

Eagan Athletic Association - Board Meeting Minutes			
Thursday, May 26, 2022 6:30 p.m.			
Eagan City Hall, Eagan room			
President, Trudy Kenney	X	Director of Basketball, Troy Tatting (voted in during meeting)	X
Vice President, Kathleen Andert		Director of Cross Country, Tina Wrucke	X
Treasurer, Megan Brewster	X	Director of Football, JJ Kirby	X
Administrative Officer, Nathan Krahn		Director of Lacrosse, Jason Oberhamer	
Director of Sponsorship, Mike Destein		Interim Director of Soccer, Craig Pluff	
Director of Facilities, Greg Byrne	X	Director of Softball, TJ Fletcher	X
Director of Program Initiatives, Amanda Becker	X	Director of Track, TJ Rice	
Director of Marketing, OPEN		Director of Rugby, Eric Curtin	
Director of Public Relations, Kathy Jalivay	X	Director of Volleyball, OPEN (non-voting program representative, Amy Purrington attended)	
At-Large, Kathy Windels		Director of Wrestling, Erin Day	X
At-Large, Shawn Scribner		Director of Baseball, Rob Emerson	X
At-Large, Mike Mondelli		Director of Ultimate Frisbee, Alli Collins proxied for Alicia Carr	X
At-Large, OPEN		Director of Sport Programs, Craig Pluff	
Secretary, OPEN		Director of Coaches, OPEN	
Financial Assistant, Briana Klaus		Director of Web Strategies, OPEN	
Business Interface Rep, Heather Lorentz		Guests: Jonathan Moore, City of Eagan Kym Hanson, Volleyball	X
Administrative Assistant, Erikka Anderson		Public Attendees:	

Meeting was called to order at 6:34 p.m.

City of Eagan Update – Jonathan Moore

- The Eagan Parks and Recreation Department will be fully staffed within the next two weeks.
- The City will mow fields twice a week on irrigated sites. (Thresher, Northview, and Lex/Dif. Mowing will take place on Mon/Tues and Thurs/Fri.) All other parks are mowed once a week. There can be impacts if a mower is down, after three day weekends, etc.
- Goat Hill work continues with concrete work in the next three weeks. They will work around baseball. As for parking, they'll remove the island and add up to 40 parking spots.
- Thank you to Directors and Schedulers. EAA volunteers have had good communication with him.
- If a sport needs a field rental, i.e. Porta Potty, please contact Jonathan with five days advance notice.

Approval of Minutes

JJ Kirby motioned to approve the March 31, 2022, board meeting minutes with one change. Amy Purrington's title is Volleyball representative. Rob Emerson seconded the motion and the vote carried. The minutes will be posted on the EAA website.

Program Updates:

Baseball – Rob Emerson

Hosted their first tournament (10U, 11U, 12U and 13U) this weekend and it was successful. Concessions were consistent with prior year's sales even with fewer sites. The second Gopher State tournament is smaller and will be hosted over the July 4th weekend. A third tournament is the weekend before Father's Day. Seven of eighteen teams have qualified already for the State tournament.

Wrestling – Erin Day

Hosted a parent meeting and especially discussed the fast growing girls' program.

Softball Update – TJ Fletcher

IH started and eight teams from grades 2-3 are registered. Started a sister program that pairs 10U and 11U fastpitch teams with IH teams. Hosting a June 2nd 10U Showcase and inviting grades 2-3. There isn't a 4th grade IH option and kids tend to stop playing so they'll invite those kids and make it an event. The Down and Dirty tournament is on Father's Day weekend.

The Softball board voted to change their name from Eagan FastPitch to Eagan Softball to better represent the whole program. The change is reflected in their program handbook and new email domain. The website will be updated as well.

Football – JJ Kirby

Registration opened in late May and closes in July. The season starts in August.

Volleyball Update – Amy Purrington, equipment director and program representative

First and last in-person meeting for her. She is moving on to help the EHS Boosters after 6/7/22. The program added six new board members to their existing four or five members. Many of the existing members have older children and will roll off. IH wrapped up last weekend. It was a record attendance for athlete numbers.

Starting to plan for the fall Travel and JO. Registration will open in June. Two tryout sessions will be held for the first time. Kym Hanson will be the representative for Volleyball after Amy leaves. There isn't a Director candidate for the program yet. (Reminder, the VB Treasurer is the only one with authorization to approve expenses at this time.)

Cross Country – Tina Wrucke

The Summer Miles program opened and closed. It caps at 30 and has 28 registrants. Coaches are lined up and shirts are ordered. Practice plans are in place. In June the fall program will open. She's working with local communities to schedule meets. Practice locations are scheduled. She will be retiring after FY23 and is encouraging someone to step up and shadow before she leaves.

Ultimate Frisbee – Alli Collins, proxy for Alicia Carr

The Middle School (MS) league finished last weekend. For next year they'll create more free clinics and focus on recruiting girls. For HS, girls are in the conference finals and defending last year's title. Both boys and girls have the State Tournament next weekend. Still seeking MS coaches.

Basketball Update – Troy Tatting

Registration takes place next month. Interviewing coaches for the older grades. Paid coaches are hired for seventh and eighth grade girls and boys A-teams and possibly other teams if coaches don't step forward from their parent pool. The board approved a float in the Eagan City Fun Fest Parade. JJ Kirby motioned to select Troy as the Basketball Director. Amanda Becker seconded the motion and the vote carried.

Track Update – TJ Rice ABSENT

Soccer – Craig Pluff ABSENT

Lacrosse – Jason Oberhamer ABSENT

Rugby – Eric Curtin ABSENT

Executive Committee

- Review Finance Committee Policy regarding budgets (vote)
 - JJ Kirby drafted a policy to understand the budgets process and action if you miss a finance meeting and need a request approved between/outside a finance committee meeting. This will be for sport board directors to use and to distribute to their sport boards.
 - TJ Fletcher motioned to approve the Finance Committee Policy and Rob Emerson seconded the motion and the vote passed.
- Board member succession planning
 - We received recent resignations from Cole Helgeson and Kathleen Andert

- Current open roles are: Vice President, Secretary, Marketing Director, Director of Web Strategy, Director of Coaches, Director of Soccer, and Director of Volleyball.
- Please look at neighbors of all ages who might want to give back to our community. How do we solicit community members who don't have children? Advertise at senior living centers, Facebook, social media, Eagan newsletter and talk to your neighbors.
- We are looking for the right people in the right roles. The Executive Committee will be invited to future Orientations to connect with incoming members.
- There is interest in the Director of Web Strategy position. The candidate has been vetted by Amanda and Greg. Next step will be an electronic vote if she wants to proceed. This role coordinates social media and can help maintain the website. The role can be developed further once she gets into it.
- EAA bylaws address officer vacancies in Article 6, Section 4 due to resignations, etc. The Executive Co. is responsible for filling these positions. EAA bylaws don't address program Director resignations/vacancies. Historically, Directors find a replacement before they vacate their role. As we find it harder and harder to find replacements, we have two programs without a Director and one or more soon to be without. The EAA board remains responsible for those programs' finances, operations, email responses, and overall governance. How do we handle programs when a Director candidate doesn't step forward? How much time is appropriate? The burden falls on the admin staff and president to monitor those programs more closely. EAA needs a strategy for these situations.
 - EAA has a Director of Sport Programs for this situation, but he's been the Interim Director of Soccer for a year and a half. This strategy isn't intended to last this long and can't support more than one program vacancy.
 - This happened to Baseball five/six years ago and the Director of Sport Programs stepped in for a year. He built a new board and turned it over to a new Director that has since added new members each year.
 - Members discussed trying to actively recruit people in their circles and it's difficult. Are hard deadlines needed before a program is suspended? Thousands of people enjoy EAA sports and it's a volunteer-led organization. We need volunteers.
 - Someone reviewed surrounding sport websites and found similar notes in their meeting minutes. EAA isn't unique.
 - May have to consider increasing fees and using paid positions or a highly paid operations manager for these responsibilities to mentor new volunteers/contractors, run day-to-day operations, coordinate tryouts, deal with parents, step in as a Director during vacancies and prevent EAA from canceling/suspending programs.
 - Potential bylaw language will be introduced in July. EAA builds community through athlete and parent interactions and EAA needs parents to partner.
 - Co-coaching seems to be more successful than Head and Assistant coach. Should we consider this for Directors? This would lead to confusion about who votes at EAA meetings or has overall financial responsibility and check signing authority? One person needs to be ultimately responsible for each program.

- What about coaches getting reduced fees for their kids? Some coaches don't come every/most of the time and shouldn't get anything in advance. One Director is considering gift cards to local businesses. The board doesn't support waived/discounted EAA fees, but after season GC or an end-of-year gathering with feedback session and food is encouraged.
 - Dibs hours: The board discussed waiving Dibs hours for the 25 EAA main board members as a recruitment tool. Main board members attend six board meetings plus six committee meetings in addition to their other board meetings, tournaments, outreach with the City, etc. This wouldn't extend to individual boards. A motion was not made, but there is support for this.
- Google suite - EAA, basketball, baseball and lacrosse are updated. Soccer and softball will be completed by the end of the summer.
- Concussion testing will be offered August 9, 10 and 11th from 4:00-7:30 p.m. at Eagan High School once the date is confirmed by Amanda and Greg. Football practice will be scheduled around the testing and we'll block off certain times for teams. Testing is designed for ages 12+. Also, we'll send out the demographic questions so parents can help their child complete it in advance.
- The Sports Star contract was approved in December 2021. As a reminder, all programs can get a free banner. Also, all EAA kids can get a free Photo Over Time after eighth grade. EAA needs to add this to the internal EAA website and have Directors advertise it within their programs.
- Contracts - Please remember to CC the EAA President on admin service contracts so EAA avoids a duplication of services. Also, a reminder that Heather, Megan, Briana and Erikka are contracted to provide very specific services. Do not request work outside the scope of their duties and specifically tell your sub-boards not to contact them for additional work. Please also provide a final copy to Megan. Our auditors will always want a copy. Do not break up contracts that exceed \$10,000 into smaller amounts to skirt the policy requiring the EAA President's signature. All checks should be written to EAA and not to sub-programs. EAA is the legal entity. (There isn't EAA Softball, it's a sub-brand.)
- Parent conduct policy has been updated on the website. No action taken.

Finance Committee

- May 2022 Finance Meeting Minutes Update (Megan)
 - Basketball's budget was approved. An advance summary of changes was sent by their treasurer and is deemed a best practice for all programs appearing before the committee.
 - Admin budget - The January-July sport registrations were higher than projected and netted \$11,000 in additional admin fee income.
 - Our FY22-23 insurance renewal was \$5,000 less than budget and slightly less than last year's cost. Lacrosse and Rugby aren't covered because they have insurance through their governing bodies. (Also true for JO Volleyball.) What is the fee per athlete? \$35,000/# registrants in 2022. There was no motion to reduce the fee for any program.
 - Camp/clinic admin fees - Discussion ensued about 1) a \$10/flat fee per player at a clinic/camp, 2) \$5 fee/player at a previously free camp/clinic or 3) start with free for free clinics. EAA also discussed programs paying \$5/player not to exceed \$100 flat free from their budget so no fee is paid by an individual player. Tournaments may be included, too. This subject was tabled for the sub-committee. (Alicia, JJ, Rob, Tina and TJ F.)

Marketing and Technology Committee - no committee update provided

- Branding subcommittee did not meet.
- Adopt a Street- Need to schedule a spring date with 10-12 kids for one hour. Will also schedule a fall cleaning date. The City provides bags and vests and picks up the trash bags after we clean. EAA supervises the kids and raffles a Dick’s card. Trudy can provide the messaging to use. JJ will send a message to his program.
- PCA - EAA reached out to get a recent quote. There isn’t support, however, at this time based on PCA’s increased fees, difficulty getting coaches/hesitancy to make it mandatory and low past attendance. We’re already asking coaches to do background checks, APS and concussion training. It’s a good program, but it’s hard to get coaches already.
- Dick’s Gift Cards - EAA received \$2,500 in physical cards and \$2,000 in electronic credit on the Dick’s team management site for FY 2022. (The team management site is a backend site, not the public website.) EAA has some cards left over from last year, too. EAA needs a plan for distributing cards. The problem with the electronic merchandise is that it was all baseball and softball equipment. Football couldn’t find anything to buy. Requests for gift cards for parents/volunteers should be accompanied by addresses and Trudy will text a photo of the thank you sent. The program is intended for parents who go beyond what is expended. Programs should use internal funds to reward coaches.
- Friday folder - A spring flier didn’t go out and this task isn’t in Heather or Megan’s contract. The Marketing Committee coordinates this. We can do three per year. (Spring, summer and fall sports.) If you are a summer sport Director and want to market your sport, you can share one sheet of paper, double-sided and split the cost. An advance copy needs to be cleared by a 196 POC and Megan will send out a template. JJ wants Football to be included. Copies are delivered to six elementary schools. (196 won’t permit EAA to deliver copies to Oakridge.)
- Open Air (all)
 - Eagan Community Center rates are increasing from \$37/hour for a full court to \$48. (See Briana’s email.) The school district charges \$14/hour for a court.
 - Office Max is now owned by ODP Business Solutions and the Office Max cards won’t work. Download an app on your phone 24 hours in advance and it’ll show your discount pricing. **To order anything or print**, send it to Briana and she’ll submit it online and pay.

Meeting was adjourned by Trudy Kenney at 9:05 pm.

Reminders:

Marketing Committee 7:00 p.m. Zoom (3rd Monday, Odd Months)	Finance Committee 7:00 p.m. Zoom (2 nd Monday, Odd Months)	EAA Board 6:30 p.m. City Hall (last Thursday, Odd Months)
July 18	July 11	July 28
September 19	September 12	Sept 29
November 14*	November 14	Dec 1 (?)

Committee Assignments:

Finance Committee	Marketing Committee
Craig Pluff, chair	Marketing Director (open)
Megan Brewster (non-voting)	Kathy Jalivay
Trudy Kenney	Michael Destein
Nathan Krahn	TJ Fletcher
VP (open)	Tina Wrucke
Greg Brynes	Rob Emerson
JJ Kirby	Troy Tatterton
Amanda Becker	Eric Curtin
Alicia Carr	Jason Oberhammer
TJ Rice	Erin Day
Dir Volleyball (open)	Kathy Windels
Dir of Coach Development (open)	Dir Web Strategy (open)
	Dir Soccer (open)
	Secretary (open)