

**Meeting Minutes**  
EVERGREEN REGION BOARD MEETING  
December 16, 2019- 6:00pm

- 1) CALL TO ORDER – Meredith Coupland
- 2) ROLL CALL –
  - i) Executive Board: Meredith Coupland, Kevin Twohig, Larissa Welch, Jon Lee, Rick Wright, Debbie Spray, Margie Ray
  - ii) Guests: None
- 3) APPROVAL OF 06/19/2019 MINUTES: Kevin Twohig, move to approve. Larissa seconds. All approve
- 4) APPROVAL OF 12/16/2019 AGENDA: Kevin Twohig, move to approve with Lindsay Callaghan’s edits. Jon Lee seconds. Lindsay added two line items All approve.
- 5) SPECIAL ANNOUNCEMENT: K. TWOHIG. Jon Lee has been awarded the Frier Award from USA Volleyball and will be awarded in May at the Boyce Banquet. Kevin Twohig from ERVA will be presenting Jon the award. Kevin & Jon are the only two award winners from the Pacific Northwest.
- 6) DIVISION REPORT Q & A
  - a) Officials Pay Scale 2020
    - i) R1’s
      - (1) \$180 flat rate | tournaments use this to set fees and budget for event
      - (2) No mileage unless extenuating circumstances over how many miles?
        - (a) To be paid through Officials Budget
    - ii) Day Officials
      - (1) \$200 + mileage as calculated by Arbiter
    - iii) Regionals
      - (1) \$200 OR
      - (2) \$250 for 1 day of commuter fee
    - iv) Clinician to include mileage
      - (1) **ACTION ITEMS:** Check Arbiter to make sure it is calculating mileage
- 7) ERVA BUDGET & FINANCE REPORT
  - a) Employee PTO/Flex Time
    - i) Defined, Tracking
      - (1) **ACTION ITEM:** Total PTO Region offers each employee defined hours.
        - (i) **Amanda for 2020 | Carryover for 2019**
        - (ii) **Lindsay for 2020 | Carryover for 2019**
      - (b) Annual Rollover is easier than hire date
      - (c) Office hours + event hours = 40 hours worked/year
    - (2) **ACTION ITEM: Define** PTO reported for sick days where no work is completed & vacation days versus what is allowed as ‘flex time’ min. 2 hours for appt, office hours if shorter etc.
      - (a) Hours to be reported through Jeff’s office for tracking and reporting on the employee’s paystubs.
  - ii) WA Family Medical Leave

(1) Report to Jeff's Office once Amanda is approved and pay through WA Medical Leave program begins to pause pay through the Region.

iii) Part-Time Help

(1) **ACTION ITEM: Determine** Wage for Office Help

(a) Part-Time Employees | \$13.50/hr

(b) W-4 & I-9

b) Review of 2019-2020 Proposed Budget

i) High Performance in the works with Katie to reduce cost and add additional revenue to help offset cost but will be self sufficient and will not need outside funds for program.

(1) **ACTION ITEM: HP coach clinic, email to see if they are hosting one. See if Katie will go if so.**

ii) Border Smackdown budget will be based off updated numbers from Roland

c) Approval of 2019-2020 Budget: Kevin Twohig move to approve, Jon Lee second. All approve

8) NEW BUSINESS

a) ERVA Office Space

b) Staff Driven Outline

i) Discussion of transfer of duties to staff

c) Board Gear

i) Shirt Size

ii) Shoe Size

9) MOTIONS

a) Approval of 2019-2020 Budget: Kevin Twohig move to approve, Jon Lee second. All approve

10) ADJOURN

Monday, Feb. 24<sup>th</sup> -28<sup>th</sup>