



Non Profit and Volunteers


Board Meeting Notes
Monday, January-18, 2021 | 7:00-8:30pm
Location: Zoom Meeting

To: Board Members
Program Directors

From: Jess Smith,
President

Meeting Theme: Are We...

Keeping our Community Safe | Keeping our Organization Healthy | Engaging

 Draft for approval at the next regular meeting. Items are in **bold** and listed under **ACTION** at the bottom of these notes.

Attendees:

Board: Jess Smith, Peter Beaumont, Kevin Brandt, Nick Eull, Krysta Larson, Mark Espena, Christina Beddies,

Programs: Dave Freed, Denise Bergevin, Jessica Shepherd, John Grosse, Tracey Hammel,

Guest Star: Matt Percival

1. **Status update (10 mins)** Jess
 - Covid status
 - 2021 Q1 priorities
 - AV Fee implementations
 - Email security update
 - New introductions
2. **Review and approve Dec meeting minutes** Peter
3. **Open Actions Review** Peter
4. **Program Updates (30 mins)** Jess
 - Winter active
 - Spring planning
5. **Operations Committee Update (5 mins)** Peter/Krysta
 - Marketing Update
 - Projects Update
6. **Finance Committee Update (5 mins)** Jess
 - Priorities, 90 day milestones, challenges



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7. **Treasurer Update (15 mins)** Kevin
 - Dec/2020 year end close
 - 2021 budgeting process
 - Registration fees
8. **2021 BOD structure proposal and next steps (15 mins)** Jess
9. **Open Action Item Review** Peter
10. **Other Business:** Jess
 - EVCF scholarships
 - Annual Meeting Plans Q1

1. **Status update (10 mins)** Jess
 - For those sports opening back up, if they haven't already, they need to run safety protocols past the Ops Comm.
 - EVAA 2021 Priorities as follows:

EVAA 2021 Priorities

- **Player and Volunteer Safety**
 - COVID19 Safety and Preparedness
 - Safety Director – Background and Concussion Checks
- **Fiscal Strength**
 - Treasury execution
 - 2021 Budget
 - New financial model
 - Strengthen Committee Output – Finance + Operations
- **Community Engagement**
 - Restructured BOD
 - Marketing plan execution
 - City of Apple Valley
 - External Partners (VAA, Hope Field...)

- There will be a new Apple Valley city fee structure which will charge additional fees to organizations using fields from outside Apple Valley, that are not from Apple Valley. VAA and EVAA will obviously be excluded from this.
- Jess reported a number of phishing e-mails within the EVAA system and for all of us to be on alert for them.
- Jess introduced John Grosse as introduction to the Finance Committee and Kevin Brandt as the new Treasurer.



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2. **Review and approve Dec meeting minutes**

Peter

Motion to Approve: Jess

Seconded: Nick

3. **Open Actions Review**

Peter

ACTION

- Build check that all Coaches (whatever sport) have passed background and concussion checks when registering - **Nick to lead**

Agreed that we must build in to registration process for all sports to ensure complied with. This becomes an Ops Comm. project. At present it is self accountability with spot checks.

- Are we, how do we implement Safesport and how we track compliance - **Nick to lead**
- Nick/Jen to formally request, via e-mail, the programs to identify expenses and get them to Nick/Jen as a budget as soon as possible - **Nick/Jen**
- Request budgets from PD's until year end - **Nick/Jen**
- Track down refunds for in house program - **Ross Gustafson**

COMPLETED ACTION

- Get information re fund raiser with Hegi Pizza to Krysta - **Ross Gutsafson**
- Details of Cross Country Board to be sent to Peter - **Dave Freed**
- Baseball Covid-19 Safety program needs to be approved by Ops Comm. prior to winter clinic starting in Nov - **Tony Walker**
- Details (name, position, e-mail, phone number) of individuals in key positions to be sent to Peter for inclusion on master contact list - **Teresa Schlueter**
- PD's to be requested to submit their planned registrations - **Krysta/Christina**
Requests have been sent out, and need to be requested again.
- Need to recruit Treasurer and Vice President - **Jess**
- Request to be sent for wrestling and cross country for budgets - **Nick/Jen**



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4. Program Updates (30 mins)

Jess

- Winter active
- Spring planning

Basketball

- Provided an update:
- They are running now and looking forward to future activities.

Volleyball

- Won 12/1 Tournament.

Cross Country Skiing

- They have 20 slots and 17 are filled already.
- There is more demand than anticipated for equipment rental.

Tennis

- In need of a Program Director, and Jess reaching out to offer any help to the Board.

Soccer

- With the departure of Tony Kaufman, Peter and Tracey Hammel assembling the Board again and focusing on a forecast, budget and fields required, all in a Plan.

Baseball

- Not to lose people, they have set the fees at \$60 and will work the expenses around that number to make it work.
- This fee is lower than all competing communities.

Lacrosse

- Jess liaising with Elizabeth Wooten (who is Treasurer), with the departure of John Other Medicine.

Softball

- Numbers are year on year
- 10-12 try outs will be on Feb-14.



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Update from Matt Percival

- Guarantees that it will rain when the softball tournament is on!
- He's volunteering to help as coach in softball if they need one!
- Eric ? Is the new Park and Rec Director.
- May 1-10, will lose access to Fields (4-6) for work being done on the stadium through the summer.
- Sports planned to start on March-29 at Eastview HS, but there will be no track or Lacrosses fields because of the work on the stadium. They will share with other schools.
- There will be two new turf fields as a result of the work. Scheduled dates for completion of the work are Sep-1 for the Stadium and Oct-15 for field 4.
- Matt provided a brief update on SEA (Safety, Equity, Achievement) and 14 sports started on this on Jan-4 and things going well.

5. Operations Committee Update (5 mins)

Peter/Krysta

- Krysta updated on marketing Plans and Communications
- Mark Espena updated on web work and showed test results; he also reported that over 260 people currently have access to the back end of Sports Engine.

6. Finance Committee Update (5 mins)

Jess

Finance Committee Update



• Key stakeholders

- Jess Smith (Chair)
- Denise Bergevin (Volleyball)
- Amy Hiiivala (Basketball)
- Kevin Brandt (Baseball)
- John Grosse (Basketball)

• Consultant/Optional

- Peter Beaumont/Krysta Larson
- Mark Espena
- Nick Eull
- Stephanie Uittenbogaard

• Accomplishments

- **New Treasurer**
- **Budget Planning 2021**
- **Financial Aid Landing Page**
- **Office 365 - SharePoint Site & Emails**

• Q1 priorities

- **2021 Budget**
- **Financial Model**
- **Workflow – Check request**
- **Program Playbook – Treasurer & Systems**



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7. Treasurer Update (15 mins)

Kevin

- Dec/2020 year end close
- 2021 budgeting process
- Registration fees

- Kevin; "Don't hesitate to reach out to me - if I don't have an answer, I'll figure it out."
- We will put a hold on Accounting until Kevin has a full understanding.
- Jen has agreed to help with the transition.
- Have developed a budget template, to be approved by the Finance Committee.
- Currently reviewing the EVAA budget
- Looking at passing down to programs some of the Sports Engine fees and maybe Financial Aid. Looking at planning for 6 people per year.
- The estimated Admin fee for EVAA Board is \$25 per registration.
- The true Insurance cost for 2021 was about \$12-\$18.
- Also looking into no longer charging a fee based on participation, but an Admin fee based on registrations.
- There will be a recommendation next week for the Finance Committee to consider.
- The EVAA BOD is \$58,000 in debt and that needs to be recovered. We need a plan to do that.
- We also need to build in reserves for potential emergencies.

8. 2021 BOD structure proposal and next steps (15 mins)

Jess

- Jess: A big thank you for all the hard work he has done on the Board as VP, as he is stepping down and taking an interim role as Director of Safety to help us background checks and concussions as automated as possible .
- Thanks to Krysta for her role and how we are starting to see real communications.
- Thanks to Christina for her tireless hard work.
- Thanks to mark for all he has accomplished.
- We have Open positions:



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2021 BOD restructure proposal

2020 BOD Members

• President	Jess
• Treasurer	--
• Secretary	Peter
• VP Operations -	Nick
• VP Marketing -	Melissa
• Facilities (Gyms)	Christina
• Facilities (Fields)	Jonathan
• Engagement	Ronda
• Partnerships	Kathy
• Sr. Advisor 1	Sarah
• Sr. Advisor 2	Paul
• Sr. Advisor 3	Marc
• Accounting	Jen
• Executive Admin	Kristen
• Webmaster	Mark



2021 Proposed

• President	Jess
• Secretary	Peter
• VP / President Elect	--
• Treasurer	Kevin
• Marketing Director	*Krysta
• Safety Director	*Nick
• Facilities Director	Christina
• Programs Director/Liaison	--
• Fundraising Liaison	--
• Technical Services Director	Mark
• Accounting	TBD

Open Action Item Review

Peter

9.

- No change to what was shared above.

10. Other Business:

Jess

- EVCF scholarships
- Annual Meeting Plans Q1

EVCF – Scholarship history



	2018	2019	2020
EVAA General	\$7500/15 scholarships	\$7500/15 scholarships	\$7500/15 scholarships
EVAA Baseball	\$1500/3 scholarships	\$1500/3 scholarships	\$1000/2 scholarships
EVAA Basketball	\$500/1 scholarship	\$500/1 scholarship	\$500/1 scholarship
EVAA Football	\$1500/2 scholarships	\$1500/2 scholarships	NA
EVAA Soccer	\$2000/4 scholarships	\$2000/4 scholarships	\$1500/3 scholarships
EVAA Track and Field	\$750/1 scholarship	\$750/1 scholarship	NA

2021 proposed:

- 5 EVAA \$5,000
 - 2 Baseball \$1,000
 - 2 Soccer* \$1,000
- \$7,000

*Scott Selby awards



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- Still planning on an annual meeting, virtually, with the new mayor!

Next Board Meeting | Monday, February 15, 2021 Planned as a Zoom Meeting



2021 Board Meetings



All EVAA BOD Meetings normally start at 7:00pm and FINISH at 8:30pm on the 3rd Monday of EVERY month.

**January-18
February-15
March-15
April-19
May-17
June-21**

**July-19
August-16
September-20
October-18
November-15
December-20**