

LBSA Board Meeting

July 23 2025

6:30 pm

City of Livingston City Hall

220 E Park St- conference room

Present: Samantha, Kayrene, Erin, Ivy

Adam & Chloe Berier remote

Beth and LaRue arrived shortly after meeting started. Erin is presiding.

Meeting called to order 6:35 pm.

Samantha moves to approve last month's meeting minutes, Kayrene seconds.

We all approve the agenda as stated.

Old Business

- **All-Star Standards and Procedures**

- Tryouts, roster limits, coach selection process
- Communication with parents

Formalizing procedures related to All Stars will be part of overall operational and coaching procedure improvements. The board will form a work group in the fall/winter. Samantha & Kayrene both volunteered to participate in the work group. Adam: There is some reality of "daddy ball" culture that will always exist, but a system of meritocracy would be an improvement. Kayrene mentioned the idea previously suggested of flip flopping coaches for minors/major try-outs for example.

- **Code of Conduct & Coaching Handbook**

- Plan for Code of Conduct & Coaching Handbook
 - Erin: will start the guide for LBSA in general this fall/winter. She will outline and bring back to board, there will be break outs for softball vs baseball. Start at national level and hone it down to our league so we aren't reinventing the wheel and maintaining core standards. A timeline and implementation plan will be developed.

- **Umpire Program Improvements**

- This is an important item but LaRue was unavailable to give an update on whether she had a chance to talk with Charlie or Jon so we will revisit at a future meeting.
- Topics include: Training strategies, Communication and expectations, Belgrade collaboration possibilities

- **Tree Plan Update**

- Adam has made great progress with planning for trees at the fields. The City Master Plan has not been released yet. Adam met with Ibex Landscaping and

Mike Skaggs/Jesse Schwartzer from the city at the fields. Ibex got all the information they need to move forward, and will bring us draft landscape drawings and a rough budget in September. The LBSA board will discuss, change, and refine the plan until we are happy with it. After that we can navigate the process to City Commission approval, in approx. 3 to 6 months. Then we estimate around 6 months of fundraising, and we can plant in Fall 2026. This is Adam's ideal timeline. The price will be "under \$100000"- Adam estimates \$50k-\$75K. He is confident there will be grants available and many opportunities to fundraise including URA, sponsoring a tree, etc. Chloe mentioned that Livingston LovesTrees could be contacted; which we can do in the future when we're further through the process.

- **Finance Follow-Up**

- Quickbooks: Beth had to switch to QB online - separate subscription. The migration was a huge project and has been difficult to get everything to match up. The Balance Sheet and P&L reports were reviewed and some details were discussed. For example All star registrations may be lumped together moving forward just like regular registration. There was a \$810 withdrawal in cash from savings that is unaccounted for, we are following up. (update: this was a cash withdrawal for empires made by Beth. It was supposed to come from checking but the bank accidentally withdrew funds from savings.)
- PO Box renewal- this was done
- Tax filing status- **Action Item: update needed from LaRue**

4. New Business

- **Finance**

- **Deposits and Receipt Procedures:** A better process for receipts/deposits is needed, and various options were discussed. LaRue mentioned Expensify has been helpful for her. Samantha showed how her accounts are organized with labels. Beth said QB online has tools and also could be an option of sponsors to direct pay from an invoice. **Action Item: Beth to talk to FIB about labeling/categorizing possibility and/or a receipt type of app for better record keeping of deposits in the future.**
- **Improved controls and record-keeping:** The board discussed retaining an outside bookkeeper as an additional resource for Beth to consult with as needed. This is an important control and will hopefully save her time when she runs into issues, and is standard practice for non-profits. Vote- Ivy moves for Beth to proceed with getting a quote for an outside bookkeeper for a few hours per month, and run this quote by the board via email for approval. Erin seconds, all in favor of proceeding with formalizing this action via email vote in the near

future. **Action Item: Beth will email the board a quote from her preferred bookkeeper on retaining for a few hours a month as needed.**

- **Concessions**

- Concessions did not make money this year; this was not due to construction improvements because nearly everything was donated. We will need to look at Square reports and invoices to better understand where we may be able to improve profits.
- The board does want to operate concessions, but we did not have enough volunteers last year. The board is open to player volunteer fees as well as a Concessions Manager to help coordinate volunteers and keep inventory stocked throughout the season. Fee TBD. **Action Item: working session on concession process planning by October - follow up email with work group.**

- **Designated Meeting Times**

- Proposal to adopt regular cadence (e.g., 3rd Wednesday)
- Set schedule through fall/winter
- Set consistent meeting times and post on LBSA website. This will also allow time for public comments.
- Larue moves to move meetings to 3rd wednesday of each month at 6:30 at City Hall. Ivy seconds. All in favor, always have virtual link. **Action Item: Ivy to update website with current meeting minutes and future meeting schedules.**

- **Coaching Survey (Ivy & Erin)**

- The coach survey needs more review from board members. **Action Item: Ivy & Erin to work through the details of this project.** The initial email wording will thank all volunteers & coaches, and remind “we are a newly formed board, we are looking for feedback”. We will also remind them to keep an eye out for a fall meeting. We will get feedback from board members by Monday, goal to send to public by Aug 8th. We will evaluate survey results and implement feedback into coach evaluation and training and general policies and procedures.

- **Website Maintenance** - additional help is needed to maintain and update our website; Erin suggests a web/social position added to the board. In the short term, several of us are able to make updates and will “tag team” as we’re able. Ivy will update website for short term updates needed, as noted in action item above.

- **Social Media:** Erin has recently gotten control of softball’s Facebook page from Naomi Benzel. We do not have LBSA’s FB page, Ivy will follow up with Suzie Fleming once again. Perhaps she could figure out what Naomi did. Board member suggested we just abandon the page and start a new one. First, we first need someone who wants to run the social media page. **Action Item: Ivy to follow up with Suzie, but first we need a volunteer for someone who will handle FB updates who is familiar with and active on FB.**

- **Work Group/Committee Projects & soliciting additional volunteers:** There are various committee projects for the winter season, and the board needs additional help.

We discussed details about how to accomplish this. Erin suggested forming a template for work groups outlining the process and scope of work. **Action Item: Erin will put together a template and present to the board for review and future implementation.**

5. Housekeeping / End-of-Season Wrap-Up

- **Parade Update:** LBSA won 2nd for the float! Kayrene asked if we can we do a gift card for Megan and Ross Winfrey who put in many hours of work on the float. Erin moves to get the Winfrey's a \$100 gift certificate to a local restaurant, Sam 2nds, all in favor. The expense will be split between 10U & softball. **Action Item: Kayrene will take care of this.** Huge thanks to Kayrene and Paul for organizing. Kayrene said they are happy to do it again, but an adult chaperone per team needed, in the future. We also discussed starting planning earlier, using sign up genius to organize, and we may even need a second truck next year.
 - **Field clean up/equipment inventory:** Banners should be taken down at the end of each summer. **Action Item: Sam, LaRue and Erin will get together and inventory items.** Kayrene mentioned Minors gear is outdated, the board agreed that all gear is outdated and updated equipment is needed. Erin mentioned that our goal to replace equipment on a regular schedule.
 - **Thank you note to coaches-** we appreciate their time and energy, and we would like to survey coaches for feedback in a separate mail. **Action item: Erin will put together a coach thank you email and survey.**
 - **Livingston Motors & Old Saloon need banners,** however someone with a truck needs to pick up the banner that's already done. The board discussed securing a new banner printer who is in town and more convenient to work with. **Action Item: We need to get this done.**
 - **Concessions clean-out.** LaRue did an initial clean up and consolidation of concessions and Ivy further cleaned. There are a few items in the cooler that adult softball board members are accessing on occasion, we will fully clean out by the end of the summer.
 - **Sponsorship fee waivers:** Ivy suggests we discuss in the future, as the board should be aware of the precedent being set by waiving fees. The concern is that it's a "slippery slope" ie; what about volunteers? The fees are our primary revenue source and businesses can afford to pay for their kids to play. In the long run, LBSA needs to do a better job of advertising and promoting our sponsors which will be worth far more than the player registration fee.
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6. Next Meeting Date & Topics

- **Proposed Date: August 20th, 6:30 pm**

- We have a goal to get agenda out 7 days in advance of meeting, recognizing this can be quite challenging with a small dynamic board.
 - August Agenda -
 - Umpire update
 - Survey email
 - talk again about board size and positions
 - Fundraising strategy- many ideas are out there for fundraising, grants, winter campaigns, events, someone mentioned that Ryan Cruzmark interested in setting up a fundraiser dinner. Future Action Item: set a workgroup for fall/winter pending Erin's outline for work groups formation and implementation.
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8. Adjournment

Erin move to adjourn, Ivy seconds, all in favor 7:50 pm.