

The mission of the Eagan Athletic Association is to provide quality sports opportunities to the youth of our members.

Eagan Athletic Association – Board Meeting Minutes
Thursday, January 20, 2011
Eagan Room, Eagan City Hall

<u>President – Dave Unmacht</u>	<u>Present</u>	<u>Director of Traveling Softball –</u>	
<u>Vice President – Ken LaChance</u>	<u>Present</u>	<u>Dana Anderson-Glass</u>	<u>Present</u>
<u>Treasurer – Kate Boyle</u>	<u>Present</u>	<u>Director of Lacrosse -</u>	
<u>Secretary – Kurt Urdahl</u>	<u>Present</u>	<u>Jan and Kurt Johnson</u>	<u>Present</u>
<u>Administrative Assistant –</u>		<u>Co-Directors of Track</u>	
<u>Anne Kane</u>	<u>Present</u>	<u>Annette & Michael Linder</u>	<u>Present</u>
<u>Director of Fundraising –</u>		<u>Co – Directors of Volleyball -</u>	
<u>Dan Klekner</u>	<u>Present</u>	<u>Teresa Kavanaugh</u>	<u>Present</u>
<u>Director of Coaches –</u>		<u>Director of Fall Volleyball -</u>	
<u>Susan Schaumann</u>	<u>Present</u>	<u>Ann Kluender</u>	<u>Absent</u>
<u>Director of Equipment –</u>		<u>Director of Football -</u>	
<u>Ed Kees</u>	<u>Absent</u>	<u>Dean Kraus</u>	<u>Present</u>
<u>Director of Technology-</u>		<u>Director of In House Baseball -</u>	
<u>Tim Jolliffe</u>	<u>Present</u>	<u>Bubba Chambers</u>	<u>Present</u>
<u>Director of Traveling Baseball –</u>		<u>Director of In House Basketball -</u>	
<u>Lynn Estes</u>	<u>Present</u>	<u>Eric & Kim Anderson</u>	<u>Present</u>
<u>Director of Traveling Basketball –</u>		<u>Director of In House Fall Soccer -</u>	
<u>Beth and Greg Koenig</u>	<u>Absent</u>	<u>Diane DeMartelaere</u>	<u>Present</u>
<u>Director of Traveling Soccer –</u>		<u>Director of In House Spring Soccer -</u>	
<u>Mike Mulrooney</u>	<u>Present</u>	<u>Trenne Fields</u>	<u>Present</u>
<u>Eagan Parks & Rec Dept –</u>		<u>Director of In House Softball -</u>	
<u>Jonathan Moore</u>	<u>Present</u>	<u>Mike Ferraro</u>	<u>Absent</u>
<u>Director of Publicity –</u>		<u>Director of Wrestling -</u>	
<u>Brad Ruitter</u>	<u>Absent</u>	<u>Chad Gage</u>	<u>Absent</u>
		<u>Director of Kickball -</u>	
		<u>Bonnie Bley</u>	<u>Absent</u>

Meeting started: 8:05PM

Introductions: The board members present went around the room and introduced themselves. Dave Unmacht thanked them for their service.

December Minutes and Annual Meeting of the Members Minutes: Reviewed, motion to approve both sets of minutes was made by Lynn Estes, seconded by Michael Linder. Motion was approved by the directors present.

November and December Financials: Kate Boyle reviewed the November and December Financials with the EAA Board. The budget for 2010 projected 8,500 participants while the actual participation number was 7,685. Almost all year-end journal entry adjustments have been made. There are two more journal entries to post to complete the year-end work. Motion to approve the November and December financials pending two year-end journal entry adjustments was made by Trenne Fields and seconded by Lynn Estes. Motion approved by the directors present.

Charitable Gambling Request Process: The Directors were given the 2011 Charitable Gambling Request Form and the request process was explained. All requests must be submitted by February 28. The donation recommendations will be presented to the Board by the Executive Committee at the March meeting. This year \$20,000 is available and \$5,000 of the total will be set aside for a long-term capital project. The form and a list of prior year donations will be posted on the EAA website.

In-House team formation, team rosters and team announcement guidelines: Handout was reviewed covering the recommended guidelines and responsible parties for registration, team formation, online rosters, team rostering and handling team announcements.

Administrative business: Discussed the charitable gambling calendar and the requirement that directors are required to attend 2 consecutive meeting as outlined on the schedule.

Auditor Approval (Kate Boyle): MMKR – Last year EAA paid \$13,000 to our auditor. Those fees were reduced by \$2,500 this year. Gambling fees remained the same, \$3,000 as last year. Lynn Estes made a motion to approve engaging with the auditor, it was seconded by Ken LaChance. Motion carried by the board.

Project and priorities for 2011: Mr. Unmacht reviewed the following priorities and Projects for 2011 with the board, with the objective of soliciting help with some of the projects:

- **Board member orientation:** As there are a number of newly elected board members, Mr. Unmacht asked the board what orientation requirements they felt were needed. It was suggested that our new website is a bit overwhelming, and training on NGIN would be of benefit. Another suggestion was a playbook or guidelines on the responsibilities of a director. A final suggestion was to gain understanding of the expectations on reporting to the board, when to engage, for issues related to a particular sport, for example. Dave Unmacht mentioned that he will ponder that question and provide his thoughts at a later date.
- **Organizational Documents**
 - By-Laws and Handbook: Posted on the website. 2007 was the last time a comprehensive update was done to the documents, they need to be reviewed

an updated. Mr. Unmacht would like to see this completed by June, and will need volunteers to sit on a committee.

- Contract and Agreements: EAA has a few agreements and contracts that need to be updated, reviewed and restructured. Mr. Unmacht proposed a committee be formed to handle these tasks. Ken LaChance and Dean Kraus volunteered to be on the committee, others will be needed. Timeline proposed for completion of this work is by the end of March.
- **Administrative Assistant Support Transition:** Dave Unmacht is looking for 5-9 people to review with Ann. This would be an ongoing project with no timelines.
- **Transition to Quickbooks:** EAA is reviewing how we do our finances. Kate Boyle discussed the desire to move to Quickbooks Enterprise – which allows for concurrent user and password views. Other functionalities and benefits of moving to this version were also discussed. A motion to approve the purchase of Quickbooks Enterprise was made by Ken LaChance, the motion was seconded and carried by the board.
- **Coaches Certification Program:** March 8th and 29th are the dates in March being considered for the next sessions, and another session will be offered in April, on the 5th, 19th and 26th. Mr. Unmacht would like to lock in on dates. In general discussion of the board, March 29th and April 5th were selected as the favored dates. The sessions will be held from 7PM to 8:30 on the selected dates.
- **MN Plays:** Due to time, will be reviewed at a later date.
- **Future of Charitable Gambling:** Dan Kleckner is leaving his post as the gambling director. EAA's contract is up with Al Baker's at the end of May. It was discussed that EAA Hockey is trying to get Al Baker's in place of EAA. EAA needs to decide if we want to continue to be in the charitable gambling business. Need a committee to review the future of charitable gambling with EAA. Mike Mulrooney, Michael Linder and Dave Unmacht volunteered to be on this committee.
- **Management Audit Recommendations:**
 - Define remaining tasks: Kate Boyle mentioned that this is primarily completed, and that IT Storage is the final piece that needs to be reviewed.
- **Website and Technology:**
 - Define Major tasks: Need a committee to where we are, and where we would like to go with the new tool (NGIN site). It was suggested that this committee have a representation from different sports within EAA, and also the Brad Ruitter should also be included in this committee.
- **Equipment Storage (shed)**
 - Remaining step before making a decision: Dan Kleckner will join Trenne Fields and Lynn Estes and they will put content together to deliver at the next meeting for review by the board.

Meeting ended at 10:07PM