

**CGAA Main Board Meeting Minutes**  
**Sunday, September 8, 2013**

Start Time: 7:05 p.m.

End Time:

**TO DO**

1. Create one financial assistance policy to be used across all divisions
2. Make the board's division payables consistent
3. Make one payment process for all board members/trainers.
4. Revisit player fees. Change to monthly divisional expenses?
5. Create Google docs to house board minutes and other policy information.
6. Discuss the use of fundraisers/raffles among all divisions
7. Discuss the possibilities of centralizing our web registrations. One screen to register for multiple sports.
8. Discuss volunteer fees among all divisions
9. Review insurance policy
10. Review Gym time usage: determine process how to divide facility use among divisions during winter
11. Parent Code of Conduct: communicate CGAA expectations. Justin to review & consolidate final draft.
12. Credit/Debit Card: determine possessor[s].
13. Main Attendance policy
14. Charity funds: Dan & Dave to investigate

**Attendance:**

- Dan Harrison, President [Baseball Division]
- Dave Blumberg [President, Basketball Division]      Verna Witzany, Secretary [covered Softball]
- Justin Langbehn, Vice President [Treasurer Football]
- Gerri Sutton [President, Volleyball Division]      Kim DeVaan, Treasurer
- Lynn Mitchel [Soccer]      Mary Perren, Gambling Director
- Eric Folsom [President, Hockey]      Ben Abram [Main]
- T. Fergesun [Main]      Tina Clark, Bookkeeper
- Dave Weidner [President, Baseball]

**Absent:**

- All divisions represented

**Guest:** Phil Kuemmel update:

- In attendance are [2] Phil's Guests: Greg Juba, Park Girls Soccer coach. Boys Varsity Asst & Girls Golf. Girls Soccer started great: 86 girls & 9<sup>th</sup> grade to balance roster, most from CGU. Started season vs. district rivals. Lost Anna Keys, a 3-sport athlete [hockey/golf/soccer] – had surgery on her left knee. Many skilled players, most Jr HS students. Concern: CGU summer clinic down on young children, usually up to 80 elementary & middle school. Need to have better communication between sports as another sport held clinic at the same time.
- HS changed rules so clinics are more difficult. Run 3-week basketball clinics over summer, that works well.
- Improvement: strength & speed conditioning coach helped a lot working w/sports; able to compete w/CGU. Personalizing conditioning to allow sporting events. Always good to attend & will customize workouts.
- One more year teaching, considering retirement after child graduates
  - New conference: Metro East in meeting in June. Steps required by school District were met, & updated as needed w/request to know otherwise. Superintendent & Principal “surprised” by poor treatment in rejection process. Final meeting this week Wednesday w/Phil present to state his position. Unanimous support from school board. Currently, two schools need to change vote. South St. Paul is most against division. VARIABLE: St. Thomas Academy will need to be placed into a public school division. Community support is great.
  - Q: South St. Paul “not a good fit”... means they think Park is too big. Simley voiced concern, but open to compete with Park. Concern: 9 schools division, might make including St. Thomas more plausible as the 10<sup>th</sup> school.
  - ERAA vs Park... had 3 girls start soccer at ERAA, who transferred to Park.

**New Business:** none

**President:** Dan Harrison

- Long term goal is to customize player fees, per player. [Audits, misc fees, etc.]
- Budgets due next month = s/b easier next month w/on-line QB
- Will establish an attendance policy if needed.

**Vice President:** Justin Langbehn

- Credit/Debit card: President should have card; Treasurer to get checkbook. Just need documentation for audit and online QB will allow notice. President is in charge of budget. If there is a reason to make possession different per division, then that is Ok.

**Secretary:** Verna Witzany

- 1) **Motion [Verna]:** approve 8/17/13 meeting minutes on line; Second: Dave Bloomberg; Discussion: none; 1 response received, **not enough to pass**, need to remotion along with this meeting minutes document.

**Gambling:**

- 1) MSP: Mary Perren, Kim DeVaan. Estimate October 2013 expense @ \$20,700.00. Discussion: none
- 2) MSP: Mary Perren, Dave Bloomberg. Pay city contribution not to exceed \$300.00 for August 2013. No discussion
- 3) MSP: Mary Perren, Eric Folsom. Pay the state of MN Tax on the G-1 at \$2,963.39. No discussion
- 4) MSP: Mary Perren, Dave Weidner. Pay rent for CGAA office and Storage space, not to exceed \$2,000.00 LP for October 2013. Lease is not signed. No discussion
- 5) MSP: Mary Perren, Dim DeVaan. Pay CenturyLink phone bill ≤ \$65.00. No discussion.
- 6) MSP: Mary Perren, Dave Bloomberg. Pay Dart Transit not to exceed \$125.00 for container storage unit rental. Moving back in? Not ready. Baseball pays \$700.00 to remodel the office room walls. Wants cash flow here.
- 7) MSP: Mary Perren, Dave Weidner. Pay the Hockey Division profits from their raffle \$4,684.60. No discussion.
- 8) MSP: Mary Perren, Dave Bloomberg. Asking to sign a letter of intent with Thomas Bowlin CPA for gambling audit at cost of \$3,450.00. Q: Know competitive price? And how? A: yes, asked around. Mary to obtain proof of estimates.
- 9) Business has been good. Franke's up \$11,618.00 over last year. American Sports Bar & Grill up \$1,215.00. Franke's electronic should be installed soon.

Estimated gambling expenses for August 2013 are as follows:			
for	MotorSports		Franke's
<b>Rent</b>	<b>1750.00</b>	<b>Rent</b>	<b>2800.00</b>
<b>Payroll pay periods</b>	<b>6500.00</b>	<b>Payroll</b>	<b>1000.00</b>
<b>Supplies &amp; Equipment</b>	<b>2500.00</b>	<b>Supplies &amp; Equipment</b>	<b>1000.00</b>
<b>Other</b>	<b>2200.00</b>	<b>Other</b>	<b>750.00</b>
<b>State Tax</b>	<b>2000.00</b>		
<b>Monthly regulatory fee</b>	<b>250.00</b>		
<b>Total estimated Expenses</b>	<b>15200.00</b>		<b>5500.00</b>
<b>Motion that these estimated expenses be approved.</b>			
<b>Tax Return for the month of August 2013</b>			
<b>Raffle Receipts [Hockey]</b>		<b>20970.00</b>	
<b>Raffle Prize</b>		<b>15500.00</b>	
<b>Raffle Net Receipts</b>		<b>5470.00</b>	
<b>Gross Pull Tabs receipts</b>		<b>172291.00</b>	
<b>Pull tab Prizes</b>		<b>146678.00</b>	
<b>Net Pull tab receipts</b>		<b>25613.00</b>	
<b>Net receipts</b>		<b>31083.00</b>	
<b>Raffle tax [8.5%]</b>		<b>464.95</b>	
<b>Combined receipts tax</b>		<b>2305.17</b>	
<b>Board Fee [0.1% of gross profit]</b>		<b>193.27</b>	
<b>Total taxes paid for August 2013</b>		<b>2963.39</b>	
<b>Gross profit after taxes</b>		<b>* 28119.61</b>	
<b>Total Allowable expenses</b>		<b>* 13839.05</b>	
<b>Lawful Purpose expenditures</b>		<b>* 746.14</b>	
<b>Profit for AMSBG</b>		<b>* 2546.18</b>	
<b>Profit for Franke's</b>		<b>* 11947.88</b>	

\* Subject for verification

**Treasurer:** Kim DeVaan

- August: No bank statements, no reconciliation statement
- Soccer, football & volleyball to follow; hockey won't pay until registration closed, not until mid Oct
- \$13K in checkbook: audit & insurance paid
- MSP: Kim DeVaan, Mary Perren. Operational expenses to be paid for the month of October \$2,500.00. No discussion.
- Received a check from Woodbury Athletic Association for \$250.00; no claims; will deposit into Main account; will send e-mail to source & will transfer when notified.
- Insurance payment of \$3,000.00 due next month
- Quick Books on line started last Wednesday. Kim & Tina will begin transfer this week. To make all comfortable w/on line

- Access to QuickBooks: Tina is administrator on each site; Treasurer is administrator per league; President is read only status. Meeting held to review QuickBooks functionality on-line. Discussed that evening, all access is a whole, but need to arrive w/a communication policy [although books are public knowledge] that ensures privacy? Dan Harrison: keep the open door policy. It's a good policy and is good to inform when asked. Community has a right to know. Restrictions could possibly limit contributions.
- Q: As a charity: can we and how long can we stock pile money? A: up to 6 months, or don't know when asked Attorney General.. Understood can keep CD for that "rainy day". Dan & Dave will do some research.

**Bookkeeper:** Tina Clark

- Good meeting, all are on board with QuickBooks
- Good position for audit
- Audit comes October. Q: what can we [treasurers] do to make the audit easier? A: determining expense codes, determining codes & completing actions for auditors. Need to figure out the best way to get information to Tina to save her & auditor time, which will save money. Last year got done by deadline & should get easier & then maintain expense rate.
- Dan to call Brian from Russell & Associates re: CGAA status.
- Member at Large to handle rules & bylaws.

**Baseball:** Dave Weidner

- Elections held after dinner; on board for 3 years; InHouse director for 3years; tryouts held this weekend – all went well; had 245 register online 10/15 walkups = numbers up from last year;
- Get contact information to Verna Witzany.

**Hockey:** Eric Folsom

- 450 registrants; same team numbers at each level; girls progressing; good tryouts; offer financial deal for new players; trying to bring in materials
- Sept 27: try "hockey night"
- Kick off 9/17 clinics for 6 sessions
- Sept 21<sup>st</sup> pees & squirts, bantams, peewees; Mid October girls
- 11/11 meetings; teams forms in other cities; league scheduling
- raffle didn't go well, \$4686.50 made profit
- re-budgeting at next meeting, make financial cuts, golf tournament brought in some finances; offer 3-night program 40-50 clinics – these are usually revenue makers

**Basketball:** Dave Blumberg

- Tryouts at the end of September: Girls are Monday through Thursday, week after boys, last weekend September 21/22nd
- 3-3 league is 2<sup>nd</sup> annual starts next week: 5 Sundays at Park HS
- Oct 1<sup>st</sup> parents meet & games begin
- Registrations: getting about 100/week as tryouts begin
- All is looking good
- Q: when is gym time given up? A: some is already given up & Community Ed set limits.
- Q: how do they divide up gym time? A: soccer is not "winter" sport, GOAL: ERAA was given gyms; Once basketball is fixed with gym space, then gym time is allotted to non-winter sports. Suggestion: must come up w/something as the board to work out w/in division. Want to stay w/in Cottage Grove members vs. outside community membership.

**Football:** Justin Langbehn

- Full swing, Metro East league & have positive feed back, nice step "up" w/same core group; fields are excellent, numbers same, all is good

**Volleyball Report:** Gerri Sutton

- Started practices & parent meetings
- 36 girls/5 teams up from last year; tight gym space; registration closed; Money will be transferred to Kim asap

**Softball Report:** Verna Witzany

- [insert e-mail report]

**CGU Soccer Report:** Mitchell

- Finished summer soccer jamboree. Was HOT!!
- Had miscommunication: lost 4 fields... city had taken down goals; replaced & farmed off 2 games at Arbor Meadows; concessions depleted;
- Numbers for next spring were submitted