

*DRAFT: POSTED ONLINE 2/16/2024*

**BYBS (Berlin Youth Baseball & Softball) Meeting Minutes**

**Meeting:** Monthly Meeting (ORIGINAL DATE POSTED ONLINE 1/8/2024 over 2 weeks in advance per IV E in bylaws)

**Date:** 2/15/2024

**Location:** In-Person at Berlin Lanes Fox River Room

**Meeting Start Time:** 4:46pm

- 1.) Call To Order
- 2.) Roll Call
  - I. Present: Amanda, Kayla, Micky, Justin
  - II. Absent: None
  - III. Vacant Roles: President, VP Softball, VP Baseball, Secretary
  - IV. Membership: Parker, Parker, Prellwitz, Marshall, Domke
- 3.) Membership Input
  - I. The former president presented a prepared speech with many topics. Some items include asking for the past meeting minutes to be updated from “email” to “text” for the Mr. Vinyl forward. He indicated the meeting minutes said he’d be contacted for keys and binder, but he wasn’t contacted so he returned them at today’s meeting. He indicated the BYBS President & Secretary gmail accounts have been deleted. The former president also handed the board a sealed letter in an envelope that was anonymous and not signed by any persons and then left the meeting.
  - II. This anonymous letter (see below) was opened and read aloud by Kayla to the Board and all membership in attendance. The letter expressed concerns over the board and its structure.
  - III. There was no additional membership input
- 4.) Correspondence
  - I. Micky indicated receiving positive feedback from multiple families by emails and verbal communications over the fee changes.
  - II. Micky indicated receiving communication from 2 tournament team player parents that they won’t be playing Rec League even though it’s included.
  - III. Micky indicated a parent reached out having issues checking out their payment on sports engine registration, so alternative payment discussions started, but the parent got their payment to go through before any alternatives were needed.
- 5.) Discussion
  - I. Meeting Minutes
    - i. Amanda discussed the purpose of the emergency meetings and keeping the program moving especially since registration was already open, registration numbers continue to be very low, and deadlines for leagues are quickly approaching.
    - ii. Justin will make the changes in the meeting minutes requested by Jesse during membership input.
    - iii. Kayla made a motion to approve the previous emergency meeting notes with the revisions.
    - iv. Micky seconded the motion.
    - v. All were in favor
    - vi. It was also noted in the first emergency meeting after the vacancies it was agreed to publicly post all meeting agendas and minutes on the Berlin website,

and they have already been posted. The board also indicated the minutes from this meeting would also be posted on the same page.

<https://www.berlinyouthsports.org/bybs-meetings>

- vii. No additional actions were taken
- II. Treasurer's Report
  - i. Amanda provided Treasurer updates
    - 1. Entry fees to 5 cities for 11U tournament team were paid out
    - 2. Entry fees to 2 cities for 9U tournament team were paid out
    - 3. Entry fees to 2 cities for 8U tournament team were paid out
    - 4. Scholarship checks (2 for \$500 each) were paid out
    - 5. Current checkbook balance is around \$3,200
  - ii. No actions were taken
- III. Interim Dual-Position Vote
  - i. Board discussed having 4 open positions currently
  - ii. Board discussed the idea of having interim dual-positions until new members voted in
  - iii. It was agreed to table this discussion until a future Special Meeting per bylaws
  - iv. No actions were taken
- IV. Vote on Bylaw Updates
  - i. During one of the emergency meetings the remaining Board members reviewed the bylaws from top to bottom and documented multiple proposed future changes. All the proposals were posted online 2/13/2024.
  - ii. During today's meeting it was agreed upon to post the old Bylaws out on the website as well, and Justin will do that, so that members can compare the old version the new proposals.
  - iii. All proposals listed in the 2/13/2024 online document were discussed today out loud with everyone in attendance but were not voted upon or approved.
    - \*\*\*\* below is a copy of the proposals from the previous document \*\*\*\*
    - 1. Membership Section
      - a. Advanced notices for things like meeting dates, agenda item submission, posting of agenda were generally too long and time frames were reduced to reflect what is normal.
      - b. The quorum definition of 15 people was too high for typical attendance and was redefined as the majority of the voting members of the board.
    - 2. Board of Directors
      - a. A clause was added to restrict spouses/partners holding executive roles to avoid conflicts of interest and excessive sudden vacancies.
      - b. Narrowed the duties of each officer role to only those required, in favor of more specific items (like code of conduct, calendar, equipment, scholarship, uniform, gym reservations, practice fields, background checks, player registrations, concussion waivers, securing coaches, coordinating tournaments, fundraising, etc.) being worked on collaboratively within committees.
      - c. Granting the Treasurer the authority to approve or reject operational expenses between meetings at the request of a

single member of the board up to a maximum of \$200 per board member to ensure smooth operations during the year. Purchases over that threshold require approval by the majority of the voting members of Board.

- d. Insurance duties moved from the Vice-President roles to the Treasurer
- e. Defined additional duties for the Secretary to post meeting agendas and draft meeting minutes within a timeline and ensure the meeting minutes & agenda are posted publicly for membership.
- f. Defined additional duties for the Community Representative around social media accounts and league-wide communications.
- g. Added the opportunity for "Membership Input" at any monthly meeting
- h. Clarified situations of board member vacancies to allow for continued business as usual with a majority of remaining Board members present as well as dual officer positions during those situations.

3. Committees

- a. Opted to not require or restrict which specific committees must exist, but instead allow the Board to appoint committees as necessary.

4. Finances

- a. Updated the financial audit so that's it's performed by 2 members voted upon by the Board instead of done by specific officer roles.
- b. Updated payments to reflect current process since debit card usage is already regularly used and done by individuals then check dual signatures are unnecessary.
- c. Ensured all expenses over the Treasurer's operational authority limit are required to be voted upon by the Board before purchase.

5. Added a Bylaw revision history at the bottom of the document

\*\*\*\* above is a copy of the proposals from the previous document \*\*\*\*

- iv. Kayla also shared feedback received from an anonymous community member on the bylaw proposals, including a suggestion to put in place a budget, making sure to clarify the difference between an annual meeting and monthly meeting quorum, and the scope of the non-spouse/partner role definitions.
- v. All proposals were tabled until a future Special Meeting at a later date
- vi. No actions were taken

V. Discuss Board Vacancies

- i. 4 open positions
  - 1. President
  - 2. VP of Baseball
  - 3. VP of Softball
  - 4. Secretary

- ii. It was requested that any membership interested in any positions on the board should email [berlinyouthbaseballsoftball@gmail.com](mailto:berlinyouthbaseballsoftball@gmail.com) or approach after this meeting.
  - iii. One member in the audience also expressed interest in the Secretary position
  - iv. One membership family in attendance mentioned they may have an interested party and would share the information with them.
  - v. No actions were taken
- VI. Registration Review
  - i. As of 2:30pm today 2/15/2024 there were 79 youth signed up on sports engine
    - 1. Approximate numbers:
      - a. Tball 26
      - b. Coach Pitch 11
      - c. Boys minors 5
      - d. Girls minors 6
      - e. Boys Majors 6
      - f. Girls majors 9
      - g. Boys seniors 7
      - h. Girls seniors 2
      - i. 8U Tournament 6
      - j. 9U Tournament 6
      - k. 11U Tournament 4
      - l. Note: Some numbers overlap due to tourney/rec combination
    - 2. Deadline is March 1<sup>st</sup> , then late fee starts until March 8<sup>th</sup>
    - 3. Last year there were 244 total. The goal this year was around 250.
    - 4. Thus, numbers right now continue to be very low
  - ii. No action taken
- VII. Mr. Vinyl Update
  - i. No new information, Amanda and Kayla will work on contacting them
  - ii. No action taken
- VIII. Sponsorship Form
  - i. The website currently has the 2023 form
  - ii. The sponsorship fees from last year will stay the same
  - iii. Kayla will work on and send Justin an updated 2024 form for the website
  - iv. No actions were taken
- IX. Outfield Sign Sponsorship Cost
  - i. Last year the city approved putting signs on outfield fence
  - ii. The funds would go towards field maintenance approved by the city
  - iii. No progress has been made on getting signs or sponsors yet
  - iv. Kayla will continue working on this topic
  - v. No action taken
- X. Waushara Meeting Review
  - i. Micky attended
  - ii. Girls in the past played Tuesday/Friday for several years, then 2 years ago was reduced to Tuesday only due to complaints about Fridays so they went back to Tuesday/Friday. Last year minors moved to Tuesday/Thursday. This year the other 2 leagues are also moving to Tuesday/Thursday, thus no girl games on Fridays.
  - iii. Waushara league would start May 20<sup>th</sup>

- iv. This impacts BYBS's plans for Tball / Coach-Pitch in the spring (April 30-June 6) as the hope was to use South and Klein diamonds for it but now that conflicts with the Waushara league field usage
  - v. New idea is to look into Monday/Friday in the Spring (April 29-June 7) which it was discussed that this should still be ok since it's still during the school year and families should still be available
  - vi. Kayla will get that proposal on the parks & rec agenda to discuss the idea
  - vii. Also discussed the idea for minors/majors league-wide practices (instead of per team practices) in order to lessen the field usage constraints that are being faced.
  - viii. No action taken
- XI. Rebecca Bays bases proposal
- i. ~\$219 for a pack that includes 2<sup>nd</sup>, 3<sup>rd</sup>, and home base
  - ii. ~189 for the double first base
  - iii. Would need these for each diamond
  - iv. \$409.18 per diamond
  - v. No deadline, lead time 10-15 business days
  - vi. Rebecca and Andrew also said they still need a key to the shed, Micky had keys, and Kayla indicated she will get the keys to them
  - vii. No action taken
- 6.) Board Member Updates
- I. Softball Development – Micky
    - i. Ripon update
      - 1. Boys Minors ~\$400 per team (should be same as last year) Monday double headers
      - 2. Boys Majors ~\$400 per team (should be same as last year) Wednesday double headers
  - II. Community Representative – Kayla
    - i. Spoke a reminder for the Board and membership to keep discussions both in and outside these meetings appropriate
    - ii. Kayla indicated she will post the board vacancies
  - III. Treasurer – Amanda
    - i. Echoed Kayla's sentiment on appropriate discussions
    - ii. Confirms that all money is accounted for and audits are in progress. For items without receipts they were generally all from places like Play it Again and Dick's sporting goods and for standard operations.
  - IV. Baseball Development – Justin
    - i. Indicated that once registration closes it will become the busy time of the year for the Board getting everything ready for the start of the season.
- 7.) Future Agenda Items
- I. Special Meeting for the Bylaws was proposed
    - i. The full board (Amanda, Kayla, Micky Justin) and the Membership in attendance (Gary, Jared, Kari, Vincent) raised their hands in agreement of having a special meeting on the bylaws.
    - ii. Bylaws state it requires a 30 day notice so the next available date chosen was
      - 1. March 21<sup>st</sup>, 4:30pm
      - 2. Kayla will try to get a room and share the location
      - 3. Justin will post the date on the website and sports engine

- II. Next Monthly Meeting
  - i. Initial ideas for agenda items since registration will be closed by then included
    - 1. Finding coaches
    - 2. Finding sponsors
    - 3. Ordering uniforms/hats
    - 4. Forming teams
    - 5. Reserving fields for practice
    - 6. Scheduling games for Tball/Coach Pitch
    - 7. Having coaches meetings
  - ii. March 13<sup>th</sup> was chosen, Justin will post on the website & sports engine
- 8.) Upcoming Dates
  - I. Monthly Meeting 3/13/2024 6:15pm at a TBD location
  - II. Special Meeting 3/21/2024 4:30pm at a TBD location
- 9.) Adjournment
  - I. Kayla made a motion to adjourn
  - II. Justin seconded the motion
  - III. All in favor, meeting over

**Meeting End Time:** 5:46pm

**Minutes Recorded by:** Justin Miller

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**Website:** <https://www.berlinyouthsports.org/bybs>

**Facebook:** <https://www.facebook.com/berlinyouthbaseballsoftball>

## Scanned Copy of Anonymous letter

Hello, I have heard some issues surrounding Berlin baseball and softball club and am a concerned Parent/member and member of the community.

The first thing is wondering why there was no notification that the last meeting was canceled? To date there is still nothing that it was canceled but there was no board members that ever showed up.

Next wondering why the bylaws are not posted for all members to see? After doing some digging, I was able to get a copy of them. I have many concerns especially with meeting notes that were just posted and things I've heard in the community. It looks like you are conducting business with only four board members, which the bylaws say you must have six to conduct business. Also, you have held meetings and voted on items which were not sent out to the whole membership. Your bylaws state members are supposed to be notified of every meeting and given two weeks' notice. Special meetings also require a 30-day notice to membership. There is nothing that says you can hold private meetings or emergency meetings in your bylaws, and it clearly states membership is supposed to be notified which would include virtual meetings also. You note public meetings in your notes and the only thing your bylaws state is having monthly membership meetings and an annual membership meeting, There are not supposed to be any private meetings according to the bylaws. There is also nothing that says board members can be part of a meeting by text which you clearly stated in your meeting notes was allowed. I guess I'm not sure why this board thinks they can do as they please when you have a set of bylaws in place. I see the notes mention board resignations and find it odd that half the board resigned at once, which makes it clear there are problems within this organization. But that doesn't allow you not to follow the bylaws for voting, meetings etc. You must fill at least two of those positions before you can conduct any business.

The business you have conducted at the last two meetings does not follow your bylaws and is a violation of your nonprofit status. If you are not aware the bylaws of a nonprofit are legally binding, and your board and its members can be sued and or investigated by the state. You can be fined or lose your nonprofit status. I suggest you do some research.

I'm not saying I disagree with the fee changes that were made, it was just more when they were done. My biggest concern is how it was handled is a violation of the organization's bylaws.

I also see it states you plan on changing the bylaws, I hope you have read the bylaws on how to change them properly. As it stands it is supposed to be done by membership and not you as the board. It is supposed to be done at the annual meeting or a special meeting called by the membership.

I have also heard of money not being documented correctly and funds missing within the organization and is very disturbing, especially with this being a youth group. There are many violations with being a nonprofit organization and this board could be under serious penalties.

I will continue to watch what happens in the organization as a concerned parent, member and community person. I will also be contacting the state on what to do about you violating your non-profit status with all these issues.

I sincerely hope this board cleans up its act and starts following the bylaws you have in place and makes this organization better for the community and the youth.

Thank you for taking the time to read my concerns as a parent/ member and look forward to a great baseball season in Berlin.

I will not be leaving my name due to not wanting my family to be harassed during the summer baseball softball season.