

# Eagan Athletic Association - Board Meeting Minutes

**Thursday, May 30, 2019**

President, Dave Grounds	X		Director of Basketball, Jackie Boldt	X
President-Elect, J.J. Kirby	X		Director of Cross Country, BJ Knight	X
Treasurer, Megan Brewster	X		Director of Football, Josh Anderson	X
Administrative Officer, Trudy Kenney	X		Director of Lacrosse, Leslie Defries	
Director of Facilities, Greg Byrne	X		Director of Soccer, Skip Newton	X
Director of Program Initiatives, Amanda Becker	X		Director of Softball, Jacki Stalboerger	X
At-Large, Dan Schulz	X		Director of Track, Kathy Windels	X
Administrative Assistant, Heather Lorentz	X		Director of Rugby, Eric Curtin	X
			Director of Volleyball, Beth Sagvold	X
Guest: Jonathan Moore, City of Eagan	X		Director of Wrestling, Lisa Jensen	X
			Director of Baseball, Jack Esser, Proxy Rob Emerson	X

Meeting was called to order at 7:29 p.m. by President, Dave Grounds

**Approval of Minutes**

Minutes from the March 21, 2019 board meeting were reviewed by all present. Motion to approve the minutes was made by Trudy Kenney and seconded by BJ Knight. Motion passed. Minutes can now be posted on the EAA website.

**City of Eagan Update** – Jonathan Moore

- Thresher lights faced delays in electric testing portion due to weather. The first transformer installed was too small and have installed a bigger one that will be tested over the weekend.
- Working with Rent and Save to get monthly field usage reports instead of one big field report in the fall to improve efficiency and confusion on which sports where at what fields over the spring/summer months.
- Will send to sport directors as well as Angie DeWitt

**Baseball Update** – Rob Emerson

Season is underway. Travel off to a good start with five teams already qualifying for state.

Rough start to the Eagan tournament with bad weather, but got in enough games to not refund any teams. Next tournaments will be weekend of June 8 and another in mid-July.

New business development leader, Dave Ryan, has secured three Grand Slam sponsors for the program. Money will be used for field updates, catcher gear upgrades and team posters.

In house program numbers are good and will be hosting their second development camp next weekend at The Cages. Hoping for 100 kids to participate.

Working with the City of Eagan to extend protective fencing, improve travel dugouts, lines, roof etc.

Program has partnered with Eagan Booster Club to distribute used gear to military families. Would like EAA to send out a mass email asking for donations for the program.

**Basketball Update** – Jackie Boldt

Currently in the off-season. Budget was approved earlier in May. Travel registrations will open in June and will see increase in fees, adding a \$50 tryout fee to compensate for the shortfall.

Offering a new summer skills challenge where kids in 3<sup>rd</sup>-7<sup>th</sup> grade can come this weekend and test their skills in five areas, hopefully practice this summer, and come back later in July to re-test their skill and see how much they have improved. Participants receive a t-shirt.

Working hard to increase sponsorships this year as this has been a shortfall in the program the past few years.

Board approved changes to the tryout process. New process will involve high school coaches and staff, evaluators and will include more of a conversation regarding what teams should/will look like instead of coaches given a pool of kids and picking their team. The hope is to increase transparency so if a parent questions why their child is placed on a certain team, they can back it up. Also looking to create teams that are not over-stocked in a particular position, such as point guards.

Searching for qualified coaches for the 7<sup>th</sup> & 8<sup>th</sup> grade boys and girls "A" teams.

Moving back to one tournament this season instead of a separate boys and girls tournament. It will be held in November, date TBD.

#### **Cross Country** – BJ Knight

Registration is open with approximately 45 registered. Summer program filled quickly at 30 and shirts have already been ordered for that program.

In two years BJ would like to move on from Director of the program. He will talk to others with younger children to try to find a replacement during this time in the hope to have someone shadow him in his final year.

#### **Football** – Josh Anderson

Nick Johnson is the new head coach for the high school. He invited coaches to a meet and greet where he discussed collaborative efforts across programs.

Registrations for tackle and flag are now open and numbers are on track.

Eastview and Apple Valley have not yet committed to combining with EAA for the 3<sup>rd</sup> grade program. These two programs will combining in the higher grades for flag football and do their own scheduling.

Tackle coach compliance is one-third complete and Josh will be proactive in getting people to comply.

It was noted that a coach that was flagged has requested an appeal and that will take place June 4<sup>th</sup>.

#### **Lacrosse** – Dave Grounds

Program is not doing well. Leslie will be leaving after this season without a replacement.

Trudy stated that two-thirds of the kids/teams do not receive adequate coaching as the philosophy and attention has been geared toward the top teams. It was also stated that the prior LAX Director paid a someone \$30,000 to run the program, he did not do a good job and that contributed to the demise of the program and severe decrease in fund balance. Program has not been able to recover.

Further discussion on the future of the program will take place as well as how EAA can assist.

#### **Rugby** – Eric Curtin

Summer 7's happening this summer. Had less turf rental and budget remained good this year. Program is seeing more recognition in schools. Eric was able to recruit more help with the program. Mike Cass runs the middle school program which is seeing more girls interested than ever.

High school girls had a rebuilding year and boys made the state championship. Game is this Saturday at TCO stadium.

Ireland trip was successful, and they won a match there.

Eric has formed a relationship with the Vikings and has an idea for their vision and future with organizations like EAA.

#### **Soccer** – Skip Newton

Mother's Day tournament was their best ever. Season is in full swing. Fall registrations are open and summer camps will start once school is out.

Met with business impact group and will be researching other options for gear.

#### **Softball Update** – Jackie Stalboerger

8, 10 and 12U teams began their season early May. Club 14-18's will start next week after the high school season wraps up. Saw an increase in the in house and slowpitch teams this season. Will submit requests for fall registrations soon.

Hoping to pick up two new board members. Chris Brown is the new tournament director. John Marsden will be transitioning out of the treasurer role in the fall with Beth Normal taking over.

#### **Track Update** – Kathy Windels

Season has ended. There were 760 participants and 12/15 meets held. Really struggled with lack of volunteers and was the main frustration of the season. Considering raising fees next season to hire kids to fill the volunteer void.

Also struggled with some coaches not communicating properly and not rotating who participated in which event which caused some frustrated parents to email complaints.

Four records were broken this season: boys 800 and mile, girls 100m dash and shotput.

Kathy's children have aged out and would like to find a replacement to take over the program but was unable to find anyone who didn't want to be paid. Kathy stated it took 300 volunteer hours for her to run his program. May be a consideration to increase fees to allow for a few paid people to run the program under a Track Director.

It was noted that Directors themselves cannot be paid.

#### **Volleyball Update** – Beth Sagvold

Season ended 5/18. Numbers were up from last year, however no boys were in the program. Lost DHMS gyms for most of the season due to water damage and replacement.

Allowed a team in the 6<sup>th</sup>/7<sup>th</sup> grade league to consist of all 7<sup>th</sup> graders as they had requested and will not do that going forward as they were too dominant. Paid refs were used for spring and that worked well. Hoping to carry that info fall season.

May have a 7-12<sup>th</sup> grade fall option at VAA. Glacier Hills and Pinewood agreed to the addition of lines in their gyms for proper court sizing. Will hopefully be done in July. Fall registrations are now open.

**Wrestling** – Lisa Jensen

Concluded their season with season-ending party. Participated in the spring Adopt A Street program.

**Facilities Update** – Greg Byrne

First Aid Kits – Facilities email is not working so if anyone is in need of first aid kits or ice packs, please reach out to Greg at: greg2867@gmail.com.

Softball Shed – The architect design was much more than we originally were planning for. Sandy presented it to the facilities director and he is supposed to come out and review, but has not yet done so.

**Insurance** – Greg Byrne & Megan Brewster

Megan completed the insurance renewal application. A Coaches Code of Conduct and Sexual Abuse and Molestation Policy are needed. Greg took initiative to put together a preliminary policy sexual abuse and molestation and presented it to the group (addendum). A motion was made by Dave Grounds to approve the policy as is and approve the \$1500 insurance fee for this coverage. Motion was seconded by Dan Schultz and Skip Newton, motion carried.

Noted that Certificates of Insurance are required from vendors at tournaments and events and to work with tournament directors to ensure they are compliant.

No changes in insurance premiums. Budgeted \$48,000 and actual cost came in at \$42,000 plus the \$1500 additional for sexual abuse coverage.

Motion to approve the insurance quote was made by Dave Grounds and seconded by Lisa Jensen and Trudy Kenney. Motion passed. \*Greg Byrne abstained from voting.

Coaches Code of Conduct policy will be addressed at a future Finance Committee Meeting. Softball stated they currently have one in their registrations and will forward to Greg for reference.

**Administrative Officer Update** – Trudy Kenney

- No official update given

**Program Initiatives** – Amanda Becker

Amanda sent out a list of proposed dates in August to hold Concussion Baseline Testing to all sport directors to gain perspective on preferred dates/potential conflicts. EHS has been contacted and space will be reserved once a date is chosen. Previously had used Fairview for this service at \$5 per test. EHS now works with TCO and suggested EAA switch to them so there is a seamless integration if a child suffers a concussion at the high school level then it's all in the same database. However, TCO charges \$10 per test. EAA has \$1500 budgeted for testing and is suggested each family donates \$5 to help cover costs. The testing will occur over a four-hour period and is for children aged 12+ (previously was 10+) and is valid for two years.

### **Finance Committee Meeting Update** – Megan Brewster

Basketball budget was approved.

CD at Wells Fargo is maturing in September. It is for \$101,000 with a .3% interest rate which is much lower than going rates at other banks. Recommended to move it out of Wells Fargo bank account and then determine how to use it. Motion was made to not renew this CD and put in EAA bank account by Dave Grounds. It was seconded by Dan Schultz and Eric Curtin, motion carried.

### **Marketing & Technology Update** – Trudy Kenney

Adopt A Street – EAA is responsible for three cleanings per year. The following programs volunteered to assist: Earth Day – Cross Country & Wrestling, June – Baseball, August – Basketball.

### **Executive Committee Update** – Dave Grounds/Trudy Kenney

Dave reminded the board to be mindful to sport boards and communicate policies and updates to them in a timely manner. The goal is to maximize participants and minimize refunds. When a refund is needed, communicate properly with parents.

Trudy reminded the board that what we all do impacts one another and the EAA brand. When working with the district and each other, be nice and courteous. She stressed the importance of properly training in new sport board members. The renaming of some programs to identify themselves as separate associations is confusing to everyone. All programs are EAA programs, and as such should be identified that way. We don't have an Eagan Basketball Association or an Eagan Baseball Association, we have EAA basketball and EAA baseball. EAA supports all programs through providing insurance and uses admin fees to help offset costs.

Dave addressed program fiscal responsibility. There are policies in place that govern how tournament cash should be handled. They are not being followed which is resulting in more work for our finance department. Reminder checks are cut on Friday mornings, please plan ahead. Biggest concern is with the baseball program's handling of finances. Dave is creating a report to outline the issues and steps of following the fiscal policy. These policies were adopted due to flags on our annual audit.

The following are items that were noted as possible infractions to the fiscal policy and also serve as reminder to all board members: refrain from holding onto cash/check deposits, record correct deposit data, checks should not be sent to home addresses – they should all go through the EAA P.O. Box, cash should never be taken home from a tournament, reimbursements need approval ahead of time – not after a purchase has already been made, hold onto receipts, use EAA credit card for purchases instead of personal credit cards.

### **Concussion Baseline Testing**- Greg Byrne/Amanda Becker

Amanda sent out a list of proposed dates in August to all sport directors to gain perspective on preferred dates/potential conflicts. EHS has been contacted and space will be reserved once a date is chosen. Previously had used Fairview for this service at \$5 per test. EHS now works with TCO and suggested EAA switch to them so there is a seamless integration if a child suffers a concussion at the high school level then it's all in the same database. However, TCO charges \$10 per test. EAA has \$1500

budgeted for testing and is suggested each family donates \$5 to help cover costs. The testing will occur over a four-hour period and is for children aged 12+ (previously was 10+) and is valid for two years.

**Other –**

- 2020 Gambling Permits – EAA has 5 calendar days to hold a Raffle. Currently allocated in 2019: Soccer – 3, Baseball – 1, Softball -1. Soccer willing to drop a day in 2020 and basketball is interested in picking it up. If others are interested let Megan know. Silent auctions do not need a permit.
- Audit will take place June 10-11.
- Motion to remove the tag “Tabled until 2019” on the EAA Bylaws, section regarding removal of a board member was made by Dave Grounds and seconded by Skip Newton and J.J. Kirby. Motion carried.

**Upcoming Meetings**

Finance Committee– July 15<sup>th</sup>, 7pm @ ECC - Boardroom

Marketing/Technology Committee – TBD

Next EAA Board Meeting – July 25<sup>th</sup>, 7:30pm @ Civic Arena, Mezzanine Room

Motion to adjourn was made by Dave Grounds and seconded by Skip Newton. Meeting was adjourned at 9:27 pm.

# Eagan Athletic Association (EAA) Abuse/Molestation Risk Management Program

## Effective June 2019

This policy applies to all sports and activities operating within EAA:

### **Purpose**

The purpose of this risk management program is to protect our participants from abuse/molestation and to provide our volunteers and staff with guidance in preventing abuse/molestation and reporting suspected misconduct.

### **Background Checks**

EAA requires background checks for its board members, sport program directors, program board members, age group coordinators, coaches, assistant coaches, anyone who has direct dealings with children or direct access to financial information, as well as others, in order to ensure the safety and well-being of EAA's athletes and volunteers. For the purposes of this policy these individuals are referred to as staff or staff members.

Background checks will be carried out in accordance with EAA's Background Check Policy and EAA's Policy on Youth Safety. <https://www.eaasports.org/page/show/802964-background-check-policy>

### **Training**

All staff members subject to EAA's Background Check Policy are also required to successfully complete Abuse Prevention Systems: *Child Sexual Abuse Awareness Training* prior to interacting with any participants. Instructions for taking the online training will be emailed to individuals following successful completion of the background check.

### **Policies to Protect Against Misconduct**

- All forms of abuse including sexual, physical, emotional, harassment, bullying, and hazing are prohibited.
- **Prohibited sexual abuse physical acts** include genital contact whether or not either party is clothed; fondling of a participant's breast or buttocks; sexual penetration; sexual assault, exchange of a reward in sport for sexual favors; lingering or repeated embrace that goes beyond acceptable physical touch; tickling, wrestling, or massage; and continued physical contact that makes a participant uncomfortable.
- **Prohibited sexual abuse verbal acts** include making sexually oriented comments, jokes and innuendo; staff member discussing his or her sex life with participant; asking about a participant's sex life; requesting or sending a nude or partial dress photo; exposing participants to pornographic material; voyeurism; and sexting with a participant.
- **Any type of grooming behavior is prohibited.** Grooming is the process of which sexual predators pave the way for sexual abuse by gradually gaining the trust of and conditioning of minors, parents, and administrators. The steps in the grooming process are as follows:
  - Identify a vulnerable child whose needs are not being met such as lack of attention by parents, lack of spending money, etc.
  - Fill the missing needs of the child by providing attention, transportation, help with homework, special favors, confiding in secrets, spending money, gifts, etc. to create a "special bond".
  - Gain trust of family by spending disproportionate amount of time with them.

- Isolate the victim to create one on one opportunities.
- Gradually use boundary invasions that start off with inappropriate electronic communications and photo sharing, tickling, wrestling, massages, alcohol, drugs, pornography, etc. that lead to nudity and sexual activity.
- Maintain control and silence with threats of fear and shame.
- **Prohibited forms of physical abuse** include punching, beating, biting, striking, choking, slapping, or intentionally hitting a participant with objects or sports equipment; providing alcohol to a participant under legal drinking age; providing illegal drugs or non-prescribed medications to any participant; encouraging or permitting a participant to return to play after injury or sickness prematurely without clearance of a medical professional; prescribing dieting or other weight control methods for humiliation purposes; isolating a participant in a confined space; forcing participant to assume a painful stance or position for no athletic purpose; withholding, or denying adequate hydration, nutrition medical attention, or sleep.
- **Prohibited emotional abuse** includes a pattern of verbally attacking a participant personally such as calling them worthless, fat or disgusting; physically aggressive behaviors such as throwing or hitting objects; and ignoring a participant for extended periods of time or excluding them from practice.
- **Bullying** includes an intentional, persistent, or repeated pattern of committing or willfully tolerating (e.g., staff not preventing) physical, nonphysical, or cyber bullying behaviors that are intended to cause fear, humiliation, physical harm in an attempt to socially exclude, diminish, or isolate another person emotionally, physically, or sexually. It is often not the staff, but instead, other participants who are the perpetrators of bullying. However, it is a violation if the staff member knows or should have known of the bullying behavior but takes no action to intervene on behalf of the targeted participants. (see also [Player Code of Conduct](#))
- **Prohibited hazing** includes any contact which is intimidating, humiliating, offensive or physically harmful. Hazing typically is an activity that serves as a condition for joining a team or being socially accepted by team members.
- **All electronic communications** including email, texting, social media, etc. between the staff member and a minor participant should be limited strictly to the legitimate activities of the organization.
- **Limit one-on-one staff contact:** It is this organization's policy that no activities should take place involving one-on-one contact between a single, non-related staff member and a child, if such activities can be practically avoided. Instead, a "buddy system" is encouraged where two (2) adults should always be present during practices, games, carpooling, and special events.
- **Overnight travel** exposure should prohibit adults spending the night in the same room as an unrelated minor participant; require grouping of participants of the same sex and age group in rooms; and provide adequate oversight with a same-sex chaperone for each group.
- **Take home/pick up of athletes** by staff should be strongly discouraged because of the difficulty in limiting one-on-one contact. Parents should provide transportation for their own children to and from scheduled events. The team will clearly outline the expected start and end time for all events and communicate this with all parents. Parents should be instructed to make back-up plans in the event they can't provide transportation. If parents can't provide transportation, they must communicate to team staff the name of the person(s) who are authorized to pick up the child.
- **Personal information distribution:** The distribution of directories/rosters with names, phone numbers, addresses, and pictures should be limited to persons on a "need to know" basis.

### **Reporting Suspicions of Child Sexual or Physical Abuse and Other Forms of Abuse**

Federal or state law requires staff who has a suspicion of child sexual or physical abuse to independently report such suspicion directly to law enforcement within 24 hours. Failure to report may be a punishable offense.

In addition, the staff member should report the suspicion within 24 hours to the EAA President or any EAA Board member and the President/Board Members should also report to law enforcement within 24 hours if there is suspicion that child sexual or physical abuse has been committed.

EAA will allow law enforcement to handle the investigation and the suspected individual should be immediately suspended or reassigned to alternative duties that don't involve access to youth pending the outcome of the investigation. EAA officials should not comment on the allegation or police investigation until it has been concluded.

Staff members should also report prohibited misconduct other than child sexual and physical abuse to the EAA President or Board Member so that EAA can investigate and decide what types of sanctions, if any, are appropriate.

EAA is prohibited from retaliating against an individual who makes a good faith report of a suspicion of any form of misconduct.