

ERVA Board Meeting Minutes

November 20, 2024

Revised Minutes: December 6, 2024

1. CALL TO ORDER:

Meredith Coupland calls the meeting to order.

2. ROLL CALL:

1. Executive Board Members

- Meredith Coupland
- Dennis Beal
- Debbie Spray
- Margie Ray
- Kevin Twohig
- Larissa Welch

2. Guests: Lindsay Callaghan, Operations Liaison

3. APPROVAL OF 6/27/2024 MINUTES:

Meredith seeks approval of the minutes. Larissa moves to approve; Margie seconds the motion. All in favor, no opposition.

4. APPROVAL OF 11/20/2024 AGENDA:

Meredith seeks approval the agenda. Kevin moves to approve; Debbie seconds. All in favor, no opposition.

5. DIVISION REPORT Q&A:

Meredith asks for any questions regarding the submitted Board Reports.

Kevin asks for clarification about the revenue of the financials and the difference between this years and last year's revenue. Lindsay explains some event expenditures and revenue don't happen in the same fiscal year which causes discrepancies on the reports from QuickBooks. It is recommended to inquire with the accountant what it would take to change the fiscal year to better align with the event revenue and expenditures so they are within the same fiscal year.

Margie asks about the categorization of accounting expenses. Lindsay explains the categorization error in QuickBooks which is reflected on the report, which incorrectly showed that the staff payroll expenses went into the accounting category instead of payroll expense. This error was due to the staff change over and Laura learning the correct categories in QB. Lindsay confirms this did not impact the revenue numbers. Meredith asks if Kevin or Margie have any follow-up questions; both say no.

Meredith inquires about an official report, staff reports none was submitted. Meredith mentions an apology for the officials' division and a work session for the officials is scheduled with staff to discuss upcoming needs.

Meredith also suggests Leslie gather feedback and consider adding a college showcase into programming to help players pair with college programs.

Meredith also shared she has received feedback from parents they would like some education focused on how to promote players to college coaches and college programs. The feedback will be shared with Leslie so she can fit this into her education planning for 2025.

6. 2024 SEASON BOARD APPOINTMENTS:

The two positions up for appointment are the ERVA SafeSport Director and ERVA At Large Director who also serves as the Ethics Chair.

Meredith asks Debbie if she will continue as our SafeSport Director. Debbie expresses she is willing to continue in the position.

Meredith also expresses Jon Lee is willing to continue in his position as At Large Director and Ethics Chair. Meredith proposes to the Executive Board to appoint Jon Lee for the 2024-2025 season.

No discussion or opposition from the Executive Board members. Meredith appoints Debbie and Jon to the respective positions for the 2024-2025 season.

7. ALL-STAR UPDATES:

- We are sending a U15 team this year and aim to send either a U15 or a U17 team next, possibly both, depending on funding and sponsorship to help offset costs.
- Larissa expresses that there is a lack of parental education regarding All-Stars and emphasizes the need for more in the future. She also mentions that parents are frustrated with the birth year and the confusion around it. Staff agrees more education and clarity regarding the international age definitions for this program will be a focus moving forward.
- Larissa asks Margie how we find the time and manpower to keep All-Stars successful. Lindsay advises that All-Stars will never be self-sufficient. Initially, the goal was to reduce the \$30k cost by half and not have to continue supporting it year over year with a large sum.
- Staff and board agree other plans for increase revenue besides sponsorships like additional tournaments, camps, fundraising events need to be considered to help offset contribution increase for a 2nd team.
- Lindsay suggests that we may not get full buy-in from the younger age groups but may achieve buy-in from the older age groups who are planning for college. There is a concern about All-Stars overlapping with summer tryouts by two days.
- Meredith asks if there are any other questions, but none are raised.
- All-Stars will take place in Madison, WI this year and in Columbus, OH in 2026.

6. NEW BUSINESS

a) Restructure Conversation

- **Hiring a 2nd Full-Time Staff Member & Board of Directors restructure:**

Meredith shares that the Board has been stretched thin in their current roles and that the board needs to consider renewal to keep up with growth in the Region over the past two seasons.

She highlights that other regions have different methods of operation and board structure, and we need to broaden our scope to prepare for future retirement and growth sustainability. She presents statistics showing 14 years of growth, with membership reaching 6,000. Meredith states that we need a second full-time employee, like when we had Kelsey Solberg. The region had dialed back post-COVID, but now it's time to expand again. Lindsay has been helping in her free time but additional support is needed.

Kevin adds that the board should focus on policies and budget approvals, leaving additional staff to handle other duties. Kevin mentions that bylaws currently may limit the eligibility for the officials' division so a restructure of the Board and eligibility for different roles and what the roles duties are can expand the pool of members who could run for those positions. Lindsay states that advisory board members need to understand the job duties and time commitment which can lead to more interest in the roles once they understand. Allowing staff to take on the duties currently held within a board role will reduce the work load for those positions and lead to more efficiency within the office.

Meredith speaks about RVAA meetings, which she couldn't attend in May, but Lindsay represented the region. Many of the RVAA representatives are staff members who are up to date on the day to day in the Region office which leads to the Region's representative more up to speed on the needs of the Region and staff. Meredith proposes moving forward in restructuring the Board of Directors and adding a second staff member. The goal will be to end with an Executive Director as the principal representative and a second employee that will assist with Operations, Marketing and Development. This shift requires greater staff support and would free up some current assignments.

Dennis stresses that a second full-time staff member is essential for growth and maintaining operations. Meredith requests feedback from the board on their approval of the second employee and budget review with additional payroll expenditure. Margie concurs that this is not a new idea but acknowledges that it will take time to fully transition the Board structure and redefine the two full-time employee's roles.

b) 2024-25 Budget Review & Approval:

Budget overview is presented for questions and review. Two overviews were presented to show the Board the additional employee and how it could impact the over budget.

c) Age Waiver (Review Date Needs to Be Scheduled):

A meeting is needed to review age waivers and scholarships. Agreed to send relevant documents to the board before the meeting for notes. The meeting will then be convened to make decisions via email/zoom.

7. MOTIONS:

- Kevin moves to authorize the commissioner and other appointed board members to move forward with a restructuring plan and to bring it back to the board with additional budgetary impacts. Larissa seconds. No discussion. All in favor, no opposition.
- Kevin moves to approve the budget. Margie seconds. All in favor, no changes, no opposition.
- Kevin moves to give the commissioner approval to make additional employee hire as seen appropriate. Dennis seconds, no discussion. All in favor, no opposition.
 - **Revised Minutes as of 12/5/2024:** Board of Directors approves Lindsay Callaghan to return to the ERVA as the Director of Operations with the overall direction to move her to Executive Director and principal representative to USAV on the RVAA.

Lindsay Callaghan is approved to be added back as a signor to the Washington Trust bank account for the Region.

Laura Fitzgerald will remain on staff as the Operations Manager with title and job duties being restructured over the next few months.

8. ADJOURN:

Motion to adjourn: Larissa moves to adjourn, Dennis seconds. All in favor, no opposition.