



## **EVAA Board Meeting Minutes April 16, 2012 at 7:00 PM Apple Valley Community Center**

### **EVAA Board of Directors in Attendance:**

**Rosie Boerboom**

**Marc Dannecker**

**Greg LeVon**

**Brad Erickson**

**Karen Aagesenkuhn**

**Renee Swenson**

**Mark Heruth**

**Paul Waxlax**

**Victor Yermishkin**

### **EVAA Program Directors & Guests in Attendance:**

Rae Lynn Klinger (EVAA Administrator)

Jeff Boraas (Travel Baseball)

Marc Dannecker (In-House Soccer)

Travis Lee (Wrestling)

Dave Freed (Cross Country Skiing)

**Board meeting called to order at 7:07 PM.**

### **Open Forum:**

Tom Palashuewski - VAA Director of Safety and Athletics. Past 5 year he has been involved with the State of Minnesota helping with concussion training. He supplied the EVAA Board with a packet and information that will help us with injury awareness and training. Key is to educate that awareness prevents further injury. See handout. Do we have an accident report procedure? Overall in every community, accident and incident reporting has been subpar in the past. There are two different forms to fill out and use as best practices. Tom does weekly lectures at no charge at local communities and concussions are the hottest topic. Best practice is to go through the concussion training all at one time. He presents a PowerPoint and provides a certificate at the end of the course so that you don't have to do it on line. Tom is an EMT as well and teaches a class on what NOT to do in the case of an emergency. Safety and injury prevention is for the parents as well. Tom is a chiropractor as well but "my name and company



do not come in to this at all". We cover injury and accident, concussion, training as well as fitness and wellness training. Parents and coaches mostly ask what to do after a concussion happens. This is the most common question that is asked. Tom will supply a soft copy of the report to Marc D. Tom asked Marc - how does the EVAA advertise your discussions and trainings? Mark responded through our website and general e-mail blasts. Tom said he will contact Marc about future opportunities to assist EVAA with injury awareness. Biggest sport for concussion is baseball (lowest impact but greatest occurrence).

Rosie - What do the PD's do now as far as process for filling out an incident report? This is a really good idea and we should think about having a safety and wellness coordinator for EVAA. Are there liability issues with having an injury? Jeff B. asked - what do we do with the reports after we do them? What is the point for filling out a report? Rosie reviewed the sheet that Tom brought as a guideline and best practice. It is a good idea to track this and report it. Football - is asking that we track injuries that require medical attention (doctor was seen, ambulance, medical attention was needed). Follow up is important and we should be tracking injuries that require medical attention.

#### **Program Updates:**

**Volleyball (Stephanie U.)** - Stephanie was not in attendance tonight and will need to wait until May to present the volleyball budgets. Spring In-House is up and running with 4 teams we are just beginning our third week. Winter JO just ended this weekend with all teams competing in tournaments. Our 14-1 team had a great weekend winning their tournament and ending their season with a big bang.

**Softball (Donna L.)** – Donna was not in attendance.

Games begin in about 2 weeks for the 10's and 12's. The tri-county league has begun sending out schedules. The 14's and 16's start games at the end of May. I am disappointed that the city was unable to find another suitable field with a 43' pitching rubber for our older girls to play on, despite the fact that I made them aware of this need last fall. They offered the field on Galaxie just north of 140<sup>th</sup>. It is clear that the people who offered Galaxie Field have no idea what a Fastpitch game looks like at the 14's and 16's level. The dugouts have to be protected from foul balls and some of these girls can hit a ball over a 200-225' fence. Even the U10's would be hitting balls into that pond. I know Scott Selby tried to advocate for us, but they turned it back to me and asked me to let them know if I knew of a field we could use. I do not have time to drive around Apple Valley looking for suitable fields. If anyone has any suggestions, please let me know.

We have an EVAA day with the Gophers on April 22<sup>nd</sup>. Several teams are going to the Gopher Women's Softball game on that day. We have an EVAA night planned on April 28<sup>th</sup> to strengthen the connection with the high school softball program. Then on May 19-20 we have our annual Lightning Strike Tournament which is our main fundraiser.

**Traveling Baseball (Jeff B.)** – Jeff reports tryout were completed 21 teams. Same number as last year with 254 kids. We did the entire league scheduling last Saturday. We are doing the actual scheduling now. Practice has started already so we are already ahead of last year. Games start in 2 weeks. There is a big push on concussion training. All but 10 have taken the training. Question for Karen - we have people that have been waiting for over 2 weeks for money. We have a window from December to about now. We have people that are writing thousands of dollars in checks. 8-9 months out of the year we don't have additional issues. Is it fair that they have to wait for weeks to get their reimbursement? Rosie did talk with



Sherri - we don't have way to let everyone know the minute a check is written. We have to be patient during this transition. For certain dollar amounts there is a policy for writing checks and have the check issued a head of time. You can do a check request for anything with large amounts. Dean Stockwell asked - you do realize that there will be hundreds of checks written? We'll work through this but it is a big issue with people. Karen responded that we have a process where checks are written once a week. Rosie will send out when we will be sending our checks. Jeff says that he is just hearing this that Mondays is the date that checks will be sent. We would rather not pay individuals due to accounting purposes - Brad. Rosie re-iterated we are all tiring to work through this and that we need to have clearer communication and be more patient with each other. Rosie indicated - I am more than happy to take those calls from the individuals that have any issues. Just loop me in and we will work through it. Karen responded that we get about 40-50 requests for checks a weeks. The baseball program takes more time because I have to enter all of the data individually and the reoccurring ones are easier because they are the same.

Dean S. - I would like to talk about the April 10th email that Scott Selby sent out to provide suggestions about the field process allocation issue. Rosie has asked Scott S. to sit down with your guys and have him explain the process. Dean says he will sit down anytime to figure it out. We have never heard back once from him about the fields. - Jeff B. Do the numbers support taking the fields for lacrosse? What is the allocation process? We want to understand this process –Dean. It didn't seem like there was any communication about the process. We can't make it better or offer suggestions if we don't know the process. Brad - Can we do this first on Sunday after web training? Ask if Brewer can be available as well. Jeff B. - If they aren't soliciting advice from the actual programs - that's wrong. We need to talk these things through and it can be as simple as a conference call. There are specific fields that we can't use for games and we need to be able to communicate this before the process is completed so we can have a smooth transition. We would like input upfront as to be able to make it better. Rosie will talk with Scott S. to set up the discussion for Sunday. We get calls from the city that the fields are a no show and fields are left open. We have gotten calls on lacrosse not just baseball. Jeff B - we want to know who isn't using fields and we will use them. Rosie – Rae Lynn has the report from last year on who used what fields and when they were open. Jeff B. - We went through our equipment and gave a lot of equipment to the In-House program and we hope they can use the equipment.

**In-House Baseball (Pat M.)** – Final registration number: 561, down from 649 last season. Coaches meeting/draft were held last Thursday. Season starts tonight. Worked out field assignments with Jeff B. (Traveling Baseball), we will use JCRP 6 and they will use 7. I didn't schedule any events on Galaxie. I want to give it time for the grass to grow and the soil to settle. We will be using Redwood S as the alternative. VAA still hasn't given me their numbers, so scheduling has only been completed up to 2nd grade. Participating in same fundraiser as last year, \$20 coupon tickets.

**Cross Country Skiing (Dave F.)** Got an email from Marc D. saying that we may have some storage space available? Thank you. We have one small issue with the calendar in ENGIN. Can we get it figured it out? Brad - will send you an email. It appears to be a technical issue. Question for next year: We are looking to integrate Valley, Eagan, and Rosemount into the program. Who do we talk to make that happen? When do we need to have the budget ready? Set budget BEFORE you open registration. September is it!

**Track & Field (Kannika B.)** – Not in attendance. We finally are going to have our first meet for the Pre-K to 3rd graders tonight! Yes, it will be cold! But we are tough Minnesotans and the kids are tougher than their parents...so they will be fine! And finally getting some ribbons will get them to forget about how



cold it really is out there. The weather has not been our friend once our outdoor season started after spring break but we live in MN so what can we expect except the unexpected, like snow this morning! While we were indoors in March it was 70s/80s outside. Now that we have gone outdoors the high is in the 40s/50s.

We have three meets with other schools for the 4th to 6th graders - the first one is this Saturday at Lakeville North.

We will have a board meeting end of April or beginning of May. Date has not been set yet. We will be discussing our end of season party! Can't believe we're already half-way through the season!

**In-House Soccer (Marc. D.)** – Let me get all of my equipment out and we will make room for you (to Dave F Cross Country Skiing). 502 registered and we still have 2 weeks left. Starting tomorrow the late fees will hit and we are curious to see what feedback we get back from people. Rosie said she has had a few calls about registration. Last year we did 550 in spring. 90 coaches. We're working fast and furious to get them into concussion training. April 29 is our all-day kickoff event. Everyone participates. Coaches meeting and training and then the kids come on. This year is very organized. All the fields at EV are allocated to us. Cool thing this year is that the Varsity girls and boys are helping the kids and there is a big push for that because now we have 4 scholarships. Another cool thing David Herrem and Scott Gustafson they will work with the middle schools training them 2x this year.

**Traveling Basketball (Stacy G.)** – Not in attendance. No report.

**Lacrosse (Terry J.)** – Not in attendance. No report.

**Dakota Rev (Scott S.)** – Rosie reports: Last month they wanted a solid commitment from us. George is looking at this to see if we have opportunities without committing ourselves from a severe financial perspective. George is about to write a legal letter and will provide an update next month.

**Wrestling (Travis L.)** – We are in the offseason. We are setting things up for next month. We will present budget next month.

**Tennis (Walter Ritschel)** – Not in attendance. No report.

**Football (Chris A.)** – Chris is not able to attend this month. Update: We had our Eastview Football Community Meeting last night. Our next football board meeting will be held in June. Football will present our 2012 budget next month at the May meeting.

**In-House Basketball (Steve C.)** – Not in attendance. No report.

**Cross Country (Chad A.)** – Not in attendance. No report.

**March minutes:** Motion to approve the minutes Marc. Karen - Seconded.

**President's Report:** Rosie reports I wish we had a bigger board here and I want us to follow up on service and I feel as though we are getting a lot of complaints and I need a response from everyone. A 24-48 hour turnaround time is the expectation. Shoot the board an email. I shouldn't get the call that no one



is responding. Let them know that you are working on it and get back to them. Marc D.- we currently have 15 members and only 7 - 8 are showing up. Many spring sports are showing up and we don't want it to be that no one shows up. Victor - is there a policy that outlines the commitment. Rosie and Marc have said that there is a 2 meeting policy, meaning that as a board member you can only miss two meetings per year. Rosie – I know things come up and other things happen but let's make this a focus. Victor and Brad both agree that we need to send the guidelines out again. If you can't make it to at least 7 of the 9 meetings per year then you need to meet with the president to understand if this is really a position for you. Rosie - We need to address response times. Paid or volunteer it doesn't matter because the expectation is that it is important. Rosie will send an email to everyone to set the expectation and let everyone know. We have moved the PD's reports to the beginning of the meeting so they should all be here every month.

We are in the process of reviewing the scholarships. We are wrapping it up. There weren't as many as there was last year. Are the parents being told about the scholarships?- Renee? This year was the first year they made it mandatory that it was online. Rosie - next year we should send out a blast. Facebook would be a good way to get the info for next year.

Couple of website things Rosie reports on: "timeline" do we have something that we can build out to show each of the sports on the main page? The other thing - recent comments...what are they? There was no starting point so I didn't understand what you were, or who they are commenting on or to. Today there were just answers and no questions. There was no question thread. Just responses. It looked odd today. Rae Lynn reports that when she responded on email it would go on the main page. It appears as if it is a glitch in the process between Rae Lynn's email and the website.

Is advertising still in process for the website? Rae Lynn asks Brad - they want to know our hit rate and how much are we charging? Advertisers are asking and they are looking for more information. We need someone to develop best practices before we ask them to advertise, is anyone interested? Rae Lynn will get started on this and do some research. Somebody needs to be in charge of this because there is advertising now. Bard says - main page is premium (preferred vendor) and individual programs get smaller revenue.

Regarding communication and our website - Rosie will add Rae Lynn to the agenda as she is responsible for Rae Lynn's work on the flyer for Soccer. Marc would like to get this back in circulation. She is working with Lynn to present to us. We would like to get something out in July. Empathize the website and all of the sports. AVV sends out emails and they are really good and they communicate very well. Renee - Paul says we should use the email list from ENGIN to start the mailing list. There are still a lot of people that don't know EVAA is still in existence. Renee suggests that we need an imagine consultant. Do we get charged for email blasts? Brad - No charge for email blasts. At least one time a quarter we should be blasting them. Renee will take a look at a communication for an email blast and will get a draft copy out to everyone

Rosie - My name has changed. I did get married over spring break.

**Financial Update / Treasurer's Report :** Karen reports - I am half way done with the detail. Summary was passed out. There will be some clean up stuff this month and I will address as they come forward. I will be talking with PD's or the individuals in each program to figure it out. Rosie- I would definitely go to the treasures of each sport to figure it out. Post the financials on the website for transparency.

Marc - how can we tell when checks are cut? Can we see that the check is active? If they have ENGIN access then they can. – Brad. Brad says that the treasures should have access. Marc - the report looks real good. Marc - The board is picking up the budget to ENGIN and they should be allocated to the general fund. Karen will put together the combined income statement with the detailed report. Are the vendors



inputted in there? Rosie-Cross Country and Track need to be split out. We also need to work on the other sports. Why does Volleyball have \$67K? They will be doing budget next month. Karen will do further work on the number. Brad will hold on a motion to approve until Karen has a chance to further review.

**Board Liaison/Committee Updates:**

Paul W. - I have completed a first draft of the Board Liaison Guidelines and I will forward to everyone digitally this week for comments and suggestions. Rosie - We will do a spin around to each at every monthly meeting for an update.

Risk Management Committee - Guidelines and processes with background checks and guidelines and policy for background checks and disqualifications. What are the other boards doing? VAA, RM, Eagan? What disqualifies a coach? We need to focus on the safety of our kids. Rosie says to Victor Y. - You are the Risk Management team.

Renee asked - do we have a policy for complaints? What is the process? Brad - email after 24-48 hrs. and talk with PD. If not resolved then go to the liaison. Still not resolved then go to the Big Board. But there is no official process or policy written up and communicated. Rosie says we need some sort of complaint form. We need a place to go without going to the coach. PD and possibly the liaison. The current form is old and not updated.

**Program Budgets Approvals** (if needed): None this month

**New Business:** No new business this month.

**Adjourn:**

Motion by Brad to adjourn. Seconded by Victor. Motion carried.

Meeting adjourned at 8:46 p.m.

Next Board Meeting is scheduled for Monday, May 21st, 2012 at AVCC, 7:00pm.