

White Bear Area Fastpitch Softball Association Board Meeting Minutes

February 2, 2025 at 4-6 pm Jimmy's Restaurant Conference Room

1. Call To Order: C. Rivard called meeting to order at 4:02 PM
2. Roll Call: Heather Larson, Jill Leverty, Gerrit Schneeman, Genna Wade, Joni Joy, Dawn Coudron, Lindsay Lacktorin, Carrie Rivard, Josh Oldham, Andy Balgord, Ben Bovee, Lindsey Shellenberger, Sheila Evans
3. Visitors: Gregg Larson, Jeff Haider
4. Approval of the Preceding Meeting Minutes: After discussion we made edits based on what was not discussed and made edits to strikethrough those sections of the minutes. D. Coudron made a motion with the edits to approve the meeting minutes from January. G. Schneeman 2nd. All approved - Motion passed.
5. Approval of the Current Meeting Agenda: J. Oldham made a motion to approve the current meeting agenda. G. Schneeman 2nd. Motion voted on, all yays - motion approved.
6. Public Forum: Jeff Haider, 10U Assistant coach will add input to "Team Update" section of President agenda
7. Reports of Officers:
 - a. President
 - i. Meeting Prioritization:
 - Policies and Procedures
 - Need to get sections over to Joni and over to the Lawyer to institute these before the parent meeting
 - Tryout coverage
 - Joni to be sending out information on tryouts needs, then need the board to sign up.
 - Registration Update
 - 65 girls registered as of today
 - C. Rivard has a few signs for people to put out.
 - C. Rivard sent a survey to clinic parents asking for feedback.
 - C. Rivard was informed by a couple of hockey parents that there is a hockey tournament and a basketball state the weekend of tryouts. We don't have make-ups so they will need to contact Joni to try and figure out what groups they can be added to for tryouts if they can make tryouts.
 - ii. Team Updates:
 - 12U Elite looking for a pitcher and a previous team member quit
 - 10U- 2 Players
 - a. Down 1 due to Player A wanting to move to 10B.
 - b. Player B Mom called, wants her to play at a higher level.
 - i. Has invested in her pitching and wants to pitch.
 - ii. Knows 12U Looking for Pitcher
 - iii. Discussion with the board on trying out for 12U, after hearing coaches and discussion from board. It has been discussed that she would have to make top 1 pitcher in both 10U and 12U as well as top 5 in general skills at 12U. If she decides to move

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forward with this then she will forfeit her spot on the 10A team.

- iv. D. Coudron made a motion that we use Spring Pitcher/Catcher tryouts to fill the 12U pitcher position. Open to ALL 12U and 10U players who want to come. 12U needs to be the top 1 pitcher. If you are a 10U player you will need to be pitcher 1 at both 10U and 12U as well as top 5 in general skills at 12U. If a 10U A player decides to tryout for this pitcher position they will then forfeit their position on the 10A team. B. Oliverius 2nd the motion. Vote - Yays - 9 Nays - 1 Abstained - 3 Motion passed - Tryouts will be emailed to all 10U and 12U players after registration has been closed.
 - v. 10A positions that may occur from the pitcher tryout then players will be filled by general skills tryouts as no specialties are currently needed.
 - 16U - 9 out of 12 made "Elite", 3 added to elite to complete one team, rest of 16's were cut
 - a. Open Tryouts need to occur as that was the expectation when they were invited to winter training. Just inform the players what number of positions are available on the team currently.
 - iii. J. Roettger stepped down - At-Large position open
 - iv. Dirt Devil Spots held 4-8U, 5-10U, 2-12U
 - Need to update 1 more 10U and 12U teams
 - v. Social Media: We need to get this moving as our last posts were in November for facebook, August 6th for Instagram NEED to get the word out and start getting more engagement. At least 1 post per week.
 - Will add G. Schneeman to Facebook account in order to help A. Balgord with social media
- b. VP
- i. Please see Joni's email and respond with proper Policy and Procedure Sections to be able to send to lawyer
 - Please make comments and send all sections by February 10th
 - ii. Photo/video release language added to registration
 - ~40 we will need paper releases signed
 - iii. Advanced 8U -
 - Amendment for spring tryouts
 - a. Discussion that we keep December Vote the same
 - Skills assessment - March 23rd would be the 8U Skills assessment at an open gym. 8U Advanced registered players.
- c. Treasurer

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- i. With starting the new year and welcoming our newly appointed board members, I think this is a great opportunity to outline our governing bylaws and operational procedures. Appendix A Section 1: This refers to our current Bylaws.
 - ii. Legal Feedback; restricted giving/sponsorship of 12U Elite team is acceptable, restricted to their use as long as all team members benefit and no direct benefit going back to the donor, fundraising has to be association wide and cannot go back to the family that raised it, funds need to be used by the organization as a whole or by the team as a whole benefit.
 - iii. Paid Coaches - Winter clinic rates currently High School head coach \$25/hour, High School Assistant coach \$20/hour. Propose an increase to \$30/hr for head coach and \$25/hour for assistant. This helps with the tax burden of issuing a 1099 for the services performed for the association. An increase at this rate would help cover the Soc.Security/Medicare taxes and increase slightly on their take home portion. The proposed increase would be a 20% raise but after taxes factored in it is closer to 11%. Propose between \$3-\$5/hour increase.
 - H. Larson made the motion to increase hourly wage from \$25 to \$35 for the Lead Training coach and from \$20 to \$30 for assistant training coach. Retro credits for the new rate as well for the '24 to '25 season. B. Oliverius 2nd the motion. Yays - 13, Abstained - 1
- d. Secretary
- i. Membership Communications Update/plan
 - ii. Calendar update - see Appendix A Section 2
- e. Scheduling Director
- i. **Friday, February 28th 6-8pm** - All board team formation meeting. High School Room 1020. This is one of the classrooms in the circle around Galvin Court.
 - ii. **Thursday, March 20th 6-8pm** - Coaches meeting. High school student union (in between cafeteria and theater) - Carrie has powerpoint and agenda, will also work with Jill
 - iii. **Tuesday, March 25th 5-8pm** - Parent / Player Meeting. High School Auditorium. We can come in at 5pm to prepare and then start meeting at 6:00 or whenever.
 - Carrie has a powerpoint and will send it out for discussion.
- f. Apparel Director
- i. Coaches/Board Swag Packages - refer to email to board
 - 3 coaches on team will receive swag items for budgeting purposes
 - Different t-shirt apparel for Board to distinguish board members at tournaments to help people find us
 - Last year we had 70 coaches in the spreadsheet and spent \$33/coach and got two shirts and a hat/visor. \$50/ coach for this year is ideal. 5 packages provided all are options for Coaches to

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- choose. Looking for hats and visors at a cheaper cost instead of the \$25/hat
 - Coaches logo will match the players logo
- ii. Review of Mock up All Teams Uniform for 2025 - email will be sent out after Jan. 31st
 - Looks great, discussed very small tweaks due to overall
- iii. Review of Elite Teams Uniform for 2025 -
 - Same font from black to be used on both jerseys not different as they provided. Add numbers from the All Teams. Add bear paw logo to sleeve. Add White Bear Lake above Bears name on jerseys. Player Name need to move up
- iv. Discussion on 2nd Jersey for the All Teams
 - We look to fundraise for the second jersey this year as a surprise for this years
 - D. Coudron made a motion to add a 2nd white jersey for all teams for the 2025 Summer Season and the association will front the money for this year but also look for a sponsor or donors to recoup the cost. B. Bovee 2nd the motion. Motion to a vote - 12- Yays
- v. 2025 Specialty Apparel Items - what do we want for sweatshirt, water bottle and bag tags for 2025-
 - Water Bottle: Black Owala - etching with personalization option
 - Sweatshirts Black and Orange
 - Metal tag: Vendor to suggest a design
- vi. Feedback on how Uniform Sizing for Elite teams went
 - Feedback was positive and many said it went very fast which was nice
- vii. Next year, suggested all board members have option for submitting uniform design or a committee that puts together the uniforms for board approval
 - Committee for Apparel to be created in April and
 - We should also have the Committee see if its best to keep jerseys the same each year
- g. Website and Social Media Director - Did not discuss as A. Balgord had to leave prior to getting to this section
 - ~~i. Meeting Minutes on website~~
 - ~~ii. Keep At large position on Website to fill for J.R.~~
 - ~~iii. Website admin roles, who should have full access vs limited access. Roles and responsibilities for website changes made.~~
- h. Tournament Director
 - i. Registration Update
 - Tournament is full, - have a wait list already for 10U
 - 12s has 4 spots left
- i. HS Liaison
 - i. **Thursday, March 20th 6-8pm** - Coaches meeting.

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- ii. Carrie to work with Jill on Agenda/resources needed.
 8. Report of Committees:
 - a. Player Assessment/Tryout Committee Updates
 - i. Committee Members - J. Joy, C. Rivard, J. Leverty, L. Lacktorin, and J. Oldham
 - ii. Tryout Updates
 - Tentative Schedule has been created - may change due to hockey
 - Tentative Rotation/Layout
 - a. 4 rotations of skills. Auxiliary is all hitting. Pop flies/Outfield, Infield, Speed on track
 - 10s will be 30 minute sessions due to time requirements/12s and older 15 minute sessions
 - iii. Dates
 - **Thursday, Feb 20th (6:30 - 9:30)** - Pitch/Catch (Court 4)
 - **Sunday, Feb 23rd (3:30 - 9:00)** - General Tryouts (All courts and auxiliary)
 - b. Committee team formation meeting week of Feb 24th- (save dates)
9. Old and Unfinished Business
 - a. Email (See Appendix) from C. Rivard on 1.11 provided information and made a motion to have the association pay for up to 13 coaches to attend a Softball Training hosted by the MN Twins, max of \$1,030 spent by the association. (\$20 discount applied)
 - i. Attendees so far: Dan Anderson(10), Lindsey Theno(10), Sheila Evans(8,12), Beth Wielinski(12), Steve Huberty (10)
10. Add March Meeting what we need for setting up Fields for Season/SWAG Bag updates
11. Next Meeting: February 28th Team Formation and Policy/Procedure Meeting we will set up March Meeting
12. Adjournment: C. Rivard made motion to adjourn meeting. L. Shellenberger 2nd. Motion adjourn. Meeting adjourned at 7:21PM

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APPENDIX A

Section 1:

1. Board Code of Conduct - Review **proposed** handbook language, bylaws, and restated articles of Incorporation signed by all.
2. Reminders of the following language in bylaws:
 - a. The Board of Directors shall exemplify, communicate, and enforce the expectation that meetings be conducted in a collaborative, orderly, and respectful manner.
 - b. Alignment: Potential members must support the mission and purpose of Corporation.
3. Purpose of Regular Meetings vs purpose of Special Meetings
 - a. Board members are reminded to bring issues forward in regularly scheduled meetings. If the issue can not be brought up during the regular scheduled meeting, a special meeting can be requested upon the written request of either the President or one-third (1/3) of the Board. Special Meetings may occur through remote communication pursuant to Section 317A.231 of the Minnesota Statutes, if desired. <https://www.revisor.mn.gov/statutes/2015/cite/317A.231>
 - b. Section 12. Notice. Written notice, including the date, time, and place of the meeting, shall be provided to each Officer and At-Large Director as soon as reasonably practicable, but no less than two (2) days in advance of the meeting. This notice shall be given personally, by mail, e-mail or other electronic means, telephone, or facsimile.
 - i. Special meetings can be called through text to announce the topic and time/date of special meeting with 2 day advance notice, however the matters to be discussed should remain in email form following the above timelines. Email allows documentation of discussion.
4. Voting - reminders
 - a. Section 14. Voting. During Board meetings, matters shall be decided by a majority vote of the Officers and At-Large Directors except where otherwise indicated in these Bylaws. To the extent a vote is electronically held outside of a duly called meeting, the issue must be voted upon by the number of Officers and At-Large Directors that would be required to take the same action at a meeting of the board at which all Officers and At-Large Directors were present, and the final outcome must be recorded in the meeting minutes of the next duly held meeting of the Board of Directors.
 - b. Voting on matters that have already been voted on; a board member can bring the item up following the above Regular Meeting format or Special Meeting format. The Executive board (Carrie, Joni, Lindsey, Heather) should manage the requests brought forward by the 1/3 of the board.
5. Reminder of Expenses for approval and receipt record keeping
 - a. Section 2. Books and Accounts. C. Under the supervision of the Board of Directors, the Executive Director as well as the President and Treasurer may independently authorize expenditures of no more than \$1,000 for items and/or

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services reasonably necessary for the continued operation of the organization.
Proper invoices and receipts are required for all such expenditures.

Section 2:

Upcoming Important Dates:

Date	day of the week	Time	Who is required to fulfill	To do
*Weekly	Friday/Saturday		Secretary/Lindsey S.	Send Weekly Update to Membership - If anyone has anything they want added please send throughout the week to Lindsey
2/1/2025	Saturday		Coaches who signed up	Twins Softball Training
2/20/2025	Thursday		All	Deadline for Policies and procedures edits completed to go to
2/20/2025	Thursday	5:30-10pm	All	Pitcher/Catcher Tryout (North High School), uniform fitting
2/23/2025	Sunday	3-10pm	All	General Tryouts (North High School), uniform fitting
2/23/25 week of			Heather, Josh	Equipment inventory and 2025 Equipment budget planning
2/24/25 week of		TBD	Tryout Committee	Committee Team formation meeting
2/28/2025	Friday	6-8pm	All	All board team formation meeting. High School Room 1020.
3/1/2025			Heather	DIBS Planning for 2025 season
3/17/25 Week of		TBD		8U Advance Skills assessment
3/20/2025	Thursday	6-8pm	All	Coaches Meeting High school student union (in between cafeteria and theater)
3/20/2025		TBD	Josh/All	Equipment Hand out

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3/25/2025	Tuesday	5-8pm	All	Parent / Player Meeting. High School Auditorium. We can come in at 5pm to prepare and then start meeting at 6:00 or whenever.
April				Coach Clinics? April 2024 minutes addressed coaches wanting training, having Jill come to teach techniques
April		TBD		Timeline for re-opening the fields at Otter, cleaning up sheds, organizing
April		TBD		Uniform delivery
April		TBD		Coach and Board swag hand out/delivery
April		TBD		Youth Night
5/15/2025	Thursday		Heather	2024 Form 990 Reporting Due
6/6/2025	Friday	5-9pm	All	Bear Classic Friday
6/7/2025	Saturday		All	Bear Classic Saturday
6/8/2025	Sunday		All	Bear Classic Sunday
7/15/2025			Heather	MN Attorney General - Charitable Organization Annual Report