

St Paul Park Athletic Association

Meeting minutes – March 5, 2014

Meeting was called to order at 8:04 p.m. by interim president Tina Peck and seconded by Rich

Board Members Present: Tina, Rich, Jeff, Donny, Katie, Dave, Tom, Jackie

Board Members Absent: none

Guests Present: Tami Hopp

Motion was made by Tina and seconded by Dave to approve the February 5, 2014 meeting minutes. Motion passed on a voice vote.

Treasurer's report: Katie I. reported that there was \$18,355.58 in the SPPAA checkbook and \$5,525.72 in the traveling baseball checkbook. Rich motioned to approve the treasurer's checking account balance and David seconded. Motion passes on a voice vote.

Old Business:

The board reviewed the language in the by-laws and made suggested changes at the special meeting on 2/19/14.

ARTICLE V – GOVERNMENT

A. The Baseball, Softball, Traveling Baseball and Soccer Division of the St. Paul Park Athletic Association shall run under the supervision of a President and a Board of Directors, whose duty it is to manage the organization subject to the will of the General Membership and the St. Paul Park Athletic Association.

B. The St. Paul Park Athletic Association Board may consist of ten (10) elected members consisting of the President, Director of In-House Baseball, Director of Traveling Baseball, Director of Softball, Fields/Equipment Director, Communications Coordinator, Secretary, Treasurer, Events Coordinator and Director of Soccer. Each director may recommend an assistant for their position. This assistant must be approved by the Board and pass a confidential background check. *Rich made a motion to approve the changes to the by-laws as stated above and Dave seconded. Motion carries on a voice vote.*

C. Attendance to monthly meetings is necessary by all Board Members. Notification of absence must be coordinated prior to the meeting with another board member. If a director is going to be absent from a meeting, the assistant to that Director should attend in the Directors absence. This assistant shall assume all voting privileges in the absence of that director.

D. The term for elected Board members will be two (2) years. A meeting of the general membership will be held in October of each year for the election of Board Members on a rotating basis. Even numbered years will open positions for In-House Baseball Director, Soccer Director, Fields/Equipment Director, Treasurer and Communications Coordinator. Odd numbered years will open positions for President, Traveling Baseball Director, Softball Director, Secretary, and Events Coordinator. Newly elected members will assume their position in November, after a confidential

background check. *Rich made a motion to approve the changes to the by-laws as stated above and Dave seconded. Motion carries on a voice vote.*

E. Board member will agree to attending and participating at 50% of the events within the calendar year. Tracking of the board participants will take place at each event to ensure that members are participating.

F. Any vacancy shall be filled by an interim appointed by the board. The appointed member will hold office until the next annual election.

G. Duties and responsibilities of elected members:

The President shall:

- a. Coordinate and preside over all the meetings of the General membership and board members.
- b. Enforce all laws, rules and regulations of the division.
- c. Be responsible for overseeing proposals and purchases.
- d. Be responsible for the coordination of registrations and the establishment of in-house and traveling try-out procedures.
- e. Coordinate budget proposals for approval by the Athletic Association Board
- f. Represent the St. Paul Park Athletic Association at outside meetings if necessary.

The Director of In-House Baseball shall:

- a. Be responsible for the recruitment, review and recommendations of coaches and assistants to the St. Paul Park Athletic Association.
- b. Enforce all the rules and regulations of the division.
- c. Oversee the formation of in-house teams and the participation of players.
- d. Appoint assistants, as needed, to ensure the growth and prosperity of the In-House Baseball division.
- e. Be the liaison for SPPAA Board at governing association meetings.
- f. Ensure all fields are properly equipped prior to the first practice or game.
- g. Be responsible for maintenance of all equipment and uniforms.
- h. Maintain equipment and uniform storage areas.

The Director of Traveling Baseball shall:

- a. Be responsible for the recruitment, review and recommendations of coaches and assistants to the St. Paul Park Athletic Association.
- b. Enforce all the rules and regulations of the division.
- c. Organize and run traveling team tryouts.
- d. Oversee the formation of the traveling teams and the participation of players.
- e. Appoint assistants, as needed, to ensure the growth and prosperity of the Traveling Baseball division.
- f. Be the liaison for SPPAA Board at Traveling Booster Club meetings.
- g. Be the liaison for SPPAA Board at governing association meetings.
- h. Ensure all fields are properly equipped prior to the first practice or game.
- i. Be responsible for maintenance of all equipment and uniforms.
- j. Maintain equipment and uniform storage areas.

The Director of Softball shall:

- a. Be responsible for the organization of all Softball leagues.
- b. Be responsible for the recruitment, review and recommendations of coaches and assistants to the St. Paul Park Athletic Association.
- c. Enforce all the rules and regulations of the division.
- d. Oversee the formation of teams and the participation of players.
- e. Appoint assistants, as needed, to ensure the growth and prosperity of the Softball division.
- f. Organize and run softball traveling team tryouts.
- g. Be the liaison for SPPAA Board at Traveling Booster Club meetings.
- h. Be the liaison for SPPAA Board at governing association meetings.
- i. Ensure all fields and equipment are properly equipped prior to the first practice or game.
- j. Be responsible for maintenance of all equipment and uniforms.
- k. Maintain equipment and uniform storage areas.

The Director of Soccer shall:

- a. Be responsible for the organization of all Soccer leagues.
- b. Be responsible for the recruitment, review, and recommendation of coaches and assistants to the St. Paul Park Athletic Association.
- c. Enforce all the rules and regulations of the division.
- d. Oversee the formation of teams and the participation of players.
- e. Appoint assistants, as needed, to ensure the growth and prosperity of the Soccer division.
- f. Organize and run traveling team tryouts.
- g. Be the liaison for the SPPAA Board at the Traveling Booster club meetings.
- h. Be the liaison for the SPPAA at governing association meetings.
- i. Ensure all fields are properly equipped prior to the first practice or game.
- j. Be responsible for maintenance of all equipment and uniforms.
- k. Maintain equipment and uniform storage areas.

The Field/Equipment Director Shall:

- a. Coordinate purchases with directors for Board approval.
- b.. Ensure the Director's have access to the necessary equipment for their respective fields prior and during the sports season.
- c. Periodically check on the conditions of the fields used inside the City of St. Paul Park and report any difficulties or problems to the park foreman.
- d. Coordinate fields with the city for usage.
- e. Be responsible for scheduling practices and games on all St. Paul Park fields.
- f. Be responsible for scheduling batting cage times and maintaining batting cages.
- g. Be responsible for reserving all School District Fields within City of St. Paul Park limits.

A motion was made by Rich to approve the changes as stated in the by-laws and seconded by Katie. Motion carries on a voice vote.

The Treasurer shall:

- a. Keep records, books and documents pertinent to the financial transactions of the St. Paul Park Athletic Association.

- b. Be responsible for handling cash flow records, handling monies for deposit, cash transactions and distributions with the main board.
- c. Keep records and documents pertinent to the St. Paul Park Athletic Association.

The Secretary shall:

- a. Record the minutes of all St. Paul Park Athletic Association Board meetings and distribute these minutes after meeting. Maintain Baseball, Softball, and Soccer mailing lists & distribution of mailers, minutes etc.
- c. All events must be posted to the general public prior to the event happening. All legal notices must be posted to the general public for a minimum of two (2) weeks. The posting of these events shall be in the South Washington County Bulletin.
- c. Schedule the building when needed for meetings and will contact the photographer and schedule team pictures with the assistance of the directors.
- d. Be responsible for emailing the city to update information.

The Events Coordinator shall:

- a. Oversee fundraising activities that benefit all programs run by the St. Paul Park Athletic Association and Booster Club, in coordination with the Treasurer and Directors.
- b. Actively solicit funds from private and public organizations.
- c. Plan all St. Paul Park Athletic Association board sponsored events including the coordination of volunteers.
- d. Be responsible for emailing volunteers.

The Communications Coordinator shall:

- a. Be responsible for updating the SPPAA's Facebook page.
- b. Assist directors/coaches with updating the SPPAA's website.
- c. Be responsible for taking pictures at the events as well as obtaining pictures from other coaches and the directors in order to keep pictures updated on the website.
- d. Adhere to all other assignments that fall under Article III.
- e. Assist with Secretary duties.

A motion was made by Rich to approve the changes to the by-laws as stated above and seconded by Jackie. Motion carries on a voice vote.

New Business:

There was discussion about gym practice.

Board Reports:

Interim President: Tina reported that the coaches background checks are done and she suggested the closet door in the heritage building get re-keyed. Tom needs to talk to the city about this.

Traveling Baseball: Uniforms will be ordered on 2/6/14. Players can be added until June 1st. There was a request to provide a \$250 discount for traveling board members. A motion to approve a discount not to exceed \$225 for traveling board members was made by Katie and seconded by Dave. Motion passes on a voice vote.

Secretary: Jackie scheduled gym practices. She will call Mary to tell her we don't need the building on March 22nd, however, we will need the building on March 27th to organize donations for casino bus run.

Treasurer: Katie reported the tentative budget for the teams.

Softball: Rich and Jeff will divide the scheduled gym practices. Rich reported on the softball teams; he could have 1-2 more 1st grade players, 3 more 3rd/4th and 5th/6th players, but no more 7th/8th and 9-12 grade players.

Soccer: Dave had nothing to report

Baseball: Jeff will work with Rich to divide scheduled gym practices. He reported on the kids registered for baseball. There are 8 minor's, 7 peewee's, 10 pitchball and 20 t-ball. Decisions will need to be made about what to do about the teams. Jeff will check with Newport to see if they have any players. Players will be contacted within a week about the decision.

Events: Pullman dance is on March 28th from 6-8. Board members were asked if they can help volunteer that night. There was discussion about finalizing plans for the casino bus. The remaining donations will be split up. We will raffle on the way up only and start with small items. In April we'll discuss photographers.

Fields/Equipment: Tom will need to get the sign up when the snow melts. There was discussion about where to place the port-a potties. There was discussion about getting 8 new locks for the lock boxes and 2 locks for the cages.

Communications Director: Katie updated FB and will update the website. There was discussion about advertising for the bus run on the website. Reminders about the board meetings will be posted on the website.

Motion was made to adjourn by Tina and seconded by Dave. Meeting was adjourned at 9:30 pm .

The next meeting will be held on April 2, 2014.

Respectfully submitted,
Jackie Stangl
SPPAA Secretary