machine. We currently do not have any pull tabs operational at Carbone's due to staffing issues at the restaurant. One of the pull tab machines at the Fishtale is in need of repair and Nate was thinking we would wait to repair it until we have some more cashflow coming in from the pull tabs that are operational. Discussion was given to how it may be better to initiate the repairs now (cost will be approximately \$2,300) so that we can start using that machine as soon as possible as well. This may be the way to go especially since restaurants are not operating on full capacity currently due to the pandemic and state issued restrictions, and as a result, pull tab usage is lower than normal at this time. Discussion was also given to seeking out an electronic pull tab machine to be installed at Carbone's, as that would not require a restaurant employee to run the sales. Nate will put gather some new machine cost information for the Board. Anticipated June expenses include an estimate of \$60.00 for accounting and tax preparation. A motion was made by Brian C. to approve the May 2020 Gambling Report and the Lawful Expenditures for June, which was seconded by Brian V. Motion carried (all in favor).

II. OLD BUSINESS

1. **Junior Gold Updates:** No updates at this time. We will review this topic in September.
2. **Website Updates:** Jess communicated via email that she had had a phone consultation with a representative at Sports Engine recently, in which he provided her with some training about website management and some newer features they are offering that may be useful on our website. She shared Brandon's contact information with Miranda who also had a phone consultation with him to get some basic training on website management and registration creation processes. Miranda will forward his contact info to Krystal as well as she may wish to consult with him on the financial section of the website. In her email communication to the Board, Jess indicated that she would be taking a look at the website to see what can be cleaned up, but would appreciate any suggestions from the Board on areas they think could use reorganization. She also noted that we may wish to update our website domain name to something more appealing and easier to remember than the one that was issued to us through Sports Engine. Discussion revealed that we already own the domain name NewPragueHockey.com, but that the former secretary/registrar is listed as the contact (owner) of the domain name. We will pursue changing ownership of the domain to our Communications Director, Jess.
3. **Website access for Board members:** Miranda reported that the D6 website only mentions that they prohibit the sharing of registration information outside of the association. So, if it was determined that a Board member, outside of the Registrar role, should have access to registration information for the purposes of their position, then our Board could grant such access. Brad has indicated that having such access

would be helpful to him in his role as Mite Coordinator and his planning of the preseason clinics.

4. **Creation of Disciplinary Committee:** The suggestion has been made to create a Disciplinary Committee. We will discuss this during our upcoming Handbook Review Meetings. In the meantime, each Board member is asked to consider if this role could fit in with their other duties.
5. **Ice Time Coordinator's Pay:** This was discussed during a recent 2020-21 Budget Meeting, see Budget Approval notes in New Business for details.
6. **Fundraising Options** – Discussion was given to whether we will offer Heggie's or Firehouse Pizzas for our fundraising. Heggie's is the brand we have used in the past and is more affordable, but other organizations also sell these pizzas for fundraisers and you can purchase them at the local grocer. While Firehouse pizzas will cost more to sell, they are a more local company and may be an exciting option as you cannot purchase their pizza in the stores nor are any other organization offering it for fundraising. Ultimately, we agreed to offer both pizza options for sale in our fundraiser. This will allow us to test sales with Firehouse and see if we would like to use them again in the future, but will also allow us to sell a more affordable option to families as well.

Sam indicated that he was unable to pursue the meat sales fundraiser further with Odenthal's since the last meeting, but did learn that the other local butcher would be unable to offer the fundraising options we are interested in during the fall as they anticipate being too busy with deer season. Sam will follow up with Odenthal's to commit to selling items like: brats, jerky, summer sausage, chops, etc. as part of our fundraising options for families.

III. COORDINATOR UPDATES

1. President

- i. **NPACC Manager (Kevin Cassidy):** No updates at this time.
- ii. **Ice Time Coordinator (Tyler Kienow):** No updates at this time
- iii. **Recruitment & Retention Coordinator (Mike & Sara Westing):** Sara reported that they have learned that Czech Out New Prague has been cancelled due to COVID-19.
- iv. **Sponsor Coordinator (Sam Blank):** No updates at this time.
- v. **Gambling Coordinator (Nate Borwege):** No updates at this time.
- vi. **SafeSport Coordinator (Mike Franklin):** No updates at this time.

2. Vice President

- i. **HDC Coordinator (Joe Franck):** During our most recent 2020-21 Budget Meetings, it was reported that, unfortunately, St. Olaf will not be offering ice times to organizations outside of their school this year due to COVID-19. Tonight, it was reported that the HDC is pursuing other options, including Burnsville, Prior Lake, Shattuck, Lakeville, and Shakopee. It was learned that Shattuck has been completely shut down since March, but that we are on their list of potential groups to purchase ice time if they determine they have availability. Burnsville has open ice times, but the cost is higher than what we have paid elsewhere. The HDC will keep them in consideration. Prior Lake is noted to be willing to consider selling us some ice time, but they will not know what they can offer until their registration closes and they know their registration numbers.

Petitions to play up were due at the end of June, the HDC is meeting soon and will discuss any petitions that were received.

As noted earlier in the meeting, nearly all of the tournaments have been booked. There are still 11 hotel blocks that need to be booked, John will follow up with the HDC on this.

- ii. **Mite Coordinator (Brad Breeggemann):** Brad reported that he is waiting to hear back on a grant from Gear Up MN. He also noted that he has spoken with Troy and it was agreed that Brad will take over the ordering processes of Mite jerseys.

3. Treasurer

- i. **Concession Stand Coordinator (Brea Applen):** No updates at this time, however, Brea did indicate that she has been considering the effect of COVID-19 on the operations of the concession stand for the coming season. We may need to install a plexiglass shield at the concession stand counter and consideration may need to be given to limiting sales to prepackaged items only. Sam noted that he would follow up with Kevin at the NPCC about the COVID-19 guidelines for the facility as they pertain to the concession stand.

- ii. **Volunteer Coordinator (Jen Mushitz):** No updates at this time.

4. Secretary/Registrar: N/A

5. Fundraising Director

- i. **Gambling Coordinator (Nate Borwege):** No further updates at this time.
- ii. **Raffle Calendar Coordinator (Susan Murphy):** No updates at this time.
- iii. **Tournament Coordinator (VACANT POSITION):** We have an interested candidate for this position. See New Business section.

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):** A jersey fitting date with Westwood, our jersey supplier, has been scheduled for July 16th from 5-8pm at the NPCC. We are limiting appointment times to no more than 5 players at a time to allow for social distancing to take place. Players are also able to opt for an in-person jersey fitting at Westwood from July 17th-24th if they should so choose. Otherwise, a third contactless option is available for families to use the online size chart for their own fitting purposes at home. An email communication with these details and a sign-up genius link was shared with the association on July 8th.

IV. NEW BUSINESS

- 1. **Open Tournament Coordinator Position:** Eric Steinhoff has indicated his interest in this position and has spoken with Jen Mushitz regarding the details of this position. Brian V made a motion to appoint Eric Steinhoff to the Tournament Coordinator position. The motion was seconded by Jason. All in favor, motion carries. This position falls under the supervision of Brian V., who will reach out to Eric to welcome him to his new role.
- 2. **Apparel Design Approval:** Our Apparel Coordinator has indicated that we will need to approve any new logo designs before the end of summer if we are making any changes.

Discussion was given to the importance of only using our newest logo design, as we want our apparel to be consistent. Jason will reach out to the Apparel Coordinator and ask her to attend the August Board Meeting to review designs and apparel options. The point was made that attendance at the August Board Meetings should be mandatory for the Apparel Coordinator each year.

3. **Jersey Fittings:** See Equipment Coordinator updates above.
4. **Accounts Receivable List / Blocking Registration:** As an association, we are able to block certain individuals from registering for the upcoming season based on past due balances. Krystal will keep the Board updated on whether this will be needed going into this season. If there are such individuals identified, Miranda will be able to “blacklist” those parties on the registration link and they will receive a message indicating that they are unable to register. Their registration will be blocked until their past due balance is paid. If, for some reason an individual with a past due account is able to register, the Board will remain in communication about such parties to ensure that the player is not able to participate in tryouts on ice until the account balance is paid.
5. **Coaching Application:** Miranda, along with input from a few members of the HDC, has been working on an electronic registration link through Sports Engine for coaches to use this year when applying for a coaching position. She is awaiting final feedback from the HDC coaching application committee on the language they would like to see used regarding the various coaching roles and a deadline to be set for applications. John indicated that he would follow up with the HDC to see if they had made a decision. Miranda indicated that she would like to do a test run on the application with some volunteers to see if there are any problems with the registration link as this is her first attempt at creating a registration.
6. **Handbook Revisions:** We have determined that the Board will meet on July 22nd to start the Handbook Review process. Some of the topics to review in the Handbook include: Coaching contract review; payment policy for outgoing Bantam players; updating the tournament policy; updating skater fees; updating Board member contact info; updating the Safe Sport section; possible creation of a Disciplinary Committee; updating our policy for failure to pay/serve volunteer hours; updating any language specific to policy regarding COVID-19; and updating the number of coaches whose volunteer hours can be waived per team.

It was also noted that next year we should attempt the Handbook Review process as early as possible, such as in April, as the summer meetings interfere with vacations etc.

V. BOARD MEMBER UPDATES

1. **Fundraising Director (Brian Vosejpka):** No updates at this time.
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):** No updates at this time.
5. **Board Member at Large (Brad Breeggemann):** No updates at this time.
6. **Treasurer (Krystal Beetle):** Special session 2020-21 Budget Meetings were held on May 20th, May 27th, June 3rd, June 24th, and July 1st. As noted in the June 2020 Meeting Minutes, changes were made to the tournament fees for the upcoming season. Fees were increased from \$55/player to \$80/player. Another change that was voted on increased the number of out of town tournaments from one to two (expect for at the Squirt C level) to open up better tournament opportunities for our players. During the Budget Meeting held on July 1st, discussion was given to the request made by the Ice Time Coordinator who had asked for an increase in his pay. While it was noted that

this individual does a fantastic job in their role, we cannot increase his pay. Many of our other Coordinators and Board members volunteer a significant amount of their time in their roles (well beyond the 22 volunteer hours that are waived for their service) and do not receive any monetary compensation for their time. Jason made a motion to keep the Ice Time Coordinator compensation the same for the 2020-21 season as it was last season and to review again next year. Brian V seconded the motion. Motion carried (7 in favor, 1 opposed, 1 abstained from the vote). Also discussed in that final Budget Meeting were the skater fees across player levels. Data has shown that the fees for Peewees and Bantams are consistent with the expenses at that level, but that Squirts and 10Us come in short and their player costs are subsidized by the Mite level. It was proposed that we increase skater fees at the Squirt and 10U level and remove the raffle calendar fundraiser requirement and the NPCC usage fee at the first year Mite level to truly make first year Mites free to families. Brad made a motion to remove fees in order to truly make 1st year Mite programming free for families, Jess seconded the motion. All in favor, motion carried. Brad made a motion to increase skater fees by \$30 at the Squirt and 10U level, Brian V seconded the motion. Motion carried (8 in favor, 1 opposed).

Krystal shared the final 2020-21 Budget report with the Board, noting that she had made adjustments to a few line items based on discussion at the final budget meeting and indicated that these changes did not really change the overall projections by much. There are some line items that may likely change in light of St. Olaf ice time being cancelled, but the budget is meant to be a guide and is not expected to be perfect. Brian C. made a motion to approve the 2020-21 Budget, which was seconded by Brad. Motion carried (all in favor).

7. **Secretary/Registrar (Miranda Vertnik):** Miranda shared that USA Hockey has extended their offer to waive coaching clinics this year, the deadline is now July 31st for any coach who would like to take advantage of this offer. Jess sent this out information out to coaches via email. Miranda also asked what has been the procedure for communicating the meeting agenda to the association prior to Board Meetings. It was noted that a specific agenda has not been sent out to the association, but a generic agenda is listed on the NPHA website. There have been some requests by association members to see the agenda so they can determine if they would like to attend a particular meeting. It was agreed that Miranda will put together a list of agenda items that will be emailed to the association by the Communications Director on the Monday prior to the Board Meeting each month.
8. **Vice President (John Prokopec):** John noted that there still have not been any D6 meetings scheduled during this time of the pandemic. Guidance is needed from D6 as we make decisions in light of COVID-19.
9. **President (Sam Blank):** No updates at this time.

Motion was made by Krystal to adjourn the meeting and seconded by Jason. Motion carried (all in favor). Meeting adjourned at 9:49 p.m.