

**CGAA Main Board Meeting Minutes**  
**Sunday, 3.9.14**

Start Time: 7:00 p.m.

End Time: 8:04 p.m.

**TO DO**

1. Raffle Policy. Monitor frequency through year
2. Player fees.
3. East Ridge charitable gambling
4. Review insurance policy.
5. Create one financial assistance policy to be used across all divisions
6. Make the board's division payables consistent
7. Make one payment process for all board members/trainers.
8. Revisit player fees. Change to monthly divisional expenses?
9. Create Google docs to house board minutes and other policy information.
10. Discuss the possibilities of centralizing our web registrations. One screen to register for multiple sports.
11. Discuss volunteer fees among all divisions
12. Review Gym time usage: determine process how to divide facility use among divisions during winter
13. Parent Code of Conduct: communicate CGAA expectations. Justin to review & consolidate final draft.
14. Main Attendance policy
15. Charity funds: Dan & Dave to investigate

**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]
- Aaron Pust [Treasurer, Soccer]      Mary Perren [Gambling Director]
- Dan Smoot [President, Football]      Tina Clark [Bookkeeper Main]
- Dave Weidner [President, Baseball]      Verna Witzany [Secretary Main]
- Amanda Albert [Treasurer, Softball]

**Absent:**

- Jim Bollback [President, Soccer]
- Brad Strom [Interim President, Softball]
- Eric Folsom [President, Hockey]

**Guest:** Phil Kuemmel update: Ms. Stephanie Tolkenen [Park HS girls basketball]

- Summary season record: 21:6; Section won semifinal [won] next game vs. EastView; Play East View @ 7p.m at the Hutton Arena [Hamlin University] there is a free fan bus at Park
- Programs:
  - ❖ “Adopt Wolfpack” program splits the varsity team between travel team’s practice and games, as well as outside events/celebrations.
  - ❖ St. Paul Park Halloween Community Service [14 yrs] by running games w/auxiliary – main event;
  - ❖ Coaches vs. Cancer to raise money for American Cancer &
  - ❖ “Free-Throw-athon” to attain pledges & sold posters, etc. in honor of recipients. Earned \$2,900.00 & donated \$2,000 between four [4] families & remainder sent to Inver Grove Heights to support those suffering with cancer.
  - ❖ Programs to practice 9 through 12<sup>th</sup> grades & involves In House programs, integrating players for couple hours – this strengthens program by connection
- Try to attend board meetings & work as consultant
- CGAA relationship: found it important to be involved w/CGAA programs: summer camps & season; spend a lot of time with 7<sup>th</sup> & 8<sup>th</sup> grade; connect w/travel coaches
- Q: thoughts of CGAA basketball president? A: great, has great ideas, purposeful agenda, truly wants what is best for CGAA basketball & PHS basketball. The relationship between CGAA & PHS is a model relationship for all of both programs. Q: be involved in boy’s basketball coach interviews? A: maybe not boys interview, there is a committee for boy’s basketball – what’s best for Park: requires culture change. Historically: basketball not a priority, wrestling was. But now, with specialization inside sports, we’re losing the best athletes that could play basketball to other sports. Getting the numbers and keeping boys involved will have positive effect on those numbers. Need to have someone that understands – in the long haul – in changing the culture of the boys basketball program. Now, losing is not the “thing”, now it’s, “who we’re beating &

- Q: how to establish pattern? A: High School needs to be open to the idea of “youth” program. The idea is to get coaches willing to be involved & coach that is willing to be involved w/other programs outside the high school.

**New Business:** none

**President:** Dan Harrison

- Tryout policy. Hockey adding additional details. How to control[s], data entry, oversee, etc.
- Outstanding Balance Policy. [attached] **Read**.
  - ❖ Q: if in middle of season what happened? A: pull player from field/ice at that time.
  - ❖ Q: what is the likelihood of this happening? A: mostly hockey, but other divisions have moments, mostly w/older players leaving program[s]. If organized & follow through, then won't happen as much.
  - ❖ Dan Smoot: suggestion to include equipment as well as monitory.
- New space has been added into rental agreement.

**Vice President:** Justin Langbehn

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**Secretary:** Verna Witzany

- MSP Dave Bloomberg, Justin Langbehn motion to accept last months' minutes. No discussion.

**Treasurer:** Kim DeVaan

- Treasure meeting highlights: meeting went well, reviewed reconciliation process & timing for end of month recap
- Reports will be modified to more useful recap for future president review.
- Statement cash flows [attached]
- Balance sheet – some divided into two [2] accounts, need to add
- Profit & Loss – were each division stands
- President review & comment[s]: balance is important... none. Q: why Main was down \$3,000.00? A: 2 deposits just found & player fees are not paid
- MSP Kim DeVaan, Gerri Sutton. Motion to pay operational expenses no more than \$2,500.00. No discussion.
- Balance in each accounts, reviewed w/treasures in earlier meeting; basketball not present – need to discuss with them.
- Switch over- almost all divisions are switched, some \$\$ sitting in old accounts for previous checks: Volleyball, Softball, Basketball: all to sit w/Tina to finish this next week. Dave Bloomberg having difficulties w/Bank closing & obtaining statements. [Mary P] this is the reason we are setting up main account: **no correspondence should be sent to personal homes ALL correspondence should be sent to: YSB PO Box 337**
- Issues w/NGIN as accounts don't get closed, so Kim will follow up with NGIN to delete accounts; Treasures to be more diligent in choosing accounts when setting up registrations. **Tina to send e-mail for follow-up**.
- MSP Kim DeVaan, Dave Bloomberg. Pay Russell & Associates \$8,500.00 for fees incurred. Discussion: Less than previous years.
  - ❖ Q: Final bill? A: maybe be interim bill recapping final miscellaneous hours spent. Will pay when receive player fees.
  - ❖ Q: any one division cost more than another? A: hard to divide, but this year was much better overall vs. problem divisions have had in past years. Does not include 990.
- Director Insurance is due. Dan H. is going to handle [director & officer] 2+ people getting quotes :
  - ❖ Kevin Velento [rough quote] looking at workman's comp; Lake Elmo organization presentation [waiting on info]...
  - ❖ Justin Voerster to get presentation to Dan: need to have them give presentation to board for understanding & give decision to ALL.
  - ❖ Very expensive premiums at approximately \$4,000/quarter = \$16K/year. Using player fees for this, audit.
- MSP Kim DeVaan, Dave Weidner. Pay less than \$2,219.00 toward annual fee to pay premium & maybe switch later [1-year policy]
- MSP Dan Harrison, Dan Smoot. Gambling to pay RiverTown Paper \$70.36. No discussion

**Bookkeeper:** Tina Clark

- Linda filed extension; not heard from her, maybe couple weeks
- Have all divisions transfer into Main account by end of the month
- All reconciled by next Friday

**Gambling:** Mary Perren

Dan Collins family donated \$50.00 [deposited into main account]. Thank you note/sympathy sent back to family.

<b>CGAA BOARD MEETING</b>	3/9/14
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	Estimated gambling expenses for:	<b>Apr-14</b>
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LOCATION	AMSBG	FRANKE'S	PARK PLACE	CLOVERLEAF
RENT	\$1,750.00	\$3,000.00	\$1,500.00	\$2,500.00
PAYROLL	\$6,000.00	1800.00	\$1,500.00	\$1,500.00
MISC EXP	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00
OTHER	\$1,000.00	\$500.00	\$1,000.00	\$500.00
<b>SITE TOTAL</b>	<b>\$10,750.00</b>	<b>\$5,000.00</b>	<b>\$5,500.00</b>	<b>\$6,000.00</b>

Cleaf: need to purchase equip

<b>COMBINED SITE TOTAL</b>	<b>\$27,250.00</b>
<b>STATE TAX</b>	<b>\$15,000.00</b>
<b>MONTHLY REGULATORY FEE</b>	<b>\$350.00</b>
<b>TOTAL ESTIMATED EXPENSES</b>	<b>\$42,600.00</b>

Motion that these estimated expenses be approved.

Q: Estimate income?

A: net [less prizes] approx. \$8,400.00

gross approx. \$15,000.00

TAX RETURN FOR MONTH & YEAR:	Feb-14
Raffle Gross Receipts	\$18,916.00
Raffle Prizes Paid	\$3,188.49
Raffle Net Receipts	\$15,727.51
Electronic Bingo Receipts	\$26.00
Electronic Bingo Prizes	\$18.20
Electronic Bingo Net	\$7.80
Electronic Pull Tabs Receipts	\$9,308.25
Electronic Pull Tab Prizes	\$7,866.00
Electronic Pull Tabs Net Receipts	\$1,442.25
Gross Pull Tab Receipts	\$241,348.00
Pull Tab Prizes Paid	\$207,523.00
Net Pull Tab Receipts	\$33,825.00
Net Receipts	\$51,002.56
8.5% Tax	\$1,336.84
Combined Receipts Tax	\$12,699.02
Board Fee .01% of Gross Profit	\$269.60
Total Taxes Paid this month	\$14,305.46
Gross Profit After Taxes	\$36,697.10
Total Allowable Expenses	\$21,321.41
Profit	\$15,375.69
Lawful Purpose Expenditures	\$3,251.46
Profit for AMSBG	-\$1,761.77
Profit for Franke's	\$10,144.80
Profit for Park Place	\$796.34
Profit for Cloverleaf	\$2,944.86

includes Hockey and meat raffles

Mfg stopped making game; unknown resume date

\$13,007.81 belongs to Hockey raffle; Gambling remaining: MSP below.

<b>MSP: Mary Perren, Dan Smoot, pay State of MN.</b>	<b>\$14,305.46</b>
<b>City of Cottage Grove – no payment</b>	<b>\$0.00</b>

No discussion.

MSP: Mary Perren, Dave Bloomberg, pay City Of Newport 10% profits	294.49	No Discussion
MSP: Mary Perren, Dan Smoot, pay Newport Athletic Association	441.79	No discussion
St Paul Park Athletic Association	Mayor St. Paul Park [owner Franke's] seeking donations; None March 2014; Quarterly approx. \$3-400.00; avoid city imposing fees; avoid city obtaining	
MSP: Mary Perren, Justin Langbehn, pay rent for Youth Services Bureau	\$1,441.19	No discussion.
MSP: Mary Perren, Dan Smoot, pay Century Link not to exceed amount stated:	\$70.00	No discussion.
MSP Mary Perren, Justin Langbehn, pay Hockey the profit from February raffle	\$13,007.81	No discussion.
MSP Mary Perren, Verna Witzany, pay State of MN gambling relicensing	\$1,050.00	No discussion.

PT Sales	Feb-13	Feb-14	Totals	PT Sales	March-13
AMSBG	\$13,680.00	9841.00	\$(3,839.00)	AMSBG	15,843.00
Franke's	\$5,034.00	11391.25	\$6,357.25	Franke's	11,471.00
Park Place	\$4,319.00	4444.00	\$125.00	Park Place	4,481.00
Cloverleaf	\$9,529.00	9591.00	\$62.00	Cloverleaf	19,647.00
	\$32,562.00	35267.25	\$2,705.25		51,442.00
			Sales up		Last years sales

projected sales: \$51,442.00; March is best time of year.

Totals to date			
March Deposits	Pulltabs	Meat Raffles	Bingo
AMSBG	\$5,452.00		
Franke's	\$1,395.00		
Park Place	\$2,263.00	\$240.00	\$89.00
Cloverleaf	\$3,140.00	\$180.00	
Totals	\$12,250.00	\$420.00	\$89.00
			Total
			\$12,759.00

Checkbooks balance: \$ 60,936.40

Start Banks	
AMSBG	\$3,300.00
Franke's	\$4,700.00
Park Place	\$3,400.00
Cloverleaf	\$2,600.00
Bingo, Meat raffle	\$1,000.00
Totals	\$15,000.00

Raffle funds Balance Due	
Soccer	\$26,298.86
Softball	\$15,619.41
Baseball	\$5,750.39
Total	\$47,668.66

# CGAA Outstanding Balance Policy

CGAA makes every effort to accommodate families with special and difficult circumstances. In some cases payment plans are available. It is unacceptable for the continual neglect of balances, as they are detrimental to other member's enjoyment of the sports by increasing their fees.

In order to address the issue of collecting on delinquent accounts and outstanding fees. CGAA is adopting the following policies as a collective group of sports. Issues arise when players fail to pay their balances in one sport, and yet register and lay in another CGAA sport. CGAA as one corporate entity, will be working together to prevent members from doing this.

1. An email, or formal letter requesting the payment of the balance, will be sent stating the amount owed, what the balance owed is for, and the time period for a required response. It will also set forth the actions we will take to collect the debt. If no action is taken during this period, the division shall have the right to submit the outstanding member and their balance to CGAA to begin its collection process.
2. CGAA will immediately send the letter and allow a 10-day period to respond to the outstanding balance. CGAA may, at its discretion and based on availability from registration information, attempt an email and phone call during this period. In the event no response is made, CGAA will, at its next regularly scheduled meeting or at a special meeting, if deemed appropriate, move to place the member in bad standing and immediately suspend the family's opportunity to participate in CGAA athletics. The family name and balance will be documented in the minutes.
3. CGAA will then, with approval of the aggrieved division, turn the matter over to a professional collection agency of its choice. All collected funds will go to the division, subject to the agreement with the professional collection company agreement.

Families will be brought back into good standing immediately when the balance due is paid in the following manner: payment is made via acceptable guaranteed method such as cashier's check or cash. Payment should be made to CGAA Inc. and maybe delivered with a copy of the balance owed letter. Participation will then be allowed in all sports and eligibility will be communicated by CGAA.

Each division maintains the right to accept terms and payments, based on its individual discretion. If a division accepts these terms from a member in bad standing it must be approved at its monthly meeting and be reflected in its minutes. It will then be communicated to CGAA and membership rights will be reinstated.