

4.25.2025 -WBAFSA Board Meeting Minutes-Approved

Otter Lake Fields

6:30PM -8:30PM

Call To Order: 6:30pm by Carrie Rivard

- **Carrie Rivard** conducted a roll call. The following persons were present/Absent:

X	Carrie Rivard	X	Joni Joy
X	Heather Larson		OPEN- Secretary
X	Lindsay Lacktorin	X	Dawn Coudron
	Jill Renneke	X	Josh Oldham
X	Andy Balgord <small>came after meeting min</small>	X	Sheila Evans
X	Brie Oliverius <small>came end of Budget</small>		Gerritt Schneeman
X	Genna Wade <small>came end of Budget</small>	X	Ben Bovee
			Open-At Large
VISITORS		VISITORS	
X	Abby Kath		
X	Nicole Flick		
X	Amanda Friedrich		

Approval of Special Meeting Minutes

- Dawn motion to approve
- Josh 2nd the motion
 - **In Favor : 8**
 - Opposed : 0
 - All Abstained: 0

Approval of New Meeting Agenda

- Josh motion to approve
- Ben 2nd the motion
 - **In Favor: 8**
 - Opposed : 0
 - Abstained: 0

NOTE: February Meeting Minutes:

We will be reviewing and approving February Meeting minutes at next meeting

Current & Tabled Business

Items that were tabled or discussed in a previous meeting but were not yet resolved.

REMINDER:

Respectful Communication, Assume everything is done with good intent, Trust

1. **Heather: Treasurer- 6:45**

a. **Budget Review Discussion items**

i. Discussed the proposed summer budget and made following edits, action items:

- Decreased **Radar** count from 2-1 for now
- Puddle Squeegee** is actually a roller
- Decreased # of **11” balls** from 12-6 dozen
- Removed **trash cans**- (discussion on small trailer to haul garbage during the day to the dumpster -Ben researching costs)
- Beverage fridge**- keeping on at price, but more research being done on potential to rent before buy
- Ipad Stands**: keeping on at price, researching options for lower cost
- Fly Trap**: need research on if MHD will allow. (previous discussions stated fly traps (tape kind) needed to be put under tables so as to not drop flies on food.
- Removed **Pop Shelf**

ii. VOTE to approve proposed budget :

<Name> motion to Approve

<Name> 2nd the motion

In Favor: 9

Opposed : 0

Abstained: 2

2025 Summer Wish/Reinvest into the Program

Equipment	Cost	Field Maintenance	Cost	Concessions	Cost
Radar Guns (option 2) 1 @299.99	\$ 299.99			Thermometers	\$ 52.49
				Auxiliary budget for any replacements needed - i.e. grill brush, towels for drying, condiment trays	\$ 300.00
Puddle Squeegee	\$ 279.00			I-Pad stands	\$ 80.00
New Pitching Machine	\$ 3,499.00			Fly Light Trap	\$ 77.38
11" tryout softballs (8 dozen)	\$ 915.13			Canopy for Grill	\$ 78.99
12" tryout softballs (16 dozen)	\$ 1,830.26			Cash register 2 drawers	\$ 115.90
Total	<u>\$ 6,823.38</u>	Total	<u>\$ -</u>	Total	<u>\$ 704.76</u>
				Grand Total	\$ 7,528.14 Voted/approved 4/25/25
				Budget	\$ 16,000.00
				Concession interior upgrades	\$ 315.00 VOTED/Approved 4/13/25
				Magic Turf (field repairs)	\$ 7,750.00 VOTED/Approved 4/18/25
				Remaining	\$ 7,935.00
				Over (under) Budget	\$ (406.86)
Hold for another time		Hold for another time		Hold for another time	
Dugout bat holders		Dugout refurbishing		Grill?	
		Auxiliary budget to improve equipment shed with hooks and better storage	\$ 300.00	Beverage Refrigerator (option 1)	\$ 2,029.00
Leveling Bar Drag	\$ 145.00	Trash Cans	\$ 1,400.00	Pop Shelf display for outside	\$ 100.00
Weed Control				Roof repair	
2nd Radar Gun	\$ 299.99				

For future purchases, we should consider providing our sales tax exemption to save on purchases. I have created an Amazon business account as one way to funnel association expenses and can research how to apply sales tax exemption to the account. To ensure sales tax isn't charged, board members can run purchases through treasurer for proper handling if that is the easiest way to accomplish the purchasing.

- b. Microsoft 365
 - i. We received a Microsoft non-profit grant
 1. Outlook on the Web
 2. Free OneDrive
 3. Microsoft Teams
 4. Domain is \$45.00 per year-Josh researching and believes we can get www.wbafsa.org , may cost another \$22/year for this (minimal cost)
 - ii. Vote to approve Microsoft 365
 Josh made motion to Approve
Andy 2nd the motion
In Favor : 11
 Opposed : 0
 Abstained: 0
- c. Fundraising Banners
 - i. Heather knew someone who does banners and pricing started at 4x2 banners for \$70 for 13oz (they also have other materials such as mesh that help with wind).

1. Last year's Bear Classic banner was larger than that and potentially cheaper.
2. Will continue searching for pricing
3. Likely any sponsors will need to know what they are donating for
4. This will be explored and tentatively be a task that is followed through with for work over winter so that Sponsors are set for Spring/Summer 2026

2. Josh: Equipment Director -7:07

a. Review of Field Work

- i. On April 17th conversation was had in relation to hiring MagicTurf to repair our fields (3&4). We have known we needed to do this for over 3 years. Josh Oldham got a quote for a company recommended to him and sent the quote with details along. On April 17th:
Joni: Motion to Approve
Josh: 2nd the Motion
In Favor: 12
Opposed: 0
Abstained: 1
- ii. Josh has not received dates yet from MagicTurf
- iii. We know this pricing may change based on what they see once they start fixing fields
- iv. We did not get a potential overage/under estimate based on other work they've done..

3. Sheila : Tournament Director -7:10

a. Bear Classic

- i. Had one team Drop, not refunded yet (will refund once spot fills)
- ii. Has another team interested and once they register we can refund dropped team
- iii. T-shirts: **Working on this**, design has been horrible from vendor so far
- iv. Medals: **Need to begin work on this ASAP**
- v. Bracket Decision Made
 1. 10U will have 4 Brackets: Platinum, Gold, Silver, Bronze
 2. 12U will have 3 Brackets: Platinum, Gold, Silver (less teams)

4. Joni: Vice President -7:19

a. 8U report

- i. Advanced teams struggled with dates and have it pinned down now. Will be a mix of days
- ii. Hoping that this may help get more teams for next season

b. Pictures:

- i. In progress with teams
- ii. Using Kristen Anderson (Joe Anderson is coach of 14U Bears, his wife)
- iii. First set of photos went well. Teams/individuals are picking up the price of the photos and banners if they want them.

- c. Policies and Procedures: TABLED
 - i. These are still with legal
 - ii. We were told they'd need a lot of work once they come back to us
 - iii. Prep for teamwork to try to get final copy approved and posted by Fall Season

5. **Brie/Genna: Concessions Director/At Large -7:24**

- a. Health Department
 - i. Permit is in Process. We can have 21 days open for a temporary license, but with the Fall season, we need 24.. **Lindsay L** (who is on HS WBL Softball Boosters) **will ask Boosters if they will cover the other 3 days** as this is during the Fall season when Boosters covers these 3 days for Concessions anyway)
- b. Board Concessions Coverage
 - i. Sign up Genius coming. Day split into 2 shifts Open to 1:30 and 1:30 to Close
 - ii. Be willing to help, would be great if people aren't ONLY showing up to their shift they signed up for but if they can come help anyway when they can. We need everyone to offer help to be successful, as a board!
 - iii. Would be great if we could have 2 coverage people per day- this may be a thought for the future (potentially if we can have someone we hire)
 - iv. Ensure we are approachable and visible
 - v. Coverage person is not intended to be helping with Concessions or Fields specifically but CAN help. Would rather ensure they are available for any questions.
 - vi. Training: Stay tuned for Training that will be coming and all board members need to be available for this. Will discuss all you need to know to be the board member on duty. (kind of "Manager on Duty")
- c. Blanket Fundraiser Update
 - i. These are selling wonderfully. Presale is now over. Sold \$71 Blankets, Net profit about ~\$989
 - ii. Motion to buy 50 more blankets. Andy will repost the link. Blankets go up to \$30 per blanket (presale over)
 - Heather : Motion to Approve
 - Josh: 2nd the Motion
 - In Favor: 8**
 - Opposed: 1
 - Abstained: 2
- d. Potential for Paid Concessions Coverage (Tabled)

6. **Dawn- Apparel Director -7:45**

- a. Uniforms:
 - i. Overall Success with Boombah. 2 misprints and one mistake in Name Spelling
 - ii. Board apparel will be ordered soon (get in anything you want ASAP_
 - iii. Distributed Hats/Visors for Board
- b. NAFA/Monsta
 - i. Pins will be designed soon. Need to know if teams will attend by May 31 hopefully (hard because teams have to qualify) 2 different pins will be ordered so we can split them and then teams also will be able to trade more.

- ii. Carrie/Dawn will be discussing Team gifts (All teams at NAFA/Monsta exchange player gifts with the first team they play.
- c. Selling Hats/Visors
 - i. Informal vote on price, all agreed: \$20/hat makes about \$5 on each.
- d. 8U Monsta Attendance/Costs
 - i. Tabled discussion on the 8U Monsta/Nafa costs- 8U will need to get an estimate of costs to attend NAFA/Monsta. Normally they just pay for the cost of the Tournament but their season fees do not include costs for tournament presents. Should they pay for these? (Additional- \$12 per player for gift plus pin fees?)

7. **Andy- Website/Social Media Director-7:51**

- a. Engagement is up!
- b. Fall Tryout dates
 - i. **Andy will post** for member knowledge, August 5, 6, 7

8. **Lindsay Lacktorin-Scheduling Director-7:55**

- a. Dumpster
 - i. District ordering another dumpster behind the school that we can use. Cuts our cost /need for a dumpster
- b. Landscape trailer storage
 - i. Can we store Trailer behind School where dumpster was-reduce risk of kids playing on it, opens space for parents to sit (**Lindsey to ask**)
- c. Trash cans-
 - i. District will see if they can get more for us.
- d. Otter #2 Pitching Mound:
 - i. Pins are going missing that hold mound down (last two weeks) **Asked Jon to look into this.**
- e. Birch Pitching distance for Advanced
 - i. Will be putting the mound at 30' on Field 1 since 8U advanced will always be there and then Chalk the mound at 35' for others.
- f. Home Plate on field #3
 - i. Home plate has a hole in the middle of it. We replaced this plate at the end of the season with a brand new one. **Lindsay will ask Jon**

9. **Open Board Position Applicant Introductions-8:04**

- Abby Kath- Applied for Secretary
- Nicole Flick- Applied for Secretary
- Amanda Friedrich- Applied for At- Large
- Kate Moseng- Applied for At- Large- Not present (Mass sickness at home)

● Board Vote:

<u>Secretary</u>	<u>AT Large</u>
Abby: 6	Amanda: 11
Nicole: 5	Kate: 0

New Business(Playing it by ear)

This section is dedicated to fresh issues or topics that need to be discussed or decided on.

Board Member Open Forum(0 Minutes)

Allows for discussion on issues not specifically on the agenda. Ensures all voices are heard even on matters that were not planned for discussion.

● Action Items/Decisions

Clarification on who is taking on action items or what committees will be doing to follow up. Dates need to be used to ensure accountability

- Concessions-Several people working on pricing for things and options for a Beverage fridge rental to find costs.
- Josh working on Domain Name review
- Sheila Bear Classic T-Shirts and Medals to be finalized
- Andy to post Fall Tryout dates/Information
- Lindsay to discuss with Boosters, paying for 3 dates for Fall season that they will cover (day 22,23,24 so that we don't need a perm license)
- Lindsay to ask Jon at district several questions
- Next meeting date to TBD by email

Next Steps

- Formal Review Roles/Responsibilities
- Review/ideas for Parent Meeting/Coach Meeting?

Next Meeting Date: TO BE DETERMINED VIA EMAIL

Adjournment

After all open issues and new business has been discussed and documented, the meeting facilitator will adjourn the board meeting.

- Carrie Rivard adjourned the meeting after board vote (time unknown sorry)

Submission and Approval of minutes

Minute takers must submit the minutes for approval by the Board Chair or meeting Facilitator.

- Minutes submitted by: Carrie Rivard, President
- Anyone else?

Tabled items:

- Policies and Procedure review once they pass Legal
- Potential for Paid Concessions person discussion/ideation
- Monsta/Nafa 8U and additional fees