

2024 EPFA ANNUAL MEETING

Board Meeting: 11/18/2024

Board Members: In Person: Andrew Isaacson, Danica Liebelt, Julie Mickschl, Joanna Park, Brandi Lokkesmoe, Eric Jensen, Jen Henderickson, Ryan Black, Steve Erickson, Genia Dahl, Ashley Gorman, John Bailey, Sara Flagstad, Joey Deans **Zoom:** Karissa Zamora

Guests: Jenn Swanson, Jim Bayer, James Bainbridge, Kristin Lenander, Katie Hope, Carrie Sickels, Jim Bayer

Meeting called to order at 6:35pm.

Agenda for the night:

- o Reports
- o Elect New Board Members
- o By Laws Approval
- o Round Robin - Returning Board
- o Elect New Positions
- o New Business

Secretary report

- o October meeting minutes approved by Ryan, 2nd by Jen, all aye

President's update/report – Andrew Isaacson

- Elections tonight
- Opportunity to Create a New Position: EPFA High School Liaison
- Job Description/Introduce Jim Bayer
 - o The EPFA High School Liaison will facilitate consistent communication with the EPFA board with the goal of increased alignment between EPFA, Arctic Blast and Eden Prairie High School Softball. The liaison may also assist in other activities, including providing guidance in the EPFA coaching interview process; providing support for individual teams, players, and coaches; and assisting with a spring EPFA coaching clinic. The liaison will hold a non-voting position on the board.
- Motion to approve by Sara, second by Danica, all aye

Treasurer's update/report – Eric Jensen

- Current Balance Sheet / Bank Statement
 - o Fiscal year - 11/1-10/31
 - o Current Account: \$101,950.19
 - o Annual Net Income: \$22,570.22
 - o Quickbooks - \$400/year
- Process to Finalize 2025 Budget

Vice President's update/report – Steve Erickson

- Registration Timeline for January 1, 2025

10U/12U/14U Director's update/report – Steven Kunkel

- Update from Big West Meeting

Elect New Board Members

- Current Interest from James Bainbridge, Kristin Lenander, Katie Hope, Carrie Sickels, Jenn Swanson
- James - Motion by Steven, second by Steve, James accepts, all aye
- Kristin - Motion by Joanna, second by Jen, Kristin, all aye
- Katie - Motion by Julie, second by Liz, Katie accepts, all aye
- Carrie - Motion by Jen, second by Steven, Carrie accepts, all aye
- Jenn - Motion by Joey, second by Danica, Jenn accepts, all aye
- Jim - Motion by Sara, second by Joanna, Jim accepts, all aye

Adopt By-Laws

- Sara Flagstad provided update.
 - Amendment - Update bylaws to include 2016 amendment changes (We felt it better to have one consolidated set of by-laws vs two separate documents)
 - Article 1 - Updating address to Miller Park (Formerly of the secretary, this removes need to update on an annual basis)
 - Article 2 - Updating membership to anyone with a EPFA player last year (previous version said anyone within City of Eden Prairie)
 - Article 3 - Revise annual meeting to November (clean-up to align with standard schedule)
 - Section 3.3 - Update notice requirements to website only (ease of administration)
 - Section 3.4 - 2016 amendment clean-up
 - Section 4.1 - Increased the number of maximum board members (to allow for growth of the Board and potential future roles)
 - Section 5.3 - 2016 amendment clean-up
 - Section 6.1 - Add additional language for Officer requirements (Additional requirements were created so that anyone in the Officer positions are experienced with EPFA board operations)
 - Section 6.5 - 2016 amendment clean-up
 - Section 7.2 - Update Executive Committee section to reflect Officers (aligning by-laws with current practice)
 - Article 8 - 2016 amendment clean-up
- Joanna motioned to approve, seconded by Julie, all aye

Elections- Returning Board Members

- Eric - retiring
- Ashley - returning
- Danica - returning
- Julie - returning
- Joanna - retiring
- Jen - returning
- Joey - retiring
- John - returning
- Steve - returning
- Steven - returning
- Liz - retiring
- Brandi - retiring
- Sara - returning
- Ryan - retiring
- Andrew - retiring
- Karissa - returning
- Genia - retired

Process

- *Identify previous and new interest in each position/new Board member*
- *Board members may nominate and 2nd the nomination.*
- *Person/s accepts nomination and short acknowledgement.*
- *Board votes*

Elections (Andrew read position description prior to nomination and including in notes)

- *President- Andrew nominated Steve Erickson, seconded by Brandi, Steve accepts, all aye*
- *Vice President- Steve nominated Karissa Zamora, seconded by Steven Kunkel, Karissa accepts, all aye*
- *Treasurer- Eric nominated James Bainbridge, seconded by Joanna, James accepts, all aye*
- *Secretary- Brandi nominated Sara Flagstad, seconded by Ryan, Sara accepts, all aye*
- *Rookie Camp/6u Director – Ashley accepts returning to this position.*
- *8u Director - Julie accepts returning to this position.*
- *10u/12u/14u Director – Steven accepts returning to this position*
- *Arctic Blast Director – Jen accepts returning to this position.*
- *Association Dome Ball Director – Steven accepts returning to this position.*
- *Player Development Director - Vacated by Steve Erickson. Steve nominated Kristin Lenander, seconded by Karissa, accepted by Kristin, all aye*
- *EPFA High School Liaison - Ryan Black nominated Jim, seconded by Andrew, accepted by Jim, all aye*
- *Volunteer Coordinator - Ryan Black vacated this role. No interest - consider a stipend. Ryan will help get it through.*
- *Web Manager – Liz is vacating the role. Sara Flagstad nominated Katie Hope, seconded by Liz, Katie accepted, all aye.*

- o *Social Media Manager – Danica is retiring from this role. Potential to loop in AB or high school players (high school intern).*
- o *Marketing Coordinator – Danica is retiring from this role. Sara Flagstad nominated Kristin Lenander, Brandi seconded, Kristin accepts, all aye*
- o *Parent Liaison Coordinator - Vacated by Joanna. Joanna nominated Julie, Danica seconded. Julie accepts, all aye*
- o *Field Maintenance Manager – John interested in returning to this position.*
- o *Sponsorship Coordinator – Sara Flagstad is retiring from this role. Danica nominates Carrie Sickels, Steven seconds, Carrie accepts, all aye*
- o *Fundraising Coordinator - Sara Flagstad is retiring from this role. Sara Flagstad motions to combine with Sponsorship Coordinator and eliminate separate role, Joanna seconded, all aye*
- o *Scholarship Coordinator - Vacant. Andrew nominates Carrie Sickels, Ryan seconds, Carrie accepts, all aye*
- o *Apparel Coordinator EPFA - Danica vacated. Brandi nominated Sara Flagstad, Kristin seconded, Sara accepts, all aye*
- o *Apparel Coordinator AB - Jen will cover.*

Appointed

- o *Field Scheduler - Karissa accepts returning to this role.*
- o *Commissions Committee - Joey is retiring. Jenn and Danica accept. Potentially seek a third?*
- o *High School Dome Ball Director- Lou Liu will continue.*

Open positions – Volunteer Coordinator

New Business

- *Need to finalize dates for Bayer camps and pre-evals over the next month*
- *Meet for budget in December*

Next Meeting/Holiday Party

- o *December 16, 2024 at 6:30, Fat Pants Brewery*
- o *Sara, Brandi, Kristin to figure out menu*
- o *Sara to send invite and rsvp*

Meeting adjourned at 8:13, motion from Brandi and 2nd by Andrew, all aye

Appendix A.

Board Role Descriptions

President

Oversee the vision, compliance, and growth of Eden Prairie Fastpitch. Schedule and conduct board meetings. Main points of contact and liaison with the City of Eden Prairie (Sonja Roby) Eden Prairie Baseball Association (President Kevin Thompson), head coach of high school softball varsity team (Dan Rubischko), interface with the governing body of of MNSoftball (Dan Pfeffer). Lead executive board when needed to appoint and hire Field Scheduler and Concessions Manager positions for the association. Consult as needed during coaching hiring process and team formation. Act as a resource for all directors within the association for guidance and direction for day-to-day operation of their roles.

Vice President

Support the President and oversee the execution of initiatives to completion. Work closely with other BOD members to gain an understanding of their roles and help where needed. Will perform duties of President in case of his/her absence or disability. Oversees coach recruiting, interviews and placement (includes President, Player Development, and Age Level Directors.)

Treasurer

Provide maintain accurate financial records and provide monthly financial oversight for the association along with compliance reporting. Address all AR/AP issues. Cut checks as needed (approx. 50-60 thru the year). Send 1099 reporting at the end of the year. Work with CPA to complete tax filing.

Secretary

Fosters strong communication, informs members of meetings and other important dates, takes meeting minutes, and relays to board. Responsible for the custody of records, documents and papers of the association. Will be the Admin to the EPFA GroupMe, send monthly meeting reminders and oversee the creation and collection of End of Season Surveys and relay feedback to the board and coaches directly.

Rookie Camp/6U Director

Works with EPBA on the coordination and promoting of Rookie Camp. Provides the coordination of team formation and coaching assignments for 6u Team(s). Keeps up on uniform, equipment inventory and camp handouts (Rookie Camp) for teams. Creates and assists with schedule for weekly practices and games with three surrounding communities.

8U Director

Coordinates the creation of teams and coaches for summer and fall ball seasons. Works with 6U Director to determine players moving up when available. Attends directors meeting (if applicable) for 8U players. Addresses any volunteer concerns for 8U Families.

10U/12U/14U Director

Director manages Summer and Fall coordination. Establishes evals, interviews coaches, and creates opportunities for teams. Is primarily responsible for the budget and establishing teams. Establishes rules for qty of tournaments. Establishes inside practices with HS coordinator to provide opportunities to teams in Mar/Apr. Also works closely with Association Dome Ball Director in Winter.

Arctic Blast Director

Responsible for coordinating tryouts in August, team selections, for 14U/16U/18U players. Coordinate schedules for practices, tournaments and player development. Responsible for selecting and purchasing uniforms, equipment and apparel for the AB players and coaches. Tournament Director for Mandy Matula tournament. AB Director manages all things for Summer, Fall, Winter Training for Arctic Blast.

Association Dome Ball Director

Provide opportunities for girls to play in Winter Dome tournaments and/or leagues. To identify coaches to lead Winter Dome teams. To aid in determining a budget for approval for participation in these leagues. Works closely with 10U/12U/14U Director.

Player Development Director

Responsible for the coordination and scheduling of camps, clinics, specialists, etc. for individual player development for 6U – 14U girls for the year. This includes pitching, catching and hitting clinics throughout the year and Bayer and pre-eval camps during the winter. Work with the City of Eden Prairie to schedule time at both the Activity Center and the Dome/Dome Cages.

EPFA High School Liaison (Non-Voting Position)

Will facilitate consistent communication with the EPFA board with the goal of increased alignment between EPFA, Arctic Blast and Eden Prairie High School Softball. The liaison may also assist in other activities, including providing guidance in the EPFA coaching interview process; providing support for individual teams, players, and coaches; and assisting with a spring EPFA coaching clinic. The liaison will hold a non-voting position on the board.

Volunteer Coordinator

Works with Concessions Manager and Field Manager before each season to determine volunteer shift needs for each based on schedules. Provides signup application for families to select volunteer shifts and provides reporting of fulfillment to directors and President/VP.

Web Manager

Responsible for maintaining efastpitch.com website (SportsEngine) registration system, board member email addresses, Survey Monkey subscription and other online tools used by the board.

Field Maintenance Manager

Responsible for the oversight/training of field crews during games and tournaments. Provides support, training, and coordination of resources/coaches to fulfill needs at Miller Park. Ensure that chalk and field dry supplies are ordered and on-hand. Coordinate temporary fence installation / removal for tournaments as needed. Oversee Fall Clean Up, transfer of Equipment to Dome and Spring Opening

Social Media Coordinator

Oversee the EPFA Facebook, Twitter X and Instagram accounts as well as design and create content to consistently post for all teams (Rookie Camp - 14U). Promotions include special events like Night at the Park, Evaluations, Registration, Harvest to Halloween, etc. Works closely with the Marketing Coordinator.

Marketing Coordinator

Advertise and highlight EPFA teams on social media. Find opportunities for EPFA to have community presence. Works with Sonja Roby to oversees city lead initiatives such as Movies in the Park and Halloween to Harvest. Works closely with the Social Media Manager.

Scholarship Coordinator

Works with Eden Prairie High School (Abby Gee) to coordinate scholarship opportunities and descriptions for the Mandy Matula Memorial Scholarship and EPFA Scholarship in December. Responsibilities include forming a committee of 3/4 other board members to read submissions and choose award winners. Coordinate presentation at Senior Night in May.

Fundraising and Sponsorship Coordinator

Responsible for the oversight of fundraising efforts. Reports to the Treasurer with activities and results. Responsible for connecting with existing sponsors and confirming renewals including signage in Miller Park. Responsible for "onboarding" of new sponsors. Presents to the board quarterly with updated information. Roles merged in 2024.

New Parent Liaison

Serve as a point of contact for new families to EPFA as a resource for how things operate and what to expect. They will provide support and guidance to new families and manage expectations. Help run the Parent Meeting in the spring.

Apparel Coordinator - EPFA

Responsible for the creation and management of apparel each year for EPFP (6U – 12U)

Apparel Coordinator - AB

Responsible for the creation and management of apparel each year for Arctic Blast (14u – 18U)

Appointed Position Descriptions

Field Scheduler

Responsible for working with the city to secure fields for games and practices. Responsible for scheduling umpires for games for EPFA 6U-14U and Arctic Blast teams.

Concessions Committee

Responsible for ensuring concessions stand has adequate product for sale. Ensures all licensing remains up to date along with upkeep and cleanliness policies are adhered to. Provides training and coordination of resources to fulfill staffing needs.

Specific Leads dedicated to (1) Staffing of Volunteers / Workforce, (2) Purchase and Stocking of Items, (3) Work as on-site Leads Tournaments / Training of Volunteers. (4) Manages Finances / Licensing. Meets monthly and coordinates special meetings with EPBA (Baseball Concessions Committee)

High School Dome Ball Director

Oversees budget for domeball rental space, umpires, and team fees. Coordinates 7 visiting teams signup and scheduling on Sunday's in January. Manages coaches and also present at all dome games. Changeover (if needed) happens in March following Domeball Season.

Appendix B - List of 24/25 Board Members

Executive Committee

President	Steve Erickson
Vice President	Karissa Zamora
Treasurer	James Bainbridge
Secretary	Sara Flagstad

Directors

Rookie Camp/6U Director	Ashley Gorman
8U Director	Julie Mickschl
10U/12U/14U Director	Steven Kunkel
Arctic Blast Director	Jen Henderickson
Association Dome Ball Director	Steven Kunkel
Player Development Director	Kristin Lenander

Board

EPFA High School Liaison (Non-Voting)	Jim Bayer
Volunteer Coordinator	(Vacant)
Web Manager	Katie Hope
Field Maintenance Manager	John Bailey
Social Media Manager	(Vacant - potential intern?)
Marketing Coordinator	Kristin Lenander
Fundraising and Sponsorship Coordinator	Carrie Sickels
Scholarship Coordinator	Carrie Sickels
New Parent Liaison	Julie Mickschl
Apparel Coordinator - EPFA	Sara Flagstad
Apparel Coordinator - AB	Jen Henderickson
Concessions Committee	Jenn Swanson and Danica Liebelt

Appointed Positions:

Field Scheduler - Karissa Zamora

High School Dome Ball Coordinator - Lou Liu