

CGAA Main Board Meeting Minutes  
Sunday 11 March 2018  
Start Time: 7:02 PM

Action items are listed in red beneath each division/person

**Attendance:**

Dan Harrison - President, Main Board  
Justin Langbehn - Vice President, Main and Treasurer, Football  
Tina Clark – Bookkeeper  
Mary Perren – Gambling Manager, Main Board  
Amanda Perren –Secretary, Main Board  
Chris Gargaro -President, Basketball  
Dan Smoot - President, Football  
Amanda Albert – President, Softball  
Tim Kaplan – President, Baseball  
Jeff Bloedel – President, Hockey  
Jackie Turvold - Volleyball  
Randy Lynch – President, Soccer

**Absent:**

Kim DeVann - Treasurer, Main Board

**Guests:**

Brian Russell - CPA/Auditor

**Guest:** There is always a copy of the audits on file at YSB to check out

- Audited two funds: Gambling & General
- Received a Qualified Opinion in both areas
- Gambling Fund
  - CGAA received a Qualified Opinion because of
    - electronic pull-tabs. Because the company that sells the e pull-tabs does not give the state information they are not able to be audited thus anyone with electronic pull-tab or electronic bingo have an qualified opinion-many groups throughout the state
    - end of year cash count was off - while each site was counted the cash in the safe was not counted. Cannot go back to recount.
    - There should not be too much impact with this opinion because it is due to very common reasons.
  - Numbers: \$4,300,000 gross revenue, \$3,600,000 paid prizes leaving \$92,000 put into program
    - Compared to bingo hall of \$140,000- \$150,000 towards program
  - The profit carry-over has been cleaned up. If w balance month to month we should be good

- raffles - divisions need review number of unsold tickets. We had 10K unsold tickets that auditors and the gambling division needed to physically count. Plus the cost of printing the unsold tickets.
- The General Financials
  - Also received a Qualified Opinion because of the Gambling Financial Report
  - Gross Revenue: \$2,250,000
  - Expenses: \$2,153,000 (of which \$107,000 is for general administrative ~ 5% very good)
  - Net Revenue from gaming: \$629,000
  - Net Assets \$102,000
- Things to do:
  - Personnel policies - Clarify vacation carry-overs and what happens when an employee leaves with unpaid vacation
  - Over FDIC amounts - make a plan for when our accounts are over the \$250k.
    - Hard because our flow is more liquid - **Dan Harrison will review our options.**
      - Savings account at a different bank
      - Collateralize this amount
  - Donations
    - if over \$250 send a thank you with special wording regarding no tangible goods were received
    - if over \$5000 donation must be reported in the annual 990. Maintain a list of these donors
    - **Tina has a standard letter for these thank yous. She will email to divisions.**
  - Continue working on streamlining Revenue & Expense categories
  - Transactions between divisions must be caught by treasurers.
    - At next treasurer meeting Tina will show treasurer's the report that shows this info.
    - **Continue discussion of paying one treasurer for organization.**
  - Change our accounts receivable from cash system to accrual
  - keep a list of who owes money to be reviewed at any time
  - Unidentified receipts
    - **Get a policy in place this year.** Idea: If a charge is made but no receipt is presented person is personally responsible for charge.
  - written conflict of interest
    - all board members should have one on file
  - 1099's if we don't issue these it could cost us at least \$1000 per occurrence
  - Cash issues at fundraisers
  - know what is going on at all times. Since our organization has little duty segregation there is more room for error.
- Better things
  - Internal controls are better than before

**President: Dan Harrison**

- **MSP: Approve February minutes-Dan Smoot: Justin Langbehn**
- **MSP: Accept Financial Statements - Dan Harrison: Justin Langbehn**
- **MSP: Accept 990T's - Justin Langbehn: Dan Smoot**
- **MSP: Approve filing of Financial Statements with Attorney General: Justin Langbehn: Tim Kaplan**
- Likes how the check signing process is going

- New Oltman - we need portable mounds on baseball field so they can be more versatile and turned into softball fields
- Stipend - in lieu of board member discount codes for free sports
  - not waveable - maybe a donation
  - make as an annual vote so changes can be made
  - ALL DIVISIONS will go to stipend, not discount codes for board members free sports-Please talk to your divisions regarding this.
  - Discussion: Will Main Board members get twice the compensation?
  - Discussion: Effective Date
  - ALL DIVISIONS: Send list of board members who have received discount codes to Tina
  - Letter to all divisions regarding vote
- announcement to organization/public regarding changing the annual meeting date
- Question posed to softball & hockey - did checks for refs work? Yes
- Do we do any Gopher/CGAA events? -Amanda A. stated we used to but need a person to do the legwork.
- ALL DIVISIONS: Get domain owner name to Dan Harrison for the next meeting
- Dan: Figure out how to change domain owners to CGAA

**Bookkeeper: Tina Clark**

- Hockey please work with Tina to make sure she gets what she needs on your registration page
- One item left on "Open Items" report. Get copy of report to next meeting. We will then state that item is still unresolved
- updating chart of accounts, there will be about 30 more removed at the next treasurer meeting.
- Soccer w9s went from a whole bunch out to only 4!
- Received check from East Ridge. What is it for? Who does it go to? Maybe baseball. They will check.

**Treasurer:**

**MSP:** Operating costs not to exceed \$2500-Justin Langbehn: Chris Gargaro

- Sign \$25 check to attorney general

**Gambling: Mary Perren (See attached pdf for MSP)**

- will mail 990Ts
- Opinion has been eliminated: remove machine ASAP - need a couple of guys
- Applebees wants to help with fundraisers. Mary will tell them they can come & discuss with us.
- If there is a phone call to YSB regarding division issues who does Mary tell them to call? ALL DIVISIONS: Get a contact list to me, Amanda, and I'll get a reference list to Mary.
- Purse Bingo: 3/25 = Volleyball, April = Baseball. We'll see how summer goes - we may not continue it for the summer.
- Hiring a person to sell bingo sheets, Tues (Carbones), Thursday (Park Place) and Saturday (Jct 70) \$35/session.
- May need to look at adding timesheets for different events. When there is time spent at an event outside of the "normal day" it may have to start being recorded. It is time that is not being accounted for.
  - These extra hours spent can also be a good point to make when asked why we need the gambling division. If we didn't have them we'd have to find volunteers to fill these positions.

- ALL DIVISIONS: If you are having mail sent to YSB please have it attn: your division.

### **Hockey:**

- work with Tina to make sure she gets what she needs on your registration page
- Last fundraiser was very well received
- last weekend of hockey is coming up
- one CGAA team won the Fargo Squirt International (out of 64 teams!)
- 6 board member positions open - people are starting to line up for them
- ALL DIVISIONS will go to stipend, not discount codes for board members free sports-Please talk to your divisions regarding this.
- ALL DIVISIONS: If you are having mail sent to YSB please have it attn: your division.
- ALL DIVISIONS: Get a board contact list to me, Amanda, and I'll get a reference list to Mary. for when she gets phone calls regarding sports, registration, etc.
- ALL DIVISIONS: Get domain owner name to Dan Harrison for the next meeting
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### **Basketball:**

- 17/18 season is now done
- boys teams placed 1,2 &/or 3 in >60 games out of 200 games
- Spring basketball program will be starting.
- April will be their appreciation diner
- Coach Weah has been a great asset to CGAA program.
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### **Baseball:**

- Started Saturday - clinic today with coaches: Focusing on training coaches
- registration is down a bit
- started a 9U team
- Ejection policy - MBL is requiring we have our own. What do we use? State HS League policy, make our own as an organization?
- Only 5 of the 28 new bats are here.
- Received check from East Ridge. What is it for? Who does it go to? Maybe baseball. They will check.
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### **Volleyball:**

- couple weeks left of season 14-1 team is undefeated
- Coach Jamison is now at park
- restructuring the board
- gym space is awesome
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### **Softball:**

- indoor training started
- awarded the NAFTA tournament end of July (26-29th) ~ 80 teams in CG Amanda is talking with Mayor Bailey regarding increase of people in CG and events and Zach Docker regarding pavilion installation.
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### **Soccer:**

- ~ 270 kids registered closing it up at 350.
- MYSA asked to host champion Cup @ Kingston ~ 80 teams.
- Running with the Wolves tournament is in May
- Send email to Dan H. regarding DOC ?s
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### **Football:**

- Spring registration opens on Sunday
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**MSP:** Meeting adjourned 9:02 pm, Dan Harrison - Langbehn

CGAA BOARD MEETING		3/11/18			
Estimated gambling expenses for:		Apr-18			
LOCATION	PARK PLACE	CLOVERLEAF	Carbone's	Junction 70	Total
RENT	\$3,000.00	\$5,000.00	\$ 1,750.00	\$ 1,750.00	\$11,500.00
PAYROLL	\$2,800.00	\$2,800.00	\$ 4,300.00	\$ 7,500.00	\$17,400.00
MISC EXP	\$1,500.00	\$2,000.00	\$ 1,000.00	\$ 3,000.00	\$7,500.00
OTHER	\$2,000.00	\$500.00	\$ 500.00	\$ 2,000.00	\$5,000.00
SITE TOTAL	\$9,300.00	\$10,300.00	\$ 7,550.00	\$ 14,250.00	\$41,400.00
COMBINED SITE TOTAL		\$41,400.00			
STATE TAX		\$35,000.00			
MONTHLY REGULATORY FEE		\$700.00			
TOTAL ESTIMATED EXPENSES		\$77,100.00			
Motion that these estimated expenses be approved.		MSP Perren/ <i>Gregaro</i>			

TAX RETURN FOR MONTH & YEAR:		Feb-18
Paper Bingo Gross Receipts		\$13,669.00
Bingo Prizes Paid		\$9,342.21
Net Receipts		\$4,326.79
Raffle Gross Receipts		\$45,300.00
Raffle Prizes Paid		\$11,250.00
Raffle Net Receipts		\$34,050.00
Paddletickets Receipts		\$4,110.00
Paddletickets Prizes		\$2,305.00
Paddlewheel Net		\$1,805.00
Interest		
Linked Bingo Gross		
Linked Bingo Prizes		
Linked Bingo Net		
Gross Pull Tab Receipts		\$406,453.00
Pull Tab Prizes Paid		\$339,989.00
Net Pull Tab Receipts		\$66,464.00
Gross Elec Pulltabs		\$73,541.00
Prizes Elec Pulltabs		\$62,965.85
Net Elec Pulltabs		\$10,575.65
Net Receipts		\$117,221.44
8.5% Tax		\$3,415.45
Combined Receipts Tax		\$27,734.28
Raffle Tax Credit		\$0.00
Board Fee .125% of Gross Profit		\$678.85
Total Taxes Paid this month		\$31,828.58
Gross Profit After Taxes		\$85,392.86
Total Allowable Expenses		\$35,668.73
Profit for Park Place		\$11,154.62
Profit for Cloverleaf		\$ 1,953.80
Profit for Opinion Brewery		(\$435.80)
Profit for Carbone's		\$ 270.79
Profit for Junction 70 Grille		\$ 45,429.13
Total Profit		\$58,372.54

Checkbooks balance: \$45,349.32

Start Banks	
Park Place	\$ 14,100.00
Cloverleaf	\$ 3,100.00
Carbone's	\$ 3,300.00
Junction 70 Grille	\$ 6,300.00
Totals	\$ 26,800.00

January-18	
Lawful Purpose Expenditures	
Taxes	23,180.16
Charitable Contribution	5,654.95
Total	28,835.11

Motion to pay:	State of MN	\$ 31,828.58	Gambling Tax	MSP / Perren	<i>Kaplan / Bloedel</i>
Motion to pay:	Youth Services Bureau	\$ 1,672.14	corporate rent A-1	MSP / Perren	<i>Lang</i>
Motion to pay:	Century Link not to exceed	\$ 95.00	CGAA phone bill A-1	MSP / Perren	<i>Albers</i>
Motion to pay:	City of Newport	\$ 151.80	City Contribution A-10	MSP / Perren	<i>Kaplan</i>
Motion to pay:	CGAA Hockey Hockeyfest	\$ 28,946.04	Fundraiser A-7	MSP / Perren	<i>Kaplan</i>
Motion to pay:	Park Boys Basketball Boosters	\$ 384.30	Fundraiser A-7	MSP / Perren	<i>Smart</i>
Motion to pay:	PHS Senior Night Pary Committe	\$ 219.60	Fundraiser A-7	MSP / Perren	<i>Smart</i>
Motion to pay:	Nicole Kich Benefit	\$ 1,660.72	Fundraiser A-7	MSP / Perren	<i>Lang</i>
Motion to pay:	CGAA Softball	\$ 2,047.58	Fundraiser A-7	MSP / Perren	<i>Kaplan</i>
Motion to pay:	State of Minnesota	\$ 1,050.00	Fundraiser A-18	MSP / Perren	<i>Kaplan</i>
Motion to pay:	St Paul Park Summer Recreation Program	\$ 300.00	Fundraiser A-7	MSP / Perren	<i>Smart</i>

Paper & Elec Pull tab	Last Year	This Year		Last Year	Mar-17	Apr-17
Site deposits	Feb-17	Feb-18	Difference	Park Place	19,857.55	19,833.95
Park Place	19,290.50	18,922.65	(367.85)	Cloverleaf	20,981.00	11,900.00
Cloverleaf	16,138.00	14,090.00	(2,048.00)	R. Tavern	16,471.85	13,201.60
R. Tavern	13,343.50		(13,343.50)	Opin Brewery	2,966.00	4,171.00
Opinion Brewery	7,010.00		(7,010.00)	Carbone's	8,511.00	8,392.00
Carbone's	-	5,910.00	5,910.00	Junction 70	-	-
Junction 70	-	38,117.00	38,117.00	Totals	68,787.40	57,498.55
Totals	55,782.00	77,039.65	21,257.65			