



White Bear Lake Volleyball Club

Meeting Minutes – October 27, 2025

Board Members Present: Julie Steffensmeier, Julia Eder, Trace Kinley, Kim Anderson, Patrick Knipping, Nicole Phillips, Lisa Meyer, Liz Cinqueonce, Jeff Dumroese, Jessica Christiansen, Theresa Neudecker

Board Members Absent:

J. Steffensmeier called the meeting to order at 6:30 p.m.

Club Director's Update

J. Steffensmeier presented the Director's update. Board members were provided a link to the updated timeline that has been created to provide a centralized hub – providing all members with visibility to the annual operations calendar and to serve as central source for all documents.

Winter Registration: There has been high interest and several questions fielded. Registrations are coming in as expected for all age levels. The board confirmed that registration for 11-14s will close on November 3; and for 15+ on November 9.

Open Gym Supervision: Board members are responsible for staffing the pre-tryout open gyms. J. Dumroese, J. Steffensmeier, J. Christiansen, and T. Neudecker were confirmed as board volunteers to staff the open gyms on November 5.

Tryouts: Board members reviewed and confirmed the Board roles and responsibilities and agenda for winter tryouts. Links to the documents were provided in the meeting agenda for reference.

Coaching Director Update

N. Phillips presented the coaching director update.

Coaching Updates: There will be a virtual onboarding meeting on October 25 for all coaches. This will include a mini-orientation on SportsEngine. Completion of coach contracts and tax forms is underway and on track for completion in early November. Since the last meeting, one assistant coach withdrew; and one head coach position was filled. It is anticipated that the new head coach will assist in recruiting the assistant coach for that level. Once confirmed, we will be fully staffed for the season.

Coaching Handbook: Board members were shown the coaching handbook that the coaching director developed, containing all of the information the coaches will need for navigating the

winter season, with links to templates that will be used throughout the season. A PDF copy will be provided to board members for reference.

Clinic Staff: Staffing for the 15+ clinic has been confirmed; two additional coaches are needed for the 14U clinic.

Tryout Needs: Tryouts are fully staffed for all days. Equipment needed for the event includes:

- Table and chairs for each side of the court – 6 tables, 12 chairs
- Volleyballs and Carts – 2 carts per court
- Miscellaneous: Clipboards, pens, player pennies, med kit

Board members agreed to bring folding tables as a back-up if we are not able to use ones on-site. Links to the tryout agenda, roles, , procedures, and tryout forms for all levels were provided on the agenda.

Practices and Tournaments: The coaching director and club director are working through coach availability and conflicts for practice times, and will provide the tournament director the list of tournament/weekend date conflicts.

Officiating Training: The training has been confirmed for Friday, December 12, at Mariner Middle School (Gym A) from 5:30-8:00 p.m. All players and coaches are required to attend.

Facilities Coordinator Update

T. Kinley and T. Neudecker presented the Facilities Coordinator update. It was noted that J. Anderson who was our previous contact for facilities recently retired, and M. Riebow is the new contact. Email information for M. Riebow was provided in the meeting agenda.

Permits Granted: Board members were provided a list of current permits with links on the meeting agenda.

Practice Options – Locations, Times: J. Anderson reported in August that no major changes were anticipated, Gymnastics is out of Mariner Middle School now freeing up those gyms. The board discussed and provided feedback on the gym space, noting that Otter has been preferred for younger teams who do not require as much room for serving. The Field House, Mariner, and Oneka are preferred for older teams. North Star and Central are tighter but provide more room than Otter.

Tournament Director Update

L. Meyer presented the Tournament Director update, noting that there is a new registration email for the club: wbljobbtournaments@gmail.com.

Status of Tournament Registration: Registration for tournaments is underway. In general, registration costs have increased by \$5-10 per team for many, but not all tournaments.

- Rochester – Jan. 31-Feb. 1 – has been confirmed and accepted for all teams
- Wisconsin Dells – April 2026 – confirmed and accepted for 15-1, 16-1, 17-1 teams.
- Big City Luau – Jan. 24-25 – registration pending. Board confirmed support for sending all teams 13+ to this tournament.

Options are still being explored for MN Premier and Hammerhead clubs. More information will be provided to the Board as registrations are confirmed. Considering we have multiple two-day tournaments, the coaching director expressed support for offering 8-9 tournaments vs. the typical 9-10 offered each year. The Board confirmed that there are sufficient registrations to proceed with scheduling tournaments for teams at the 13-2 and 14-2 levels.

K. Anderson will be working to confirm room blocks for the Wisconsin Dells tournament.

Apparel Coordinator Update

P. Knipping presented the Apparel Coordinator update, noting that fall jerseys have been selected for the season. Images of the new jerseys and arm sleeves were presented, and board members discussed whether arm sleeves should be branded or plain. Consensus of the board was to move forward with the plain black arm sleeves.

Coaches gear has been selected, and a link was shared with the coaching director to distribute to coaches. The shop will be open from 10/31/25 - 11/7/2025. The shop for parents/players gear will have similar options to what was offered to coaches in addition to some UNRL brand options. That will go live shortly after tryouts, so items can be ready for pick up prior to the winter holiday.

*P. Knipping left the meeting.

Treasurer's Update

K. Anderson presented the Treasurer's update.

Financial Report: Two months into the fiscal year, the finances are tracking as expected. Details were presented on year-to-date budget actuals, showing a net income of \$2,403. Outstanding expenses include fall 2025 coaches compensation and registration for the Rochester Tournament. Winter registration is now active so registration payments are beginning to come in from clinics, open gyms, and tryouts.

Winter Team Pictures: Scheduling is underway. The anticipated date is Jan. 23 – confirmation is expected the week of November 10.

Board Member Recruitment: The board discussed the approach and timing for sending notice regarding Board of Directors recruitment. K. Anderson will prepare an email including a link to the online Board Member Application and distribute to the Board for review. A new QR code was added to the website linking to the online application as well.

Finance Policy: K. Anderson and L. Cinqueonce presented a proposed Finance Policy for consideration by the Board. Discussion ensued.

ACTION: Motion by J. Steffensmeier, seconded by J. Eder to approve the Finance Policy. Upon vote, the motion carried and the policy was adopted.

Website Coordinator Update

J. Christiansen presented the Website Coordinator update.

Open Gyms and Clinicas: Registration for open gyms includes 49 at the 11-14 level, and 24 at the 15+ level. Registration for clinics includes 16 at the 11-12 level, with 14 openings; 13-14's is full with 12 waitlisted; 15+ has 26 registered and 4 open.

The Board discussed and decided that clinic registration will remain open until noon on October 29, at which time notice of the opportunity to register for open slots will be made available to those on the waiting list on a first come first serve basis.

Tryout Registration: A status report on tryout registrations to-date was provided on the meeting agenda.

Bear Blast Registration: Bear Blast is being managed through AES this year. A status report on registrations to-date was provided on the meeting agenda.

Upcoming Registrations: Work is underway to finalize registration for Winter Season Commitment, and for Final Payment. JVA waiver language is being updated, and the Commitment registration will include the buy out option (\$60), candy bars (\$120), and commitment fee (\$350). Final payment will include options for payment in full (\$695) or the option to do five payments (\$139). It was noted that the credit card processing fee will be assessed to the first monthly payment, and language explaining that will need to be included in the registration information.

Equipment Coordinator Update

J. Dumroese presented the Equipment Coordinator update.

No new equipment is needed at this time. K. Anderson will create an on-line sign-up for the distribution of retired volleyballs at the parent-player meeting.

J. Dumroese will prepare the inventory list and estimate of full replacement costs for all equipment to inform compliance with the Financial Reserve provisions in the Finance Policy.

Fundraising/Marketing Update

J. Eder presented the Fundraising Coordinator update.

Candy Bar Sales: All arrangements have been made, and options are being included with Winter Commitment Registration.

Additional Options: Several options are being reviewed for potential new fundraising options, including Tidalwave carwash cards, Cub grocery bagging, Culvers share night, and Sip and Shop events. More information will be provided at the next Board meeting.

Secretary's Update

L. Cinqueonce requested a motion to approve the minutes from the September meeting.

ACTION: A motion was made by J. Steffensmeier, and seconded by J. Christiansen to approve the August minutes, upon vote, the motion carried.

The Board discussed areas of the website needing review and updates. N. Phillips will review the page on Player Enrichment, Fitness and Coaching, and Resources; J. Eder and K. Anderson will review the pages on Fundraising, Financial Assistance, and Dibs. Requested updates will be sent to J. Christiansen to implement on the website.

J. Christiansen noted that SportsEngine will be offering five new templates for websites that the club could consider for refreshing the website. The templates will be available in the December time frame.

N. Phillips reported on an option that is being explored with ETS in Forest Lake. Preliminary conversations have indicated that this would come at no cost to the club, and club members would be offered a 10% discount. The Board was supportive of continuing to explore this option.

Closing Items

The board confirmed meeting dates through the end of the calendar year, including:

- November 7, following tryouts
- December 15, 6:30 p.m. – Location TBD

Meeting adjourned at 8:20 p.m.

Minutes recorded by L. Cinqueonce.