

CGAA Main Board Meeting Minutes
Sunday, October 12, 2014

Start Time: 7:05 p.m.

End Time: 9:17 p.m.

Next meeting November 9th 7:00p.m. after 6:00p.m. treasurer meeting @ YSB conference room.

TO DO:

- Budgeting. Kim to send out to each treasurer & review at next month's meeting w/treasurers. Comparison Reports. Treasurer to follow up w/each division w/ comparison reports. Done
- NGIN registration issues. **Justin to contact NGIN** to solve issues pertaining to identification of deposits for division application:
- Board member "credit". Process; Division to put list together of those accepting credit; Soccer to send form they're currently using to Justin Langbehn for review & possible use
- DONE. Volleyball collections. Follow up with Main President re: delinquent accounts. Results stated under Volleyball update.
- DONE. Discuss Life Touch Photo offer. Results stated under New Business.
- DONE. Dan Harrison to send out ASAP message w/link to divisions for School District Community Input Meetings information. Each president to personalize message and forward to general membership.
- DONE. Discuss "feeder" direction to Park vs. EastRidge vs. other schools? Each division dictates what they do. TABLE indefinitely.

Attendance:

- Dan Harrison, [President Main]
- Dave Blumberg [President, Basketball Division]
- Justin Langbehn, [Vice President Main/Treasurer, Football Division]
- Gerri Sutton [President, Volleyball Division] Kim DeVaan, [Treasurer Main]
- Jim Bollback [President, Soccer] Mary Perren [Gambling Director]
- Kathy McLaughlin [Secretary, Hockey]
- Dan Smoot [President, Football] Tina Clark [Bookkeeper Main]
- Dave Weidner [President, Baseball] Verna Witzany [Secretary Main]
- Brad Strom [President, Softball]

Absent:

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Phil Kuemmel update & Guest:

- Great week: Girls Volleyball got 1st conference win.
- Football Homecoming went well.
- Greg Juba, Girls Soccer Coach, 2014 is final season of 32 year career. PHS will post position & involve CGU in interview process.
- GUEST. Jason Arnebeck [PHS boys soccer]. Thanks for CGAA efforts & coach alliance- fantastic program.
 - 8th year at Park in Boys Soccer program – best year yet.
 - Player count: 70 players total, no 8th grade pull up. Four [4] teams with greater than 0.5 record.
 - Player age PHS is moving age players up vs. other programs moving older players down.
 - Varsity season implementing process of "next man up" and have record of 11:4:3.
 - SECTIONAL FINALS: playing this Tuesday at Park High School. Last presence in finals was in 1997. Section finals rotates for turf usage, Park's turn to host. Game Tuesday at Park: Girls game and then Boys vs. Rosemount [#6seed] at 7:30p as #1 seed entering. Message: may not allow CGU no free entrance, unfortunately
 - CGU participation. Unfortunately, not working directly as much as can possible – present at Running w/Wolves & trying to catch >U13 games. Fall CGU used banner for Park Game & shared Jamboree to increase numbers. Ball chasers was the U13 squad & that allowed younger players to be involved in higher level games.
 - FEEL GOOD night. Sr Night vs Stillwater: Team entered scoring in 1st 10 seconds; have player suffer bone cancer & allowed team to wear support shirts; and family as special "guest".
 - FYI Jason selected as Coach of Year along with Greg Juba

New Business

Andrew Vlasar [Life Time Sports Photography] presentation

- Exclusive offer 2-year contract LT Photos will cut \$10K check to CGAA; 10 vinyl banners [3'x6']; 50 16"x20" posters; "cap" on multiple players' family's cost – every player gets 2 complimentary buttons; and All board members receive

- Deliver efficiency: pre-research players [names/teams/coach/dates/makeup photos/order options, etc.]
- Deliver quality: excellent production studios & photos
- Testimonial: video U of Mn
- Communication: email to given contact, web-banner for pages with link to online ordering, flyers coordinated w/contact, photo day communications covering process, post photo day: flyers w/package & instructions for online ordering, messaging, etc.
- Q: standard photo package cost? A: handed out flyer [attached]
- Q: minimum dollar value from contractual standpoint? A: no.
- Board discussion: not ready to proceed exclusively this route. Maintain separate photo handling. Each division to consider Life Time as an option if willing to change photographer.

District Input Meeting

- a) Package A vs. Package B or any combination of the two: elementary through HS levels. Proposal subject to change. GET INVOLVED; BE HEARD; ATTEND;
- b) Q: Where to obtain information? A: <http://www.sowashco.k12.mn.us/long-range-facility-planning-process>
- c) CGAA to get word out to attend meeting & to review options for discussion at District level.
- d) Voted [off-cycle vote] March referendum vote.
- e) DATES/SITES of [4] meeting:
 - Tuesday 10/14 ERHS Media Center 6:30-8p
 - Monday 10/20 WHS Group Room 6:30-8p
 - Wednesday, 10/22 DSC Board Room 9:30-11:00a.m.
 - Monday 10/27 OMS Auditorium 6:30 – 8:00p.m.

President: Dan Harrison

- Hockey: board to remain “as is” and CGAA Main & Hockey will deal with issues as they arise. Need to educate board on effective leadership. Currently have 9 members to avoid 50:50 votes.
- Rules & best practices in handout format & covering best practice process. Spell out [in one place] rules, centralized processes – each division to deviate as necessary. Centralized control updated to maintain leadership consistency. Justin working on processes. Tryouts/elections/etc.
- PHS relations. Pushing each division to have relations with HS coach/programs. Get their input & involvement to help w/our programs
- Board member credit. W/information IRS cracking down on board members attaining fees. Really completely 1099s & W2. Criteria needed to meet in order for board member credits. Draw ‘independent contractor’ agreements and fill out 1099s. Want to have something in place to agree to.
- Pre-signing check requests: NO; not doing. Check Request form has electronic signature, but about cases that are “rush”.
- Audit engagement form to sign. Will notify board prior to engagement. If all goes well, maybe next year attain bids for audit process.
- WAA & ERAA Woodbury soccer survey: they are trying to get field’s use study done and facility use study w/in Woodbury and would like to involve Cottage Grove.
 - 1) Total cost \$30,000.00. City of WB refused to pay full amount, suggested 1/3 split between city, community education, and athletic association[s]. Actual cost would be \$6,000 for CGAA involvement, but WAA & ERAA only seeking \$3,000.00.
 - 2) Discussion. Q: Does Soccer have enough field space? A: No. City Cottage Grove supposed to finalize future expansion plans. Concern w/proposed survey: CGAA put money toward a program survey and CGAA may lose space to ERAA and WAA.
 - 3) Decision. Not interested via unanimous vote raised hands. Not the route to take at this time to ensure more space.

Vice President: Justin Langbehn

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Secretary: Verna Witzany

- **MSP** Jim Bollback, Dan Smoot. Accept September 2014 minutes. No discussion.

Treasurer: Kim DeVaan

- Almost done for balance sheets; waiting on closing out extra account for basketball.
- Account balance: \$222,048.20.
- Budget review discussion:
 - a) Traveling soccer negative balance – needs to be “tagged” will be corrected by Wednesday
 - b) Player accounts: trend had recent growth due to softball & volleyball, but declined overall 20%.
 - c) **Make sure Tina has access to all division income records/registrations.**
 - d) Code registration is important to be set up correctly. Issue can be resolved when CGAA becomes [1] website that has

e) Division registration set up. If setting up 'sub accounts' & entitle the sports "boys travel", "girls travel", etc.

- Hockey had \$84,000+ increase w/\$90,286 over budget. Need to correct budgeting. TO-DO: Kim to send out budget review to each treasurer & review at next month's meeting w/treasurers.
- Attorney General. Q: letter from Attorney General, requesting \$50 fee & need some answers to questions. A: Kim & Dan to review after meeting. May have to pay an additional fee.
- **MSP** Kim DeVaun, Jim Bollback. Approve payment of operational expense not to exceed \$2,500.00. No discussion. Passed.

Bookkeeper: Tina Clark

- Divisions requesting refunds, need support forms documentation in order to proceed w/cutting checks.
- Need blank signed checks. No, not allowed.
- Refund fundraising monies: "cannot refund "fundraised money", choose another tactic to allow refund. Refund request for monies regarding "overage" to apply as credit to player's expenses. Denied, due to tax purposes, won't be 1099'd. Selected process: will cut check, and they can apply that to back to division expenses.
- Any combination of refunds that max \$600 require 1099.
- Audit: hoping completely ready for audit. Have all divisions' meeting minutes or accounting for "missing" minutes.
- Have unassigned NGIN dollars from registrations that needs to be allocated. See TO-DO NGIN Registration issues.

Gambling: Mary Perren

CGAA BOARD MEETING
11/10/14

Estimated gambling expenses for: Nov-14

LOCATION	AMSBG	PARK PLACE	CLOVERLEAF
RENT	1,750.00	3,000.00	3,000.00
PAYROLL	\$5,500.00	\$1,500.00	2,500.00
MISC EXP	2,500.00	\$1,500.00	2,500.00
OTHER	\$1,000.00	\$1,000.00	\$500.00
SITE TOTAL	10,750.00	7,000.00	\$8,500.00

COMBINED SITE TOTAL	26,250.00
STATE TAX	7,000.00
MONTHLY REGULATORY FEE	300.00
TOTAL ESTIMATED EXPENSES	33,550.00

MSP Mary Perren, Jim Bollback. Approve estimated expenses. No discussion. Passed.

TAX RETURN FOR MONTH & YEAR:	July-14
Raffle Gross Receipts	1,748.00
Raffle Prizes Paid	914.00
Raffle Net Receipts	834.00
Bingo Receipts	410.00
Bingo Prizes	309.00
Bingo Net	101.00
Gross Pull tab receipts	237,495.00
Pull Tab Prizes Paid	206,433.00
Net Pull Tab receipts	31,062.00
Net receipts	32,932.00
8.5% Tax	79.48
Combined Receipts Tax	4,894.56
Board Fee .01% of Gross Profit	241.81
Total Taxes Paid this month	5,215.85
Gross Profit After Taxes	27,716.15

Profit	10,279.54
Lawful Purpose Expenditures	1,598.75
Profit for AMSBG	5,141.91
Profit for Park Place	-48.40
Profit for Cloverleaf	5,177.03
Total Profit	10,270.54

MSP Mary Perren, Brad Strom. Pay State of MN \$5,215.85 lawful purpose. No discussion. Passed

MSP Mary Perren, Jim Bollback. Pay City of Newport 10% gambling profit of \$517.70. No discussion. Passed

MSP Mary Perren, Dave Blumberg. Pay Washington County Food Shelf 15% CloverLeaf profit of \$776.55. Committed to donating to one of five select charities: NPAA, Fire Dept, Food Shelf, __, __, [not listed final 2 options]. No discussion. Passed

MSP Mary Perren, Jim Bollback. Pay Park Football Boosters Meat Raffle & 50:50 tickets sales \$689.91. No discussion. Passed

MSP Mary Perren, Dan Smoot. Pay Century Link not to exceed \$70.00. No discussion. Passed

MSP Mary Perren, Dave Blumberg. Pay division raffle funds %age due, total balance due of \$4,268.66; subtotals listed below. No discussion. Passed CGU Soccer = \$2,298.86

CGAA Softball = \$1,399.41

CGAA Baseball = \$570.39

MSP Mary Perren, Jim Bollback. Pay Hockey team fundraiser not to exceed \$500.00. [Amendment: equal the amount of profit, not to exceed \$500.00]. No discussion. Passed

MSP Mary Perren, Dan Smoot. Pay for convention expenses for hotel room stay, registration for Mary Perren, Jaci, and Dan Harrison not to exceed \$1,100.00. No discussion. Convention details: Allied Charities Convention in St. Cloud November 20th – 22nd. Tina to cover for Mary in her absence. Passed

- Very pleased with how sites are going. We are still looking for fundraisers for Cloverleaf; if you have any teams interested, have them contact me. I suggest during a football or hockey game would be a great time.
- Compliance return is completed by gambling control. There are some items I need to change & I will make those changes and reply to any of the questions she may have. Will give me an extension beyond initial 60 days due to personal issues.

PT Sales	Sept 14	Sept 14	Totals Difference	Oct 13
AMSBG	7,534.00	13,496.00	5,962.00	11,501.00
Park Place	\$4,217.00	5,946.00	\$1,729.00	1,993.00
Cloverleaf	\$10,642.00	14,326.00	\$3,684.00	12,216.00
Totals	\$31,180.00	47,816.00	\$16,636.00	25,710.00

Checkbooks balance: 37,010.47

Start Banks	
AMSBG	3,300.00
Park Place	8,600.00
Cloverleaf	3,100.00
Bingo, Meat raffle	1,000.00
Totals	\$16,000.00
Raffle funds Balance Due	Percent of debt
Soccer	24,098.86 55%
Softball	14,299.41 33%
Baseball	5,270.39 12%
Total	43,668.66 100%

Coaching Alliance Positive Coaching

- Next meeting. November 1st @ PHS Saturday morning 9:30-11:30 a.m.
- Head coaches and assistant coaches are invited. Same meeting as last time. New board members encouraged to attend as well.
- Will get invitations out, please promote to divisions and board members
- Q: want to provide “gift” as incentives to attend meetings & continue momentum

DIVISION UPDATES

- **Baseball:** nothing new. Still configuring the 13A level teams.
- **Basketball:** Travel tryouts done, teams begin practice this past week. In-house started
- **Football:** wrapped up season strong, one 8:0 team: tournament Sunday will finalize season; No banquet but will have board appreciation celebration.
- **Hockey:** finished tryouts for travel teams, had feedback on new format [positive feedback general membership]. Have fewer teams than projected with higher number of players per team; looking at player fees to initiate refunds; Q: ice scheduling? A: performed well, but had travel registrations up until practice sessions – more players at travel level. Add 2 additional teams? Waited until last minute to establish ice schedule. Worked well. Recently approved motion to form committee to review board procedures from early 1970s to reevaluate board structure and make adjustment[s] to support future growth of program & will work w/CGAA bylaws. Steve Morris to lead committee.
- **Soccer:** nothing
- **Softball:** audit the Travel tryout process to avoid issues faced in past season.
- **Volleyball:** Rec leagues up and running. JO tryout begin Nov 3rd with registration open online. Growth across all levels of play. Results: Volleyball follow up with Main President re: delinquent accounts. One collected, one attempting to contact, one no response.