



Non Profit and Volunteers


Board of Directors Meeting Notes
Monday, November-16, 2020 7:00-8:30pm
Location: Zoom Meeting

To: Board Members
Program Directors

From: Jess Smith,
President

Meeting Theme: Are We...

Keeping our Community Safe | Keeping our Organization Healthy | Engaging

 Draft for approval at the next regular meeting. All Action items are in **bold** and listed under ACTION at the bottom of these notes.

Attendees: Board: Jess Smith, Peter Beaumont, Christina Beddies, Jen Mackey, Krysta Larson, Mark Espena, Nick Eull, Rhonda Maurer

Programs: Dave Freed, Denise Bergevin, Ross Gustafson, Travis Lee, Teresa Schlueter, Tony Walker,

Agenda Item

Lead

- | | |
|--|----------------|
| 1. Covid-19 Implication Update | Jess Smith |
| 2. Programs Update: <ul style="list-style-type: none">• Running: Volleyball; Basketball• Planned: Wrestling; Cross Country Skiing | Jess to Intro' |
| 3. Review and Approve October Meeting Minutes/Notes | Peter |
| 4. Review Outstanding Actions | Peter |
| 5. Operations Committee Update | Krysta/Peter |
| 6. 90 Day Activity Calendar Review | Christina |
| 7. 2021 Budget Planning Update <ul style="list-style-type: none">• EVCF Scholarships proposal (\$5000)• Escape Key 12 month proposal (\$12,800)• Payroll estimates (\$10-15,000)• Approval to take up with Finance Comm | Jess/Nick/Jen |



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8. 2021 BOD restructuring proposal Jess
- Propose 10 seat Board
 - Priority seats to fill
9. Finance Committee Update Jess
- COVID19 scenario planning
 - EVCF - Scholarships proposal
 - Account/Treasurer backfill update

1. Covid-19 Implication Update Jess Smith

- We are waiting for an announcement from District 196
- EVAA is OK for cash
- The District 196 Board meeting is Tuesday Nov-17 (tomorrow)
- We should be clearer on sports status moving forward after the meeting

2. Programs Update: Jess to Intro'

- Running: Volleyball
 - 12-14 year olds practicing
 - Have had a Covid contact positive, but nothing spread outside of the team as the contact was quarantined
 - The first tournament is planned for the 1st weekend in December with 2 teams
 - Next tournament will be Jan/Feb 2021
 - Refunds will be provided if necessary
- Running: Basketball
 - Recently had a good competition
 - Tournaments are in a holding pattern at present, and they have been pre-paid
 - Practice sessions are scheduled
 - 2 tournaments planned for December and for January, including Eastview Girls.
 - No planned out of state tournaments, or out of Twin Cities,
 - Running a fund raiser with Hegi Pizza and if the info' is sent to Krysta, she can create more awareness. Using 52 bedsheets worth \$3,000



Non Profit and Volunteers

- Planned: Wrestling
 - Finalizing registrations
 - Have got practice space
 - Start Dec-3, 2 days per week

- Planned: Cross Country Skiing
 - Have 4 on Board
 - Details of Board to be sent to Peter for BOD Contact records
 - Will fill 20 slots
 - Background check information is with Nick Eull

3. Review and Approve October Meeting Minutes/Notes Peter

- Motion by Jess
- Seconded by Christina

4. Review Outstanding Actions Peter

- Build check that all Coaches (whatever sport) have passed background and concussion checks when registering - **Nick to lead**

Agreed that we must build in to registration process for all sports to ensure complied with. This becomes an Ops Comm. project. At present it is self accountability with spot checks.

- Are we, how do we implement Safesport and how we track compliance - **Nick to lead**
Discussed sports having to incorporate \$20 Safesports Coach fee into registrations. Discussed and not resolved whether this is BOD, Programs or shared cost. This should go onto Finance Comm as project for recommendation.
- Nick/Jen to formally request, via e-mail, the programs to identify expenses and get them to Nick/Jen as a budget as soon as possible - **Nick/Jen**
- Reevaluate the partnerships with traveling sections and ensure they are representing EVAA - **Jess to lead**
- Prepare draft on Confidentiality agreement to present to Board and discuss with PD's - **Ops Committee**
- Advice to SALVO that if using EVAA mailing lists, to cease and desist - **Tony Kaufman**
- Soccer to present Covid-19 safety plans to EVAA Ops Committee for approval prior to planned winter camps and futsal - **Tony Kaufman**



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- We need to ensure every Program has a nominated PD successor - **Jess to lead**
- Baseball Covid-19 Safety program needs to be approved by Ops Comm. prior to winter clinic starting in Nov - **Tony Walker**

Apparently, this has been sent to Ops Comm updated from the Spring.

- Details (name, position, e-mail, phone number) of individuals in key positions to be sent to Peter for inclusion on master contact list - **Teressa Schlueter**
- Request budgets from PD's until year end - **Nick/Jen**
- PD's to be requested to submit their planned registrations - **Krysta/Christina**

Requests have been sent out, and need to be requested again.

- Need to recruit Treasurer and Vice President - **Jess**

5. Operations Committee Update

Krysta/Peter

- We briefly reviewed the various Ops Comm projects:
 - ▶ Marketing & Communications Plan
the marketing Plan will shortly be presented and Newsletters will go out monthly
 - ▶ 90 Day Activity Plan & transition to MS365
 - ▶ Sports Engine: Concussion, Background checks
 - ▶ Covid-19 Safety
 - ▶ Bye Laws Review
 - ▶ Website review: Including who needs access and why (BOD & PD's)
 - ▶ Safesport Implementation
 - ▶ Past Board Recognition & Awards
 - ▶ Coach Project - setting up processes for onboarding Coaches for all sports

6. 90 Day Activity Calendar Review

Christina

- Big call out for Christina who has done a tremendous job in getting all the sports and activities into one place on an application called Click Up.
- Mark and Christina will migrate this to MS 365 and it will be accessible for all sports programs.



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7. 2021 Budget Planning Update

Jess/Nick/Jen

- EVCF Scholarships proposal (\$5,000)
- Escape Key 12 month proposal (\$12,800)
- Payroll estimates (\$10-15,000)
- Approval to take up with Finance Comm

2021 EVCF Scholarships Proposal



2020 Planned

• 15 EVAA	\$7,500
• 2 Baseball	\$1,000
• 3 Soccer	<u>\$1,500</u>
	\$10,000

2021 Proposed

• 5 EVAA	\$5,000
• 2 Baseball	\$1,000
• 2 Soccer*	<u>\$1,000</u>
	\$7,000

*Scott Selby awards

Next steps:

- | | |
|---|------------|
| 1. Confirm intent to support EVCF in 2021 | Now |
| 2. Finalize offering and total amount | January 15 |

- There was some discussion with jen opposing this given the finial situation.
- Nick suggested reduced amounts per scholarship.
- Peter suggested that given the pandemic, that these are needed even more at a time like this.
- Agreed this should go onto the Finance Comm agenda for reviewing and recommending.



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8. 2021 BOD restructuring proposal

Jess

- Propose 10 seat Board
- Priority seats to fill

2021 BOD restructure proposal



2020 BOD Members

- | | |
|-----------------------|-----------|
| • President | Jess |
| • Treasurer | -- |
| • Secretary | Peter |
| • VP Operations - | Nick |
| • VP Marketing - | Melissa |
| • Facilities (Gyms) | Christina |
| • Facilities (Fields) | Jonathan |
| • Engagement | Ronda |
| • Partnerships | Kathy |
| • Sr. Advisor 1 | Sarah |
| • Sr. Advisor 2 | Paul |
| • Sr. Advisor 3 | Marc |
| • Accounting | Jen |
| • Executive Admin | Kristen |
| • Webmaster | Mark |

2021 Proposed

- | | |
|------------------------|----|
| • President | -- |
| • VP / President Elect | -- |
| • Treasurer | -- |
| • Secretary | -- |
| • Marketing Director | -- |
| • Safety Director | -- |
| • Facilities Director | -- |
| • Fundraising Director | -- |
| • Programs Director | -- |
| • Web and systems | -- |
| • Accounting | |
| • Executive Admin | |

- There was general agreement on the re-structure, which reflected the bye laws.
- Should we have a Director of Coaching role?



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9. Finance Committee Update

Jess

- COVID19 scenario planning
- EVCF - Scholarships proposal
- Account/Treasurer backfill update



EVAA Financial Committee

• Key stakeholders

- Jess Smith (Chair)
- Denise Bergevin (Volleyball)
- Amy Hiivala (Basketball)
- Tony Kaufman (Soccer)
- Kevin Brandt (Baseball)

• Consultant/Optional

- Peter Beaumont/Krysta Larson
- Mark Espena
- Nick Eull
- Jen Mackey
- Stephanie Uittenbogaard

• Still pending

- Jason Kosmicki
- Sunny Freed

• Priorities:

- | | |
|----------------------------------|----|
| • New SharePoint site | Q4 |
| • 2020 balance of the year | Q4 |
| • Treasurer/Accountant backfill | Q4 |
| • 2021 budget planning | Q4 |
| • Checks/Financial Aid Workflows | Q4 |
| • Restructured financial model | Q4 |
| • Escape Key 2021 Service Agrmt | Q4 |
| • Q1 Program Budget calendar | Q4 |
| • Baseball program merger | Q4 |
| • City of AV open space proposal | |
| • 2021 Program budget calendar | |
| • Bylaw updates | |

• Cadence (EOW Wednesdays, 7:30-8:30)

- First meeting – Weds 11/18

ACTION

- Get information re fund raiser with Hegi Pizza to Krysta - **Ross Gutsafson**
- Track down refunds for in house program - **Ross Gustafson**
- Details of Cross Country Board to be sent to Peter -
- What is the process for a Coach to for registration for each sport. We need a check list. This become an Ops Comm project - **Peter**
- Request to be sent for wrestling and cross country for budgets - **Nick/Jen**
- Review Scholarship and make recommendation - **Fin Comm (Jess)**