

DRAFT: Posted 2/8/2024 online

APPROVED: During 2/15/2014 monthly meeting with revisions

BYBS (Berlin Youth Baseball & Softball) Meeting Minutes

Meeting: ByLaws Annual Review Meeting

Date: 2/12/2024

Location: Virtual Screenshare

Meeting Start Time: 12:00pm

- 1.) Call To Order
- 2.) Roll Call
 - I. Present: Amanda, Kayla, Micky, Justin
 - II. Absent: None
 - III. Vacant Roles: President, VP Softball, VP Baseball, Secretary
 - IV. Membership: N/A
- 3.) Registration status
 - I. Registration re-launched
 - II. Now sitting at 63 registrants (up from 50 before the pause)
- 4.) Bylaws Annual Review
 - I. Bylaws are being reviewed on a screenshare from top to bottom
 - II. Proposed revisions to the existing Bylaws
 - i. Membership Section
 1. Advanced notices for things like meeting dates, agenda item submission, posting of agenda were generally too long and time frames were reduced to reflect what is normal.
 2. The quorum definition of 15 people was too high for typical attendance and was redefined as the majority of the voting members of the board.
 - ii. Board of Directors
 1. A clause was added to restrict spouses/partners holding executive roles to avoid conflicts of interest and excessive sudden vacancies.
 2. Narrowed the duties of each officer role to only those required, in favor of more specific items (like code of conduct, calendar, equipment, scholarship, uniform, gym reservations, practice fields, background checks, player registrations, concussion waivers, securing coaches, coordinating tournaments, fundraising, etc.) being worked on collaboratively within committees.
 3. Granting the Treasurer the authority to approve or reject operational expenses between meetings at the request of a single member of the board up to a maximum of \$200 per board member to ensure smooth operations during the year. Purchases over that threshold require approval by the majority of the voting members of Board.
 4. Insurance duties moved from the Vice-President roles to the Treasurer
 5. Defined additional duties for the Secretary to post meeting agendas and draft meeting minutes within a timeline and ensure the meeting minutes & agenda are posted publicly for membership.
 6. Defined additional duties for the Community Representative around social media accounts and league-wide communications.
 7. Added the opportunity for "Membership Input" at any monthly meeting

8. Clarified situations of board member vacancies to allow for continued business as usual with a majority of remaining Board members present as well as dual officer positions during those situations.
- iii. Committees
 1. Opted to not require or restrict which specific committees must exist, but instead allow the Board to appoint committees as necessary.
- iv. Finances
 1. Updated the financial audit so that's it's performed by 2 members voted upon by the Board instead of done by specific officer roles.
 2. Updated payments to reflect current process since debit card usage is already regularly used and done by individuals then check dual signatures are unnecessary.
 3. Ensured all expenses over the Treasurer's operational authority limit are required to be voted upon by the Board before purchase.
- v. Added a Bylaw revision history at the bottom of the document
- III. Bylaw revisions made during today's meeting will be sent out electronically to all board members prior to the Monthly Meeting.
- IV. All members of the Board were present, all participated in discussing these items, and all were in favor of the above revisions. These Bylaw amendments will be voted upon at Monthly Meeting. ***UPDATE (This vote did not happen at the Monthly Meeting, instead a new Special Meeting was posted 30+ days in advance to discuss this topic)**
- 5.) Upcoming Dates
 - I. Monthly Meeting 2/15/2024 4:30pm Berlin Lanes Fox River Room
- 6.) Adjournment

Meeting End Time: 1:40 pm

Minutes Recorded by: Justin Miller

Website: <https://www.berlinyouthsports.org/bybs>

Facebook: <https://www.facebook.com/berlinyouthbaseballsoftball>