

# SABSA Board Meeting

August 7 2024 / 6:00 PM / SA COMMUNITY CENTER

Attending:


Fred, John, Coach B., Katie, Sarah, Ryan, James

## Agenda

### Call to Order

- Welcome and opening remarks

### Last Meeting Follow-up

- Approve  SABSA - Meeting Notes 2024 - July 9
- Fred motions, James seconds, all approve

### Old Business

- Treasurer Report - James Smith
  - Updates and transactions
    - Hal Gray / James Smith - *Recent Transactions*
    - Venmo donations. [Venmo - Transaction Spreadsheet](#)
      - Donations to reconcile - \$808.83*
        - *Need to update deposit form and submit with donation form to SASB Treasurer*
        - *John and James working on this right after the meeting*
    - SABSA owes SASB for Banners - Final Cost \$475/each sport
      - SASB paid and will deduct from each program - James to confirm
    - SABSA/HDC true-up in progress
    - Fundraising - SABSA, Teams (Nationals, etc.), Boosters in general. Incoming and outgoing fundraising money and reimbursements must be tracked through SABSA Treasurer and therefore SASB Treasurer.
      - Raffle update - Need update from Jen Northwick on final details
        - Non-Profit Permits (Not needed if one event under \$5,000) - [LINK](#)
        - Some compliance processes need to be followed:
          - Reports must be kept for 3.5 years in a location that is not a flood risk
          - Can't take Venmo (cash only)

- Per Boosters, All money should go in to the treasurer, and then get reimbursed to individuals who have paid for things
    - **To do - document this process for the future**
    - **To-do: document the process for fundraising deposits and reimbursements going through the treasurer**
  - James update:
    - Umping invoice paid this week
    - Outstanding balance for uniforms paid this week
    - Fundraising:
      - Cash was deposited
      - James is coordinating with parents to get reimbursed for nationals charges
    - James plans to update the process to better track reimbursements next year
- Village Fest
  - Parade recap and any suggestions for next year - Cathy McHone:  
Sorry I won't be able to attend tonight!!!
  - Parade was amazing! We had 13 kids :)
  - They all said they want to sign up next year to throw out candy! 🍬 The only hiccup they had was they ran out of candy half way. ( Good problem to have)
  - All photos on FB but overall a smashing success! I think next year it would be fun to maybe throw out some swag, or get some temporary tattoo of softball? Open to other ideas!!!
  - Also should I send receipts in for reimbursement??
  - Recommendation:** Board would like to have the Village Fest parade be a regular activity for SABSA. Register on the website or contact Julianne Hunter
  - Year past: used to soft toss water balloons into the crowd
- Field Improvements - Fred Bainbridge
  - Field improvement proposal: Update from Fred
    - \$3000 of SABSA funds available
      - Fence repair at Wilshire Park - (\$1680)
        - DONE - SABSA covering, ok to pay \$1680 invoice when received
      - Fence repair at Silver Point - City of St Anthony covering (\$1440)
        - NOT DONE YET - City paying

- *Fred Bainbridge handled the communication and organization of this project with the city. Nice work Fred!*
  - *Jeremy Gumke is the city contact who approved - [jeremy.gumke@svmn.com](mailto:jeremy.gumke@svmn.com) - 612.782.3441*
  - *Hanson Bros Fence is the contractor - 612.520.0922 - [hansenbrosfence@aol.com](mailto:hansenbrosfence@aol.com)*
  - First base repair at Silver Point 1. (included in another quote?)
  - Email update from Lane on fields: flooding was an issue at Silver Point and has been raised with the city.
    - **To-do: Get some quick dry and chalk**
    - **To-do: Start future field improvement ideas:**
      - Scoreboard app**
      - Pitching machine/ball machine**
      - Coach B
        - C1 regraded & drainage
        - Black netting - safety concerns though
        - Patio heaters
        - Press box above dugout
        - Bathrooms?
- **Equipment**
  - Updates
  - Do Fall Teams have necessary gear?
    - Most coaches kept equipment, otherwise they can reach out to Fred
    - Order balls through MN Softball - \$75 dozen
    - Check with Aaron to see if he picked up scorebooks at the MN Softball meeting
    - HDC have enough jerseys for fall?
  - Future equipment needs
    - First Aid Kits - Fred will organize for next year
      - Coaches get one & fields get one
      - Obtain more ice packs each year
    - Pitching rubber w/spikes (1 per team)
    - Bucket Lids (Likely need 6-8)
    - Confirm 8U catchers gear
    - Home plates (Rubber with colored lines - official home plate size)
  - [Equipment List - Template for each team](#)
    - **To-do: full equipment audit after this year and ensure any new equipment is bought now**
- SAVHS Varsity Coach & Evaluations (Melissa Brandenburg - Coach B)

- Updates
  - Proposal from committee for review:
    - [SABSA - Team Formation & Tiering - Maggie's draft \(2\).docx](#)
    - Coach reviews for next year
- [Subcommittee Proposal](#) on evaluations and team formation
  - Historical SABSA [Team Formation Guide](#) for reference

Coach B: all of the spring activities that we do helps drive up the numbers and get kids excited to play softball, so we should continue to prioritize that.

John: One coach recommended to include team level for next year on the post-season form

Recommendation: consider an alternate evaluation date, either a second option or using clinic time for players who can't make it

## ● New Business

- League Coordinators (Lane & Ryan)
  - Fall ball registration support
  - 8U still needs to register
- Each Board & Coordinator to prepare template/cheat sheet of responsibilities for future volunteers: [SABSA roles & responsibilities manual](#)
  - Email the following information to Sarah:

Core responsibility:  
*One sentence description*

Detail of duties:  
*Consider listing differences per level or season*

Key contacts:  
*Include all relevant information*

Future recommendations:  
*Something(s) you would like the next person performing this function to know.*

\*John recommends having the umpire coordinator, fields coordinator, and league coordinator all have a transparent spreadsheet or document that shows everything

in future years (not required, just recommended)

- Umpire scheduling - Fred Bainbridge
  - Nothing needed in Fall
- Secretary & Website Update (Sarah)
- Tournaments (Scott)
  - Updates
- Uniforms/Spirit Wear - (Jen)
  - Slugger pullover order - did this come in?
- Fundraising - (Cathy, Katie & Ryan)
  - Updates
- HDC Liaison (Brustad)
  - Updates
    - Elections are Monday, 8/12 at 6 p.m.
    - Lots of opportunities to fill roles
- Clinic
  - SAVHS Contacts
    - Ellie Munson - P, OF
    - Caitlyn Roshia - MIDDLE INF, CF
    - Scarlett Cannon - 2B, RF
    - Josie Boguscki - CF, 2B
    - Abbie Neimi - UTL
  - Clinic Dates
    - Sundays | 1-4pm \*Reserve Dates
    - John: Reserve all January & February, 1st Weekend in March
- Motion to adjourn:

Ryan motions, Fred seconds, all approve

## Notes

- Next Meeting Date:

- September 22nd, 7pm- TBD, Nominations
- October - Board Positions, Annual meeting, TBD
- St Anthony Facilities - Community Services Facilities and Sports (Reservations)
  - Jason Wong - 612.706.1172 - [jwong@isd282.org](mailto:jwong@isd282.org)
  - **Lining the fields: Zach Lundberg**
  - <https://stanthony.ce.eleyo.com/facilities/calendar>

## Action Items:

### John/Fred/Lane/Steve

- Document process and template for field coordination next year

### James:

- To-do: Get credit card from Hal for tournament registration

### Sarah/James:

- Work on a tracker to make it easier to keep tabs on reimbursements and requests
- Document fundraising process that all money should go in to the treasurer, and then get reimbursed to individuals who have paid for things

### Sarah:

- Send parent communication including fall ball registration
- Check on website to make sure people are encouraged to follow on Facebook
- Check website for language about 14U and high school season – it is not required and we should make sure we don't have that language in there

### Fred:

- ~~Distribute simplified player evaluation form to coaches and handle collection process~~
- ~~Communicate with coaches about the MN Select Tournament process. Families will pay the fee if they are asked and decide to go~~
- Full equipment audit after this year and ensure any new equipment is bought now
- Get some quick dry and chalk
- Start future field improvement ideas:
  - Scoreboard app

- Pitching machine/ball machine

**All:**

- Each coordinator to create basic cheat sheet for their coordinator role
- Add severe weather guideline to future coach's binder

## **SABSA - COMMON LINKS**

[SABSA - Website](#)

[SABSA - Bylaws](#)

[SABSA - Team Formation & Tiering \(Overview\)](#)

[SABSA - Player & Coach Development](#)

[USA Softball \(Main Focus By Age\)](#)