



Non Profit and Volunteers

**Board Meeting Notes**  
**Monday, August-16, 2021 | 7:00-8:30pm**  
**Location: Virtual, via Microsoft Teams**

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**Our Focus: Keeping our Organization and Community, Safe, Healthy and Engaged**

**Draft for approval at the next regular meeting**

**Attendees:**

**Board:** Jess Smith, Peter Beaumont, Kevin Brandt, Christina Beddies, Jeremy Resler, Mark Espena, Doug Beddies,

**Programs:** Tony Walker, Dave Freed, Stephanie Uittenbogaard, Travis Lee, Tracey Hammel,

**Agenda Item**

**Lead**

- |  |           |
|--|-----------|
| 1. Review and Approve July Meeting Minutes         | Peter     |
| 2. Review Action List                              | Peter     |
| 3. Program Listening Session:                      | Jess      |
| • Review approved budgets                          | Jess      |
| • Other sport highlights/readiness for Fall season | PD's      |
| 4. 60-90 Day Marketing Calendar Highlights         | Jess      |
| 5. Committee Updates:                              |           |
| 5.1. Operations Committee                          |           |
| • Projects Review                                  | Peter     |
| • Fields & Gyms Update - Avario                    | Christina |
| • Escape Key                                       | Mark      |
| • Safety (Covid & Other)                           | Jeremy    |
| 5.2. Finance Committee                             | Kevin     |
| 6. 2021 BOD Open Positions                         | Jess      |
| 7. Other Business:                                 | Jess      |



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## 1. Review and Approve July Meeting Minutes

Peter

- Proposed: Jeremy
- Seconded: Doug

## 2. Review Action List

Peter

### Actions Review - 7-21 Days

- Softball to bring issues of fields both condition and availability to Christina - **Krysta**
- Programs to connect with Doug and Kevin to understand timing of budget planning this year and help align your processes so that we can complete the annual budgeting process sooner this year - **Programs**
- Please share any ideas or let us know if you'd like to help plan the Volunteer Appreciation Day event - **All**

### Actions Review - 21-90 days/On Going

- Fill open Board positions - **Jess**
- Send any updates you would like featured in this upcoming newsletter to Jess - **All**
- Fall Programs must get Ops Comm blessing to ensure we cover the CDC guidelines for Covid - **All Programs**
- The Finance Comm will have the fee required for 2022, by September Board meeting - **Jess**
- Continue to share your feedback with the Big Board and let us know any specific needs that we can help with - **Programs**
- Promote Board open roles where you can. <https://www.evaasports.org/boardopenings> - **All**
- Programs to start reviewing Volunteer safety training compliance levels if not already. Escalate any issues or opportunities to Jeremy - **Programs**
- If programs need space for rainouts, off field/court training or even camps, contact Christina Beddies to understand what value Hope Fieldhouse can bring to your program this year - **Programs**



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### 3. Program Listening Session

Jess

- All Fall Programs must get Ops Comm blessing to ensure we cover the CDC guidelines for Covid.
- Which sports need Fund raising assistance; soccer and football.

#### Tennis

- Sad loss with the passing of Jason.
- Looking at ways to suitably honor him.

#### Softball

- Krysta to migrate her role to John Bullock..

#### Volleyball

- In house: Registered at 43, looking for moire to get to 50. Hoping to have enough for 6 team as that would be ideal Looking for gym time.
- Travel: Numbers are down, 8th Grade in particular. Made the decision not to have Grade 7 dedicated and combined. Had 5 Fall teams last year, this Fall it will be 2. Thus is the least number of teams in the 13 years Stephanie has been involved.
- Stephanie will move on in May 2022.
- Looking for gym space for tournament for March 12/13-19/20-2022.
- If they can get \$190-\$200 per player for tournaments this can reduce fees.

#### Baseball

- Season is finished. In house numbers were up.
- Looking at dropping fees to attract younger players.
- Travel numbers were down.
- Fund raising via Cooperstown formed major part of funds.
- Need tournaments or the program would be in the red.
- Outside tournaments are charging way too much for tournament fees.
- How are funds to be spent? The city has the money and where and what was allocated for Parks and Recs.



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## Parks

- Dave Freed updated all as he is on the committee for Apple Valley Parks & Recreation.

## Cross Country Skiing

- Shortage of equipment for off season.

## Football

- There was discussion about equipment going missing at Scott Highlands and Christina volunteered to track this down.
- Football has nearly 400 participants, nearly double of last year and more than I can remember in recent history.
- Our two new styles of football took off! We have two tackle bar teams at 3rd and two at 4th. We were able to fill one girls only team and we were able to keep 7th and 8th graders around who were not interested in tackle 3 flag teams worth!
- We are doing well with volunteer coaches taking teams, but have a huge referee shortage. We are trying to be creative in filling the needs of our home games. We are creating our own referee program so we don't need to rely on outside sources. There is also a huge EMT shortage, if anyone knows anyone who could help find some, that would be great!
- Very important: Someone changed the locks on the storage shed at Scott Highlands. I have been waiting to hear back since last Thursday. We really need an answer fast as we have equipment and uniforms in there that we need ASAP. PLEASE HELP! IF we need to vacate that is fine, but we just need to get in there. Christina said she would follow up.

## **4. 60-90 Day Marketing Calendar Highlights**

- Jason provided a brief update on Fund raising, with talks with Dr Jennifer Idziorek.
- Jason to follow up with Programs to see if there's interest.
- Discussed where is the right place for Jason's update.
- Is there a process for "sponsorships' opportunities? We need a guideline and case studies. See Action below...



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## 5. Committee Updates:

### 5.1 Operations Committee

Peter

#### ◆ Projects Review

- Two major projects at present are the voting by Programs and revisions of the by laws.

#### ◆ Fields & Gyms Management Software Opportunity

- Christina has a form on line now for sports to report any issues with fields and gyms.
- Christina outlined the Avario software program which handles field allocations via Sports Engine and soccer have started using it and football and softball are scheduled to be next.
- **Agreed: This should go to the the Ops Comm for discussion and recommendation to the Board for a vote based on soccer test.**
- **Agreed Doug to talk to PD's about Avario.**

#### ◆ Escape Key

- Mark provided and update, helping soccer with registrations, processing refunds, as well as scholarships.
- Website updates have not been as frequent due to the soccer registration priorities.

#### ◆ Safety Update

- Tracey Hammel is updating Covid-19 regulations for soccer and will share for all sports.
- Agreed that we need to mandate background checks for all Board members and Boards of programs.
- Background checks need to be mandated for PD's and Board.

### 5.2 Finance Committee

Kevin

- Apologies from Kevin as he has been traveling so just getting caught up.
- Currently building the 2022 budget for the Sep meeting so that he can recommend Admin fees to charge programs.
- EVAA Insurance premium is high and we need to see if we can reduce it.
- Looking at staging Admin fees for different sports depending on registration fees.
- In house sports should only pay for what they are using. Baseball has priced themselves out of the program.



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- The budget deficit is getting reduced.
- Discussion about what the programs are getting for the Admin fee, and whether we should have costs on the EVAA website?
- Kevin is cleaning up the credit card process as we are getting poor to no information on payments.
- **Kevin will reach out to PD's to get receipts into the system.**
- **We need to prevent individuals purchasing items and then getting reimbursement as this has tax implication for EVAA. Kevin will communicate this to PD's.**
- Jess: We need to get into the habit of checks being payments in the last resort.

## 6. 2021 BOD Open Positions

Jess

- Still looking for VP/President Elect and Accounting role.

## 7. Other Business

Jess



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## NEW ACTION | 7-21 days

- All Fall Programs must get Ops Comm blessing to ensure we cover the CDC guidelines for Covid - **All Programs**
- Reach out to PD's to get receipts into the system for credit cards - **Kevin**
- Communication to PD's to prevent individuals purchasing items and then getting reimbursement as this has tax implication for EVAA - **Kevin**
- Avario to go to Ops Comm for discussion and recommendation to the Board for a vote based on soccer test - **Jeremy**
- PD's to be informed and viewpoint sought about Avario - **Doug**
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- Follow up on missing equipment at Scott Highland for Football - **Christina**
- Follow up with Programs to see if there's interest in having Dr Jennifer Idziorek as a sponsor - **Jason**
- Is there a process for "sponsorships' opportunities? We need a guideline and case studies - **Jason**
- Agreed that we need to mandate background checks for all Board members and Boards of programs. This needs to be communicated - **Jason**
- We will ask Coaches what is good and what needs to improve with fields, by sport - **Doug**
- Do we have a place on the EVAA website for Coaches/Volunteers to report field/facility issues? Investigate with PD's - **Doug/Mark**
- Looking to track down equipment at Scott Highlands on the west side and Falcon Heights garage on the west side - **Ben Bauer**
- Whether we pilot, test, use Avario to go to the the Ops Comm for discussion and recommendation to the Board for a vote - **Peter/Christina**
- Latest CDC guidelines to be posted on the website via Mark Espena - **Tracey**



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## EXISTING ACTION

- Send any updates you would like featured in this upcoming newsletter to Jess - **All**
- Ensure Programs to ensure Ops Committee reviews Covid and Ops processes before opening up your Fall seasons - **Programs**
- Programs to connect with Doug and Kevin to understand timing of budget planning this year and help align your processes so that we can complete the annual budgeting process sooner this year - **Program**
- Please share any ideas or let us know if you'd like to help plan the Volunteer Appreciation Day event - **All**

## ACTION | 21-90 days /On Going

- Fill open Board positions, Promote Board open roles where you can. <https://www.evaasports.org/boardopenings> - **Jess/All**
- Lack of of coaches/volunteers and how to change that to be added to Ops Comm Project List for evaluation, discussion and recommendation to Board and Programs - **Ops Comm**
- Review SafeSports and Abuse Training as to whether we should have all programs take either be added to Ops Comm Project List. For evaluation, discussion and recommendation to Board and Programs. - **Ops Comm**
- The Finance Comm will have the fee required for 2022, by September Board meeting - **Jess**
- Continue to share your feedback with the Big Board and let us know any specific needs that we can help with - **Programs**
- If programs need space for rainouts, off field/court training or even camps, contact Christina Beddies to understand what value Hope Fieldhouse can bring to your program this year - **Programs**
- Programs to start reviewing Volunteer safety training compliance levels if not already. Escalate any issues or opportunities to Jeremy - **Programs**