

<b>Eagan Athletic Association - Board Meeting Minutes</b>			
<b>Thursday, March 21, 2024 6:30 p.m.</b>			
<b>Eagan City Hall, Eagan Room</b>			
President, J.J. Kirby	X	Director of Basketball, Troy Tatting Proxy: Emily Rusham	X
Vice President, Dan Sagstetter	X	Director of Cross Country, Ben Weidenfeld	X
Treasurer, Megan Brewster	X	Director of Football, Dallas West Proxy, Chris Thole	X
Administrative Officer, OPEN		Director of Lacrosse, Jason Oberhamer	
Director of Business Development, Nick McCallum	X	Director of Soccer, Mike Langley	X
Director of Facilities, Todd Wrucke	X	Director of Softball, T.J. Fletcher	X
Director of Program Initiatives, OPEN		Director of Track, T.J. Rice	X
Director of Marketing, Elizabeth Kmety	X	Director of Rugby, Darryl Sanders	
Director of Sport Programs, OPEN		Director of Volleyball, Annette Scribner	X
Director of Web Strategies and Social Media, OPEN		Director of Wrestling, Katie Rowekamp	X
At-Large, Matt Lilleboe	X	Director of Baseball, Bryan Walz	X
At-Large, OPEN		Director of Ultimate Frisbee, Alicia Carr	X
Financial Assistant, Briana Klaus		Guests: Mike Ramirez, City of Eagan	
Business Interface Rep, Heather Lorentz	X	Guests: Aaron Reykdal, Joshua Estes, Katie Bailey, Mike Peterson	X
Administrative Assistant, Erikka Anderson		Public Attendees: none	

Meeting Minutes – Thursday, March 21, 2024

X – indicates attendance

Meeting was called to order by J.J. Kirby at 6:30 p.m.

**City of Eagan Update** – Mike Ramirez – ABSENT, emailed in update.

- Reminder that all EAA Directors looking for field or trail space should talk to me about needs. This is typically happening and helps me to know how our system is being used to provide the best space availability to meet user needs.
- For our turf heights we will be maintaining a grass height of 3". This is what has been done in years past. This practice is due to lack of staffing and resource capacity to change the height of our blades between sites due to trailering our mower from place to place, work hours, and daylight hours.
- Typical mow schedule is two times per week for irrigated site and once per week for general (non-irrigated) sites. This is weather dependent. For example, if a mow day for a location is missed due to rain the field(s) might not be mowed until the following week as we are tasked with maintaining the rotation.
- We will be maintaining a May 1 start date for fields for our maintenance team to work on fields. If that changes you all will be first to know!
- Working on field reservations for spring/summer.
  - Directors, please have schedules, Excel Workbooks, and/or Google Sheets to me as soon as available.
- UF, Baseball, Soccer have not heard back from City on field availability.
  - J.J. - city is thinking strategically about rotation of fields.

### **Approval of Minutes**

Matt Lilleboe motioned to approve the January 25, 2024 meeting minutes and Dan Sagstetter seconded the motion. The minutes will be posted on the EAA website.

### **Program Updates**

#### **Baseball – Bryan Walz**

- Currently in the planning phase. 9U tryouts finished up and will have three teams.
- 15U/In House – 15U may add team and in house is on par.
- Start spring training on April 1 at the Cages.
- Jerseys are ordered for travel will be ordered for IH soon.
- Treasurer will be done August 1<sup>st</sup>, working on a replacement.

#### **Basketball Update – Emily Rusham**

- Working on transitioning roles.
- Coaches meeting happened on Monday night.
- Wildcat Academy in April, registration closes soon.
- Have been some board changes with a few things needing to be cleaned up.
- 6<sup>th</sup> grade rec player was hit in the face with a metal water bottle in the handshake line and ended up in the urgency room.
- Need to get back to in person to parent/player meetings instead of online.

#### **Cross Country – Ben Weidenfeld**

- Registration is waiting for approval.

- Working with ECC Park and Rec to use their trails for practices. Dan Sagstetter will assist.

### **Football** – Chris Thole

- 2024 budget approved.
- Tricia Burbach signed contract for 2024.
- Lisa Johnson opting out of contract due to coaching tennis. Have added volunteers at two levels to assist, unpaid.
- 4 weeks of Sunday coaching clinics just wrapped up.
- Renewed status for USA Football for 2024.
- Will be looking into equipment and AED grants for the season. Dallas has been in direct contact with our USA Football rep, Tyler Johnson to learn about these opportunities. Will provide an update at our next board meeting.
- USA Football has partnered with the MN Vikings and they will provide vouchers for our coaches to become USA Football certified for free. We have made this a requirement for head coaches but will also make this a requirement for assistants as well this season.
- Leaving SSYFL and joining a new league called Metro South Youth Football League that is aligned with schools that will play at the higher levels, shared vision with better communication and increased convenience of scheduling.

### **Lacrosse** – Jason Oberhamer – ABSENT, emailed in update.

- We have about 75 12U/14U boys signed up, about 50 10U/8U boys signed up, and about 40 girls signed up so far. Girls registration is still open, summer 10U/8U is still open. We are generally on track or slightly above registration expectations.
- Boys indoor practices have begun, girls will begin after spring break.

### **Rugby** – Darryl Sanders - ABSENT

- No update given.

### **Soccer** – Mike Langley

- Registration closed last week with just over 1000 athletes registered. There are four, 7<sup>th</sup>/8<sup>th</sup> grade teams playing with Eastview. This is up from two teams last year.
- Will have BCBS for spring but lease runs out at the end of June.
  - Fields will not be improved, not lined, not seeded because there is no irrigation.

### **Softball** – T.J. Fletcher

- In door starts after spring break with 12 fastpitch teams.
- In house is about ten players short. There are four teams at each level this year.
  - Considering moving this program to the fall to increase participation.
- Coaches meeting occurred tonight highlighting programs mission of inclusion, integrity etc.
- Stars program currently on a break during high school season.
- 10U/12U tryouts – 3<sup>rd</sup> party did the evaluations went through team selection process and posted the teams and parents reached out. Issue in scores affected two-thirds of 10U and one-third of 12U. Program ended up redoing the teams and many players were affected. Evaluators did fine but the manual entry was wrong and will be looking for upgrading their process going forward.

- Softball would go back to Team Genius for evaluations and Bryan Walz suggested buying power in Team Genius because they use it and so does basketball.
  - Nick McCallum will check into if EAA can get a discounted rate for multiple sports using the software.

### **Track Update – T.J. Rice**

- Registration closed March 1, working on balancing teams with 840 athletes registered.
- Coach meeting emails going out, meeting is on April 4<sup>th</sup>.
- There are 160 coaches and only one team needs assistant coach. Multiple emails have been sent to that team with no response.
- Uniforms ordered with new logo with sponsorship logo will go on back of the shirt.
- Spiritwear email going out tomorrow.
- Donated money to High School program for required MSHSL upgrades.
- Pictures lined up for May
- Nautical Bowls cards will be given to coaches and will be selling premade bowls at a few meets.

### **Ultimate Frisbee – Alicia Carr**

- High school spring season just started with three teams for boys and one for girls.
- Middle school starts in two weeks, looking at one team this year.
- Coaches are all compliant.
- City of Eagan planted a tree in a field space and UF cannot use it now.
  - Regulation fields are football field size but narrower.
  - May ask Mike about using NV fields.
  - Frustration over lack of response from City regarding field space.

### **Volleyball Update – Annette Scribner**

- JO season concludes April 14<sup>th</sup>.
- In house starting April 1<sup>st</sup> with 350 kids and 38 teams in grades 3-12.
- Coaches meeting is Monday night.
- Volunteer recruitment event was held and one person is interested.
- In house and travel directors want to be done and looking for replacements.
- Coaching issue update– allegations of misbehavior for a coach and has put name in to coach again for an in house team. Investigation with EAA Board members occurred. Committee talked to five parents plus assistant coach. Bottom line is allegations cannot be proved and coach story was a bit different. Agreed as a group allow to coach but not head coach and not by himself. Assistant coach must be made aware of allegations and report to Annette who reports back to the committee through 2024. Dan wrote the official report. This coach would also need to be flagged if signed up for another coach role in another sport. Dan will let Erikka know.

### **Wrestling – Katie Rowekamp**

- Season wrapping up. Eight kids went to state.
- Coach kicked a 1<sup>st</sup> grader out of practice. Parents were not happy. Katie reached out to parent, but they would not return calls and has withdrawn from the program.
  - This person coaches for another wrestling club and may be recruiting kids to this

other program so may ask him to not return.

- Sandy Setter is helping investigate unwarranted fee hike for use of the wrestling room and program will try to budget for it.
- PreK-2 are currently wrestling together, but would like to split into three different groups. Would require another coach and/or more gym time.

### **Administrative Business:**

- Executive Committee — J.J. Kirby, Dan Sagstetter, Megan Brewster
  - New Board Members
    - Matt Lilleboe, current At Large Member, to move to Director of Sport Programs. Motion to move Matt to Director of Sport Programs made by TJ Fletcher, seconded by Dan Sagstetter. Motion carried.
    - Interviews were held individually with the candidates below and J.J. Kirby made a recommendation to the board for the following positions for each:
      - Aaron Reykdal – Admin Officer
      - Katie Bailey – Director of Program Initiatives
      - Joshua Estes – At Large
      - Mike Peterson – Director of Web Strategy & Support
      - Emily Ruhsam – Director of Basketball, replacing outgoing Director, Troy Tatting.
    - Motion was made by T.J. Rice to elect these candidates for their recommended roles and was seconded by T.J. Fletcher. Motion carried and members will be required to complete compliance requirements and then be assigned EAA email accounts.
  - Apparel for new and existing board members – Megan Brewster
    - Megan presented previously ordered apparel and asked for suggestions.
    - Elizabeth Kmety recommended a white logo on the Eagan Blue colored shirt to align with new branding.
    - Eagan Locker Room transitioning ownership, revamping store and adding online options with new hours. EAA will use them for this purchase.
    - Suggested taking an updated board photo with all members wearing the new shirt for promotional purposes.
  - Dick's Gift Cards update – Megan Brewster & Dan Sagstetter
    - Megan has reached out to each sport with the amount available with instructions to let her know what to order. They are e-gift cards, not physical gift cards and Megan will place all orders.
    - Wrestling stated there are not a lot of options for them and asked if they could trade with other sports for their share of the e-gift card.
  - Communicable Disease Waiver – J.J. Kirby
    - Been in place since 2020 just outside of COVID shutdown.
    - CDC has downgraded COVID to same protocols as the flu.
    - Does EAA want to remove it or reword it?
      - J.J. will work with a few others to reword and present in May.
    - Megan will check to see if there are any insurance requirements.
  - Scholarship Policy Update
    - Admin fees was reduced from \$25 to \$20 at the January meeting. Scholarship policy needs to be updated to reflect this change.
    - Motion to reduce the participation fee to \$20 on the scholarship policy made by Nick McCallum seconded by Joshua Estes. Motion carried.
  - EMT/medical professionals on-site at events – T.J. Rice

- Track would like to have a protocol in place in the event of a medical emergency.
    - J.J., Dan and others will reach out to other associations in the area to see what their policies are.
    - T.J. Rice will reach out to Sandy Setter for a high school perspective.
    - Aaron can get perspective from fire and police onto what they would like to see in place.
    - Softball goes through Blue Line for their tournaments and will share contact information.
  - Audit Update - J.J. Kirby
    - No update to report.
- Finance Committee — Megan Brewster & J.J. Kirby
  - Cross Country and Football Budgets were approved.
  - Venmo
    - Megan had created a non-profit Venmo account, but must be tied to a personal Venmo account and is under Megan's.
    - Could be used at tournaments for concessions, admission fees
    - Megan asked other associations about using Venmo but did not get useful feedback
    - 2024 sales collected on Venmo over \$5000 could be taxed. In 2025 will be \$600.
    - EAA has credit card readers that attached to an Ipad but haven't been used much due to volunteer training and hotspot issues.
    - People attending events accustomed to using cash.
    - Processing fees, transactions might not go through, users can cancel the transaction which equals loss of revenue. Bad signals also cause issues inside schools.
    - Board agreed to discontinue use of Venmo for EAA and Megan will shut down the EAA Venmo non-profit account.
  - 4Giving – A Go Fund Me for a non-profit
    - Each team sets up own page, connected to EAA, donator can opt to pay transactions fees or not. Could be used across all sports.
      - Nick mentioned could get a discounted transaction fee if more sports participated.
      - Motion to have Alicia be try a 4Giving fundraising and report back in May was made by T.J. Fletcher and seconded by T.J. Rice. Motion carried.
  - EAA Food License – can be used for 10 calendar dates, already have five taken.
  - Gambling Permits – going to hold a 50/50 or raffle baskets require gambling permit, only get five dates. Baseball will use two. Application due 30 days before the event.
  - If you have paid coaches, coach contracts must be complete before teams are formed and parents notified.
  - Check handling process, if collect checks for jerseys or volunteer buyouts, get checks to Megan, with list on a spreadsheet and will be kept in bank lockbox.
  - Cub tax-exempt cards new for 2024, Lex/Diff location. Sales exemption card, plus have account there so program/EAA would be billed directly rather than volunteer pay. Let Megan know if you need one.
  - Concessions coordinators if new please connect with Megan to get vendor information for Costco, Sams, Cub, etc.

- Reminder that team rosters cannot be released until coaches pass background checks.
- Marketing & Technology Committee — Elizabeth Kmety
  - March 2024 Meeting Recap
    - Heavily attended meeting. Introduced Elizabeth’s vision of EAA Brand to committee.
    - Getting ready to present to EAA Board in May for feedback.
    - Have not discussed social media guidelines, including use of Powered by EAA.
  - District 196 Flyers/Ads
    - Would like to introduce tracking on EAA website by July.
    - There will be a promotional ad in the summer community catalog.
  - Website update
    - Hero images have been selected and sent to SE.
  - Logo update
  - Authorization for photo use
    - Would like a shared folder for approved photos in Google Workspace.
    - Working through policy draft to add consent to registration.
    - Consider using professional photography rather than parent submissions for better photo quality.
- General – Committee assignments for new members
  - Aaron Reykdal – Finance Committee
  - Katie Bailey – Marketing Committee
  - Joshua Estes – Finance Committee
  - Mike Peterson – Marketing Committee
  - Emily Rusham – Finance Committee
  - New members will be required to complete EAA Orientation and Financial Training.
- Facilities – Todd Wrucke
  - NV Shed
    - Finance committee agreed to pay \$3000 for a hanging furnace at the NV shed to keep temp at 55 degrees in the winter.
    - Reminder to clean out old equipment to preserve space, break cardboard down.
    - Bryan has a connection for Hero’s League donations for old equipment.
  - First Aid Kits
    - A lot of stock in the sheds. Cases look broken so get those replaced. Email Megan and Briana and they will order new first aid kits from Amazon. Looking to get them all upgraded soon.
  - New Shed
    - Will send email out to directors to see what is needed or lacking in current situation and what needs to be done.
    - Will ask if can add on to current sheds rather than build a new one.
    - EAA has \$28000 reserved for a shed.
    - Softball also has money saved for this.

**Open Air (all):**

- Nick McCallum asked about leverage buying power and will reach out to sports to see where they order their apparel, EMT services, concessions etc.

- Nick will also review our current sponsorship agreements.

Meeting adjourned at 8:51pm by J.J. Kirby.

**Reminders:**

<b>Marketing Committee</b> 7:00 p.m. Zoom (3rd Monday, Odd Months)	<b>Finance Committee</b> 7:00p.m. Zoom (2 <sup>nd</sup> Monday, Odd Months)	<b>EAA Board</b> 6:30 p.m. City Hall (last Thursday, Odd Months)
May 21	May 13	May 30

**Committee Assignments:**

<b>Finance</b>		<b>Marketing</b>	
Chair	J.J. Kirby (President, <b>Chair</b> )	Chair	Elizabeth Kmety (Director of Marketing, <b>Chair</b> )
Vice Chair	Megan Brewster (Treasurer, <b>Vice Chair</b> )	Vice Chair	Dan Sagstetter (Vice President, <b>Vice Chair</b> )
	Aaron Reykdal (Admin Officer)		T.J. Fletcher (Director of Softball)
	Bryan Walz (Director of Baseball)		Annette Scribner (Director of Volleyball)
	Dallas West (Director of Football)		Darryl Sanders (Director of Rugby)
	Todd Wrucke (Director of Facilities)		T.J. Rice (Director of Track & Field)
	Emily Rusham (Director of Basketball)		Mike Langley (Director of Soccer)
	Alicia Carr (Director of Ultimate Frisbee)		Ben Weidenfeld (Director of Cross Country)
	Katie Rowekamp (Director of Wrestling)		Jason Oberhamer (Director of Lacrosse)
	Matt Lilleboe (Director of Sport Programs)		Nick McCallum (Director of Business Development)
	Joshua Estes (At Large)		Katie Bailey (Director of Program Initiatives)
			Mike Peterson (Director of Web Strategy & Support)