

**CGAA Main Board Meeting Minutes**  
**Sunday, [Month/Year]**

Start Time: 7:04 p.m.

End Time: 9:16 p.m.

**TO DO**

1. **ADMIN rights: all divisions need to allow access CGAABOOKKEEPER@gmail.com**
2. Create one financial assistance policy to be used across all divisions TABLE
3. Make the board's division payables consistent TABLE
4. Make one payment process for all board members/trainers. TABLE
5. Revisit player fees. Change to monthly divisional expenses? TABLE
6. Create Google docs to house board minutes and other policy information. TABLE
7. Discuss the use of fundraisers/raffles among all divisions: page on Main Website
8. Discuss the possibilities of centralizing our web registrations. One screen to register for multiple sports. TABLE
9. Discuss volunteer fees among all divisions TABLE
10. Review insurance policy TABLE
11. Review Gym time usage: determine process how to divide facility use among divisions during winter TABLE
12. Parent Code of Conduct: communicate CGAA expectations. Justin to review & consolidate final draft. See below
13. Credit/Debit Card: determine possessor[s]. DONE: 1/division; holder to be determined by that division.
14. Main Attendance policy TABLE
15. Charity funds: Dan & Dave to investigate TABLE

**Attendance:**

- Dan Harrison, President Main
- Dave Blumberg [President, Basketball Division]
- Justin Langbehn, [Vice President Main/Treasurer, Football Division]
- Gerri Sutton [President, Volleyball Division]      Kim DeVaan, [Treasurer Main]
- Kevin Valentino [Soccer]      Mary Perren [Gambling Director]
- Eric Folsom [President, Hockey]; Nicki Donlon      Ben Abram [Presidential Assistant Main]
- Dan Smoot [President, Football]      Tina Clark [Bookkeeper Main]
- Dave Weidner [President, Baseball]      Verna Witzany [Secretary Main]
- Brad Strom [acting President, Softball]

**Absent:**

- 

**Guest:** Phil Kuemmel update:

- Wrapping up fall season; G-hockey home game soon; had some state swim make to state with cross country & win section; Hall of Fame 11/23/13 at Mississippi Dunes: Christian Schmidt, Vern Hall, Hank Trussel; Erick Bloomquist, inducting teams for 21<sup>st</sup>.
- Conference information: Minnesota placed St Thomas Academy [STA] in Metro East Conference... switching Richfield for Hastings in switch between old and new conference. Suburban East is set for '13-14 school year. This placement could affect Park's future. Will be in Suburban East until Fall of '15; may have an opportunity to join. Need other schools to vote in favor.
- Q:Richfield left? Are some still talking? A: will not appeal placement [but could], are not looking to leave & keeping STA.
  - Coach Darin Glazier. Great for Main to hear how partnership working w/Park. Been here for 1 year. My 3<sup>rd</sup> year w/football team. Most successful year w/3 wins: highlight of season is the homecoming win vs. Woodbury. Homecoming week was positive & successful. State of program: took a positive step beating big schools & finish beating Forest Lake was very positive. [3] wins is a good thing: great group of Seniors leaving & hopefully moving on to play further after High School. Nominations for [4] All Conference [no names, yet, to be divulged]. CGAA working hand-in-hand together w/Park. Great survey results. Feels like a strong community group working together.
- Phil K: the hard work w/Darin was positive and shows & is greatly appreciated by Park Staff.
  - Zac Dockter, Parks & Rec Director. 2005 Needs study and think this should be addressed again after 7 years. Have established a 5-year work plan to know what is needed. Goal is to answer facility needs: turf maintenance [\$10K] w/improving turf, diamonds, watering systems, etc. *Needs a comprehensive report* showing trends: population registrations, etc. Need to prep for expansion for any/all programs [existing & future CGAA programs]. Currently supportive board & need to take advantage of that, so NEED to have this report in for their review. Will follow up with sit-down meetings w/each division.
  - Please ask questions re: needs, rumors, etc. Please contact via phone, e-mail, etc.

- Spoke w/baseball, Football, & soccer. Needs to meet w/basketball & softball. Basketball needs nets or court, lights would be great! Woodridge & Hamlet have lights, but not used often.
- City council meeting: every 1<sup>st</sup> & 3<sup>rd</sup> weekend of the month
- Q: Whats happening on 80<sup>th</sup> & Hadley? A: goodwill on corner.
- Q: need pay Park dedication fee? A: Walmart \$3K fee. A lot of redevelopment happening on CoRd 19 corner; Hollywood plans expansion on E Pt Douglas corner... Home Depot developer couldn't work out signage & have a new developer working area.
- Q: more athletic fields in plan? A: north of Military Rd will have development space, green space, etc & is worked into that plan. Referendum material. Basketball got planning to work w/school to improve quality & access to facility. Working currently on improving field/turf/etc. areas.
- Q: Have a chance to visit/view other communities, what they have that we can help push to make our community better? A: this council knows what is out there & what is lacking in our community. One of the challenges is capacity & utilization? How are they being used & why are they not? We need the numbers from CGAA to make decisions?
- Q: are we underutilizing? A: not utilizing what we have, but need to take into consideration HOW the fields are used & why. Need to discuss cross-use and fix for short-term vs. long term.
- Pool Building? Hockey just moved into building, but August 2013 move-out date? Can we stay for a while or what is the "notice" to be expected? A: may get 60-day notice, but working on marketing & wouldn't do it. Don't worry about it, but stay alert. Deming the pool, but not the building – it's staying. Council would like to do something with the building, but not for foreseeable future.
- Q: Status on the east side of rink building, what is lighting issue and how is that to be addressed re: updates re: icy? A: 6 lights put in last year, but not very bright. Need to add 2 more, but haven't figured how to get electric out there. Too expensive and very complicated re: driver vs. pedestrian safety. Will look at it again when adding 2 more lights. Even adding 4' light fixtures along the busy crosswalk would be helpful: south corner is worst place.

#### **New Business:**

- Possible CGAA wrestling division [through Woodbury]; possible gym space issues – thought: as new groups come into CGAA, will need to develop seniority process of sports. LaCrosse also included into concept.

#### **President: Dan Harrison**

- Need to revisit Google.docs: Each to e-mail Dan re: access to google.docs.
- Overall CGAA code of Conduct. Ben took & arrived w/final
- Signed lease w/YSB including changes; effective 12/1/13 for [3] years w/clause to exit due to issues [flooding]; Best option at this time; if ready to use space, will have keys
- Office space ready: purchasing paint this week. Sherwin Williams 40% off through week.

#### **President Assistant: Ben Abram**

- All should have Code of Conduct Policy. Didn't know the current mission statement, so need to know mission statement as written on document; MP: yes, CGAA has mission statement, will need to find it. In the start of the bylaws & audit. Recommend we place it in the Code of Conduct Policy. Need to look at & make modifications if needed to ensure it still meets our needs as a sports program. Will revisit document.
- Conduct of Coaches, Players and Spectator: what needs to be seen is general expectations of all peoples: how to win/lose w/dignity.
- Coaches: Discussion of what is written? Coaches are expected to review w/all participants during/after game[s]
- Player: similar to coach. Discussion? Add "social media aspects" into conduct: outside game time.
- Spectator: Encourage support of all participants at all levels [no alcohol, tobacco, etc.]. Discussion?
- To be voted on December minutes. Suggestion: add "prior to game" or "at any time".
- Disciplinary process to follow solidification of Code of Conduct Policy. Will be "checked" on the registration process that policies are read and accepted. This should be general, but not to be specific to a given division, each division should also have their own [only or separate]. Guidelines are listed and written as an escalation process.
  - Coach/Parent: discussion? Important to inform parents/coaches illegal/problematic behavior be addressed. Not only the coaches responsibility, but the parents' also. This is a "tool" in the event something does happen. Can go back to the general board to address this issue. Q: central depository/file to reinstate parent/coaches? A: each division should have a review process. CGAA executive session to discuss "fate" of individual to avoid personal issues.
  - Central depository: already established. Q: how does one get "on" this list? A: each division may have individual needs/expectations, but main has to back up process and overall step-by-step to review behavior that needs to be changes. Each division should have a "standard" – all are thing to obtain the same Q/A, but need benchmark ratings.
  - Common sense is required to apply the Code of Conduct Policy
  - Failure to comply: Behavior modification process, exclusion of player, exclusion of family
  - Evaluation: values opinion w/in 24 hours after event. To keep at division level. Suggestion: not limit to 24 hours to deal w/issue, but allow response "prompt" or "timely manner" as appropriate, but put in disciplinary process.

- Stay brief in order for all participants to read the document in entirety.
- Goal: vote next month meeting to approve guidelines.

**Vice President:** Justin Langbehn

- Nothing at this time.

**Secretary:** Verna Witzany

- MSP Dan Harrison, Dave Blumberg. Accept minutes. No discussion.

**Gambling:** Mary Perren

- 1) MSP: Mary Perren, Dan Smoot. Approval of estimate December 2013 monthly expenses to be paid ≤ \$22,700.00. See below in chart. No discussion.
- 2) MSP: Mary Perren, Dave Blumberg. Pay city 10% contribution ≤ \$280.03 for October 2013. No discussion.
- 3) MSP: Mary Perren, Dave Blumberg. Pay the state of MN Tax on the G-1 at \$2,316.42. No discussion.
- 4) MSP: Mary Perren, Kim DeVaan. Pay rent for CGAA office and storage space, not to exceed \$2,500.00 LP for December 2013. No discussion
- 5) MSP: Mary Perren, Dan Smoot. Pay CenturyLink phone bill ≤ \$65.00. No discussion.
- 6) MSP: Mary Perren, Dan Smoot. Pay Dart Transit not ≤ \$100.00 for container storage unit rental. No discussion.
- 7) MSP: Mary Perren, Brad Strom. Pay for expenses ≤ \$600.00 for Allied Charities Convention for Mary Perren and Dan Harrison to attend. This includes hotel, meals, mileage. No further discussion
- 8) MSP: Mary Perren, Gerri Sutton. Pay Tom Bolin [Main Gambling Auditor] incremental payments of \$750.00. No discussion.
- 9) MSP Dave Weidner, Justin Langbehn. Motion for Gambling to donate flat-screen TV & bracket for presentation usage, ≤ \$1,500.00. No discussion.
- 10) MSP Mary Perren, Dan Smoot. Pay gambling employees a bonus for holidays: [3] \$25/new employees; [4] \$50/employee to total \$375.00. Creates “goodwill”, total of [7] employees. No discussion.
- 11) General business status/comments: Next couple months will have questionable profits, depends upon weather, football games, etc. Best months are January through March.
- 12) Entering next level of tax [9-18%] on NET receipts. Based on resets after state’s fiscal year. Once have \$85,000 in deposits, then percentage increases [24-36%]. Follows a cumulative pattern.
- 13) Hockey Fest raffle changed date: 2/15/14 vs. eo January. Will do normal raffles [should hear from Chris or Rita]. Need to have conversation & usually have tickets out by Thanksgiving – anticipate most after Thanksgiving.
- 14) Q: What is the Gambling balance? A: about \$30,000.00. This is a comfortable amount, will be ‘go-to’ account for extra space rent.

| Estimated gambling expenses for December 2013 are as follows: |                  |                      |                  |
|---|------------------|----------------------|------------------|
| for   |                  | MotorSports          | Franke’s         |
| Rent  | 1,750.00         | Rent                 | 2,800.00         |
| Payroll pay periods   | 6,500.00         | Payroll              | 1,000.00         |
| Supplies & Equipment  | 2,500.00         | Supplies & Equipment | 1,000.00         |
| Other   | 2,200.00         | Other                | 750.00           |
| State Tax   | 4,000.00         |                      |                  |
| Monthly regulatory fee  | 250.00           |                      |                  |
| <b>Total estimated Expenses</b>                               | <b>17,200.00</b> |                      | <b>5,500.00</b>  |
|   |                  |                      | <b>22,700.00</b> |
| Tax Return for the month of October 2013                      |                  |                      |                  |
| Electronic Bingo Receipts                                     |                  |                      | 788.50           |
| Electronic Bingo Prizes                                       |                  |                      | 551.95           |
| Electronic Bingo net Receipts                                 |                  |                      | 236.55           |
| Electronic Pulltabs Receipts                                  |                  |                      | 10,410.00        |
| Electronic Pulltabs Prices                                    |                  |                      | 8,083.50         |
| Electronic Pulltabs net Receipts                              |                  |                      | 2,326.50         |
| Gross Pulltab receiptps                                       |                  |                      | 153,403.00       |
| Pulltab Prizes paid   |                  |                      | 132,057.00       |
| Net Pulltab receipts  |                  |                      | 21,346.00        |
| Net receiptps   |                  |                      | 23,909.05        |
| Combines receipts tax   |                  |                      | 2,151.81         |
| Board Fee 0.01% of gross profit                               |                  |                      | 164.61           |
| <b>Total taxes paid October 2013</b>                          |                  |                      | <b>2,316.42</b>  |
| <b>Gross profit after taxes</b>                               |                  |                      | <b>21,593.63</b> |
| <b>Total Allowable expenses</b>                               |                  |                      | <b>13,610.72</b> |

|                                    |                 |
|------------------------------------|-----------------|
| <b>Lawful Purpose expenditures</b> | <b>1,143.18</b> |
| <b>Profit for AMSBG</b>            | <b>2,800.22</b> |
| <b>Profit for Fanke's</b>          | <b>3,978.12</b> |

**Treasurer:** Kim DeVaan

- Main Account balance = \$6,668.54
- MSP Kim DeVaan, Dave Blumberg. Motion to close Merchants Bank account and transfer funds to the [now] open Anchor bank account. No discussion.
- Treasurer meeting @ 6:00 p.m. All have access to QB online; all is up and running, will begin moving all accts into Anchor.
- Divisions not at Anchor Softball and volleyball will proceed similar process: will write main check for deposit/transfer into account.
- Credit card: determined to have only one per division & will ensure paperwork is processed.
- MSP Kim DeVaan, Dan Smoot. Motion pay expenses not to exceed \$2,500.00. No discussion
- MSP Kim DeVaan, Dan Smoot. Motion to pay quarterly insurance \$3,634.00. Discussion: Covers everything by division and covers all equipment of all division. Q: how do we know what division have? Years ago, took inventory. Runs for 4 years & shop around each 4-years & Dan has estimated amounts.
- MSP Kim DeVaan, Gerri Sutton. Accept the main budget provided on September minutes: board should be approved & reviewed. No discussion.
- Auditors will be here in 2 weeks. Tina sent out request to divisions what was needed. Baseball is still needed. All should be good.

**Bookkeeper:** Tina Clark

- Need board meeting minutes from all divisions
- Need ADMIN rights access to sites for printing off deposit detail for ALL accounts.
- Going to have cash-balance, but not by class, but will begin w/set cash balance & will proceed from there for balance. Currently discussion process
- PLEASE be very responsive to auditor needs: they are charging us on our dime. Coming November 18<sup>th</sup> through 23<sup>rd</sup>.

**Baseball:** Dave Weidner

- Inventory completed and readying for next season.

**Hockey:** Eric Folsum

- Full swing
- Tryouts done & teams running; 4 HS teams are done; lost 3 girls to HS league, lost goalies at 14s, made teams with no outside help; making money.
- Gambling funds need to go to Mary Perren; other non-gambling fundraisers can deposit directly through treasurer.
- Q: Raffle? A: Need to go through Mary Perren; need to notify in order to get tickets w/advance notice; deposits through Mary;
- Would be nice to FAQ: document re: fundraiser for all division posted on Main Website.
- ALL fundraisers requests go through Main board, funds go into division account, then funded to teams.

**Basketball:** Dave Blumberg

- nothing

**Football:** Dan Smoot

- Quiet time, planning for 2014 season, commitments for board members

**Volleyball Report:** Gerri Sutton

- Recreation finished end of October; finishing oldest 9, 10, 11 grade players,
- Thought 4 teams, but have 5; will need additional space; up one team: good

**Softball Report:** Brad Strom

- Invited the City Council, Director of Park & Rec, Zac Dockter and several other city officials to the Open Forum of our November Board Meeting. The purpose was to present our proposal to update and add fields at Grey Cloud Elementary. Based on their feedback, we have formed a subcommittee to continue with the discussion on the project.

**CGU Soccer Report:** Kevin Valentino

- Board retreat: very productive w/calendar & other planning
- Shift in training programing; had 1<sup>st</sup> training session, going well