

**CGAA Main Board Meeting Minutes  
Sunday, October 13, 2013**

Start Time: 7:00 p.m.

End Time: MSP Verna Witzany; Mike Snyder. End the meeting. 8:40 p.m.

**TO DO**

1. **Conflict of Interest Policy to be signed & returned by all Main Board Members**
2. Treasures meeting @ 6:00 11/10/13; Main meeting @ 7:00 p.m.
3. Create one financial assistance policy to be used across all divisions: TABLE
4. Make the board's division payables consistent TABLE
5. Make one payment process for all board members/trainers. TABLE
6. Revisit player fees. Change to monthly divisional expenses? TABLE
7. Create Google docs to house board minutes and other policy information. TABLE
8. Discuss the use of fundraisers/raffles among all divisions TABLE
9. Discuss the possibilities of centralizing our web registrations. One screen to register for multiple sports. TABLE
10. Discuss volunteer fees among all divisions TABLE
11. Review insurance policy TABLE
12. Review Gym time usage: determine process how to divide facility use among divisions during winter TABLE
13. Parent Code of Conduct: communicate CGAA expectations. Justin to review & consolidate final draft. See Ben. **Attached below**
14. Credit/Debit Card: determine possessor[s]. See Tina.
15. Main Attendance policy: See Justin.
16. Charity funds: Dan & Dave to investigate TABLE
17. Main attendance Policy Q: ideas? A: not taking money, that's negative toward league. Fees being covered for participation in sports [personal credit removal]; Lack of attendance = "not part of CGAA" ideals;
18. Lease: not signed. TABLE

**Attendance:**

- Dave Blumberg [President, Basketball Division]
- Justin Langbehn, [Vice President Main/Treasurer, Football Division]
- Gerri Sutton [President, Volleyball Division]      Kim DeVaan, [Treasurer Main]
- Dan Smoot [President, Football]      Mary Perren [Gambling Director]
- Dave Weidner [President, Baseball]      Ben Abram [Presidential Assistant Main]
- Mike Snyder [President, Softball]      Tina Clark [Bookkeeper Main]
- Verna Witzany [Secretary Main]

**Absent:**

- Dan Harrison, President Main
- Eric Folsom [President, Hockey]
- Jim Bollback [President, Soccer]

**Guest:** Phil Kuemmel update:

Keith Jacobus, Superintendent 833

- Know that a levy for 833: coming up 11/5/13 on ballot "stepping into the future". Why on ballot? Increases not keeping up with inflation. 1.5% increase anticipates inflation to be higher. The 2-year increase 3.2 million, but 5.8 million short to what was needed. No ballot for 10 year: ER building & 2007 increase.
- 2013 asking for A) 2-year renewal referendum that should bring in 6.9 million. Then B) asking for increase in operating referendum \$337/student, 6.9M [four areas: safety issues, wireless access update, will be reducing budget, so will help offset deficit spending] for next 10 years; 3) request 8M for purchase land [future expansion]. Would like to purchase land at reduced interest/value for middle & elementary [campus].
- 2015: on ballot for next building at middle school level. Moved middle & senior switched schools. Intense growth in elementary.
- 2016: millions for tech levy
- 2017: operating levy expires
- Up-to-date info on website: [www.sowashco.k12.mn.us/Election2013](http://www.sowashco.k12.mn.us/Election2013) ; public meeting: 10/28 at District Service Center @ 6:30 p.m.; email at [election2013@sowashco.k12.mn.us](mailto:election2013@sowashco.k12.mn.us); call: 651-458-6360.
- 120% capacity before expanding another building. All HS in area have expansion possibilities. Possible 2017 opening. Want to talk to Mike Vogle to have him answer more in depth. Q: is it possible to segregate middle schools to feed into specific high schools? A: that would be ideal, but we're not getting youth students to support another HS. A clean feeder system

would be nice. Park has highest loyalty base. Don't think that would happen & wouldn't like to change boundaries – not a desirable experience.

- Contact Keith via text, phone, e-mail.

#### Kuemmel:

- Can contact Phil; PHS great fall: football many strides: winning homecoming; still battle player numbers: 35 vs. other team's 80-player count. Both teams beat PHS soundly, turn around this year. Nine years beating Wbry. Volleyball tough conference; nonconference wins turned around program; g-soccer great start of season; QRF pole similar college polling end result: ranked #1 in state.
- Conference meeting, final meeting incl PHS into MetroEastConf.. vote changed to 4:4 – schools not budging.
- A: biggest objection? A: size, numbers [HenSib mentioned lunch #s similar to theirs 40% range vs. PHS 24%, thought #s were closer], growth [their trying to look into the future & PHS will outsize other schools due to growth in district], odd number in conference, where STA would be placed.
- St Thomas Academy not placed. It could change things in conference placement from current standing. PHS moving forward. Will belong in Suburban East for now... no changes until Fall 2015.
- PH: Hall of Fame coming up
- Coach Boys Soccer: team program 72 players: [68] 9-12<sup>th</sup> gr. Lower level team's record finished over 500. Had 4 Seniors; 9 Juniors; Sophomore & Freshmen 5-10-2 overall; 3 all conference; 3 state.
- Watching U13, 14, 15 games to get to know future players.
- Soccer relationship between CGAA and PHS is getting better over the years. Great improvement.

**New Business:** none

**President:** Dan Harrison

- none

**Vice President:** Justin Langbehn

- No new topics.
- Like to have each member have own email title & access online correlates to that address. Dan to work on that.
- Will then update contacts & get greater access to QB online & tie in Google docs.: have one user ID for all.
- Prefer one financial assistance policy: nothing yet, TABLE
- Still need Softball budget; Soccer provided a draft, need final: looking better
- Need to review bylaws to add in a process for spending limits to provide better checks; reviewing Lions Club as an example, try to incorporate into our bylaws.
- First: QB online full; Audit in process; Q: audit contact Tina? A: no, need to check both emails
- Treasurers next month meeting 6:00; Need to clean up refunds to not appear in the INCOME on the P&L statement. Tina to clean up this week w/treasurers; good on accounting categories;
- Conflict of interest policy: Justin printed policy [attached]. Common ideas: no one can position themselves for personal gain. Will scan signed copies, scan them, & file hard copies; only for Main board members;

**Secretary:** Verna Witzany

- MSP approve Mike Snyder. Accept September's meeting minutes. No discussion.
- MSP approve Kim DeVaan. Accept August meeting minutes. No discussion

**Gambling:** Mary Perren

CGAA Oct 11, 2009 Board Meeting

Estimated gambling expenses for Nov-13 are as follows:

	For Motor Sports	For Franke's
Rent .....	1,750.00	2,500.00
Payroll pay periods .....	6,500.00	1,000.00
Supplies & Equipment .....	2,500.00	1,000.00
Other .....	2,200.00	750.00
State Tax .....	2,000.00	
Combined tax .....	0	
Monthly regulatory fee.....	250.00	
Gambling tax on invoices .....	0	
<b>Total estimated Expenses .....</b>	<b>\$ 15,200.00</b>	<b>5,500.00.....Total \$20,700.00</b>

MSP: Mary Perren, 2<sup>nd</sup> Kim DeVaan. Motion not to exceed \$20,700 .00 for Gambling expenses for Nov-13. No discussion.

Tax Return for the month of Sept-13

Electronic Bingo Receipts .....	749.75	
Electronic Bingo Prizes .....	524.83	
Electronic Bingo Net Receipts .....	224.92	[3x consolidation prize games]
Tip-board Receipts .....	600.00	
Tip-board Prizes .....	300.00	
Tip-board Net Receipts .....	300.00	
Gross Pull Tab Receipts .....	124,605.00	
Pull-tab Prizes Paid .....	105,451.00	
Net Pull-tab receipts .....	19,154.00	
Net receipts .....	21,158.92	
Combined receipts tax .....	1904.38	
Board Fee 0.01% of gross profit .....	130.26	
Total taxes paid for September '13 .....	2,034.64	
Gross profit after taxes .....	19,124.28	
Total Allowable expenses .....	17,356.52	
Profit .....	1,767.77	
Lawful Purpose expenditures .....	5,838.58	bulk Hockey raffle
Profit for AMSBG .....	<3,400.99>	had 8 games in the "hole"
Orifut fir Franke's .....	5,168.76	

MSP: NO motion to pay City Contribution as there was no monthly profit for September 2013. No discussion.

MSP: Mary Perren, 2<sup>nd</sup> Dave Blumberg. Motion to pay State of MN tax on G-1 \$2,034.64. No discussion.

MSP: Mary Perren, 2<sup>nd</sup> Mike Snyder. Motion to pay rent for CGAA office and storage space ≤ \$2,000.00 LP for November 2013. No discussion.

MSP: Mary Perren, 2<sup>nd</sup> Dan Smoot. Motion to pay CenturyLink ≤ \$65.00 for October 2013 LP. No discussion.

MSP: Mary Perren, 2<sup>nd</sup> Mike Snyder. Motion to pay Dart Transit ≤ \$100.00 [container storage unit] LP. No discussion.

MSP: Mary Perren, 2<sup>nd</sup> Mike Snyder. Motion to pay Allied Charities Convention in Rochester ≤ \$150.00 for hotel in November 2013.

Q: What is it? A: Distributive/Manufacturing show & classes & seminars.

MSP: Mary Perren, 2<sup>nd</sup> Dave Blumberg. Motion to pay Football ≤ \$300.00 for Tip-board Sales at AMSBG. No discussion.

Business has been good. Franke's profits up \$7,788.93 over 2012. AMSBG profits down <\$4,082.00> from 2012. Not as many games. Electronic will have been in play [1] month as of 10/14/13. Last week we were 5<sup>th</sup> in Pull-tab sales and 9<sup>th</sup> in bingo with this distributor out of 130 sites. Motorsports is interested in installing electronics, too.

#### **Treasurer: Kim DeVaan**

- Reconcile summary passed.
- End balance: \$9066.44
- Year end 9/30 passed positive balance \$824.00
- Sept & 2013 year-end did not end on positive balance: FYI: \$25K spent on audit; contract signed @ \$15K; NOTE: with check & balances & check requests
- NEED to have Tina added onto ALL league websites for access to admin to pull deposits ONLY – easier for her and treasurers. Tina: does get reports for all receipts & card purchases & she'll contact. [cgaabookkeeper@gmail.com](mailto:cgaabookkeeper@gmail.com)
- MSP Kim DeVaan, Dave Bloomberg. Approve operational expenses not to exceed \$2,500.00. No discussion.
- Pass out 2014 budget. Attached for board member review & approval at November's meeting. **Attached below.**

#### **Ben**

- Code of conduct: trying to develop a uniform policy; looked at other association's conduct codes & many are very good.
- Q: do we want it done? A: Smoot: have nothing like that for football... great benefits for CGAA. Admin fee is helpful and like to focus on sport & let Main handle these details. Softball had something, but wasn't posted. Dan Smoot: coaches are parents, need to know who they are to avoid seeing them in another sport.
- JL making it a collaborative effort. Next will be escalation process so all leagues know how to handle difficulties will benefit all.

#### **Bookkeeper: Tina Clark**

- QB working online
- Soccer in
- No other divisions are done & cleaning up w/soccer; all deposits need to be matched
- Open to all divisions entering, but would like to have them enter one at time: softball can enter; football can enter; leagues are ready when Kim is
- Bank acct is updates
- Only signers on checkbook: Verna, Dan, Kim DeVaan
- Cards: each league assigns one card & that division decides: they need to go to the bank
- TINA: any financial reports wanted me to pull, can email if needed.

**Baseball:** Dave Weidner

- Organized equipment.
- Fall ball done; cages down; bases away
- Reviewing offseason events: coaching clinics

**Hockey:** Eric Folsum

- none

**Basketball:** Dave Blumberg

- Last 3-on-3 nights.
- Travel tryouts done; teams formed; practices begin this week or next
- In-House rec registration close 10/15; season starts early/Nov

**Football:** Dan Smoot

- Wrapped up “fun” day; changed format & rec great feedback
- Successful season for program; focused fundamentals; not about victories but development
- Survey says.... 90 responses scale 1-5: score 3.4.
- Good season & great kids
- 3 teams in 4th 5<sup>th</sup> & 6<sup>th</sup> grade tourn at Metrodome; MEA week to play was 99% participation; competitive approach, rotate positions; players positive w/approach.
- had a great community sponsorship from businesses this year;

**Volleyball Report:** Gerri Sutton

- Almost done w/rec league
- 39 registrations
- taking preregistration for JO; Q: ages of rec league

**Softball Report:** Mike Snyder

- quiet; offseason; field improvement discussions w/city [pertains to school fields]
- Fall ball ended
- Q: having a council member attend meeting? A: Yes, in November to make sure we're fair; on target. Let Justin know so he can attend meeting.

**CGU Soccer Report:** Jim Bollback

- none

Sep-13

	September			Full Year		
	Actuals	Plan	B/(W) Plan	Actuals	Plan	B/(W) Plan
<b>Income:</b>						
<b>Donations</b>	266	25	241	2,242	300	1,942
<b>Player Fees</b>	-	-	-	64,275	63,320	955
<b>Rec Soccer - Closed Account</b>	-	-	-	-	-	-
<b>Total Income</b>	266	25	241	66,517	63,620	2,897
<b>Expense:</b>						
<b>Insurance</b>	3,398	3,400	2	15,436	15,800	364
Insurance - Player Coverage	3,398	3,400	2	13,217	13,600	383
Insurance - D&O	-	-	-	2,219	2,200	(19)
<b>Utilities</b>	302	245	(57)	5,046	3,965	(1,081)
Web Site	-	220	220	2,640	2,640	-
Printer/Copier	-	-	-	354	800	446
Office Supplies	302	25	(277)	2,052	400	(1,652)
Postage and Delivery	-	-	-	-	125	125
Alarm System	-	-	-	-	-	-
Phone	-	-	-	-	-	-
<b>Payroll</b>	2,209	1,250	(959)	17,240	15,000	(2,240)
BookKeeper	890	1,000	110	12,376	12,000	(376)

State Tax	67	50	(17)	639	600	(39)
Federal Tax	1,288	200	(1,088)	3,076	2,400	(676)
Workmans Comp	(36)	-	36	1,150	-	(1,150)
<b>Other Expenses</b>	<b>10,069</b>	<b>150</b>	<b>(9,919)</b>	<b>27,971</b>	<b>17,750</b>	<b>(10,221)</b>
Gifts/Donations	-	-	-	100	300	200
Advertisement	479	-	(479)	519	800	281
Audit	7,755	-	(7,755)	24,870	15,000	(9,870)
Bank Fees	-	-	-	-	-	-
Legal Fees	-	50	50	125	325	200
Membership Dues	135	-	(135)	135	125	(10)
Miscellaneous Expense	1,700	100	(1,600)	2,222	1,200	(1,022)
IRS - Fine	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-
<b>Total Expense</b>	<b>15,978</b>	<b>5,045</b>	<b>(10,933)</b>	<b>65,693</b>	<b>52,515</b>	<b>(13,178)</b>
<b>Operating Income</b>	<b>(15,712)</b>	<b>(5,020)</b>	<b>(10,692)</b>	<b>824</b>	<b>11,105</b>	<b>(10,281)</b>

#### 2014 Main Board Budget

	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD			
	2014														
	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	FY 2014	FY 2013	B/(W) 2013
<b>Income:</b>															
<b>Donations</b>	50	50	50	50	50	50	50	50	50	50	50	50	600	2,242	(1,642)
<b>Player Fees</b>	-	6,735	-	-	6,015	-	345	18,945	-	-	22,425	4,500	58,965	64,275	(5,310)
<b>Rec Soccer - Closed Account</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Income</b>	50	6,785	50	50	6,065	50	395	18,995	50	50	22,475	4,550	59,565	66,517	(6,952)
<b>Expense:</b>															
<b>Insurance</b>	-	-	3,400	-	-	5,600	-	-	3,400	-	-	3,400	15,800	15,436	(364)
Insurance - Player Coverage	-	-	3,400	-	-	3,400	-	-	3,400	-	-	3,400	13,600	13,217	(383)
Insurance - D&O	-	-	-	-	-	2,200	-	-	-	-	-	-	2,200	2,219	19
<b>Utilities</b>	510	360	360	620	360	360	510	360	360	460	360	360	4,980	5,046	66
Web Site	320	320	320	320	320	320	320	320	320	320	320	320	3,840	2,640	(1,200)
Printer/Copier	100	-	-	100	-	-	100	-	-	100	-	-	400	354	(46)
Office Supplies	40	40	40	100	40	40	40	40	40	40	40	40	540	2,052	1,512
Postage and Delivery	50	-	-	100	-	-	50	-	-	-	-	-	200	-	(200)
Alarm System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Phone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Payroll</b>	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800	17,240	440
BookKeeper	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	12,376	376
State Tax	50	50	50	50	50	50	50	50	50	50	50	50	600	639	39
Federal Tax	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,076	76
Workmans Comp	100	100	100	100	100	100	100	100	100	100	100	100	1,200	1,150	(50)
<b>Other Expenses</b>	15,100	100	150	100	200	150	100	100	150	100	635	100	16,985	27,971	10,986
Gifts/Donations	-	-	-	-	100	-	-	-	-	-	-	-	100	100	-
Advertisement	-	-	50	-	-	50	-	-	50	-	400	-	550	519	(31)
Audit	15,000	-	-	-	-	-	-	-	-	-	-	-	15,000	24,870	9,870
Bank Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	125	125
Membership Dues	-	-	-	-	-	-	-	-	-	-	135	-	135	135	-
Miscellaneous Expense	100	100	100	100	100	100	100	100	100	100	100	100	1,200	2,222	1,022
IRS - Fine	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	<b>17,010</b>	<b>1,860</b>	<b>5,310</b>	<b>2,120</b>	<b>1,960</b>	<b>7,510</b>	<b>2,010</b>	<b>1,860</b>	<b>5,310</b>	<b>1,960</b>	<b>2,395</b>	<b>5,260</b>	<b>54,565</b>	<b>65,693</b>	<b>11,128</b>
<b>Operating Income</b>	<b>(16,960)</b>	<b>4,925</b>	<b>(5,260)</b>	<b>(2,070)</b>	<b>4,105</b>	<b>(7,460)</b>	<b>(1,615)</b>	<b>17,135</b>	<b>(5,260)</b>	<b>(1,910)</b>	<b>20,080</b>	<b>(710)</b>	<b>5,000</b>	<b>824</b>	<b>4,176</b>

## **Cottage Grove Athletic Association**

### **Mission Statement**

The mission of Cottage Grove Athletic Association ("CGAA") is to provide the highest quality youth sports programs that serve players of all abilities in Cottage Grove Area. Athletic competition helps young people grow in confidence, loyalty, teamwork, sportsmanship and skill. CGAA is a not for profit, volunteer organization committed to promoting an appreciation for the programs offered, through quality coaching, ethical conduct and parental involvement.

### **Conduct**

#### **General Conduct**

Youth sports are an important way to introduce children to organized sports, teamwork, and competition within a fun environment. CGAA believes that sportsmanship is an expectation so please let the players play, let the coaches coach, let the officials officiate, and let the spectators be positive. It is important for all players, coaches, and spectators accept victory with grace and defeat with dignity.

At tournaments, especially involving travel, coaches and parents are required to maintain a level of appropriate behavior including sobriety and class when around youth members of the society. Exposing youth to inappropriate behavior may result in disciplinary action.

#### **Coach Conduct**

Coaches are who the players look up to as a model for how to behave on and off the field. Do not take this responsibility lightly. Coaches represent CGAA, and as such, are expected to maintain a high level of integrity and responsible behavior. Inappropriate conduct includes but is not limited to:

- Engagement of an official after the game
- Violation of sport specific rules (i.e. playing time, etc.)
- Any physical contact of any sort with a player, opposing coach or player, official, or spectator
- Use of foul or demeaning language
- Inappropriate gestures
- Knowingly playing an ineligible player

The conduct of the players, coaching staff, and parents is the responsibility of the coach.

#### **Player Conduct**

Players must respect all aspects of the game including coaches, officials, teammates, opponents, and fans. Players should always uphold the highest standard of sportsmanship. The use of the following will not be tolerated and are strictly prohibited:

- Foul language,
- Inappropriate gestures,
- Taunting
- Negative comments/attitudes

Players are not allowed to question or challenge the judgment decisions of the "officials". As in all team sports, you win and lose as a team. Team members should continue to be positive and supportive of each other.

Players having inappropriate physical contact or verbal exchanges with a teammate, coach, official, or opponent will be subject to the player discipline. A player may be ejected by an official, or if the player is in violation of the rules listed above, their coach may suspend the player.

#### **Spectator Conduct**

It is vital that spectators remember that they are there to support the team, coaches, and officials. Remember that this is a game that is meant to be a fun, learning experience for children.

The use of profanity or degrading language is prohibited. Accept the judgment of coaches, officials. Encourage the coach players, and other spectators in the spirit of good sportsmanship. The use of or being under the influence of drugs, including alcohol and tobacco at all CGAA facilities is prohibited.

Accept victory with grace and defeat with dignity.

Remember that your children play for their own fun and enjoyment. Show appreciation and respect for your team's opponents for without them, there would not be a game. Leave the officials out of it. They do not care who wins. Maintain self-control. Refrain from disrespectful conduct of any sort. All parents are required to remain away from the players and coaches during the athletic event. Unless otherwise specified by a coach or official.

### **Discipline**

#### **Coach Discipline**

Any coach or manager who is ejected from a game will be subject to a one game suspension. Two ejections during the course of a season will result in requiring the coach or manager to go before the Division of that sport for reinstatement.

#### **Player Discipline**

Any player who is ejected from a game will be subject to a one game suspension. A second ejection will result in the player being required to go before the Division of that sport before reinstatement.

#### **Spectator Discipline**

A spectator or parent that is ejected from a game by either the player's coach or official must leave the field immediately.

If ejected a second time during the season, they will go before the Division of that sport before being allowed to attend another CGAA event.

#### **General Discipline**

CGAA may require violators to undergo behavior modification training to be reinstated in any of the above circumstances. Failure to comply with CGAA policies or disciplinary actions may result in the exclusion of the offending party or their family from participation in CGAA.

### **Communication**

We value the input of our coaches and parents. To that end, whether you are a player, coach, or parent, CGAA asks that if there is an issue that comes up, that you speak with the parent, player, or coach about the issue at least 24 hours after it happens. If there isn't resolution, the next step is to contact the Division President of that sport.