

## Eagan Athletic Association - Board Meeting Minutes

**Thursday, September 27, 2018**

President, Trudy Kenney	X		Director of Basketball, Jackie Boldt	X
President-Elect, Dave Grounds (1)	X		Director of Cross Country, BJ Knight (1)	
Treasurer, Megan Brewster (1)	X		Director of Football, Josh Anderson	X
Vice President, OPEN			Director of Lacrosse, Leslie Defries (2)	X
Director of Facilities, Greg Byrne (1)	X		Director of Soccer, Skip Newton (3) Proxy, Amy Kosnick	X
Director of Program Initiatives, Amanda Becker	X		Director of Softball, Jacki Stalboerger (2)	X
Director of Web Strategy & Support, Darin Keuhn (5)			Director of Track, Kathy Windels (2)	x
Director of Coach Development, Mike Schwendinger (2)	X		Director of Rugby, Eric Curtin (3) Proxy, Chris Rudd	X
Director of Baseball, Jack Esser (4) Proxy, Bryan Walz	X		Director of Volleyball, OPEN Proxy, Beth Sagvold	X
Past President, Andy Lancette	X		Director of Wrestling, Lisa Jensen (3)	
Administrative Assistant, Heather Lorentz	X		At-Large, Dan Schulz	X
Guest: Angie DeWitt, Financial Assistant	X			

Meeting was called to order at 7:30 p.m. by President, Trudy Kenney

**Approval of Minutes**

Minutes from the July 26, 2018 board meeting were reviewed by all present. Motion to approve the minutes was made by Dave Grounds and seconded by Dan Schulz. Motion passed. Minutes can now be posted on the EAA website.

**City of Eagan Update** – Jonathan Moore

- No update given.

**Bylaws Review**

EAA Bylaws were last reviewed in 2013 and distributed to all present. Changes in RED were proposed changes.

Administrative Board Positions:

Motion to remove Secretary and add Administrative Officer (Dave Grounds 1<sup>st</sup>, Mike Schwendinger 2<sup>nd</sup>)

Motion to add Director of Marketing and Communications (Dave Grounds 1<sup>st</sup>, Beth Sagvold 2<sup>nd</sup>)

Motion to add Director of Cross Country (Dave Grounds 1<sup>st</sup>, Megan Brewster 2<sup>nd</sup>)

Section 4, paragraph 4 is tabled until 12/6/2018 meeting.

Section 5, remove Secretary and add Administrative Officer. Motion made by Dave Grounds, Megan Brewster 2<sup>nd</sup>

Section 7, change “may” to “will”. Motion made by Dave Grounds, Megan Brewster 2<sup>nd</sup>

Article VI Section 1, remove Secretary and add Administrative Officer. Motion made by Dave Grounds, Mike Schwendinger 2<sup>nd</sup>.

Article VI Section 2, change “period of two (2) years” to “one (1) or two (2) years”. Motion made by Dave Grounds, Mike Schwendinger 2<sup>nd</sup>.

Article VII Section 1, add President or his/her designee. Motion made by Dave Grounds, Mike Schwendinger 2<sup>nd</sup>.

Article VII Section 2, add “or December”, “persons being voted into office” (remove members and as members), add “until the following January meeting”. Motion made by Dave Grounds, Mike Schwendinger 2<sup>nd</sup>.

Article VII Section 4, add “All Directors and Officers are considered voting members.” Motion made by Dave Grounds, Mike Schwendinger 2<sup>nd</sup>.

Article VII Section 5, replace Secretary in two spots with “President or his/her designee”. Motion made by Dave Grounds, Kathy Windels 2<sup>nd</sup>.

Article VII Section 1, add “appointed by”.

Article VII Section 2, add “appointed by the”.

Article VII Section 3, remove Secretary and add Administrative Officer.

Motion made by Dave Grounds to approve all changes in Article VII. Seconded by Josh Anderson.

All changes except for those in Section 4, paragraph 4 were approved.

**Baseball Update** – Bryan Walz, Proxy

Program will finish up the player and coach end of season evaluations within the next few weeks. Will be offering a fall baseball academy this year. Off season programs will be held at The Cages. Program is assisting in the upgrades at DHMS fields and dugouts. Had a successful tournament year in 2018 and planning team is looking ahead to 2019.

Cooper’s Bingo Night is October 26<sup>th</sup>. Have obtained the proper permits needed for this event.

Section in the shed is now open for Lacrosse to put equipment.

**Basketball Update** – Jackie Boldt

Tryouts just wrapped up. Registration numbers were up and no cuts were made. Met with other in-house associations – Eastview, Farmington and Rosemount and decided to form a league for 4-6<sup>th</sup> grade in house program: South Metro Youth Basketball League. Consists of 4<sup>th</sup> grade boys and 5/6<sup>th</sup> grade girls. 5/6<sup>th</sup> boys would play in end of season tournament.

**Cross Country** – Amanda Becker

Summer running program pilot was successful and will offer again in 2019. Enjoyed the Northview Elementary running course and will do that again next year. Girls team retained The Golden Shoe.

**Football** – Josh Anderson

Flag Wildcat Day was a success, 30 teams participated. This year did a combined league with Eastview for 3<sup>rd</sup>, 4<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades and is going well.

Tricia Burbach was in charge of equipment and cash this year. Program bought shoulder pads in 2018 and held a clearance sale of old jerseys for \$10 with proceeds totaling around \$1,000.

Main issue this year was referees showing up for games.

**Lacrosse** – Leslie DeFries

Working on winter clinics. Meeting with other south of the river associations to talk about development and recruitment. Working on fundraising in the off season. Hosting a bingo night soon.

Looking to switch leagues to the Great Northern Lacrosse League. Align as a spring sport instead of running through the summer. Program would run through Eagan and be held at Hayes, but would take away a lot of logistical work and EAA running of things

Program would go through July 4 with possibility of an additional summer tournament. Talked to other programs who do this and it is working well.

**Rugby** – Chris Rudd, Proxy

Program is focusing on recruitment. Plans to add more resources to expand into the K-5 age group for earlier exposure.

Looking to hold a fall camp this year and a spring flag option in 2019.

Program would like to re-brand. Currently use the Eagan Wildcat logo and colors which is deterring kids from other schools to participate.

**Soccer** – Amy Kosnick, Proxy

Program is in the middle of their fall season and hosting a tournament Oct. 11-13 with 250 teams. Some teams will play in Eden Prairie.

College Advisory Program will be hosted at TCO. Coaches from D1, D2 and D3 will be brought in to address groups.

Dome Clinics will continue this winter. Summer competitive program is up 12 teams so far from last year.

Had issue with referees showing up for the Rec soccer games. Parents began reaching out to the board and were not receiving responses. Referees were addressed, and a number was given to coaches to call if they did not show up.

**Softball Update** – Jacki Stalboerger

Fall Ball season is wrapping up. Program had a few umpire issues this season.

Working on budgets, website and logo updates. Looking to bring on a Director of Player and Coach Development that would be a paid position. This person would not have a player in the program and focus on specialty clinics and overall growth of the program.

Numbers at the lower grades are declining due to other leagues dropping in house programs at these levels. Slowpitch program ran through Burnsville this year.

**Track Update** – Kathy Windels

Program is meeting in October to prepare the 2019 budget for presentation at the November Finance meeting. Kathy is soliciting for a replacement for her Director role. Season lasts five weeks.

**Volleyball Update** – Beth Sagvold

Beth is interested in the Director of Volleyball position. She has been involved in both the spring and fall in house and travel programs this year.

Program was approached by AVAA to do a combined 8-12<sup>th</sup> grade league. It was successful and will continue to try to grow that program.

Beth has revamped the volleyball website with updated program information. Kris Robb is acting Travel Volleyball Director. Program paid for coaches for travel volleyball this fall in an effort to provide quality instruction to it's six teams.

Board meeting will be held in October as well as a post season wrap up.

Motion was made to elect Beth Sagvold as Director of Volleyball by Trudy Kenney and was seconded by Dave Grounds. Motion was approved.

#### **Wrestling** – Lisa Jensen

- No update given.

#### **Facilities Update** – Greg Byrne

Sandy Sutter is not returning Greg's phone calls. Hoping to set up a meeting next week with her. Fastpitch is donating funds to softball and in the budget planning process so hoping that can help push it along.

Greg inquired if volleyball needed first aid equipment. Beth responded that Brian Scheroke is in charge of that and there are first aid kits in all the equipment bags. Greg will reach out to Brian.

#### **Coach Development Update** – Mike Schwendinger

Mike noted Sport Engine is taking up to 15 days to send us background check results. Would like to look into other options for this service.

Trudy recommended to create a committee to check into other companies and make a proposal. Things of importance include: turnaround time, what systems do they look at, what are they checking for and cost. Mike Schwendinger and Greg Byrne will report back to the board with their findings.

#### **Program Initiatives** – Amanda Becker

- No update given.

#### **Finance Committee Meeting Update** – Megan Brewster

##### Audit Update

Preliminary draft from auditors for 2017 financials was presented. Notable highlights:

- Funds received in 2017 were designated as temporarily restricted. This means they were received in 2017 and will be used in 2018.
- Page 11 in the notes section, mentioned again Board designated net assets.
- 2014 Board of Directors elected to reserve \$28,000 for a storage facility. It has been three years and wanted verification that this will still be used for storage facility and not reallocated.
- Auditor letter, page 3 – Segregation of Duties, following recommended policy were suggested, but were not implemented at the time of the letter. Recommendations included second signatures on contracts and checks, policy to require approval by travel sport directors of cash withdrawals made by sport treasurers in excess of a certain amount.
- 990 form, page 7, check on adding Leslie Defries to the list of board of directors for 2017.

- Dave motioned to approve the presented report and 990 and Dan Schulz seconded it. Motion was approved. Megan will report back to MMKR.

#### Record Retention Policy

Corporate standing would recommend keep records for 10 years. This includes phone calls, emails and other electronically stored items that may not be mentioned in the document.

Motion to adopt policy as presented was made by Dave Grounds and seconded by Amanda Becker. Motion passed.

#### EAA Check Policy

Megan noted that this policy would mean Sport treasurers will no longer be able to write checks. Auditors recommend treasurers no longer cut and sign a check themselves.

- All check requests, Tournament registrations, reimbursements, coach/referee payments, and invoices must be entered into Quickbooks by the EAA Financial Assistant (Angie DeWitt). Requests can be submitted via email at anytime to [invoices@eaasports.org](mailto:invoices@eaasports.org) along with the proper documentation.
- Checks will be printed by the EAA Financial Assistant weekly on Friday mornings.
- Checks will be reviewed, approved, and signed by the EAA Treasurer (Megan Brewster).
- The EAA Financial Assistant will mail out the checks by the following Monday morning at the latest.

Softball expressed concern over this new policy citing the program often does not know where or when their teams will be playing on a given weekend and are concerned about turnaround time of cutting checks when they have a limited time to turn them in.

Megan stated they could be flexible in this regard if they are given prior notice to the situation.

Motion to approve this new policy effective October 1, 2018 was approved by Dave Grounds and seconded by Mike Schwendinger. Motion carried.

#### EAA Tournament Cash Policy

Megan presented an EAA Tournament Cash Policy.

- Email approval from Sport Director and EAA Treasurer needed prior to withdrawing money.
- Retain approval for records. Make note of approval in Quickbooks.
- Requiring use of cash count sheets daily. No designated template, sports can use what works for them, but can refer to provided template for reference.
- Mandatory two individuals count and sign off on cash - one in the am, mid-day and evening. Cash collected by Sport Treasurer at least once and locked away for safe keeping.
- Sport Treasurer or Tournament Manager keeps cash overnight, not a general volunteer. Cash above initial withdrawal amount must be deposited into drop box every night. No one should

keep more than initial withdrawal amount overnight. Provide cash count sheets to EAA Treasurer.

- Motion to approve this new policy effective October 1, 2018 was approved by Dave Grounds and seconded by Mike Schwendinger, motion carried.

#### Other

Wrestling budget was approved at the Finance meeting.

Three of five budget templates have been created for the November Finance Meeting. All 5 budget templates will be sent out in the next couple of weeks. Please submit budgets for November as soon as possible.

Trudy requested that if you know your sport budget will go negative to please let the EAA Board know and reach out for support so it's not a surprise.

#### **Marketing & Technology Update** – Trudy Kenney

##### Positive Coaching Alliance

Seminars are two hours long and need to be completed by March 1. It costs approximately \$600 plus miscellaneous fees to run one seminar. Looking for volunteers to help get this going. Group decided 10/20 was not a good date due to MEA break. Possible locations: FSCS, BHMS and DHMS. Dan Schulz volunteered to head up the upcoming seminars and will reach out to PCA.

Adopt A Street – Soccer will volunteer for the fall event.

#### **Executive Committee Update** – Trudy Kenney

Trudy had sent out a board position form to all sport directors and EAA board members asking for a description of duties and responsibilities. Trudy would like the forms filled out or feedback provided on what else should be included on the forms. Forms will be used in recruiting in the future.

Trudy recommended Dan Schulz to replace Levi Harrington and assume his open At-Large position. Motion was made by BJ Knight and seconded by Kathy Windels. Motion passed. Dan is now an EAA At-Large Board member with full voting rights.

Trudy recommended Amanda Becker to fill the open Director of Program Initiatives position. Motion was made by BJ Knight and seconded by Kathy Windels. Motion passed.

#### **Technology Update** – Darin Keuhn

- No update given.

#### **Other** – Trudy Kenney

- Sport Star Photo contract ends 2019
- Director/Officer Orientation
  - Looking to hold an orientation for newly elected EAA Board Members in January to give a summary of expectations and history of the program and positions.
- 2019 Board Member Elections

- Multiple people are interested in the same positions
- Will do closed ballot voting this year, one ballot per person filled out and placed in a box
- At the end of the meeting Megan Brewster, Heather Lorentz, Trudy Kenney and Dave Grounds will count the ballots. Results will be released the following day.
- Background Checks for Minors – Greg Byrne
  - Greg asked the group if a minor child is helping out with a team are they required to do a background check. Collaborative answer was no. Information on a minor is closed and a background check would likely not produce any results.

### **Upcoming Meetings**

Finance Committee– November 12<sup>th</sup>, 7pm @ ECC - Boardroom

Marketing/Technology Committee – TBD

Next EAA Board Meeting – **HOLIDAY MEETING, DECEMBER 6TH**

Motion to adjourn was made by Dave Grounds and seconded by Megan Brewster. Meeting was adjourned at 10:09 pm.