

Eagan Athletic Association – Board Meeting Minutes
Thursday, January 26, 2012
Eagan Room, Eagan City Hall

Past President -
Dave Unmacht Present

President -
Ken LaChance Present

Vice President -
Jim Howe Present

Treasurer -
Kate Boyle Present

Secretary -
Kurt Urdahl Absent

Director of Coach Development -
Susan Schaumann Absent

Director of Facilities -
Lynn Estes Present

Director of Marketing -
Brad Ruitter Absent

Director of Program Initiatives -
Sharon Stumpf Present

Director of Web Strategy & Support -
Cory Powell Present

Administrative Assistant –
Amy Lokensgard Present

Director of Baseball –
Tom Sieberlich Present

Director of Basketball –
Torrey Ernst Absent

Director of Football –
Ben Leiran Present

Director of Lacrosse –
Jan Johnson Present

Director of Soccer –
Mike Mulrooney Present

Director of Softball –
Dana Anderson-Glass Present

Director of Track –
Michael Linder Present

Director of Volleyball –
Ann Kluender Present

Director of Sport Programs –
Dean Kraus Absent

Eagan Parks & Rec Department –
Jonathan Moore Present

Guest – Doug Grawe

Administrative Business

Approve December Board Meeting Minutes

- Lynn Estes made a motion to approve the December Board Meeting Minutes, second provided by Jim Howe. Motion carried. December minutes approved.

Treasurer's Update – Kate Boyle

2012 Sport/Program Budget Process (Update)

- As part of the transition to the new "sport program" and overall Board re-structure, a new budgeting process will be implemented. In the past all budgets went to the EAA Board of Directors for review and approval. In order to streamline and be more effective with the Board of Director meetings, all sport budgets will be approved at the Finance Committee meetings which will allow more time for discussion and investigation. Budgets must be approved before registration fees are collected. The next Finance Committee dates are as follows (they meet every other month). These dates really impact you as to when you want your registration to open so please plan accordingly:

3/12/2012

5/14/2012

7/9/2012

Discussion & Approval of November Financials (Action)

- Jim Howe made a motion to approve the November Financials, second provided by Michael Linder. Motion carried. November Financials approved.

Use of Sport Treasurer Discussion (Update)

- Angela Dewitt has agreed to offer her Treasurer services to the Travel Sports, if they are in need of assistance. Directors are always held responsible, but having Angela assist is always an option.

Executive Committee Topics – Ken LaChance

2012 Priorities (Update)

- The Executive Committee met at Ken's house on Wednesday, January 11, 2012 to discuss the 2012 Priorities of the Executive Committee. They are:
 - Become Eagan's most recognized and respected non-profit
 - Restructure of Board of Director positions
 - Restate Bylaws to operate more effectively
 - Strengthen partnerships with the City, ISD 196 Eagan schools and EHS Booster Clubs
 - Build out each sport program board to operate sport programs seamlessly
 - Decentralize all decision making to be more agile and proactive
 - Investigate bringing hockey into EAA
 - Review, understand and improve our background check procedure
 - Implement a Conflict of Interest Policy
 - Review, understand and improve our Code of Conduct Policy

- Increase volunteer count and explore an incentive program to aide involvement
- Increase communication across sport programs
- Add depth of knowledge of sports programs at EAA Board level
- Review and understand our insurance needs
- Review and understand significant contracts and obligations
- Further tighten financial controls and understand program money flows
- Understand scheduling software needs of EAA
- Investigate and utilize our website money raising activities
- Review, renew and extend TST Media arrangements
- Complete job manual creation for key positions to aide turnover
- Manage/Control access to website and financial software
- Expand program offerings and increase enrollment within all of EAA
- Post on the website the minutes of each program sport board meetings
- Post on the website the minutes of each EAA Board meeting
- Post on the website our annual financial statements for the last 3 years
- Make us more accessible to all areas of Eagan
- Formalize gift giving/donation process to aide supporters
- Sponsor one major community event
- Increase our visibility and enrollment by using advertising
- Continue our commitment to community via giving and scholarships

These are priorities of 2012, but they do not all have to be completed this year.

It is the goal of the Executive Committee to get the dialog started and move on some of these items with the understanding that some things on the list will be completed in 2012 while other items on the list will not. The next Executive Committee meeting is scheduled for February 12th. The focus of this next meeting will be to brainstorm on this list of priorities and discuss how EAA is going to go about completing these items and who is going to be assigned as the designated Board Sponsor.

Discussion and Approval of Revised Bylaws (Action)

- Ken presented the Board with Amended and Restated Bylaws for EAA. These bylaws defined Name, Purpose, Membership, Board of Directors, Elected Officers, Conducting Business, Standing Committees, Special Committees, Conflict of Interest, Bylaw Changes and Dissolution. Lynn Estes made a motion to work on a committee with Jim Howe and Mike Mulrooney to rewrite the bylaws, seconded by Mike Mulrooney. Motion carried.

Discussion and Approval of Conflict of Interest Policy (Action)

- Ken gave the Board a proposed Conflict of Interest Policy for EAA. The auditors suggested we have one. Ken asked that the Board review what he presented and vote and adopt this policy at the next Board Meeting.

Community Awareness & Event Topics

EAA in the News

- EAA has been associated with 2 negative stories that have made the local newspapers in the past several months – both of which Ken as President of EAA has been asked to make a statement to the press. In both situations, Ken has declined to comment. Brad Ruitter is formally trained in this area and is willing to coach and advise the Board in any future instance how to best answer questions from the media. Most often it will be “EAA has no comment at this time”. We can direct all future inquiries to Brad.

Newsletter Changes (Update)

- We are moving to publish the newsletter on a quarterly basis – January, April, June/July and September.

Finance Committee Topics – Jim Howe

2012 Meeting Schedule (Update)

- The Finance Committee meeting schedule is posted on the website. They plan to meet 6 times this year.

January 2012 Meeting Minutes/Recap (Action)

- The minutes from January 9th meeting were reviewed and several mistakes were found. Amy will make the corrections and type up a new set of minutes. With the corrections, Lynn Estes made a motion to approve the January Finance Committee Meeting minutes, second provided by Tom Sieberlich. Motion carried. January minutes approved.

Marketing & Technology Committee Topics

2012 Meeting Schedule (Update)

- The Marketing & Technology Committee Meeting schedule is posted on the website. They plan to meet 6 times this year.

Reimaging the Websites (Update)

- Cory is working with NGIN to create a “better looking” website. Plans are in the works for a new EAA emblem – something with a sports theme. Also Cory is trying to make the site more streamlined, so that when you visit the baseball

area it will look and flow just like the volleyball or basketball pages. Changes to the website will just happen over time, little by little.

Maximum Solutions (Update)

- Maximum Solutions piloted a “Hosted” program for scheduling that EAA participated in for a few days. It was not a better solution and did not make things easier for Kristen Powell, so after a few days EAA quit the pilot program and went back to our “old” way of scheduling for now. We may try something else in the future, but for now Maximum Solutions is our best option.

Sport Program Business:

Concussion Awareness Program Update (Sharon)

- Sharon is developing an online tracking system for Sport Directors to use when they need to report a child that has suffered a concussion. This tool will be online and available to Sport Directors only. Sharon will communicate with an email and announce when this tracking tool will be available.

Sport Director Updates

- Dana Anderson-Glass – Dana made a proposal to the In House program to offer a Fastpitch option for 4th and 5th grade.
- Jonathan Moore – Nothing to report
- Michael Linder – He is in the process of creating a Track Board. They need to delegate duties. He sent emails and mailed letters to 508 past track members hoping to get some positive response and get the track vacancies filled.
- Jan Johnson – Jan requested to add \$4500 to the tournament line on order to repay a tournament for each summer team. She recruited a Tournament Director to manage the Lacrosse tournament strategy. His research produced an average per team of \$375. This works out to \$17-18 per child. She has \$3000 yet to clear for 2011, part of which is the \$1500 she will be donating to the EHS Booster Club.
- Tom Sieberlich – Registration is going well. Tryouts are scheduled for April.
- Ben Leiran – The Football program just purchased 400 new helmets.
- Lynn Estes – The high school shed always has water on the floor and at this time of the year it can be quite dangerous. Do not set anything on the floor that you don't want to get wet.

Reminder:

- **Next EAA Board Meeting: Thursday, March 22nd @ 7:30pm**

Meeting adjourned at 10:12pm

