

**Pirate Youth Athletic Association**  
**Board Meeting Minutes**  
**C-FC High School Commons**  
**January 25, 2015 at 6:00 p.m.**

1. Call to Order at 6:05 p.m. by President Zach Schmidtknecht
2. Roll Call (x denotes that individual was present):

<b><u>Board</u></b>		<b><u>Program Leads</u></b>		<b><u>Committee Chairs</u></b>	
Zach Schmidtknecht President	X	Dan Wicka Football	X	Jeff Mann Program Development	
Mark Brone Vice-President	X	Early (Buzz) Murty Wrestling		Steve Scharlau Policy	
Kalene Engel Secretary	X	Patrick Thorsell Boys Basketball	X	Larry Gabel Fundraising	X
Ben Adank Treasurer	X	Randy Knecht Girls Basketball		<b><u>Administration</u></b>	
Jason Becker Facility Coordinator	X	Shelli Brone Volleyball	X	Tom Hiebert	

3. Approval of Minutes from December 17, 2014 Meeting: Motion by Mark, second by Ben to approve minutes for the December 17, 2014 Board Meeting. No discussion. Motion passed 5-0.
4. Announcements: None.
5. Financial Report Review/Approval of Bills: Ben distributed a multi-page financial report including multiple profit/loss sheets and a volleyball budget. The average net profit for the three basketball tournaments we have hosted is \$439.28, however, there are concession supplies remaining.<sup>1</sup> Extensive discussion was had on the feasibility of paying state tournament fees for teams wishing to participate. Kalene moved to table the matter until the February meeting so more information could be obtained regarding actual concession proceeds. Jason seconded the motion. No discussion. Motion passed 5-0. Ben discussed the volleyball budget and the need to conduct long range planning. He also discussed reimbursement procedures for expenses, which have been incorporated into the tournament hosting procedures. Kalene moved to approve the financial report; Jason seconded the motion. No discussion. Motion passed 5-0.
6. Organizational Review: Loberg Law Office's anticipated fees for incorporation and obtaining non-profit status are \$3,385. After the office receives a check for that amount, they will start the process. The Board has previously acted on and approved the expenditure of funds so Ben will send the check to Loberg to get the process started.
7. Committee Reports:
  - a. Fundraising:
    - i. Concessions: Larry continues to have significant difficulty enlisting volunteers to help with fundraising. No one stepped forward to run concessions, so Kalene and Larry have been doing that. We did obtain some storage space in the concession stand and have been told that the concession stand will be re-configured to allow storage space for all groups doing concessions. However, administration is not allowing pizza ovens in the concession area (or anywhere else), so Larry is trying to sell them. We also will not have to purchase a refrigerator as we have been told to run concessions out of the

<sup>1</sup> See discussion of Tournament Hosting Procedures (below).

school kitchen for the rest of the year.

- ii. Alumni Tourney: Mark has again agreed to chair the Alumni tourney, which will be on April 3-4. He plans to change the format slightly to have volleyball on Saturday only, but basketball both days. The possibility of inviting Alma alumni to the tournament was discussed. Mark will be working on getting information out regarding the tournament.
  - iii. Hall of Fame: Mark discussed the Hall of Fame idea with Mr. Hiebert but decided to put the matter on hold at this time to focus on more pressing matters.
  - iv. Thank you letters: Zach sent out nice thank you letters to people who donated money or services.
  - v. Game Day Program: No one has offered to help Larry sell ads for the Gameday Program. Ben will activate a link on the website so people can purchase individual sponsorships starting in February. Larry plans to wait until April to send out thank you letters and copies of the program (with photos) to all sponsors to ask them to renew their sponsorships for 2015-16.
- b. Policy: Ben drafted a reimbursement policy (mentioned above) which has been incorporated into the tournament host procedures. Kalene reminded everyone that we do have policies regarding late forms and no forms. However, those policies were not enforced this season. We had approximately 20% of the forms or fees turned in late for the winter sports season, which created significant additional work for board members. In the future, coaches need to enforce the policy: No fees and forms, no practice or play. In addition, coaches should be doing the NYSCA on-line training, a link to which is on the PYAA website under Coaches Corner.
- c. Program Development: No update.
- d. Facility:
- i. 6<sup>th</sup> Grade Boys Tournament: The tournament was moved from Saturday to Sunday due to a conflict with the Girls Varsity Dairyland Crossover Tournament. This was an error on the part of GNBL, not PYAA.
  - ii. Tournament Hosting Procedures: Policies/procedures have been created for hosting home tournaments, as follows: tourney director (Ben); concession manager, concession buyer, concession worker and gate worker (Kalene) and C-FC kitchen procedures (Randy). Kalene also set up on-line signup sheets for all tournaments and sent out numerous notifications to parents (via e-mail, Facebook and paper notices) to remind parents to sign up to work and bring baked goods. Despite this, it has been exceedingly difficult to fill work slots for the tournaments, as some people simply flat out refuse to volunteer or otherwise do not respond to multiple e-mails and/or phone calls. From the perspective of long-term sustainability, the current method will not work, as it is unrealistic to expect someone to volunteer that much time to organize the workers and concessions. Kalene indicated that she is not willing to do this in the future. Extensive discussion was had on possible options, including a paid coordinator/executive director; not hosting tournaments/charging higher registration fees; blind scheduling people (without their prior approval) and making them responsible for finding a substitute if they cannot work; having each team coordinate their own tournament/volunteers; not allowing the child to participate if their parent does not sign up to volunteer; charging a volunteer deposit which would be forfeited and applied to the cost of a substitute worker and delegating the running of the tournament (including concessions, workers and referees) to a different group involved in fundraising, such as FFA, FBLA or similar groups. Kalene suggested seeking input from the membership regarding some of the possible options, as it may be that parents would rather pay more money than have to work. With

respect to basketball, no changes will be made this year. With respect to volleyball (which requires a significantly larger number of volunteers per tournament), three options were discussed: (1) collecting a \$25-50 volunteer deposit with the registration fee and then returning the deposit to the parent after they have satisfied their volunteer obligation—or using that money to hire substitute help if the parent refuses to help; (2) not hosting any tournaments but collecting more in registration fees (approximately \$60) to make up for lost hosting credits; or (3) offering to host, but delegating responsibility for running the tournament to another group. Ben Adank moved to allow the volleyball program to determine which of the above three options they wanted to do for the Spring 2015 season. Jason Becker seconded the motion. No discussion. Motion passed 5-0.

8. Program Reports:

- a. Basketball (Boys & Girls): The winter season is in full swing and the teams have been doing well. Mark requested that PYAA pay \$65 for a tournament entry fee for the 7<sup>th</sup> grade boys team to play at a 3 team tournament at the Winona YMCA. This team is NOT participating in the GNBL state tournament. Zach moved to approve the expenses; Kalene seconded the motion. No discussion. Motion passed 5-0.
- b. Football: Dan plans to get a signup reminder together to be distributed to eligible athletes (in their school folders) sometime in March, with a formal signup/registration day in July. Dan will look for last year's signup reminder and coordinate with Zach.
- c. Wrestling: Buzz was not present but spoke to Zach about the need to recruit more coaches, as he is stretched thin with coaching all grade levels. We do not have final numbers for youth wrestlers as the registrations are still trickling in. Since the insurance renewal is due on February 15<sup>th</sup>, Kalene will touch base with Jan to get solid numbers.
- d. Volleyball: Volleyball parent organizers/coaches had an organizational meeting tonight prior to the PYAA Board Meeting and will have a Parents/Registration Night on Sunday, February 8<sup>th</sup> at 6:00 p.m.

9. Communication: None.

10. New/Other Business: None

11. Adjourn: Motion to adjourn by Kalene; seconded by Jason. No discussion. Motion passed 5-0.  
Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Kalene Engel, Secretary