

# Montana High School Lacrosse Association

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## MEETING MINUTES

Date: 11/19/19  
Time: 7:30 pm  
Location: Phone 605 475-4043 Access Code:982909

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Call to Order: 7:30 pm

Roll Call (X indicates present)

Brynn Schwartz, Billings Bandits – X; Tina Drain, Bearcats – X; Kris Fears, Rimrock – X; Mindy Espinosa, Bozeman High School – X; Hunter Carroll, Butte Blizzard – X; Chris Fraser, Glacier – X; Mike Flaherty, Great Falls – X; John Noble, Helena – X; Rachel Becker, Big Sky – X; Steve Amish, Hellgate – X; Sheryll Stewart, Sentinel – X; Matt Rizzolo, Whitefish and MHSLA Vice President – X; David Madeira, Jackson Hole – X; Clinton Campbell, Cody JV – not present; Mary Drumm, Black Hills – X; Blake Wahrlich, MHSLA outgoing president – X, Sarah Flynn, MHSLA outgoing secretary

### 1. Executive committee elections

Need to elect the executive committee before any actions are undertaken.

- **Nominations:**

- Mike Flaherty nominated himself for president.
- Matt Rizzolo nominated himself for vice president
- Tina Drain nominated herself for vice president
- Blake Wahrlich nominated Brynn Schwartz treasurer; Brynn declined the nomination due potential conflicts with serving as treasurer for other boards.
- No nominations for secretary.

- **Voting:**

- To elect Mike Flaherty as president: 14 yays, 0 nays; **APPROVED**
- To elect Tina Drain as vice president: 7 yays, 7 nays
- To elect Matt Rizzolo as vice president: 8 yays, 6 nays

1. Tina Drain conceded to Matt Rizzolo; Matt elected as vice president: **APPROVED**

Mike Flaherty motioned to postpone any other board action for 2 weeks, Tuesday December 3, 2019. Mike F will set up a Go To Meeting for the next call.

Matt Rizzolo requested to leave the call open for questions from the board to previous board members present on the call and this was agreed to by the board.

**ACTION:** Sarah F will provide contact information to Mike F for follow-up coordination.

Mike F left call.

### 2. Petition for Sentinel player.

Waivers are not needed for players that attend schools not included in the boundary document and they may play for the program that is most convenient for them; therefore, the waiver is not needed for this player.

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Neighboring programs are encouraged to coordinate and see if the current boundary document is still working for their areas and see if changes might be needed in the future. If smaller schools are added to the boundary document in the future, this would help consolidate players from these new schools onto one team where they could potentially recruit more players and, in the long-run, allow new teams to form for the smaller schools as player numbers increase.

How do changes to the boundary document happen? At the fall meeting, changes can be proposed over the summer, so they are voted on at the fall meeting. The rules outline this process and the timeline. Enrollment numbers used by the Montana High School Association (MHSA) could be used to update the MHSLA boundary document to help inform and ensure that potential player pools are balanced in regions with multiple programs.

What is entailed in the secretary position? The responsibilities are outlined in the bylaws. Recently, the secretary position has included communication and outreach, in addition to recording meeting minutes. All board members have taken on more roles in the past couple years to manage all the league's tasks. If an executive secretary were hired, the board secretary job would follow the description in the bylaws more closely, and focus more on recording minutes from the meetings. The MHSLA league approved the hiring of the Executive Secretary position; the board needs to select and hire.

If an executive secretary is not hired, the MHSLA would want to revise the 2020 budget.

Sarah Flynn (outgoing MHSLA Secretary) strongly encourages others within the new MHSLA board to consider serving in the executive secretary; but would consider continuing in this role, only if the executive secretary position were filled.

Regarding the treasurer: What is the status of the banking information? All the treasurer information is ready to transfer. Need to transfer the debit/credit cards with the bank. Current account balance is: \$12,485.87. The bank account is with Stockman Bank. Quickbooks is login controlled and Blake W will share this information with the new executive committee.

Has MHSLA considered paying for outside accounting services been considered? An at large position on the MHSLA could be a CPA. Some funds are budgeted for accounting audit(s) and this has been done in the past to make sure the accounts and reporting are complete and accurate.

Brynn S has a call into Josh Hale at Anderson ZurMuehlen who helps with Billings Scorpions accounting to ask if they would consider taking on the MHSLA as a non-profit client for lower fees. Matt R will note this as an agenda item for the next call and Brynn S will provide follow-up information.

Are there any time sensitive topics that need to be completed before 12/3 call? All are important topics to be addressed as soon as possible. Hiring the executive secretary would be helpful to make sure work for the league is completed in a timely manner and would allow the board a lot more freedom to think bigger picture. At the fall general membership meeting, a Big Sky board member considered applying for the position, but after considering, the position may be more than she was willing to commit to.

Blake W applied and was the only applicant for the executive secretary position. Matt R would recommend that the board consider hiring Blake W. Blake W has run the league and could provide continuity between the outgoing board and the newly seated board. He has also served as the high school lacrosse commissioner and performed the tasks outlined in the job description.

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Tasks to be completed soon for the executive secretary: scheduling for the men's game (about 40-50 hours of work). Registration for the league needs to be built in the website as soon as possible so teams can register. The scheduler needs to know how many varsity and JV teams will sign up before the schedule can be drafted. If voting holds off until 12/3, all these things will need to be put into place quickly. All programs will need to be ready to register and pay fees right away. Teams will need to make sure all coaches have their certifications update to date and ready to share (i.e. training, CPR, safe sport, concussion, and others).

**MOTION:** Tina D moves to address some of the proposed agenda items during the current call. **SECOND:** Mindy E  
**APPROVED**

## 1. Hiring an executive secretary –

**MOTION:** Tina D motions to hire Blake W as the executive secretary. **SECOND:** Dave M

Discussion: What is the salary and how does this affect the registration fees? The position is a contractor, not an employee; pay is outlined in the job description posted on the mthslax.org website (\$25/hour). Fees are similar to 2019: \$825 varsity/team (boys and girls); \$725 JV.

Is the position for one year? There is no specific timeline for when this position expires. A contract is needed to define roles, responsibilities, contract period and compensation.

**Roll call vote:** 13 yays, 0 nays – **APPROVED.**

## 2. Completing and signing the Montana Lacrosse Officials Association (MLOA) contract:

Blake W reported that not much has changed since the last meeting. Blake W met with Shane from the MLOA and, in principle, they agree with the contract. The contract could be approved at the next MHSLA call. The fundamental change is how the billing is handled and there is more transparency in the billing per game and travel per diem.

**ACTION:** Blake W will send out to the current draft MLOA contract for the board to review via the email to this board. Follow-up at the next board call 12/3.

## 3. Updating the rule book and bylaws

The rule book and bylaws need to be updated to reflect changes that were voted in at the fall general membership meeting. Once the executive secretary contract is in place, Blake W could update these documents; however, to save on funds, a current board member that attended the fall general membership meeting could volunteer to do this.

**ACTION:** Blake W will resend the link to the revised bylaws and rule changes so that a current board member can update these.

## 4. Blackout date forms for scheduling:

Several more blackout date forms were received today.

**ACTION:** Sarah F will share blackout date forms received to the group in a google folder.

## 5. Date for the winter general membership meeting:

The bylaws state the meeting will be held the second or third Saturday in January.

**ACTION:** Before the 12/3 call, all programs will reach out to their coaches to see which dates work best so the winter meeting date can be voted on for the next call.

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## 6. Directors and Officers (D&O) Insurance:

An independent contractor could fall under the US Lacrosse insurance for the league, and it is possible the executive secretary could be named as an insured on the MHSLA policy. Blake W is not currently carrying his own insurance, but hasn't had a chance to do this yet.

Lynette T (outgoing treasurer) and/or Blake W previously renewed the D&O insurance, ensuring proper coverage for the league. Cost was previously about \$495, and Blake W was not sure if there is a price increase this year.

**ACTION:** Make sure costs are confirmed and executive secretary are covered so it can be voted on for 12/3 meeting.

**ACTION:** Tina D will draft a contract for the executive secretary and send to board for review and approval at the 12/2 call.

Recap of items to follow-up on for the next meeting (12/3/2019):

- MLOA contract
- Outside CPA to help with treasurer position
- Look into volunteers for website administrator – executive secretary (not discussed, but may also fall within the executive secretary duties)
- Blackout dates submitted
- Nominees for secretary and treasurer. With the executive secretary position filled and if a CPA were elected to the board, secretary/treasurer role could potentially be combined.

When is registration due? Need to create the registration before it can be opened for teams to sign up. Will need to be quick. Last year, registration was open mid-December 2018. This year, programs should submit their intent for how many teams they plan to register to help with scheduling earlier than receiving final registration numbers. However, if the executive secretary contract is approved during the 12/3 call, registration could be ready by the end of that week. The draft schedule could be ready in late December and out to programs early January with 1-2 weeks for teams to review prior to the winter general meeting.

Girls scheduling – Blake W invited the youth girls scheduler to participate in the winter general meeting. For out of state team, MHSLA needs to know who/when so this can be part of the league schedule development.

How to access Slack for this board? **ACTION:** Blake W will send an invite.

**MOTION:** Tina D motioned to adjourn. **Second:** Brynn S. **APPROVED**

End call: 9:05 PM