

Eagan Athletic Association - Board Meeting Minutes

Thursday, March 19, 2020

President, J.J. Kirby	X		Director of Basketball, Interim- Clay Fandre	X
Vice President, T.J. Rice	X		Director of Cross Country, Tina Wrucke	X
Treasurer, Megan Brewster	X		Director of Football, Josh Anderson	X
Administrative Officer, Trudy Kenney	X		Director of Lacrosse, Proxy – Kristy Jelen	X
Director of Facilities, Greg Byrne	X		Director of Soccer, Jonathan Weber	X
Director of Program Initiatives, Amanda Becker	X		Director of Softball, Jacki Stalboerger	X
Director of Marketing, Mary Beth Ruthford	X		Director of Track, Lisa Johnson Proxy Kathy Windels	X
Director of Sport Program, Craig Pluff			Director of Rugby, Eric Curtin	
At-Large, Shelly Higgins	X		Director of Volleyball, Beth Sagvold	X
Administrative Assistant, Heather Lorentz			Director of Wrestling, Lisa Jensen	
	X		Director of Baseball, Rob Emerson	X
Guest: Jonathan Moore, City of Eagan	X		Director of Ultimate Frisbee, Alicia Carr	X

Meeting was called to order at 7:30 p.m. by President, J.J. Kirby

Approval of Minutes

Minutes from the January 30, 2020 board meeting were reviewed by all present. Motion to approve the minutes was made by Megan Brewster and seconded by Trudy Kenney. Motion passed. Minutes can now be posted on the EAA website.

City of Eagan Update – Jonathan Moore

- City will have updates on their homepage <https://www.cityofeagan.com/>
- If City of Eagan remains closed through mid-April or until May 1st, adult leagues will shorten the summer season and we're probably looking at a 10 or 8 week season June – July. Whenever the group gatherings limits are lifted by the state EAA should have the same amount of fields available to them as before.
- As for field openings and prep City is in a wait and see mode. Park maintenance will mow the fields as needed once weather permits. As far as field prep with lining, goals and so on it will take time once all full time staff are allowed back.
- Jonathan hasn't reached out to the individual EAA sports this week as he don't have a lot of information to share. Hopefully this 2-week window helps and the City is able to get back on schedule for field prep in April, but the city's hope is that everyone understands that once we get back to work with hosting athletic events it will take time to get up and moving again.
- Possible there will be fewer adult leagues this year and could combine fields with youth leagues if needed.

COVID-19 Preparedness/Update – J.J. Kirby

Some discussion on this occurred about a week prior at the Food Licensing meeting. It was decided at that time to suspend all EAA activities. It is in EAA's best interest to continue to follow ISD 196 and MSHSL lead and when they reopen for activities, then EAA will do the same.

Note that some sports do not rely on district facilities to operate, use City fields etc. Jonathan Moore said City of Eagan has not stated anything different than the government and will follow their lead. Park land is considered open so teams cannot be asked to leave but will advise youth leagues to use common sense and stay off of them.

J.J. stated sports directors need to keep everyone updated. There have been some things already announced within certain sports that events are cancelled, when EAA may not have announced it.

Refunds will be determined at a later date. Sports who already ordered equipment and jerseys should consider holding onto and use next season. Sports who can delay ordering their jerseys should wait if possible and not print names on the back. Sports on a payment plan need to think about pushing out future payment dates or canceling payments.

If someone requests a refund prior to the start of the season due to COVID 19 concerns, then the sport resumes, those refunded will not be allowed to re-join the program.

Sports who have paid coaches were told to look over the contracts again to ensure there is an exit clause so that their sport is not required to pay the stipend in the even their seasons are cancelled. It was also suggested to reach out to these coaches so everyone is aware of the situation and the exit clause.

Election of New Basketball Director – J.J. Kirby

Clay Fandre is the current Basketball Vice President and has filled in as President since the exit of Jackie Boldt. Clay has also served on the basketball board as Girls Program Director. He is interested in taking over the President role for the remainder of the Basketball Director term, ending on 12/31/2020. Clay was nominated for the Basketball Director position by J.J. Kirby, seconded by Trudy Kenney and was unanimously voted in by all present. Clay will also serve as a member of the Finance Committee.

Baseball Update – Rob Emerson

Made it through about half of the tryouts, mostly for the 12+ age groups. A few kids were cut. Younger team tryouts were scheduled for 3/30, but is currently on hold pending COVID19 restrictions. If can't do a tryout for that group will use prior rankings and knowledge from coaches to place on teams.

In house program is delaying what they can at this point and in the process of contingency planning. Hoping to starts both travel and in house seasons on the fields May 1.

Basketball Update – Clay Fandre

Coaches meeting was held via Google Meet and discussed season overview along with a few critiques. Parent survey went out on Monday. Looking into summer skills sessions and will move forward as scheduled at this time. In June will start planning for the next season, with budget presented in May.

Coaches will receive a copy of their parent feedback. Asking coaches to do a player evaluation survey that will go out to parents noting what players did well or need to work on.

MYAS considers the state basketball tournament paused, have not heard it is officially been cancelled.

Equipment and uniform return was postponed due to COVID19 concerns.

Cross Country – Tina Wrucke

Preparations for the fall season are under way. Field requests have been submitted to Jonathan Moore for fall sessions. Season may also be delayed until we know more about the spring and summer sports seasons.

Football – Josh Anderson

There have been last minute conversations with coaches and the SSYFL regarding revamping the youth 3rd-5th programs into more of a USA football developmental model. This may include tackle bar and would need to figure out associated costs before presenting a budget. Budget was not presented in March, will present in May.

Lacrosse – Kristy Jelen

Girls spring clinic was cancelled and will issue refunds. Boys box began on 3/9 and now facilities are closed so may have to also issue a partial refund to those players.

Spring/summer pre-season jamboree has been cancelled. Unsure how it will affect the Eagan hosted tournament. May have to issue some refunds to players because the these fees are tied into the registration fee.

Summer field is going forward as planned.

Rugby – Eric Curtin

- No update given

Soccer – Jonathan Weber

Everything is on hold. Soccer will review their coach contracts and the exit clause in the event the season is cancelled or delayed and will remind the coaches of this clause at their next meeting.

Program has been working on a lease agreement to secure a facility in Eagan located at 1060 Lone Oak Road, Suite 140, Eagan MN. The space is approximately 16,000 square feet with 13,038 for office-warehouse (turf) and 2,962 square feet for office. Term of the lease would be for 88 months. Would be available on July 1, 2020 with the option to renew for (2) additional periods of (5) years and incur a 10% rental fee increase from the last year of the base term. City of Eagan has been contacted and the property is zoned for this purpose. There are 20 spots allocated, but can use other business spots since it will be after hours. Soccer would be responsible for heat, electricity and internet. EAA would need an addendum to their insurance policy to include this location.

If approved, this would be a cost savings for soccer. Will cost \$35,000 to put turf in and will create three bays of fields they can use. Would eliminate the need to go to Edina for training. These costs would offset each other. Would mainly be used for travel soccer, however may offer some clinics there for the rec program.

It is unclear at this time if other sports could/would use this space. The ceilings are not high enough for Ultimate Frisbee for Basketball to utilize. Baseball/softball could use if batting cages were installed. However, that would be an additional cost. They currently use The Cages for their batting cage needs.

J.J. Kirby suggested to continue to pursue this. A formal legal draft of the agreement will need to be drawn up in EAA's name and presented for review by EAA and also by an outside attorney. Agreement should include an out clause in the even the pandemic continues.

Softball Update – Jacki Stalboerger

In a holding pattern due to COVID19 restrictions. Travel teams will start first week in May. Uniforms are already in and teams have been formed. Working on background checks for a few of the coaches. In house registration is still open and have not ordered uniforms yet. Working on refreshing equipment. Waiting to get the go ahead from their league to begin play. Hoping to start in May.

Track Update – Kathy Windels

It is likely will have to cancel the entire season. Normally would order shirts by 3/23, but willing to wait until 3/30 to see what the COVID19 situation is before ordering. Season is set to begin on 4/17. If the season is delayed even a few weeks, they will likely cancel the entire season because on 5/18 the field at the track will be dug up for turf installation. There is no option to delay the season or extend it.

Teams have been formed with 720 registrants.

Ultimate Frisbee – Alicia Carr

Received a \$2,000 donation for the Eagan Hockey Association. Registration at the high school level is up slightly. Waiting on MN Ultimate and USA Ultimate to decide the fate of the season. If cancelled, may offer some clinic options.

Volleyball Update – Beth Sagvold

Registration numbers were up through 7th grade. Shirts were ordered and no names printed on the back, so could save and use those in future seasons. Fairly certain the season will be cancelled as it's dependent upon ISD 196 opening facilities.

Wrestling – Lisa Jensen

- No update given

Facilities Update – Greg Byrne

School has approved using the grounds to put the shed. Now need to determine who is committed to funding it. Prior attempts at meeting have not worked out and are planning to meet next week. Greg noted he would like to be included in the soccer facility tour.

Administrative Officer Update – Trudy Kenney

- No update given

Program Initiatives – Amanda Becker

- No update given

Finance Committee Meeting Update – Megan Brewster

Fall volleyball and Cross Country budgets were approved at the March meeting. Football was not ready to present.

- Check Holding Policy – Megan Brewster
 - Was reviewed at the finance committee meeting and is attached at the end of the minutes.
 - Megan noted that the only decision yet to be made is how sports will communicate to families when these checks will be cashed. A trail run was done with softball and it worked well.
 - Motion to approve the Check Holding Policy was made by J.J. Kirby and seconded by Greg Byrne. Motion carried and the policy will be posted on the EAA website.

- CD and Cash Management – Josh Anderson
 - Josh presented his proposal for a CD that will mature in April 2020 at Ideal Credit Union and provided background on location of EAA funds. (addendum)
 - Recommendations:
 - Close CD upon maturity in April 2020 at Ideal Credit Union and move it to Home Federal
 - Look for another bank/credit union with good service and decent rate to open a CD; ~\$127-230k in May/June
 - Open an ICS Liquid Sweep account at Home Federal so that funds in excess of \$250,000 are insured daily.
 - Megan will continue to monitor cash flows at Home Federal between checking and money market accounts with preference to keep balances below \$250,000.
 - Should be able to set it up so put some in a money market account and some in checking totaling \$250,000, then sweep any excess into the ICS account.
 - Motion made by Megan Brewster seconded by J.J. Kirby to move matured EAA CD funds from Ideal Credit Union to Home Federal Bank and open an ICDS Sweep Account at Home Federal, both acting as co-signers on the account. Motion carried.

Marketing & Technology Update – Mary Beth Ruthford

T.J. Rice is currently working with the City of Eagan. A subcommittee was formed to discuss advertising or buying alcohol at an EAA fundraising event. EAA programs are not to promote or profit from the sale of alcohol at these events. The following Policy was presented to the board for review:

Policy on Advertising, Marketing or Fundraising at Events Where Alcohol Is Served

EAA will not directly sell or distribute alcohol. It is allowable for EAA to advertise or hold a fundraiser at a location where alcohol is being served. However, if EAA charges people to attend an event, alcohol must not be included in the cost of attendance, and attendees must purchase their own alcohol if they so choose (i.e., we will not provide "drink tickets").

Motion to approve with removing "Marketing" from the title was made by Jonathan Weber and seconded by Rob Emerson. Motion carried.

This policy will be placed on the EAA website for now and may also included in a bylaw amendment in May.

Executive Committee Update – J.J. Kirby/Trudy Kenney

- Dick's Sporting Good Gift Cards
 - J.J. has the envelope with the second half of the gift cards. Trudy had sent a proposal to Mary Beth, but will wait and see how things look once COVID19 restrictions are lifted. May need to rethink distribution ideas.

- **Code of Conduct**
 - Nothing new to report. Trudy, J.J and T.J have all been working on an umbrella policy for EAA sports and have consulted the National Council for Youth Sports as a reference.
- **Food Licensing**
 - Group meet to discuss needs of each program. While EAA can keep two licenses for 2020, we will be down to one license in 2021. Baseball and softball will each receive nine days and basketball will receive two days.
 - Sports are encouraged to reach out to their booster clubs and utilize any open days on their licenses to free up days.
 - This will need to be annually reviewed and submitted in January
 - Subcommittee should be formed to learn the process and take this over from the EAA Treasurer next year. Shelly Higgins, Craig Pluff and Amanda Becker (if needed) will work on this transition.

Other/Open Air

- **Adopt A Street** – Trudy Kenney
 - EAA is required to clean designated area by the Eagan Outlet Mall three times per year. The first is usually done in April. Wrestling and Cross Country have done it in the past.
 - Basketball offered to do the first clean up and will work with Trudy
 - May offer some Dick's gift card giveaways as incentive to volunteer.
 - Next clean up will be in the summer
- **Bylaws Update** – J.J. Kirby
 - Reminder to all sports that an updated version of your bylaws is required and should be presented at the time you present your budget at the finance committee meeting. This rule will go into effect at the May finance meeting. If you do not have your bylaws updated, your budget will not be approved.

Motion to adjourn was made by T.J. Rice and seconded by Mary Beth. Meeting was adjourned at 9:56pm.

Upcoming Meetings

**Note that these meeting locations may change to video conference depending on the COVID19 restrictions at that time. You will be notified of any change.*

Finance Committee–May 11th, 7pm @ Civic Arena – Mezz

Marketing/Technology Committee – TBD

Next EAA Board Meeting – May 28th – 7:30pm @ Civic Arena – Mezz

EAA Check Holding Policy

March 2020

If Sports would like to collect checks from families and hold them for a period of time, here are the steps for managing the checks:

1. The sport treasurer or director should instruct families to date the checks for the date they are collected.
2. The sport treasurer or director should make sure athletes/families are aware that the checks will not be deposited until months later. This means if the family closes that bank account or no longer has sufficient funds in it, they should provide a new check to the sport treasurer or director.
3. If possible, all checks should be collected on one day. Those checks should be stored safely in the home of the sport treasurer or director until they can be given to the EAA Treasurer to take to the bank. Checks should be provided to the EAA Treasurer within 2 business days of collecting them. Checks will be kept in a safe, locked environment during transition of checks.
4. The sport treasurer or director should create a tracking list of the check number, person's name on check, and amount before providing checks to EAA Treasurer. This will help with the process of depositing or destroying checks at a later time.
5. The EAA Treasurer will take the checks to the bank within 2 business days of sport treasurer or director providing them. The checks will be kept in the EAA lockbox at the bank. The EAA President and EAA Treasurer have access to this lockbox whenever needed.
6. When the season or event is over and a decision is made on whether to deposit or destroy the check, the sport treasurer or director will provide a list to the EAA Treasurer. The EAA Treasurer will obtain the checks from the lockbox and then deposit or destroy the checks.
7. Checks will be safely destroyed by shredding and dropping in the document destruction bin at the bank (free of charge).