

## Agenda of the Brainerd Basketball Association

June 13<sup>th</sup>, 2019

### Annual Planning & Monthly BBA Board Meeting

A meeting of the Board of Directors of Brainerd Basketball Association (BBA) will be held at Sidetrack at 5:30PM.

**Board Members in Attendance:** Steve Gilbert, Derek Hendrickson, Troy Nelson, Jennifer Rushin, Ellen Thomes, Micah Benson, Darren Mayers, Charlie Schoeck, John Stumpf and Jennifer Miller

**Absent:** Jason Hennessey

#### Old Business:

1. **Call to order –**
2. **Approval of the last month's Minutes -**
3. **Key Dates**
  - a. Order new uniforms – Shoot for 9/1
  - b. Registration – Shoot for 9/1
  - c. Open Gym – 9/15-10/20, from 2-5pm
  - d. 5<sup>th</sup>-8<sup>th</sup> Grade Parent Meeting – Monday October 21<sup>st</sup>
  - e. 5<sup>th</sup>-8<sup>th</sup> Grade Tryouts – Sunday October 27<sup>th</sup>
  - f. 3<sup>rd</sup> & 4<sup>th</sup> Grade Parent Meeting – Monday December 16<sup>th</sup>
  - g. 3<sup>rd</sup> & 4<sup>th</sup> Grade Team Selection Practice – Monday, December 16<sup>th</sup>
4. **Other old business –**
  - a. One volunteer check left to be collected / cashed

#### New Planning Business:

1. **New board member recruitment – Looking for 2-3 new board members ASAP** – (would like to try to focus on recruiting more basketball families with girl players)
  - a. **Discuss any Potential Candidates** – Several potential candidates discussed, with follow up by each board member to speak with candidates to submit their applications online
  - b. **Post to Social Media** – Ellen and Jen M. to update website/advertise the need for new Board Members
  - c. **Post on Website** – Ellen to reactivate the link for applications, list job descriptions for vacant positions
  - d. **Sent out a mass Email to all parents**
2. **Coaching –**
  - a. **Improved Coaches training/clinic w/Varsity Coaching Staff Input and Assistance**
    - i. Troy will put a plan together for the girls coaches, focus on skills/practice (not wins/losses); Charlie to do the same for the boys coaches.
    - ii. Provide more support for the coaches – board members to maybe try to attend practices/be there for questions.
  - b. **Trusted Coaches Requirements & Safety Requirements – Background & Abuse Prevention Training**
    - i. Coach Mac – Continue to distribute to all coaches; is there a way for each coach to have their own access?
    - ii. Coaches must complete the Trusted Coaches Program/Background check. If they do not do this by the deadline, they will not be able to coach for the BBA. Discussed we could give the coaches a refund for registration or a code when registering their player after Trusted Coaches is completed.

**c. Coach Recruitment**

- i. If there is an assistant coach, they will be the team manager. It will not be two separate positions that receive volunteer hours.

- d. **Coach Selection** – BBA is determined to find the “right coach”...this may be a parent or it could be a non-parent. Focus for grades 7/8 may not necessarily be a non-parent but the right fit for the team.

**3. Fundraising Opportunities & Needs –**

- a. **BBA Social – At Roundhouse – on 11/3** (try to make sure they don't double book events on that day). Successful event last year – lots of merchandise sold in the process. Celebrity bartending was a hit.

- b. **Equipment Turn in**

- c. **Other ideas** – Darren to follow up on Zombie Run in collaboration with the Arb/Vickie Foss

- d. **Jennifer M** – would like to revamp team store...will make contact with GLS or possibly BSN (BSN could take more time as it would be their busy winter sports team season)

**4. Tryout & Team Selection –**

- a. Separate girls by grade this year (last year they combined grades which went faster but made it a bit more difficult to evaluate)

- b. Boys were separated by grade and will continue to be due to large numbers at tryouts

**5. Paul Bunyan Classic –**

- a. **3<sup>rd</sup> – 8<sup>th</sup> Grade**

- i. Grades 3 & 4 will be a separate tourney this year

1. Motion by John, 2<sup>nd</sup> by Ellen

2. 1 day Tourney per grade level

3. Look for open weekend January-March at either Riverside or FMS

4. Update: 6/17 – Jennifer booked FMS for the weekend of Feb 29/March 1st

- ii. PBC will continue to be grades 5-8 on the second and third weekends in February

- b. **Goal Number of Boys Teams** – 8 per division (A-B-C, per grade level)

- c. **Goal Number of Girls Teams** – 8 per division (A-B-C, per grade level)

- d. **Tournament Director thoughts & ideas**

- i. President-Elect position will now be the Paul Bunyan Tournament Director; Motion by John, 2<sup>nd</sup> by Ellen

- ii. Board Members will be assigned the various tournament duties to assist the President-Elect and the Tourney Coordinators

- e. **Thoughts on changes & ideas on what improvements can be made** – Board Members will be assigned various tasks for the PBC and continually check in with the Tourney Director, help to delegate (one person should not have to do everything)

- f. **Team Recruitment** – tabled until the July meeting

- g. **Reciprocity Schools** – tabled until the July meeting

**6. Association Director Position Discussion** – Is it viable financially? To be discussed in July along with the Budget

**7. Travel Tournament Scheduling** – Ellen to schedule, with Derek to assist her

- a. **Discussed BBA will schedule all tourneys for coaches and give them their schedule;** try to get all teams at the same tourneys

- b. **BBA Board will select:**

- i. **5<sup>th</sup>-8<sup>th</sup> Grade – 7 regular tournaments, coaches will choose state (7+1 total)**

- ii. **3<sup>rd</sup> & 4<sup>th</sup> Grade – 4 regular tournaments, coaches will choose state (4+1 total)**

**8. Board Member Areas of responsibility & Coordinators –**

- a. **Paid vs. Non Paid**
- b. **Board vs. Non Board**
- c. **Job Descriptions for each** – Need to develop job descriptions for each role, especially for new board members coming in
- d. **Accountability**
- e. **Review & Assign** – See attachment “Board Member Areas of Responsibility & Coordinators”

**9. Election of Officers –**

- a. **President** – Motion by John for Steve Gilbert to remain President, 2<sup>nd</sup> by Darren
- b. **President-Elect (intent to be President Position in 2020)** – Motion made by Troy for Darren Mayers to be President-Elect, 2<sup>nd</sup> by John. Darren will shadow Steve Gilbert this year, to take over in 2020.
- c. **Secretary** – Motion by John, 2<sup>nd</sup> by Micah – for Jennifer Rushin to remain as secretary

**10. BBA Travel Program & School Basketball Program for 7<sup>th</sup> & 8<sup>th</sup> Grade –**

- a. Goal is a total of 25 Games between the two programs
- b. No back-to-back travel tourney weekends for any teams
- c. BBA will schedule all travel tournaments
- d. Discussion to cut tournaments by one in 2019-2020 and will re-evaluate for 20/21 season

**11. Budget – To Be Discussed at July Meeting**

- a. **Reserves** – How much money should we keep in our main account at all times?
- b. **Expenses** – What are they and how much per year?
- c. **Income** – How much do we bring in on the PBC, registration fees, clothing, etc.?

**12. Fee's –**

- a. **Travel Program Registration** – Motion by John, 2<sup>nd</sup> by Darren to keep the fees the same
  - i. **5<sup>th</sup> – 8<sup>th</sup> Grade - \$300**
  - ii. **3<sup>rd</sup> & 4<sup>th</sup> Grade - \$150**
- b. **Volunteer Check**
  - i. **5<sup>th</sup>-8<sup>th</sup> Grade - \$300**
  - ii. **3<sup>rd</sup> & 4<sup>th</sup> Grade - \$150**
  - iii. **How can we improve this process?**
    - 1. The task of getting all the checks and cross referencing with the shifts worked is a very time consuming and tedious process.
      - a. Sports Engine has a help department and training area to ask for their assistance on this.
    - 2. Can we require credit cards on file? – Ellen will look into Sports Engine/she believes there is a way to do this so we can remove the check requirement all together.

**13. Volunteers – Must fulfill the entire requirement to get credit for volunteer hours!**

- a. **Get DIBS open sooner**
- b. **Add more policy language to define who is and who is NOT exempt from doing volunteer shifts**
  - i. Team Managers are now the assistant coaches and vice versa
  - ii. Team Manager gets volunteer hours but is **NOT** exempt from the registration fees
  - iii. Each team is only **allowed ONE team manager**

- c. **We are now doing shifts, not hours. This should be better defined in policies as well and discussed at the Parent Meeting**
  - i. **1 Shift for 3<sup>rd</sup> & 4<sup>th</sup> Grade**
  - ii. **2 Shifts for 5<sup>th</sup>-8<sup>th</sup> Grade**
  - iii. **3 Shifts per family max**
  - iv. **Try to make all shifts the same length, 3 hours.**

**14. Website & Social Media –**

- a. **SportsEngine Training**
  - b. **DIBS & Registration connection**
  - c. **Other thoughts or suggestions – UPDATE WEBSITE**
    - i. Find way to delegate questions/emails. Ellen will look into the website to streamline questions:
      - 1. Questions in regards to Tryouts – email will go to the Head Coaches
      - 2. Questions in regards to Grades 3 & 4 – email to go to Jason Hennessey
      - 3. Questions in regards to Grades 5 & 6 – email to go to Steve Gilbert
      - 4. Questions in regards to Grades 7 & 8 – email to go to Darren Mayers
- \*\*After initial email to the above individuals, they can then delegate the email to the appropriate person to help respond to the question\*\*.**

**15. BBA Programs –**

- a. **BYAA**
  - i. BBA role with BYAA? – Discussed Tim Hill needs to send BBA a proposal on what he would like our role to be (along with his budget, timelines, etc. Does he need assistance with registration only or is this financial? We need more information from Tim to discuss.)

**16. Other new business? –**

- a. Future Discussion...3x3 Midwest League or Tourney. Do we want to pursue this as an Association in 2020?  
Midwest 3x3 could be a potential fundraiser for the BBA.
- b. Evaluations of Players – Coaches will be expected to do player evaluations next season
- c. BBA Scholarship (through Brainerd Public Schools Foundation) – Scholarship criteria/ verbiage needs to be updated to the following:
  - i. **"Student shall be a senior in the Brainerd School District with a minimum high school GPA of 3.0, and has participated in varsity basketball their senior year of high school."**
  - ii. Varsity Coaches also will review the list of applicants to verify that the applicants did in-fact play varsity basketball their senior year of high school. (We will request that the BPSF sends a list of applicants to the varsity coaches at the start of their scholarship process)
  - iii. Motion of this change was made by Micah; 2<sup>nd</sup> by John

**Meeting Adjourned – 9:30 PM**

***Note: Next Board Meeting will be on Thursday July 11<sup>th</sup> at 6:30 AM at CTC BRAINERD OFFICE.***

## Board Member Areas of Responsibility & Coordinators- 2019-2020

|  |  |
|--|--|
| <b>President</b>   | <b>Steve Gilbert</b>                                     |
| <b>President-Elect</b>   | <b>Darren Mayers</b>                                     |
| <b>Secretary</b>   | <b>Jennifer Rushin</b>                                   |
| <b>Registration Coordinator</b>  | <b>Micah Benson</b>                                      |
| <b>Volunteer Coordinator</b>   | <b>Micah Benson</b>                                      |
| <b>Coaching Coordinators</b>   | <b>Troy Nelson/Charlie Schoeck</b>                       |
| <b>Scheduling Coordinator</b>  | <b>Ellen Thomes</b>                                      |
| <b>PBC Tournament Director (President-Elect Each Year)</b>   | <b>Darren Mayers</b>                                     |
| <ul style="list-style-type: none"><li>• <b>Boys Tournament Coordinator (Non-Board/Paid Position)</b></li><li>• <b>Girls Tournament Coordinator (Non-Board/Paid Position)</b></li></ul>   | <b>Jill Thorson (John)</b><br><b>Cindy Stark (Brett)</b> |
| <b>Equipment Coordinator</b>   | <b>Darren Mayers</b>                                     |
| <b>Uniform Coordinator</b>   | <b>Jennifer Miller</b>                                   |
| <b>Co-Vice President – Boys Tryouts &amp; Team Selection Coordinator</b>   | <b>Charlie Schoeck</b>                                   |
| <b>Co-Vic President – Girls Tryouts &amp; Team Selection Coordinator</b>   | <b>Troy Nelson</b>                                       |
| <b>Practice Scheduling Coordinator</b>   | <b>Jennifer Rushin</b>                                   |
| <b>Treasurer &amp; Scholarship Coordinator (Non-Board/Non-Paid Position)</b>   | <b>Joel Staehling</b>                                    |
| <b>Marking, Events &amp; Sponsorship Coordinator</b>   | <b><u>Vacant</u></b>                                     |
| <b>3<sup>rd</sup> &amp; 4<sup>th</sup> Grade Program Coordinator</b>   | <b>Jason Hennessey</b>                                   |
| <b>Webmaster</b>   |  |
| <ul style="list-style-type: none"><li>• <b>Boys Website Coordinator (Non-Board-Child Reg. Waived)</b></li><li>• <b>Girls Website Coordinator (Non-Board-Child Reg. Waived)</b></li></ul> | <b>Adam Fjeld</b><br><b><u>Vacant</u></b>                |
| <b>Social Media Coordinator</b>  | <b>Jennifer Miller</b>                                   |