



April Board Meeting Agenda

April 21st, 2024

7:00 PM, Gatlin Residence

Our Mission: To provide the youth in the Spring Lake Park School District #16 attendance area the opportunity to learn and enjoy the game of fastpitch softball at a competitive level.

Our Focus: Teaching fastpitch softball fundamentals, promoting team play, improving individual skills and having fun in order to promote a life-long enjoyment of fastpitch softball.

Call To Order

1) Welcome & Role Call (Tanya)

Present	Board Member	Present	Board Member
X	Tanya Hartwell, President	X	Shelly Major, Player Development Director
X	Mike Raymond, Vice President	X	Rich DiVito, Website & IT Director
X	Josh Glood, Treasurer		OPEN, Brand & Marketing Director
X	Stacy Nugent, Secretary	X	Kristi Cobbs, Community Liaison & Fundraising Director
X	Amy Bennett, League & Team Schedule Director	ABS	Carlo Faccini, Director at Large
X	Zac Humphrey, Program Director		OPEN, Director at Large
X	Sarah Gatlin, Panther Classic Tournament Director		OPEN, Director at Large

*Board Quorum for Approval Decisions: 50% of filled roles required

Additional Attendees: Brad Hunt & Sarah Jordahl

2) Review & Approval of April Agenda (Tanya)

Any additions?

Motion to approve as is

Motion: Rich

Second: Mike

Vote: Unanimous Approval

3) Review & Approval of March Meeting Minutes (Tanya)

Any updates/revisions?

Motion to approve as is

Motion: Josh

Second: Rich

Vote: Unanimous Approval

Financial Updates

1) Treasurer's Report (Josh)

Treasurer's Report

- April Financials update; review updated financial tracking document

Discussion Notes:

- Overall, tracking in a good spot against budget; will have a better sense next month given the shifts in revenue timing
- Would be helpful to better understand specifics around what the baseline cost is to host a team so we can have some speaking points at the Panther Classic re: specific fundraising needs

Next Steps/Board Lead(s)/Timing:

- **Josh & Tanya** to complete budget analysis regarding costs per team/age level and share our results in advance of the Panther Classic

Old Business

1) Fundraising & Community Event Updates (Kristi)

Updates on various fundraising initiatives

- Cub Bagging; update on 14U/16U event and progress with getting 10U/12Us signed up
- Raffle Tickets; update on how many remain
- Community Outreach/Sponsorship; updates if any
- 4/25 Youth Night; anything else needed to prep for that?

Discussion Notes:

- 14U/16U Cub bagging collected \$429 in cash and \$37 in Venmo; shortened hours and many of them were just there a few weeks ago for HS. Hopeful for a better result Memorial Weekend with the 10U/12U crew.
- 60 raffle tickets remain; stubs are starting to come in as folks want to offload them in advance
- Still working to see if we can find someone to be Parker Panther for Youth Night

Next Steps/Board Lead/Timing:

- Tanya to communicate food situation & final details in an email- Completed

2) Panther Classic Tournament & Volunteer Updates (Sarah/Stacy/Amy)

Ongoing tournament tracking document/to-do list can be found [HERE](#).

Potential Discussion Topics - TBC

- Volunteer Commitment; status update on sign-ups/outstanding checks

- Concessions; WIP list with proposed pricing can be found [HERE](#)
- Schedule for the Day/Board Member Coverage needs
- Umpire Scheduling

Discussion Notes:

- Zero spots are unclaimed; need to make some adjustments to the DIBS to accommodate those families who haven't signed up yet
- We were also made aware of the HS 9th Grade and BSquad Tournament being rescheduled during the Panther Classic; will need to work through impacts on volunteer shifts
- Tanya purchased food & other supplies; documented in a google sheet
- Shelley secured umpires for 8U
- Need to make sure the pitching machines are ready to go for 8U; Zac has a 3rd if we need
- Brackets will be posted to MN Softball & our site by end of April; should be in a good place
- Expressed interest in having someone announce lineups for the champ games

Next Steps/Board Lead(s)/Timing:

- **Mike** to coordinate with t-shirt vendor
- **Sarah** to grab SLP Softball banners from the shed
- **Rich** to open up additional floater spots in DIBS & Stacy to work with families on finalizing schedule
- **Sarah** to ask Dan to announce or seek another options
- **Stacy** to work through volunteer shift implications due to HS games being rescheduled for the Panther Classic weekend
- **Sarah** to check in with Will on t-shirts for board to wear

3) Spring Schedule & Logistics Updates (Amy/Mike/Zac/Stacy)

Discuss updates regarding:

- League Game Score Books
- Practice schedules/locations updates
- League Games Schedules
 - Anything notable coming out of the 4/8 meeting?
 - Have we checked back in with ComEd regarding next steps for game night field maintenance?
 - Umpire scheduling has started; can we please document?
 - Home Games in May; as many of you know – we've historically not allowed home games in May due to field space constraints. A few coaches are pushing to see if we could add a few.
 - Lakeside: \$250 for the season + \$35 per game for field prep; potential total of up to \$425 if we allow 1x use for each of our 10U & 12U teams
 - We have \$500 in the budget for misc. field needs that could be used towards this
 - We will need a motion and to vote on this if we'd like to move forward
- Skills Clinics updates (hitting/pitching/catching); per our text chain, the following was approved for payment of our coaches:
 - \$75 per hour for both Hayley & Chris (subject matter experts)
 - \$25 per hour for Olivia (experienced student athletes)
- Coach Training Session; update on how it went/any feedback received

- Coach/Assistant Coach Background checks/required training updates
 - Do we have a tracker developed yet? Reminder these are due before league games start
- Team Pictures Schedule Updates

Discussion Notes:

- Jerseys are coming next week; Tanya will organize distribution
- Scorebooks were ordered; Zac will distribute upon arrival
- May is final with some potential additional changes identified including changes to fields; will be posted within the next week
- June is finalized but not yet published; will post shortly thereafter
- Umpire scheduling is in progress; \$108 per double header
- Field prep for games has been lined up with SLP Community Ed; \$50 per (flat to LY)
- Identified a need to get a list of who all has field keys; this should be tracked along with Equipment
- Many coaches have not completed their background check/concussion/safe sport trainings yet; need to follow up with them to ensure they are done before league games start

Motion to approve up to \$425 for the use of Lakeside Fields for 10U & 12U team's home games

Motion: Mike

Second: Sarah

Vote: Unanimous Approval

Next Steps/Board Lead(s)/Timing:

- **Amy** to finalize the additional practice schedules & look into additional Lakeside options
- **Zac** to reach out to coaches offering up additional optional practices on the weekends as needed
- **Zac** to compile a list of who has keys and get keys to any coaches who are still in need
- **Zac** to follow up with coaches re: training requirements; share tracking grid

4) Panther Pride & Rookies Program Updates (Zac/Shelly)

Update on where we are at with the Panther Pride and Rookies programs; discuss outstanding next steps

Rookies

- Registration set-up is in progress with SE; will get live and communicated ASAP
- M/W; June 12th – July 29th at Airport Fields
- Cost: \$60 per athlete
- Includes a t-shirt
 - Do we need names/numbers or can it just be logo?
 - Would propose using same design as other spring jerseys

Panther Pride

- Sam secured a \$5,000 donation from the Lion's to support this program; we'll need to coordinate with her on logistics for how it's spent
- Sundays; June 23rd – July 28th at SLP HS Fields
- Includes a t-shirt; propose using same design as other spring jerseys

- This program will be offered at no fee to participants
- Registration update?

Discussion Notes:

- Rookies t-shirts should have logo on front, number on the back; color options include SLP colors although previous “fun” colors received positive feedback in prior years
- Registrations for Panther Pride and Rookies are in progress; hope to have live in the next week or so

Next Steps/Board Lead(s)/Timing:

- **Shelly/Zac/Tanya/Brad** to finalize t-shirt designs for Rookies & Panther Pride
- **Zac/Tanya/Brad** to get communication out once registration is open
- **Rich** to update website once registration is finalized

New Business

1) New Board Member Votes (Tanya)

New Board Member Vote: Sarah Jordahl

Propose we vote Sarah into an open At Large role on the Board; she is open to considering other roles (ie. Secretary and Fundraising Support) in the future once she completes her time on the Baseball Board

Motion to approve Sarah Jordahl as an At Large member of the board.

Motion: Stacy

Second: Mike

Vote: Unanimous Approval

New Board Member Vote: Brad Hunt

Propose we vote Brad into an open Brand & Marketing role on the Board

Motion to approve Brad Hunt as the Brand & Marketing Director on the board.

Motion: Stacy

Second: Mike

Vote: Unanimous approval

Next Steps/Board Lead(s)/Timing:

- Tanya to schedule time with Brad to get him access to FB page and discuss other short term communication needs

2) InSports Day Update (Sarah)

Update on what we have planned for our inaugural SLP Softball InSports day!

Discussion Notes:

- Indoor space has been secured in the event of inclement weather

- HS athletes are invited to join; Varsity athletes will help Chris with the skills training portion

3) Strategy Planning Session (Tanya)

As we've previously discussed, it's been a challenge to make decisions on some key decisions as we don't have a clear vision around what we're ultimately trying to achieve as an organization. As such, I'm planning to lead the group through a few strategic planning exercises to help us establish some guiding principles for decision making. This will be the first of many so come ready with an open mind and willingness to dig in! 😊

Next Steps/Board Lead(s)/Timing:

- **Tanya** to provide discussion themes/highlights during next board meeting for further discussion

Wrap Up and Adjourn

Closing Notes/Reminders:

- Next Board Meeting: May 19th via Zoom

Motion: Stacy

Second: Amy

Vote: Unanimous Approval

Potential Future Agenda Topics:

- Future Financial Planning Discussion
- Tower Days Parade
- Free Try Softball Event w/Community Ed

Appendix A | 2024 Board Meetings

Day	Date	Location
Sunday	January 21, 2024 @ 7:00pm	Zoom
Thursday	February 2, 2024 (Ad Hoc)	Zoom
Sunday	February 18, 2024 @ 7:00pm	Zoom
Sunday	March 24, 2024 @ 7:00pm	Zoom
Sunday	April 21, 2024 @ 7:00pm	Gatlin Residence
Sunday	May 19, 2024 @ 7:00pm	Zoom
Sunday	June 23, 2024 @ 7:00pm	TBD
Sunday	July 21, 2024 @ 7:00pm	TBD
Sunday	August 18, 2024 @ 7:00pm	TBD
Sunday	September 22, 2024 @ 7:00pm	TBD
Sunday	October 20, 2024 @ 7:00pm	TBD
Sunday	November 17, 2024 @ 7:00pm	TBD
Sunday	December 15, 2024 @ 7:00pm	TBD

Appendix B | Important Dates

Event	Dates	Location
SLPSA Summer Season Registration	1/2-1/31	
MN Softball Director Meeting	1/22 (2/19 reschedule)	7:00 PM Medina Entertainment Center
Summer Parent Meeting	2/5	7:00 PM via ZOOM
Summer Team Evaluations	3/2 – 3/3	Westwood Middle School
Summer Team Selections Communicated	3/4	
Teams Registered with Big West	4/1	
SLPHS Season Starts	3/11	
SLPHS Tryouts	3/18 – 3/22	
Big West Coach Schedule Meeting	4/8	Medina Entertainment Center 10U/12U @ 6:00PM 14U @ 8:00PM
8U League Meeting	TBD	
SLPHS Youth Night	4/25	University of Northwestern

Try Softball Event	TBD	
SLPSA Picture Day	5/17	SLP HS Fields
Big West Summer League Games (10U & 12U)	4/29 – 6/20	
Panther Classic Tournament (8U/10U/12U)	5/11	Fridley Community Fields
Big West Summer League Games (14U)	5/21 – 7/9	
MN Softball Metro HS League Games (16U+)	6/3 – 7/10	
SLP Tower Days Parade	6/6	Spring Lake Park
10U & 12U State Qualifier	6/22 – 6/23	
SLPSA Fall Season Registration	6/24 – 7/19	
10U & 12U State Tournament	6/29 – 6/30	
Fall Team Selections Communicated	7/22	
14U & 16U State Qualifier	7/13 – 7/14	
NAFA Nationals 10U & 12U	7/18 – 7/21	10U Cottage Grove 12U Eagan & Mendota Heights
14U & 16U State Tournament	7/20 – 7/21	
USA Softball Nationals	TBD	
Monsta Championships 10U	7/25 – 7/28	
NAFA Nationals 14U & 16U	7/25 – 7/28	14U Prior Lake & Lakeville 16U Champlin Park & Coon Rapids
Monsta Championships 12U/14U/16U	8/1 – 8/4	Mounds View
Club Evaluations can begin	8/5	
USA Softball Selects	TBD	
MN Softball Fall Ball Meeting	TBD	Medina Entertainment Center
Fall Ball Weekend #1	8/24 – 8/25	
Fall Ball Weekend #2	9/7 – 9/8	
Roundtable Feedback Meeting	Week of 9/9	
Fall Ball Weekend #3	9/14 – 9/15	
Fall Ball Weekend #4	9/21 – 9/22	
Fall Ball State Tournament	9/28 – 9/29	
MN Softball Year-End Directors Meeting	TBD	Medina Entertainment Center

Appendix C – NEED TO UPDATE TO REFLECT TIMING FROM 2024 SEASON

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Summer Registration	Discuss Evaluations	Discuss Evaluations	Panther Classic	Tower Days Advertising	Fall Ball (Coaches/ fees /registration volunteers/ uniforms)	Fall Ball	Fall Survey	Spirit-wear	Spirit-wear	Dome-ball	Dome-ball
Evaluators	Uniforms	Panther Classic kickoff	Evaluation Recap		Summer Survey	Summer Survey	Season Recap	Winter Training	Dome-ball	Spirit-wear	Uniforms
Uniforms	Discuss Coaches	Uniforms	Directors & Officers Insurance			Fall Training	Annual Nonprofit Status Reinstatement		Winter Training	Reserve gym space	Summer coach search
Coach Interviews	Volunteer Options	Panther Pride	Summer Training						Fall Ball recap		Program cost
Parent Meeting	Parent Meeting	Reserve Photographer									
Panther Classic prep	Coach Interviews	Coaches Meeting									
Insurance	Spiritwear	Team Liaisons									
Fall Evals?	Team/Player General Liability										

Appendix D – Board of Directors Roles & Responsibilities

Name	Current Role	Board Appointment Date	Role Appointment Date	Role Expiration <small>(2 years for Officers)</small>
Tanya Hartwell	President	October 2022	July 2023	July 2025
Mike Raymond	Vice President	November 2023	December 2023	December 2025
Stacy Nugent	Secretary	August 2023	September 2023	September 2025
Josh Glood	Treasurer	September 2023	December 2023	December 2025
Amy Bennett	League & Team Schedule Director	September 2023	September 2023	-
Zac Humphrey	Program Director	December 2023	February 2023	-
Sarah Gatlin	Panther Classic Tournament Director	December 2023	December 2023	-
Shelly Major	Player Development Director			Intending to roll off at the end of 2024 Summer Season
Rich DiVito	Website & IT Director	October 2022	October 2022	-
Open	Brand & Marketing Director			-
Kristi Cobbs	Community Liaison & Fundraising Director	September 2023	September 2023	-
Carlo Faccini	Director At Large	October 2023	October 2023	-
Open	Director At Large			
Open	Director At Large			-