


<p>Centennial Basketball Association</p> 	<h1 style="text-align: center;">Meeting Minutes</h1> <p>10/9/2022 7:00 p.m.</p> <p>Circle Pines City Hall 200 Civic Heights Cir, Circle Pines, MN 55014</p>
<p>Attendees:</p>	<p>Board Members: Andrea Olson, Troy Gunderman, Lindsey Thomas, Tony D'agostino, Jerry Sisk, Jeanine Hill, Kyla Bramwell, Jen Quisberg, Ben Locke, Adam Winker, Shelly Namyst, Garrett Ganske, Ann Marie Reber, Michelle Matthew, Phil Bangert, Traelynn Pirner, Jamie Sobolik, Spencer Waldvogel, Andy Beck, Sarah Johnson, Missing: Christine Alvin, Tom Anderson,</p>
<h2>Discussion Topics</h2>	
<p>1. Action Item Review:</p> <ul style="list-style-type: none"> ➤ Lindsey T. reviewed open action items. Ben L. secured officials for the Cougar Classic and will continue to communicate with them as tournament schedules are updated. Jeanine H. has communicated CBA Timberwolves details to Christine A. and is creating letter head to solicit business for the in-house tournament raffle. Traveling directors are finalizing tournament registrations for Centennial teams, communicating with coaches, and posting schedules to the website. Traelynn P. and Michelle M. are working with varsity players and coaches to finalize details for youth participation at varsity games. 	
<p>2. Treasury Update:</p> <ul style="list-style-type: none"> ➤ Andy B. stated that it was a very busy month in Sept with traveling and in house registrations. The tournament registrations are coming in for boys and girls. Andy B. shared a document with everyone regarding teams that have registered. ➤ Andy B. paid an invoice for the sock fundraiser last month. We made a nice profit from selling socks. ➤ Andy B. has 118 registered boy's teams for the Cougar Class and 74 registered girl's teams. 	
<p>3. Travel Update:</p> <ul style="list-style-type: none"> ➤ Tony D. secured all of his coaches. <ul style="list-style-type: none"> ○ Motion to approve Ricky H. for the 4A coach. <i>motion approved</i> ➤ Tony D needs one additional tournament for 7C and 1 for 8A and 8B. All other team registrations are complete. Andy B. confirmed that he can help process registrations for tournaments. ➤ Sarah J. confirmed that registration for all girl's travel tournaments is complete and coaches have been selected. ➤ Sarah J. stated that there will be a joint girl's and boy's traveling coach meeting. <ul style="list-style-type: none"> ○ Lindsey T. will check for updates on coaches that have complete Child Safety training prior to the meeting. 	
<p>4. In-House Update (Shelly N.):</p> <ul style="list-style-type: none"> ➤ There are 574 kids registered for in house and 88 coaches signed up. There will be a coaches meeting on 10/17. ➤ Teams are full at almost every age group. There are 2 adult coaches on most teams and lots of new people have signed up to coach. ➤ 7th and 8th grade teams are going to Mounds View. 	

- Shelly is hiring one certified official for each higher boys and girls level.
- There have been 6 boys and 9 girls have signed up at the high school level to coach.
- Shelly N. has ordered jerseys. They should be available for the start of the season.

5. Special Topics:

- **Uniform Update (Tom A.)**
 - Uniforms, coaches/board shirts, and socks are all ordered and should be here on time.
- **Boy's Tournament (Jerry S.)**
 - 121 teams (105 last year). Teams from Hermantown to Chisago Lakes, Burnsville, and StCloud. Some need to still pay. Awards: t-shirt for the older groups for 1st place and 2nd place. Going with Blaine Apparel. Trophies for 1st and 2nd. Metals for 3rd and consolation.
 - Trophies will be in front to deliver. Posters in the back.
 - Volunteers could enter the scores.
 - Tourney Machine will list the brackets. Use a QR code to scan.
 - Tournament will follow a one-day format.
 - Jeremy will help set up the schedule. The 2 end courts won't be able to be used courts 1-4 and 7-12. All games will be at the high school only. Jerry will work to finalize teams and schedules.
 - Jerry stated he would like to be involved with the volunteers. He will host a Zoom meeting on Thursday night with a meeting for volunteers. He will set up packets for coaches and ask coaches sign in to the tournament and collect the packets before their first game.
- **Girl's Tournament (Ben L.)**
 - Ben L. will host Zoom meeting with the volunteers ahead of the tournament.
 - There are 92 committed teams. There will be 144 games. Last year there were 120 games. Centennial has 10 teams that we are reciprocated with. Forest Lake, Coon Rapids, Hudson, Rogers and Chaska are not coming to our tournament and have in years past.
 - Cougar Classic will have packets for coaches. The check in tables will be done externally. The brackets will have QR codes and be available via tournament machine.
 - The Coach's Packet will include: copy of the rules, location of the trophies, and player concession coupons.
- **Concessions Update**
 - Jen Q. says that concessions will give each team a food coupon for up to \$3. Jen Q. will work with tournament directors to communicate with coaches as to how these should be distributed.
 - Jen Q. stated that they will have Chik Fil A, Dominos, hot dogs, Cold Stone Ice Cream, soft pretzel, nachos, muffin, donuts, cookies, fruit, candy, chips and beverages available for purchase.
 - The concessions team is communicating with Mike on creating new signs that will have the cost of concessions with our own logo. Pay for the printing of the Cougar Bucks.
 - Kyla B. is going to research how to set up a Venmo account and report back to the board.
 - The concession line will be grab and go and then pay at the exit.
- **Volunteer**
 - Andrea O. stated that she will edit the previous year's sign up genius and send out to all traveling families.
 - The volunteer sign up will have staggered the start times for volunteers. The shifts will start at 7:30AM on Saturday and there will be no Friday night Sam's Club run.
 - Court Monitors
 - The CBA board is exempt from normal "kid" jobs but will need to complete volunteer hours as a board member. Head coaches are exempt. One assistant coach per

team is exempt from volunteer commitments.

- 5 people minimum at all times need to be at the concession stand and 11-1pm the concession booth will need 6 people for the lunch rush.
- Andrea O. stated that she needs the hours for games in order to create the schedule. She will work with Jerry S. and Ben L. to create volunteer job descriptions.
- Families will need to complete approximately 2 hours and 2 shifts per kid. Volunteers must be 18 years or older.
- Jen Q. will look in the shed for lanyards that volunteers can wear when on site.

6. Member Updates:

- Lindsey T. proposed the following dates for future CBA Board Meetings in 2023:
 - Jan 22
 - Feb 12
 - March 19
 - April 16 (Elections)
 - May 21
- Adam W. stated that equipment is ready for distribution to coaches.

Motions

Motion	Motioned/Second	Approved?
Approve July 2022 minutes.	Traelynn P./ Sarah J.	Yes
Motion to approve Ricky H. as the boy's 4A traveling head coach.	Tony D./Lindsey T.	Yes
Adjourn	Michelle M./Traelynn P.	Yes

Additional and Outstanding Action Items

Task	Responsible	Completed?
Solicit local businesses for in-house celebration raffle baskets.	Jeanine H.	
Cash checks from basketball organizations the day prior to a tournament.	Andy B.	
Purchase Pop-A-Shot	Andrea O.	
Research hiring Action Photography	Christine A.	
Set dates for CBA Youth Night	Traelynn P./Michelle M./Jamie S./Spencer W.	
Finalize traveling team pictures	Shelly N./Garrett G.	Done

Publish Traveling Tournament Schedules on the CBA Website	Sarah J./Tony D.	Done
Schedule and host a traveling coach's meeting	Sarah J./Tony D.	Done
Communicate with in house and traveling directors regarding Trusted Coaches	Lindsey Thomas	Ongoing
Generate Brackets for Girl's Cougar Classic	Ben L.	Done
Generate Brackets for Boy's Cougar Classic	Jerry S.	Done
Schedule Volunteer Meeting Via Zoom	Jerry S./Ben L.	
Supply rags for the tournament	Adam W.	
Print concession signs	Jen Q./AnneMarie R./ Kyla B.	
Print Cougar Concession Bucks	Jen Q./AnneMarie R./ Kyla B.	
Research Venmo	Kyla B.	
Create Tournament Volunteer Job Descriptions	Jerry S./ Ben L./Andrea O.	Done
Create Tournament Volunteer Sign Up	Andrea O.	
Look for volunteer lanyards	Jen Q.	
Reserve the City Hall for future CBA Meetings	Lindsey T.	Done
Finalize Cougar Classic Awards	Jerry S./Ben L.	