

CGAA Main Board Meeting Minutes
Sunday, February 8, 2015

Start Time: 7:00 p.m.

End Time: 9:13 p.m.

TO DO:

- Dan to give Verna Rink contract.
- *GET handout finished reviewing and post next month.* Going to be the working document.
- Hockey. Next couple weeks: Dan & Charlie [Hockey] to put together vision and set up Annual Hockey Meeting [open forum] w/voting aspects
- Nominate board individual/assign or create position for Positive Coaching Leadership participation in each division to help out Dan.
- BOARDMEMBER CONDUCT: In handbook. Suspend until investigation completed. CGAA reserves right to oversee suspension discipline. Legal issues that could occur
- Employee handbook. Behavior issues covered in contract. GET handout reviewal finished and post final next month. Going to be the working document.
- ONE website w/in 2015-16. Main with links into divisions. Maybe one data base. Talk w/NGIN? Yes, EastRidge does it. Paying for all websites vs. one website.
- Employee handbook [Dan]. Review employee handout. Basic. Tina & Mary will be part of hiring, employee, removal of employees, performance reviews, compensation increases, etc.; Example: Hockey pays goalie coach; Soccer pays coaches;
- DAN. As refine process, will have leadership training on monthly basis. Offering leadership techniques, teaching, etc. abilities.
- Justin to contact NGIN: invite to meeting & discuss consolidaitaion and registration issues. To control database.

Attendance:

- Dan Harrison, President Main
- Justin Langbehn, [Vice President Main/Treasurer, Football Division]
- Gerri Sutton [President, Volleyball Division] Kim DeVaan, [Treasurer Main]
- Lynn Mitchel [Treasurer, Soccer] Mary Perren [Gambling Director]
- Charlie Lentz [President, Hockey]
- Dan Smoot [President, Football] Tina Clark [Bookkeeper Main]
- Dave Weidner [President, Baseball] Verna Witzany [Secretary Main]

Absent:

- Dave Blumberg [President, Basketball Division]
- Brad Strom [President, Softball]

Guest: Phil Kuemmel update:

- Long season: 3 things: [1] had NCAA signing period [3 girls soccer/3 football/1 diver] for Division I and II colleges; Players listed in South Washington Bulletin w/of Feb 1;
[2] Dave Blumberg had conversation at tournaments & hard work w/coaches re: leadership & work ethic at HS level. Dave was discussing “captain” to build leadership skills on teams. Include Sophmores and Juniors and Seniors in those groups. Professional speaker coming in to discuss skills.
[3] not much details, yet, but waiting to hear from HS league regarding pin-pointing a date, potentially April 19 [tentative] and place re: leadership meeting CGAA & Park HS PCA and leadership consolidation.
Message: to all sports – thanks to all volunteers, but spent their time at the tournament that helps make a successful tournament & event.
- **Park HS Girls Basketball Coach: Stephanie Tolkinen;** 10th year w/program w/5 years as assistant. Proud of kids who come through CGAA & most come to camps & CGAA players get discounts. Have scholarships for those who can’t afford program. About 100 kids in the 2014 attendance. Elemenary 1-4 gr = 30 players; coaches at youth level great job supporting & encouraging kids to play.
 - Varsity season [20 wins/season fro past 3 years. 8&11 lost some close games conference games approximately 2-6 point loss. Have young team learning higher level playing. 4-5 players each from Senior through Freshman ages.
 - Season can get “long” and try to motivate players to maintain hard work. All high achievers in classroom & work hard on the court, too. They can get tired & coaches recognize that & cut back a little to “freshen” them.
 - 6 season games left and then playoffs. IF all works well, then will get back to Hamlin. Partner w/CGAA coach clinic preseason. Both boys & girls players involved.
 - CGAA basketball played 2/3 for shooting machine & bb club paid the 1/3. Mostly used in offseason, but works well. Great thing that all CGAA and Park used. Program practice annually 1st January HS girls and CGAA travelling run through drills & O/A sessions

- Tolkinen available to CGAA travel coaches & has a liaison [Lisa] who is paid by CGAA & Park and assists coaches and players as needed for games and practices. Will continue to be coaches advocate. Assists 8th grade team as well.
- Guest of Varsity [annually] for players; Adopt-a-Wolfpack program – kids coming through CGAA into Park will pay forward contacting coaches and attending practices/games/tournaments. Work as great female role models for younger teams, staying and encouraging young players. Community Service annual Halloween Party 15+yr tradition. Coaches vs. Cancer fundraiser [sold honor hearts] sold hearts & free-throw contests. Recognize top free throw shooter & top seller. Recognition 2/17/15 night vs. Stillwater & will recognize those at the game. Wearing honor-bands for teacher lost in shooting incident in January 2015. Twitter CGAA 4th grade team wearing armbands.

New Business: none

President: Dan Harrison

- Review balances, especially Hockey, due to high ice bills & familiarize new president w/spread sheet & financials. Charlie met w/Zach Dockter & Zach to maintain handle on them
- Administration handbook. ALL Main MEMBERS to voice input on this- idea behind handbook is to create “best practices” consistent w/all divisions. 26 pages sent to all members. Goal is to consolidate for the “best things we can do” for the membership. *GET handout finished reviewing and post next month*. Going to be the working document.
- Sections:
 - Board-member duties = lays out general idea of running & reading report responsibilities – budgeting and recording in minutes; anything outside the budget should be motioned & approved & placed in minutes per event;
 - Credit/Debit card - \$500 purchase limit - usage. Cards get checked out and who has it is responsible for receipts. Currently all cards are with Divisions, so future Cards will reside at YSB. Auditors are tightening handling processes.
 - ATTENDANCE Policy;
 - Divisional “rules” and remove conflicting division “rules” [election, meeting, affiliated agreements, commitments, President/Vice President position elections, etc.].
 - Board member replacement [resigning, quitting, removal, etc.] - Big change = to be check/balance system [proposal: division requests removal, bring to main board, then back to division for membership vote]. Geri: Q: what happens when board term expires & no one willing to step up [Volleyball President term ends, who steps in? A: Division needs to ascertain a person, VP automatically assumes [Under Robert’s Rules of Orders] position.
 - Grievance process [w/in division before Main involvement].
 - Try out procedure Main shouldn’t have say in process, but should be published & reviewed annually, approx. 30 days before tryouts. If followed, then Ok]. HS Coaches maybe voice in process. Coach selection: have “history notes” to make aware of selection issues. Coach vs. Coach interviewer – not both. Make process as unbiased as possible. Notify all interviewees ahead of publishing selection.
 - Vendor Selection- no mandatory bid offer needed. CGAA can intervene only if necessary but every three years can go through process. Division can determine whether vendor bids are necessary. Have bids mailed to YSB to prevent tampering. Choose “best” bid as determined at that time, majority vote, then share information with vendors, general membership, etc. Main will support decision as process is followed.
 - Fundraising – approval by gambling manager, boards, etc. Raffles accepted. All divisions should have rights to at least one [major] raffle before a division hosts two. Timing is imperative. Q: Division-wide [community] spread raffle vs controlled site raffle? A: consider point and add comments. FACILITY use issues: seems to work well. City plans work together vs apart for space. Tournaments: hosting for tournaments between divisions & consideration of gain/loss between divisions.
 - BACKGROUND checks: all members need to fill out background checks as needed. [Remove individuals unethical behavior]. Q: have listing of offences? A: not sure if needed. Q: requirement coaches & volunteers? A: will add in.
 - BOARDMEMBER CONDUCT: In handbook. Suspend until investigation completed. CGAA reserves right to oversee suspension discipline. Legal issues that could occur.
 - Every body on board is covered under CGAA insurance.
 - CGAA SCHEDULING CALENDAR. Tryouts, registration, events, etc.
 - NO PAY-NO PLAY. Q: can members claim hardship into the season? How does it work? A: procedures each division has a “say” in how to handle change-of-life situations. Case-by-case issue that could affect the whole team. Soccer offers scholarships to teams to cover expenses. Use free-&-reduced-lunch form. Add line to eliminate concept of discrimination.
 - CONCUSSION PROTOCOL. Ok as aligned in Handbook.
 - INCLUSION POLICY. Straightforward.
 - CODE OF CONDUCT. People, parents, kids, communication.
- Q: Want to have copy of deposit form and check request form added? A: sure. OR add link to website. Handbook to be electronically added to website. When finalizing rules, put on website & those will be accessed when issues arise. Traditionally passed rules at annual meetings – will be times when divisions will need to propose changes to existing rules.
- KIM. All rules should not conflict with Main Handbook. YES. Rules on election – wish to avoid past issues involving pooling votes to avoid re-election of past member and landing a new board member. All persons posted on ballot and ballot published [x, 14, 30, 60] number of days multiple times, prior to elections. Avoid lynch mentality. With vacant position, can always nominations, can accept nominations or write-ins, or appointments as needed. Communication to general membership notifying them of openings. Incumbents listed.

- Hockey directions: check on who has president – done. Check on access to website – to ensure prior presidents’ actions don’t have access anymore. Check on domain control. HockeyFest donation: talked to Mary & Adam, Dan says no. CGAA to donate to CGHA? No.
- Cost per player in relation to fee charged. Non-CGAA member fee vs member fee. Rec is done, but travelling. Working on for 6 months [went through 2 treasurers during interim]. Lost premier teams, so majority of non-CGAA isn’t as much an issue. Needs to get that done [Travelling fees]. Give results to Kim and be aware. No non-CGAA player is subsidized. Prevents \$\$ transferred between InHouse & Traveling programs – so no Non-CGAA player is benefiting by “lower” fees subsidized by CGAA funding efforts.

Vice President: Justin Langbehn

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Secretary: Verna Witzany

- MSP accept last months’ minutes. Not motioned.

Treasurer: Kim DeVaan

- ‘Right in line’ financially
- Meeting March 1 w/treasurers and finalizing accounts & consolidate
- Received draft of 990 from Auditors. “No opinion” this year on audit results – more management letter. Per Dan: **Financial records has a clear opinion.**
- Provided Kim a “short-fall” letter & concerns. Not what Dan was informed. Still have similar issues to work on A) convert to bill-based accounting vs. cash accounting. B) didn’t have enough “good” to outweigh the “bad”. C) Suggested [softball] auditor wants copies of check payments of all deposits. D) Not able to track participation payments. When checks get copied & attached to deposit; Segregation of duties; improper; missing documentation, lack of control over recording processes.
- Kim to read & cc:Dan. Q: have management letter? A: yes, printed and waiting Dan’s signature.
- Q: conflicting information from auditors? A: yes. Switching to accrual base is more confusing to “lay” people vs. Cash accounting.
- MSP Kim DeVaan, Dan Smoot. Motion to pay \$2,500 operation expenses. No discussion. Passed.

Bookkeeper: Tina Clark

- Balance sheet still has 1099 information that creates [-] balances until divisions review & then Tina will remove
- Getting PCA bills for rental space – who is to pay that? A: [Kim] Certain amount to be paid by Gambling and then remainder by divisions [\$500 each] Gambling balance by CGAA Gambling, Mary to provide balance.
- Hockey registration sees registrations [deposits], but Tina doesn’t “see” them but don’t see certain [secondary] registration. Archived? No. Tina can’t see “new” registrations, doesn’t forward to Tina’s administration rights. Can get NGIN in. IF we don’t get consolidated websites, will stay unavailable. IF consolidated, then all information will pull into Main. Will have NGIN look into it. Justin will invite them to present.

Gambling: Mary Perren

CGAA BOARD MEETING		2/8/15	
Estimated gambling expenses for:		Mar-15	
LOCATION	AMSBG	PARK PLACE	CLOVERLEAF
RENT	\$1,750.00	\$3,000.00	\$3,000.00
PAYROLL	\$5,500.00	\$1,500.00	\$2,500.00
MISC EXP	\$3,000.00	\$1,500.00	\$3,000.00
OTHER	\$1,000.00	\$1,000.00	\$500.00
SITE TOTAL	\$11,250.00	\$7,000.00	\$9,000.00
COMBINED SITE TOTAL		\$27,250.00	
STATE TAX		\$15,000.00	
MONTHLY REGULATORY FEE		\$300.00	

Checkbooks balance: \$ 50,854.34

Q:Accurate? A:yes

TOTAL ESTIMATED EXPENSES \$42,550.00

MSP Mary Perren, Verna Witzany. Motion that these estimated expenses be approved. No discussion. passed

TAX RETURN FOR MONTH & YEAR:	Jan-15
Paper Bingo Gross Receipts	\$3,104.00
Bingo Prizes Paid	\$3,050.00
Net Receipts	\$54.00

Raffle Prizes Paid	\$238.00	AMSBG	3,300.00
Raffle Net Receipts	\$238.00	Park Place	8,600.00
Paddle tickets Receipts	\$4,830.00	Cloverleaf	3,100.00
Paddle tickets Prizes	\$2,100.00	Bingo, Meat raffle	1,000.00
Paddlewheel Net	\$2,730.00	Totals	16,000.00
Gross Pull Tab Receipts	\$288,159.00		
Pull Tab Prizes Paid	\$196,273.00		
Net Pull Tab Receipts	\$31,886.00		
Net Receipts	\$34,908.00		
8.5% Tax	\$256.87		
Combined Receipts Tax	\$11,478.96	Raffle funds Balance Due as of 2/8/15	
Board Fee .01% of Gross Profit	\$236.57	Soccer	21,000.00\$
Total Taxes Paid this month	\$11,972.40	Softball	12,310.00\$
Gross Profit After Taxes	\$22,935.60	Baseball	4,000.00\$
Total Allowable Expenses	\$24,021.64	Total	37,310.00\$
Profit	(\$1,086.04)		
Lawful Purpose Expenditures	\$1,638.63		
Profit for AMSBG	\$2,025.30		
Profit for Park Place	(\$2,706.22)		
Profit for Cloverleaf	(\$405.32)		
Total Profit	(\$1,086.24)		

MSP Mary Perren, Dan Smoot. Motion to pay State of MN \$11,972.40. Discussion: At 36% tax. Passed.

MSP Mary Perren, Geri Sutton. Motion to pay Youth Service Bureau \$1,441.19. No discussion. Passed.

MSP Mary Perren, Justin Langbehn. Motion to pay Century Link not to exceed \$70.00. No discussion. Passed

MSP Mary Perren, Jusin Langbehn. Motion to pay Park Hockey Boosters \$2,267.37 less 8½ % tax. No discussion. Passed.

Hockey. Charlie Lentz

- Q: Relect or rerun in April? A: don't know.
- Dan would like to help change the culture; involve Park HS coach in decisions;
- Haven't heard or had coach/player issues

Baseball. Dave Weidner

- March 22 registration closes
- Fields meeting City Hall this next week.

Volleyball. Geri Sutton

- City survey – asking for funds. Dan had wish Zach to see about it, he said Ok. Where do we stand? Haven't heard about funding. City to pay some, School wanted to be involved, after later consideration. Funding maybe requested in future, be prepared in case
- Volleyball season in full swing
- No president

Soccer. Lynn Mitchell

- Registration open
- Rented dome due to no gym space

Football. Dan Smoot

7-on-7 football for 5 weeks; March 1st held in Cottage Grove.

Cottage Grove Rink update.

Rink turf; gave few hours to LaCrosse; have all hours divided out between baseball, softball, & soccer.

Dan to give to Verna the contract.

Soccer chose not to use turf [original 60 + hours, but dome time, they were out].

Softball & Baseball to eat soccer's hours.

Q: have rough schedule? A: yes. IF baseball is going to "eat" time, then let Dan know. Dave W would like to get a jump on space usage. Maybe get better rate from City if we utilize time fully.