

Eagan Athletic Association - Board Meeting Minutes

Thursday, January 28, 2021

President, Trudy Kenney	X		Director of Basketball, Clay Fandre	X
Vice President, OPEN			Director of Cross Country, Tina Wrucke	X
Treasurer, Megan Brewster	X		Director of Football, Josh Anderson	X
Administrative Officer, Nathan Krahn	X		Director of Lacrosse, Jason Oberhamer	X
Director of Facilities, Greg Byrne	X		Director of Soccer, Lori Wohletz	X
Director of Program Initiatives, Amanda Becker	X		Director of Softball, Mike Mondelli	X
Director of Marketing, Cole Helgeson	X		Director of Track, Kathy Windels	X
Director of Sport Program, Craig Pluff	X		Director of Rugby, Eric Curtin	X
At-Large, Jacki Stalboerger	X		Director of Volleyball, Beth Sagvold	X
At-Large, Dave Grounds			Director of Wrestling, Erin Day	X
Financial Assistant, Briana Klaus	X		Director of Baseball, Rob Emerson	X
Administrative Assistant, Heather Lorentz	X		Director of Ultimate Frisbee, Alicia Carr	X
Guests: Jonathan Moore, Dave Morris, Kathy Jalivay				
Public Attendees: EWSC Parents: Jon Weber, Amy Countryman, Jessica Kuss, Aaron Kapaun, Jessica Kottke				

Meeting was called to order at 7:07 p.m. by EAA President, Trudy Kenney

Public Questions/Open Forum

There were no questions from the public.

Approval of Minutes

Motion to approve the minutes from the December 3, 2020 board meeting was made by Rob Emerson and seconded by Beth Sagvold. Motion passed. Minutes can now be posted on the EAA website.

City of Eagan Update – Jonathan Moore

- Diffley construction will begin by the end of school year, avoiding school times. Parking at Northview Elementary will be affected for approximately three weeks.
- Lacrosse and baseball fields will be accessible, but access to parking is limited to Dakota Hills Middle School.
- Staffing for 2021 will be similar to 2020 and dependent upon number of staff returning.
- Notify Jonathan if sports will be having major events at any City fields.

Baseball Update – Rob Emerson

Registrations are open for all programs. Tryout planning is underway including COVID procedures. Baseball has updated the bylaws but has not transferred this over to operating instructions.

Basketball Update – Clay Fandre

Program had one COVID case. EBA is part of MYAS and MYBA (MN Youth Basketball Alliance) and has pledged to follow guidelines, processes and policies related to COVID. No issues with mask requirement for players and no parents have provided a doctor's note for waiver of mask during play.

Operation Instructions will be discussed at the next basketball board meeting.

Cross Country – Tina Wrucke

Program is working on the 2021 budget and planning for a normal season. Operation Instructions exist for the program but needs updates.

Football – Josh Anderson

Program working with Megan on 2021 budget. J.J. Kirby is interested in a treasurer role with potential to take over as director next year. Operation Instructions exists but needs updates.

Lacrosse –

- No update given

Rugby – Eric Curtin

Recruiting for program will begin in March. Registrations will open in March with a shorter registration period. Operation Instructions are complete and ready.

Soccer – Lori Wohletz

Returned to play January 4. Program has voted in a Treasurer and Volunteer Coordinator. Plan to make an offer to new admin candidate. Program will review bylaws in the coming months.

Softball Update – Mike Mondelli

Program working on a vision statement for softball as well as vision and values outline for the sport board. Travel registrations are currently open, but in-house has been delayed. Waiting on confirmation from South Metro League on whether in-house will be allowed to play. Tournament planned for June. Operation Instructions are in draft form and need review by sport board.

Track Update – Kathy Windels

Registrations is open until March 1. Participants will be required to wear masks unless they are racing or running. Meet manager duties will be transitioned to Lisa Johnson. Operation Instructions Manual has been completed and submitted to EAA.

Ultimate Frisbee – Alicia Carr

MN Ultimate may extend season by three weeks. Program will not hold any indoor training or clinics this year. Program has a working document for Operation Instructions.

Volleyball Update – Beth Sagvold

Program will start season later than normal, the week after spring break and will likely go further into May. Has tried to avoid conflicts with Track meets. No elementary school space is currently available and games are not permitted at middle schools. Program will make a decision soon on paid refs. Operation Instructions needs approval by sport board and then program will submit to EAA.

Wrestling – Erin Day

Enrollment for program is down from last year, but is at projected levels for 2021. New mats will be installed at EHS soon. Will check with prior director on Operation Instructions.

Facilities Update – Greg Byrne

Northview shed is not currently accessible. Contact Greg if any sport needs to obtain access and he will contact the City to plow a path. Please allow a few days lead time.

Administrative Officer Update – Nathan Krahn

- No update given

Program Initiatives – Amanda Becker

- No update given

Finance Committee Meeting Update – Megan Brewster

Lacrosse and Soccer budgets were approved at the January meeting.

- **Audit**
 - \$15,500 was budgeted for the 2020 audit. MMKR gave EAA a quote of \$14,825 and Megan was able to negotiate it down to \$14,705. This includes audit and filing of the 990 tax form.
 - Motion was made by Josh Anderson and seconded by Craig Pluff to accept this quote and move forward with the 2020 audit.

Marketing & Technology Update – Cole Helgeson

- Cole has contacted a few businesses regarding sponsorships. Three are interested in offering coupon codes and gift cards.

Executive Committee Update –Trudy Kenney

- **New Members**
 - Kathy Jalivay specializes in Public Relations with extensive background and knowledge.
 - Trudy Kenney made a recommendation for Kathy Jalivay to assume a Public Relations role on the EAA Board of Directors.
 - Cole Helgeson made a motion to formally elect Kathy Jalivay as Director of Public Relations, serving on the EAA Executive Committee with voting privileges. Motion was seconded by Nathan Krahn. Motion carried.
 - Dave Morris is interested in an at-large position on the EAA Board of Directors. A motion was made by Lori Wohletz to elect Dave Morris to the EAA Board of Directors as an at-large member. Clay Fandre seconded the motion. Motion carried.
- **Admin Recruitment Update**
 - The committee decided to break the prior Operations Manager position into two different positions.
 - Admin Assistant will work 12-16 hours per month at a rate of \$25/hour
 - Business Interface Representative will work 25-32 hours per month at a rate of \$35/hour.
 - Trudy, Nathan and Greg conducted the first round of interviews of the 13 candidates. Heather, Megan and Amanda will conduct the second round and provide recommendations to the committee.
 - Final candidate selections will be emailed out to the Board
- **Dick's Sporting Goods Update**
 - EAA has contacted DSG regarding 2021 sponsorship and has not yet heard back.
- **Refunds Update**
 - Standard policy has been full refunds prior to season start date and partial refunds after season start date. 2021 registrations include a non-refundable \$25 fee if cancelled due to COVID.
 - Directors/Treasurers should be the ones to request a refund from EAA finance.

- COVID return to play began on January 4. Some players have incurred expenses in January but have since requested refunds. Programs will need to determine how to prorate their fees accordingly and let Megan know what the refund amounts should be.
- A parent had emailed their sport program before the January 4th date indicating they no longer wanted to make payments on their child's registration payment plan. This triggered a refund and cancellation of the player's registration. After the refund was processed, the parent reached out and wanted to be reinstated. The EAA Board discussed the circumstances leading up to and around this request. A vote was taken on whether to allow this family back into the program or to have them wait until the next season.
- 20/21 voting board members present voted in favor of not permitting this person to re-register her child in the program. The family would be eligible to register next season.

Other/Open Air

- Survey Monkey – Heather Lorentz
 - EAA pays for a Standard Annual Plan with Survey Monkey that allows the use of an Email Invitation Collector option.
 - Option would only allow those that receive an invitation to complete a survey and limit it to one survey per email.
- Parent Code of Conduct – Tina Wrucke
 - Policy was presented by Tina and EAA Board reviewed and made suggestions. Tina will update and re-send to the board for electronic approval.
- Zoom – Greg Byrne
 - EAA now has a monthly subscription to a Zoom account.
 - Sports would be allowed to use this account for larger meetings, such as parent meetings.
 - Each sport should entertain purchasing their own Zoom account if foresee having a lot of meetings.
 - Can opt for free account but is limited on number of attendees and time allowed.
- Secretary Position – Trudy Kenney
 - EAA Board collaboratively discussed the addition of a Secretary position to the EAA Board of Directors.
 - Would require definition of duties and amendment to the bylaws. To keep the number of directors "odd", EAA would need to add another position. Trudy will follow up on adding another at-large position.
 - A motion to amend the bylaws to add a Secretary position to the EAA Board of Directors was made by Josh Anderson and seconded by Greg Byrne. Motion carried.
- Fundraising Committee – Megan Brewster
 - Megan shared proposed guidelines to an EAA Fundraising Policy.
 - Will provide final draft within a week.
- New Volunteer Orientation – Amanda Becker
 - Amanda and Jacki Stalboerger have been conducting new volunteer orientation for all new members and current members who have not yet taken it. Next orientation date is set for February 1.
- Concessions License for EAA – Megan Brewster

- EAA is allowed 10 calendar days per year on which sports are permitted to sell concessions.
- Sports need to work together to decide who will get which days. Suggested each sport reach out to the EHS booster club and see if they can use any of their days under the booster tax ID.
- Sports are required to let Megan know which days they will need under the EAA Tax ID.
- Sports Star Update – Greg Byrne
 - Sport Star came back with a 30% increase in pricing which is outside the approved amount by EAA.
 - No contract is signed with Sport Star for 2021 and EAA will not receive special pricing. However, sports can continue to use them until EAA finds another vendor. Greg will continue to research other options.
- Dakota County Small Business Relief Act – Megan Brewster
 - EAA does not qualify for PPE loans because they don't have any employees and contractor do not count as employees.
 - Dakota County is offering grants to non-profits, but requires a physical address for the business. Megan contacted them and she is permitted to use her home address on the grant application.
 - Mike Mondelli made a motion to allow Megan to use her home address on the grant application for EAA. Motion was seconded by Jacki Staloberger. Motion carried. Megan will apply for this grant on behalf of EAA.

Motion to adjourn was made by Tina Wrucke and seconded by Jacki Stalboerger. Meeting was adjourned at 10:45pm.

Upcoming Meetings

Finance Committee—March 8th, 7pm Location TBD

Marketing/Technology Committee – February 18th and March 11th

Next EAA Board Meeting – March 18th – 7pm location TBD