# Meeting Information

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| **Meeting:** | Vortex/A’s Board Meeting |
| **Date | Time:** | April 12, 2018 | 6:15am – 7:45am |
| **Location:** | Caribou Coffee, 1400 County Road 101 N, Unit A, Plymouth, MN 55447 |
| **Virtual Options:** | None |
| **Invitees:** | Mike Carter, Ted Ellefson, Rich Baker, Dan Maus, Jack Thibault, Brad Drey |
| **Attendees:** | Mike, Ted, Rich, Dan, Jack, Brad |
| **Facilitator/Minutes:** | Dan |

# Meeting Objectives

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| **Objective(s)** | **Debrief: Objective Met?** |
| 1. Approve last meeting minutes | Yes |
| 1. Align on financial status and actions | Yes |
| 1. Align on status and additional guidance for Tournament planning | Yes |
| 1. Align on status and additional steps for game & practice scheduling | Yes |
| 1. Align on next steps and address risks for Lexi Tournament | Yes |
| 1. Align on mission statement and values | Hold |
| 1. Develop next steps for strategic plan development (e.g. values, 3-5-year objective/goals) | Hold |

# Agenda

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| **Time** | **Person** | **Item** | **Desired Outcome**  ***(Inform, Decision, Discuss)*** |
| 6:15 | Dan | Call to order, Review Objectives/Agenda, Review open action items |  |
| 6:20 | Dan | Review of last month’s Meeting Minutes – edit as applicable | Approval to post |
| 6:25 | Dan | Review action items Plus the following:   * ACE Certification status for coaches * Background check status: Several coaches remaining. What is our action to get these completed before practices start? Should be part of ACE certification * Heggie’s buy-outs: those that didn’t contribute - how to handle | Adjustments as needed |
| 6:35 | Rich & Dan | Discuss financial status and any ongoing issues requiring discussion:   * Discuss team budget: Director salary allocations, Indirect expense allocations * Determine 16U White and A’s 18U actions to be taken * 1099’s for calendar 2018 for Coaches | Input and next steps |
| 7:05 | Mike, Brad | Discuss TTFP League and Summer Tournament Planning   * Update on tournament registrations (Brad) | Align on necessary actions |
| 7:10 | Ted | Practice and game schedules   * Team Equipment distribution status * Field Reservations * Umpire scheduling – who is on point? UIC? | Align on status and issues/risks |
| 7:20 | Brad, Mike | Lexi Tournament   * Registration Status (Mike) * Committee Leadership, Risks/Concerns, Decisions needed? (Brad) | Board Concerns & Alignment to plan |
| 7:30 | Dan | Determine May meeting date, time, location   * Evening at Rich’s house – focus on strategic planning? | Align on next meeting |
|  | Dan, Mike | Strategic Planning: Vision/Mission   * Finalize Mission * Finalize Values * Align on Strategic planning next steps   + 3-5 year Objective/Goals | Mission, Values & next steps for Strategic Planning |
| 7:35 |  | Depart |  |

# Decisions

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| --- | --- | --- | --- | --- |
|  |  | Motion - Who | Second - Who | Vote (favor/ opposed) |
|  | Approve March meeting minutes | Rich | Jack | 6-0 |
|  | Allocate $1000 Program Director salary to 18U A’s | Dan | Jack | 6-0 |
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# Assigned Action Items

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| **Task** | **Accountability** | **Due**  **Date** | **Date Completed** |
| Schedule next Board Meeting – May 6, 7:00pm | 4/15/18 | 4/15/18 | Complete |
| Need Minnetonka field availability for practices | Rich | 4/1/18 | Complete |
| Set up a Google document library hierarchy in the Vortex account so all Board members have the ability to create/edit/share documents | Dan/Rich | 6/1/18 |  |
| Develop a Vortex program calendar – wrap up for May | Brad | 12/12/17 | In Progress |
| Update Vortex website – add “A’s” logo – currently in a Drop Box folder – move to Google Docs. Need to work with website company to determine how it should look on our website. Work with League Athletics – Talk with Cristin to take point | Dan | 2/15/18 |  |
| Provide Board a cost for generic numbered fall jersey’s (quantity and price) for A’s and Vortex (assume current number of team) | Stacey P. | 1/15/18 |  |
| Develop recruiting sheet for team/player programs for tournaments | Brad | 5/1/18 |  |
| Need Plymouth field availability for practices – still no answer (trying to separate from PWSA) | Mike | 4/1/18 |  |
| Follow up with Coaches to get Background checks completed | Mike | 5/1/18 |  |
| Put $50 charge on accounts for families that have not paid their Heggie’s buy-out fee – and inform via e-mail these players/families of why they are being charged. | Rich | 5/1/18 |  |
| Connect with two families that are at risk on payments and resolve prior to start of practice | Mike | 5/1/18 |  |
| Perform 16U White budget review with Chad based on recommendations | Mike | 4/20/18 |  |
| Review A’s 18U budget with Berbee & Rubischko to address and plan to cover estimated overage. | Mike | 4/20/18 |  |
| Develop and provide a Google Form to complete to submit reimbursement requests (coach travel, umpire fees…) | Rich | 5/1/18 |  |
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# Meeting Minutes

**Financial Status of Organization**

* 2 families are at risk on payments – financial hardships. Mike to follow up with the families and coaches as applicable.
* Funds for Lexi Tournament used to fund need-based scholarships as applicable.
* Allocate charge for A’s 18U Program Director Salary
* 16U White Budget Recommendations to offset “overage” – Mike to discuss with Chad
  + Reduce “indirect spend” for equipment. They provided their own balls and equipment
  + Reduce Program director salary allocation – since they have operated much more independently than other Vortex/A’s teams and have been less active (no winter training, dome ball…)
  + Recommend they not travel out-of-state for Sparks tournament (reduces registration fee and coach travel)
  + Chad to cover his own hotel cost for the Peppers’ tournament.
* All teams except 16U White and A’S 18U budgets are in the black.
* Equipment purchase for each team is estimated at $1,000.

**Background Checks and ACE Certifications**

* 7 coaches have not completed background checks (have received 3 e-mails as a group and a single follow-up e-mail).
  + Berbee - Mike to contact  
    Rubischko - Mike to contact  
    Mack - Ted asked Chad to contact  
    Leicht - Ted to contact  
    Gray - Ted asked Chris to contact  
    Peterson - Jack to contacct  
    Langbehn - Jack to contact
* Background checks – Vortex gets billed and pays directly
* ACE: Coaches pay and request reimbursement from Vortex

**Player Changes**

**Recruiting/SportsRecruits**

**Top Tier Fastpitch League**

* Umpires to be paid ($20/team/game) at the plate. Team Coaches/Managers to pay and request reimbursement at the end of the league games from Vortex/A’s.

**Tournament Planning/Registrations**

**Lexi Tournament**

* Dates: June 15-17
* Theme: College softball (because Lexi would now be in college)
* 42 teams registered so far. 11 – 14U, 23 – 16U, 8 – 18U (Update???)
* Filling remaining Committee leadership positions – need Field Directors and Sponsor Director.
* Clothing drive as part of Tournament for scholarship fund?
* Mike is completing the permit to use the 5th field at Wayzata
* We will be operating Concessions at Hamel (along with Wayzata)

**Fundraising**

* Heggie’s Buy-out: 7 individuals have not yet paid.
* Clothing drive?

**Field Scheduling**

* Scheduling fields requires a lot of time.
* Less flexibility for changes this year.
* WRA: Wednesday nights
* CAA: 3-6 fields/week
* Minnetonka – need fields. Guilliam has availability in late May. Guilliam – may not know about June availability until later. Freeman has some availability – need to submit application. $10/player/season
* Plymouth – need fields
* Maple Plain – Ted has requested fields

**Other**

* Recruiting sheet: standardize

**Vision**

* “Most admired girls fastpitch club in the upper mid-west.”

**Mission**

# Parking Lot

Future Meeting Topics: [Reference Annual Calendar](https://docs.google.com/document/d/1KhSL2hDZbmnjDZLHuD1WoDuDl7KChLc5L3WZuR4-898/edit?ts=5a6ffbba)

1. Documented criteria for scholarship awards (Mike)
2. Future payment plan recommendation (different than monthly – e.g. quarterly) – May agenda
   1. And move away from credit cards? Over $6,000 cost in fees to the Vortex program.
3. Future year budgeting: create income source for player need based scholarships (e.g. Donations, Scholarship funding, Lexi Tournament…)
4. First aid kits for future teams? – add to June agenda
   1. Get a sponsor to provide: TCO, Mayo, OCR… to be a sponsor
   2. Look at kits online from Universal to buy for teams.

Other

1. Rich will host a future meeting: during high school season?