

Eagan Athletic Association - Board Meeting Minutes

Thursday, August 18, 2016

President, Andy Lancette	X		Director of Baseball, Aaron Cabbage	
Past President, Jim Howe	X		Director of Basketball, Carrie Berran	X
Vice President, Trudy Kenney	X		Director of Cross Country, BJ Knight	X
Treasurer, Kate Boyle	X		Director of Football, Scott Solliday	
Director of Communication, Brad Ruitter	X		Director of Lacrosse, Mike Adair	
Administrative Assistant, Heather Lorentz	X		Director of Soccer, Skip Newton	X
Director of Facilities, Greg Byrne	X		Director of Softball, Jacki Stalboerger	X
Director of Community Relations, Mike Schwendinger	X		Director of Track, Kathy Windels	X
Director of Web Strategy & Support, Darin Keuhn			Director of Rugby, Eric Curtin	
Director of Coach Development, Ken Barringer	X		Director of Volleyball, Alyssa Dahlheimer	X
Director of Sports Programs, Jeff Eckerle	X		Director of Wrestling, Lisa Jensen	
Director or Program Initiatives, Mike Casey	X		City of Eagan, Jonathan Moore	X
Incoming Treasurer Candidate: Darci Dawson	X			
Other: Vicki Halinka – MMKR Angelia DeWitt				

Meeting was called to order at 7:33p.m. by President Andy Lancette.

Audit Review – Vicki Halinka (MMKR)

EAA was given a clean audit opinion for 2015. No issues during the risk assessment were discovered and no problems in obtaining documentation needed from Sport Directors.

- **Findings**
 - Segregation of duties needs to be improved especially with respect to cash and cash transactions at EAA sponsored tournaments. Better documentation along with signing off on cash totals (two signatures required) in order safeguard assets and protect oneself.
 - Accounting manual was not completed for 2015. *Note that is was completed in 2016.
 - Advertising and Tax Reporting
 - Restaurant or business fundraisers where a percentage of sales is given back to the association is deemed as taxable income and should be reported accurately.
 - Go Fund Me campaigns should have clear wording as to where the funds will go and any restrictions placed upon spending of donations. If there are excess funds above and beyond what was needed for the original campaign, they will be put back into the General Fund.
- **Form 990**
 - 990 takes the information from the Financial Statements and reports it in a form that the IRS can process.
 - Board members are obligated to look over it
 - 990 is public information and will be up for approval at the September Board Meeting. Due to the IRS by November 15th.

New Board Member Candidates

EAA receives approximately 30 applicants for the open Treasurer position. They have selected Darci Dawson as a candidate to replace outgoing Treasurer, Kate Boyle.

Kate Boyle will move from the Treasurer position as a candidate for an At-Large position on the EAA Board.

Motion was made by Jim Howe to approve the candidates: Darci Dawson – EAA Treasurer, Kate Boyle – At Large for EAA Board members. Trudy Kenney seconded the motion. Motion was unanimously approved and both Darci and Kate have voting rights as EAA Board members.

It was noted that Kate, Darci and Angela DeWitt will be meeting with the sport treasurers in the upcoming months to go over procedures.

Approval of Minutes - Minutes from the March 31, 2016 board meeting were reviewed by all present. A motion to approve was made by Mike Schwendinger, seconded by BJ Knight. Minutes were approved and can now be posted on the EAA website.

Baseball Update – No update was given.

Basketball Update – Carrie Berran

Traveling Basketball registration closes on August 31st. So far, 255 participants are registered and are hoping for 30 more.

Girls' numbers are down this year and are looking at enough players to make one team at each level. Would prefer two teams at each level. Will be reaching out to Apple Valley to inform them Eagan would consider girls from there for their traveling teams.

Currently conducting coach interviews. Tryouts will be held in September, season begins mid-October.

In House Program closes September 14th.

Cross Country – BJ Knight

Practices began on August 1, with 85 participants in the program. Rob Graham is no longer the high school coach. Youth programs are no longer allowed at the September Dakota Invitational so BJ entered the program into the Rosemount event the same weekend.

Football – Scott Solliday

No update was given.

Lacrosse –Mike Adair

No update was given.

Rugby – Eric Curtin

No update was given.

Soccer – Skip Newton

Registration numbers:

Rec – 894, Competitive – 316, Spring 2017 shooting for 600

Skip notified the group that he has a contact on the City Council to work with the Vikings.

Former soccer director wants to put on a tailgate party hosted at his new restaurant's location with proceeds going to EWSC. It was determined EWSC cannot partner with this event as EAA and its affiliated programs are not to take funds that are derived from the sale or promotion of liquor.

Softball Update – Jacki Stalboerger

Fall Ball is underway with 11 teams – 8 Community and 3 Stars teams. Practices began a few weeks ago with the first games being held this weekend.

Program may donate to EHS to help with needed repairs in the amount of \$2500.

It was noted that donations should go through Eagan High School instead of Booster Clubs unless they can verify the Booster Clubs are registered 501c(3) organization.

Track Update – Kathy Windels

Last season there were 703 participants. Two open Board positions are now filled.

Uncertain if will participate in another Eastview meet again.

Rob Graham approached Track Program to pitch in for a new high jump. They contributed \$3,000 out of their budget directly to the company to assist EHS with this purchase

Volleyball Update - Alyssa Dahlheimer

Tryouts occurred on August 8th and resulted in 7 teams, which is on budget for the season. Practices start next week.

In House program is looking for a few more coaches and then will begin team formation and scheduling. Practices start Sept. 13th.

Wrestling – Lisa Jensen

No update given.

Facilities Update – Greg Byrne

EHS is looking into building a storage facility for their track, robotics and football programs. Now would be an ideal time for EAA to partner with EHS to acquire some space at this facility for the storage needs for softball, rugby, football and soccer programs. EHS wants to know how much money EAA would be willing to contribute to this effort. EAA currently has \$28,000 set aside for a storage facility, but doesn't appear that would be enough to cover their portion of the building cost. Options for additional funding include: sports would contribute directly to the fund if their budget allowed, contacting Thrivent Financial to see what options are available there for donations.

EAA is not willing to commit to a specific number at this time and has asked Greg to go back to EHS to get a firmer quote from them as to the cost of building the facility and what EAA would need to contribute.

Background Checks – Ken Barringer

Background compliance verification is currently being conducted for Soccer, Football, Volleyball and Cross Country. EAA has received no new flagged background checks in 2016.

Concussions – Mike Casey

Concussion baseline testing will take place on August 24 and is almost full. Looking for volunteers to assist. Asking for a \$5 donation per baseline test to help cover the cost. It's recommended to do a baseline test annually.

If a parent needs access to a child's record they can call the Sports Medicine Institute to obtain it. Concussions related to an EAA event should be reported to concussions@eaasports.org.

Finance Committee Meeting – Jim Howe

Finance committee meeting was held August 9th where representatives from MMKR went over the 2015 Audit and findings.

Would like to form a subcommittee to do research on insurance to see what other associations are using, what they pay and obtain quotes from other companies.

Finance Committee will revisit discussion on using chip readers at EAA hosted tournaments.

Kate Boyle discussed the June financial statements and noted high total assets were due to the fall registrations.

Marketing & Technology Update – Trudy Kenney

Friday Folders – Please go through Trudy if you would like information sent out to schools. EAA can send out three flyers per year and the first one will go out the week of September 12th. EAA flyers will promote all sports equally, however there is an option to promote on the backside of the flyer if a sport program is interested.

Adopt A Street – August 23rd, Track has volunteered to assist

Positive Coaching Alliance – Current contract ends September 19th, EAA has 2 seminars remaining. Looking at September 11th and 14th for the events, pending availability at ECC.

Halloween Hodgepodge – October 23rd, 3-7pm. Volunteers needed to help with a game.

Technology Update – Jeff Eckerle

Ngin is now SportsEngine, nothing has changed on the business side.

Darin will be checking access to financial information because of a concern too many people have access to it.

Sponsorships – Brad Ruiter

Brad will be meeting with a representative from Midwest Bank on August 31st to discuss potential sponsorship.

Community Relations – Mike Schwendinger

No update but will connect with Skip Newton's City Council contact.

City of Eagan Update – Jonathan Moore

Field transition from Summer to Fall is now complete. Andrew Pimental will be meeting with other surrounding cities to compare field fees.

Flyers, posters and tear drop posters are allowed at events, but not allowed on fences or building.

Other – Andy Lancette

- Review of Policies
 - Scholarships
 - Due to an increase in demand for scholarship assistance, EAA is considering revamping the terms
 - Reducing number of scholarships available per child per year to two
 - Have a stated amount of funds available and once that is used up, there are no more scholarships available to anyone.
 - Form a subcommittee of 3-4 people to look over the policy and bring suggested revisions to next meeting. Trudy Kenney, Carrie Berran and Jacki Stalboerger volunteered
 - Fundraising Policy
 - Form a subcommittee to begin looking at a fundraising policy. Andy Lancette, Jim Howe, Darci Dawson and Trudy Kenney volunteered.
- Scheduling Tools
 - EAA currently pays for all sports to use the Max Solutions scheduling software.
 - Max Solutions should be used by Admin when doing scheduling for any In House programs
 - Traveling programs can opt to use a different program if they choose, however it is recommended that all sports utilize Max Solutions software for consistency across programs and Admin.
- Communications
 - Andy indicated an interest in attending one sport board meeting from each sport.
 - Andy advised all sport board to go over EAA Board Meeting highlights during their sport board meetings
- Sports Star Photography
 - One year remaining in contract with EAA. Question of whether there is a non-compete to prevent other companies such as LifeTouch from coming into EAA Tournaments, taking pictures and selling them. Darci to check and report back.

Upcoming Meetings

Finance Committee– September 13th, North Oaks Room @ 7pm

Marketing/Technology Committee – October 2 @ 7:30pm

Next EAA Board Meeting – September 29th, ECC – Oaks Room @ 7:30pm

Meeting was adjourned at 9:50 pm.