



# MINUTES

## Buffalo Lacrosse Club Minutes

*Date | time 10/16/2022 7pm Meeting called to order by Jenna*

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### Attendance (absent in italics)

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Jenna Eng, President - Erica Wurm, Secretary - Kurt Timm, Treasurer - Amy Anderson, Fundraising Coordinator - Marissa Ferguson, Volunteer Coordinator - Tiffany Dixon, Marketing - Stef Merz, Boys Director - Brian Anderson, Field and Equipment Coordinator - *Mark Lemen, Scheduling Coordinator*

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### Approval of Minutes

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The minutes were shared from September and approved (unanimous consent).

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### President's Report

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We still have open board positions (Registration Coordinator and Vice President). As an interim, duties will be shared by board members.

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### Secretary's Report

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Will be filing 990EZ by 12/15/2022. Will move forward with filing other legal forms, as approved by attorney. Secretary will be the listed as Registered Agent with Registered Address. Section 5.36 notes "the address of the registered office and the address of the business office of the registered agent(s) are identical."

To get mailbox key and be secondary person to monitor mailbox.

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### Treasurer's Report

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Received annual P&L (08/01/21-07/31/22).

#### September P&L

Total Income \$3,360

Total Expenses \$5,189.24

Net income -\$1,829.24

Budget meeting was completed on 10/11/2022. Will review and approve in Pending Business.

Treasurer (Kurt) received a mailbox key from Stef Merz and will monitor mailbox on Fridays.

Several items reviewed under New Business.

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### Boys' Director Report

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Will attend GNLL video conference on 11/9 7pm as club rep. Will get update on possible rule changes for next year.

Working on developing off-season clinics - Will offer clinics to boys, according to the date/times that girls clinics are scheduled

Reaching out to HS coaches for help with winter clinics or next summer's programming, as well as to invite to a board meeting.

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### Girls' Director Report

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Fall tournament today. 14U-A had an undefeated season, first place in End of the Season tournament. Reached out to middle school about displaying there. If not, it can go to the high school.

Three girls played in the tournament only - \$60/person.

Skills clinics – The Dome in Plymouth? Long Lake? Working on identifying feasible option.

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### Scheduler's Report

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N/A

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### Field and Equipment Report

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Will pick up the goals at middle school, as well as the storage box at Northwinds. Will be fixing it this winter. Plans to start quoting some equipment costs and inquire about donating expired equipment to non-profit organizations.

Will investigate the canopies and make sure they're working. Marketing would like to add logo to the canopies so they can be used when teams are at tournaments.

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### Marketing Report

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Working on getting in touch with J&J. Would like to simplify logo, replacing Bison head with letterman B. Looking at adding tanks for women and men, as well as backpacks and stick/equipment bags, lanyards, stickers.

Will have a program that makes pamphlets, brochures, etc.

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### Fundraising Report

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Need to establish process for documenting sponsorship payments.

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### Volunteer Report

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No update at this time.

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## Committee Reports

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N/A

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## Old/Pending Business

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1. Will add President, Secretary and Treasurer as signatories to banking, per Bylaws, page 19. (unanimous consent).
2. Sports Engin – switch billing to Old National account. All deposits and refunds would be through Old National. (unanimous consent).
3. Wells Fargo Account – move funds to Old National. Confirm minimum required for account. (Erica, 1<sup>st</sup> motion; Jenna, 2<sup>nd</sup> motion).
4. Processing fees – change to Registrants instead of BYLC. (Brian, 1<sup>st</sup> motion; Jenna, 2<sup>nd</sup>. 8 agree, 1 oppose).
5. Signing checks – two of three signatories (President, Secretary, Treasurer) on checks, per Operating Policy, page 12. (Stef, 1<sup>st</sup> motion; Marissa, 2<sup>nd</sup> motion). Will readdress when reviewing/updating Operating Policy.
  - a. Expenses > \$500 require majority vote of board (Operating Policy, page 13).
6. QuickBooks – Accountant and Treasurer will have access. (Tiffany, 1<sup>st</sup> motion; Stef, 2<sup>nd</sup> motion).
7. Budget – (Marissa, 1<sup>st</sup> motion; Stef, 2<sup>nd</sup> motion).
  - a. Tiered registration fees (calculated based on team's league fees [*ex: Girls 10U costs through MSLAX are lower than Boys 10U costs through GNLL*] and equally shared association expenses such as field costs, coaching costs, equipment fees, administrative fees et al.).
    - i. 8U Boys - \$110
    - ii. 10U Girls - \$150
    - iii. 12U-14U Girls - \$200
    - iv. 10U-14U Boys - \$200
    - v. Box – \$200
    - vi. Fall - \$200
  - b. Use coupon codes where applicable instead of refund request forms.
  - c. Defer gifts/donations to outside associations pending policy development.
  - d. Winter clinics – pending identification of location and dates.
    - i. Play for Free day - pending future review
8. Ongoing meeting location. Move to OutDo Work conference room. Offers additional amenities incl projection screen. (Jenna, 1<sup>st</sup> motion; Marissa, 2<sup>nd</sup> motion; none opposed).

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## New Business

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1. BladeShark promo – helmet and stick stickers. Put link on our website and we get portion of any sales. (Marissa, 1<sup>st</sup> motion, Stef 2<sup>nd</sup> motion).
2. Discussion on apparel pricing. 10% credit to BYLC. (Tiffany, 1<sup>st</sup> motion; Amy, 2<sup>nd</sup> motion)
3. StringKing – 20% credit to BYLC SK account, would allow year-round/out-of-season options as an additional option to other apparel store. (Jenna, 1<sup>st</sup> motion; Tiffany, 2<sup>nd</sup> motion; none opposed)

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## Future Business

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Establishing Volunteer Policy

Committee Development

- Executive Committee (Pres, VP, Treasurer, Secretary)
- Player and Coaching Development Committee (incl field, equipment)
- Finance Committee (Treasurer, + 3 others)
- Fundraising Committee (Fundraiser, + others)
- Marketing/Recruitment and Retention Committee (Marketing, + others)
- Compliance and Governance Committee (updating manuals etc) (Secretary, + others)
- SafeSport, Grievance, and Discipline Committee

Review ByLaws at November meeting, approve at December meeting.

Review Operating Policy.

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## Next Meeting

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11/20/2022 7pm – OutDo Work, Buffalo, MN.

12/18/2022 7pm - OutDo Work, Buffalo, MN.

Motion to adjourn was made at 9:09pm by Jenna and was passed unanimously.