

**Eagan Athletic Association – Board Meeting Minutes**  
**Thursday, March 31, 2011**  
**Eagan Room, Eagan City Hall**

<u>President – Dave Unmacht</u>	<u>Absent</u>	<u>Director of Traveling Softball –</u>	
<u>Vice President – Ken LaChance</u>	<u>Present</u>	<u>Dana Anderson-Glass</u>	<u>Present</u>
<u>Treasurer – Kate Boyle</u>	<u>Present</u>	<u>Director of Lacrosse -</u>	
<u>Secretary – Kurt Urdahl</u>	<u>Present</u>	<u>Jan and Kurt Johnson</u>	<u>Present</u>
<u>Administrative Assistant –</u>		<u>Co-Directors of Track</u>	
<u>Anne Kane</u>	<u>Present</u>	<u>Annette &amp; Michael Linder</u>	<u>Present</u>
<u>Director of Fundraising –</u>		<u>Co – Directors of Volleyball -</u>	
<u>Dan Klekner</u>	<u>Absent</u>	<u>Teresa Kavanaugh</u>	<u>Absent</u>
<u>Director of Coaches –</u>		<u>Director of Fall Volleyball -</u>	
<u>Susan Schaumann</u>	<u>Present</u>	<u>Ann Kluender</u>	<u>Present</u>
<u>Director of Equipment –</u>		<u>Director of Football -</u>	
<u>Ed Kees</u>	<u>Absent</u>	<u>Dean Kraus</u>	<u>Present</u>
<u>Director of Technology-</u>		<u>Director of In House Baseball -</u>	
<u>Tim Jolliffe</u>	<u>Present</u>	<u>Bubba Chambers</u>	<u>Present</u>
<u>Director of Traveling Baseball –</u>		<u>Director of In House Basketball -</u>	
<u>Lynn Estes</u>	<u>Present</u>	<u>Eric &amp; Kim Anderson</u>	<u>Absent</u>
<u>Director of Traveling Basketball –</u>		<u>Director of In House Fall Soccer -</u>	
<u>Beth and Greg Koenig</u>	<u>Present</u>	<u>Diane DeMartelaere</u>	<u>Present</u>
<u>Director of Traveling Soccer –</u>		<u>Director of In House Spring Soccer -</u>	
<u>Mike Mulrooney</u>	<u>Absent</u>	<u>Trenne Fields</u>	<u>Present</u>
<u>Eagan Parks &amp; Rec Dept –</u>		<u>Director of In House Softball -</u>	
<u>Jonathan Moore</u>	<u>Present</u>	<u>Mike Ferraro</u>	<u>Absent</u>
<u>Director of Publicity –</u>		<u>Director of Wrestling -</u>	
<u>Brad Ruitter</u>	<u>Absent</u>	<u>Chad Gage</u>	<u>Absent</u>
		<u>Director of Kickball -</u>	
		<u>Bonnie Bley</u>	<u>Present</u>

**Administrative Business:**

**Approve February meeting minutes:**

- Motion to approve by Lynn Estes. Motion seconded by Brad Ruitter, motion carried, February minutes approved.

**Financials (Kate Boyle):**

- Cash balance very high for February due to registrations - all that money will be going out in the next few weeks.
- Comprehensive profit and loss by sport was reviewed, with some general dialog around the detail in the reports.
- Motion to approve from Jan Johnson, seconded by Susan Schaumann, motion carried.

### **Cory Powell introduction**

- Cory is the managing editor at the StarTribune. He has had kids in EAA for 6 years. The StarTribune uses NGIN. Cory is willing to help out with the NGIN site, based on his experience and relationship with them. Cory and Tim Joliff will discuss how they can use the platform to best utilize the tool. If anyone has comments or suggestions, bring them to Cory or Tim.

### **Priorities and projects update (Handout):**

- We have touched all the items on the list and they are in different stages on the path to completion.
- Still working on orientation for new board members.
- Organizational documents: By laws and handbook, just beginning to really dig into these two areas.
- Contracts and agreements - continuing to work through these items, a lot of progress has been made to date.
- QuickBooks: Very close to being completed.

### **Coaches certification: (Susan Schaumann)**

- Completed one recently, next one is April 19th, at Blackhawk Middle School
- 133 people attended the March session, which was over capacity, but we didn't turn anyone away. The website listed both sessions as full, the second session (April 19th) is actually not full. There is plenty of space. MN Plays will probably not continue as we are focused on the coaches certification program. Everyone's feedback was very positive from the recently completed coaches certification session.
- Susan wanted to remind everyone that those who sign up to coach need to register for a background check. This needs to be done separately for coaches, and volunteers, through the website. The background check looks for felonies, crimes against children and other items, but does not look at an individual's financials, etc. The background check is a pass or no pass rating.
- MN Plays: Evaluating if we should continue to use this program.

**Charitable gambling:** Dan Kleckner was not in attendance, so no gambling update. February 28th was the last ticket selling day, so the gambling operation is winding down. Some decisions will be made at future meetings around the gambling operation.

### **Various Topics:**

- Management: Continues to be an ongoing process.
- Shed: The building of a shed is still on the table, and is still being evaluated. It is possible that a special meeting will be held in the near future to review this item in detail. Dave Unmacht has been talking to the school and city officials, and also visiting sheds, and talking to directors to better understand EAA's options.

### **Treasurer's update (Kate Boyle)**

#### **Spring/Summer Registration Update**

Most sports have completed registration while others have a few weeks to go. We are under budget for participants. Travel Sports are up, in-house sports are down. Softball participation

is down and they are looking to get another 100 in the program. We will clearly be down in participant numbers from last year.

#### **Fall/Winter Registration Process Change**

The new process has to do with how we will receive and take payments, and is based on how other organizations do it. There is a lot of administrative work required to follow up with someone that has registered but EAA did not get payment from them. EAA's new process will be that we will only take payment by credit card. If an individual does not have a credit card, they can use a debit card. There will not be an offline process to get payment. Payments must be done with registration.

#### **Contract Policy (Handout):**

Taking a three level approach; all contract agreements need to be signed by program directors and kept on file with the EAA Treasurer. Service agreements in excess of \$2,500 must be evidenced by written contract (cannot have oral agreements). All contracts must be written in nature. If an agreement exceeds \$10,000 it must be signed by the sport director and an EAA officer. The agreement must also be kept on file with the EAA treasurer. It is requested that the officer signature is secured prior to committing to the any agreement. Contracts must say they are with Eagan Athletic Association, legally. A motion was made to approve this policy, with EAA as the legal entity, by Michael Linder. It was seconded by Bonnie Bley. Motion carried by vote of the board.

#### **Charitable Gambling Update**

EAA's current gambling license goes to the end of May.

#### **Treasurer contract**

A few changes were made to make the treasurer an independent contractor of EAA, versus an employee. Additional incentive payments were added to the contract, based on things that are outside of the scope of the role. Motion to approve the treasurer contract by Susan Schaumann, seconded by Bubba Chambers, motion carried by the board.

#### **Charitable Gambling Funds Request (Handout)**

Reviewed handout of what was asked for and the recommendations made by the committee. The requests were opened up for discussion to the board. A total of \$52,120 in funding was requested, and the committee recommended funding \$14,520. A motion to approve the funding requests was made by Susan Schaumann, seconded by Michael Linder, motion carried by the board.

### **Sport Program Business:**

#### **○ Sport season budgets**

##### **Travel Soccer**

Terry Abbott: Travel soccer is leaving participation fees the same as last year, with a tiered pricing structure (younger ages pay less). Soccer is projecting 605 participants for this year, down from 671 last year. Terry suspects the actual number will come in higher than 605. They are seeing some problems at the older age level, on the boy's side, from a participation perspective. There will be some changes this year with Travel Soccer, including how they do camps. Travel Soccer also proposed raising their contractor's salary by \$14,000 - the soccer budget assumes an employee. Soccer had a boot camp this fall, which brought in \$21,000. Travel Soccer has a schedule to replace uniforms every other year. Soccer is looking at bringing in trainers to help bring more professional help to teams and coaches in the program. A motion to approve the traveling soccer budget was made by Lynn Estes, seconded by Jan Johnson, motion approved by the board.

### **Fall in house soccer**

Wrong numbers in packet - pushed out to next meeting.

### **Football**

This will be the second year of 3rd thru 8th grade in the program. Lakeville is going to join our league as they have cancelled their middle school program. The new program will be known as SSYFL (South Suburban Youth Football League). The addition of Lakeville will result in 20-22 teams in the program, versus 14 last year. Dean Kraus had other communities ask to join our league; he told them we would talk to them again next year. The overall participation numbers are slightly up from last year, not counting the new teams from Lakeville. Participation fees are dropping from \$200 to \$165 as a result of being over the equipment hump. Football is buying integrated black football pants for 3rd through 6th grade.

Motion to approve the Football budget was made by Lynn Estes, seconded by Bonnie Bley, motion approved by the board.

### **Fall Volleyball**

Ann Kleunder stated that fall volleyball is projecting 3 travel teams, and 120 in-house participants. Volleyball fees were raised \$5 for in-house, a larger increase was put in place for travel, I to \$175. The increase in participation fees is mostly due to the fact that gym prices have increased. It was also note that volleyball is moving to the Burnsville league for travel.

Motion to approve fall volleyball budget by Lynn Estes, seconded by Michael Linder, motion carried by the board.

### ○ **High Performance Academy**

Gym time at the HPA is at a rate of \$35 per hour, which is higher than the schools we rent from, but about the same as our rate from the Eagan Community Center. If we want to contract with the HPA, we will need to offer up a commitment soon. If we don't play their game, we won't get time. HPA wants to work with EAA.

### ○ **Reminders**

- The financial audit coming up. Kate Boyle will be sending documentation out to directors to meet auditor requirements. All travel treasures will be getting Kate their files. Audit is April 19th through the 21<sup>st</sup>.
- NGIN training is coming up on the 5th of April. We need everyone to spread the word.
- Coach's certification is being held on April 19th at 7PM BHMS.
- If anyone has content for the fall sports newsletter, the submission deadline is April 22<sup>nd</sup>.
- The next EAA meeting has been move to the 28th of April.
- Our director of wrestling has resigned; we are looking for a replacement.

### ○ **Program Director Updates:**

- Jonathan Moore, Parks and Rec: Fields are still 3-4 weeks from being accessible, pushing adult softball leagues back to the 25th. Please be patient.
- Trenne Fields: Director of in-House Soccer: The Rec plus program passed the minimum number needed, so they are good from a participation standpoint.
- Bubba Chambers, In-House Baseball: Participation numbers are down 18%, he needs numbers from Lynn on how many kids will come to in- house, after travel baseball does their cuts. Mr. Chamber expected a bump in participation from middle school baseball, but to date, he has not seen it. EAA in-house baseball is hoping to have rookie camp this year.

- Dean Kraus, Football: Dean has found a successor to fill his position, and this will be the last budget that he presents to the board. Dean Laren will be stepping in to follow Dean Kraus.
- Michael Linder, Track: Michael would like the board to start looking for a new director of track, they have exhausted their resources. EAA track will have a coaches meeting on April 6th, they have 65 teams and 167 coaches. The school will be resurfacing the track after the high school season this year. NGIN has been a great tool, but has caused some complications for track, Michael has asked for a few things from a technology perspective.
- Lynn Estes, Travel Baseball: Next two weeks will be very tough with tryouts and selections. Travel Baseball is short of qualified coaches. Lynn asks for everyone's understanding as travel baseball progresses through the next couple of weeks.
- Brad Ruitter, Publicity: Brad is meeting with Eagan Patch in the near future, will have more to convey at the next meeting.
- Susan Schaumann, Director of Coaches: Reminded everyone that she is here to help if there are any problems with coaches
- Jan Johnson, Director of Lacrosse: Participation numbers are up 33% for the spring field season, and they are up 80% over last summer.
- Cory Powell: It's been fascinating

***Meeting ended at 10:19PM***