# Meeting Information

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| **Meeting:** | Vortex/A’s Board Meeting |
| **Date | Time:** | June 12, 2018 | 6:30am – 8:00am |
| **Location:** | Caribou Coffee, 4754 County Rd 101, Minnetonka, MN 55345, USA |
| **Virtual Options:** | None |
| **Invitees:** | Mike Carter, Ted Ellefson, Rich Baker, Dan Maus, Jack Thibault, Brad Drey |
| **Attendees:** | Mike Carter, Ted Ellefson, Rich Baker, Dan Maus, Jack Thibault |
| **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 steps for game & practice scheduling | Yes |
| 1. Align on status and additional guidance for Tournament planning | Yes |
| 1. Align on next steps and address risks for Lexi Tournament | Yes |
| 1. Decide on first aid kits and helmets for next season | Yes |
| 1. Decide whether to add 12U to the Vortex program for the 2019 season | No |
| 1. Determine dates for tryouts, winter training… | No |
| 1. Align on the Vortex/A’s mission statement | Yes |
| 1. Develop next steps for strategic plan development (e.g. values, 3-5-year objective/goals) | No |

# Agenda

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| **Time** | **Person** | **Item** | **Desired Outcome**  ***(Inform, Decision, Discuss)*** |
| 6:30 | Dan | Call to order, Review Objectives/Agenda |  |
| 6:40 | Dan | Review of last month’s Meeting Minutes – edit as applicable | Approval to post |
| 6:45 | Rich | Discuss financial status and any ongoing issues requiring discussion:   * Family Payment concerns | Input and next steps |
| 6:50 | Ted | Practice and game schedules   * Status of scheduling * Open issues? | Align on status and issues/risks |
| 7:00 | Brad, Mike | Align on process for tournament scheduling for 2019 | Align on tournament scheduling for 2019 |
| 7:10 | Brad, Mike, Dan | Lexi Tournament   * Last minute concerns? * Needs from Board? | Board Concerns & Alignment to plan |
| 7:15 | Ted | * Develop plan for First Aid kits for next Club-Year * Plan for helmets for next year | Align on plan |
| 7:25 | Dan | Determine June meeting date, time, location | Align on next meeting |
| 7:30 | Dan | Determine dates for:   * Tryout Planning Meeting date/time * Tryout Dates/times * Winter training planning | Dates determined |
| 7:35 | Mike | Align on Vortex 12U Plan for next year | Decision whether to have 12U Team(s) |
| 7:45 | Dan | Decide on plan for t-shirts for fall ball   * See two options from Stacey P | Decision to purchase |
| 7:50 | Dan, Mike | Strategic Planning: Vision/Mission   * Finalize Mission * Discuss next steps (e.g. Values?) | Mission, Values & next steps for Strategic Planning |
| 8:00 |  | Depart |  |

# Decisions

|  |  |  |  |  |
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|  |  | Motion - Who | Second - Who | Vote (favor/ opposed) |
|  | Approve May meeting minutes | Rich | Jack | 5-0 |
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# Assigned Action Items

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| **Task** | **Accountability** | **Due**  **Date** | **Date Completed** |
| Schedule next Board Meeting – June 26 | Dan | 6/15/18 | Complete |
| Send e-mail to team managers and coaches regarding “Expense Report Reimbursement form” | Ted | 6/1/18 | Complete |
| Update Document page with new Expense Reimbursement form | Brad | 6/1/18 | Complete |
| Develop a proposed Mission statement and e-mail to Board for input. Finalize at June meeting. | Dan | 6/1/18 | Complete |
| Provide Board a cost for generic numbered fall jersey’s (quantity and price) for A’s and Vortex (assume current number of team) – check with Stacey P. Have Stacey send picture of fall uniform to Board. Provide cost. Get approval to get them ordered. | Dan | 6/01/18 |  |
| Develop a Vortex program calendar – wrap up for May | Brad | 12/12/17 | Complete |
| Set up a Google document library hierarchy in the Vortex account so all Board members can create/edit/share documents | Dan/Rich | 6/1/18 |  |
| 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 |  |
| Develop recruiting sheet for team/player programs for tournaments | Brad | 5/1/18 |  |
| Follow up with Coaches to get Background checks completed. One coach remaining. | Mike | 5/1/18 |  |
| Connect with families at risk on payments and resolve prior to start of practice | Mike | 5/1/18 | Ongoing |
| Inform Coaches and Team Managers of umpire charges and payment plan for Gold League | Ted | 6/1/18 | Complete |
| Assess amount per player in preparation for August offers | Rich | 7/15/18 |  |
| Evaluate SportsRecruits activity for July discussion | All | 7/15/18 |  |
| Send note to all coaches and team managers outlining expectations of Top Tier league (and that our organization has paid these fees) and/or Gold League | Mike | 6/18/18 |  |
| Develop preliminary tournament plan for teams: Jack, Mike, Brad | Jack | 8/1/18 |  |
| Solicit TCO as a sponsor | Rich | 9/1/18 |  |
| Work with Cristin to get Vision and Mission on our home page | Dan | 7/1/18 |  |

# Meeting Minutes

**Fall Uniforms**

* We would like to investigate sublimated shirts
* Transition out of blue pants with white stripes. Blue only

**Financial Status of Organization**

* Final payments made June 1 (by most families).
* Following up with remaining family payments.
* All budgets look good to finish the year.
* ZELLE banking App: Banks’ answer to PayPal. Good App when money is moving between known individuals.
  + Should we use this for coach payments moving forward?
  + Use for Expense reimbursements
  + Rich to send info to Coaches to get as many as possible on this App

**Background Checks and ACE Certifications**

* 1 coach has not completed background check
  + Rubischko - Mike to contact

**Player Changes**

* None this month

**Recruiting/SportsRecruits**

**Top Tier Fastpitch Club league**

**Tournament Planning/Registrations/Scheduling**

* For next year, provide a preliminary schedule for each team (from the Board).
  + Review with Coach and provide a little flexibility, a few options
* Need to build tournament travel expectations into documentation for tryouts
* Need to ID tournaments early – some require very early registrations
* Need to set goals for teams

**Lexi Tournament**

* Ready to go!!

**Field Scheduling**

* Team Managers have links to the 3 associations to check field availability before requesting a field for practice
* Associations make the field closure decisions. Ted will update our site – which automatically sends an e-mail.
* Need to then send e-mails to umpires for both Leagues (Top Tier and Gold League)
* How do we inform umpire coordinators? Ted to continue to evaluate.
* Team Managers need to have an account in TTFC and/or Gold League websites to validate schedules
* Continue to evaluate options to pay someone for field scheduling fall and summer seasons.

**First Aid Kits for next season**

* First aid kits for future teams?
  + Get a sponsor to provide: TCO, Mayo, OCR… to be a sponsor
  + Look at kits online from Universal to buy for teams.

**12U Vortex Team(s) for 2019 Seasion?**

* We are 1 of 10 clubs working together in Top Tier Fastpitch to do what is best for softball in MN
* Each club has different interests/objectives from Top Tier Fastpitch
* Decision at recent Top Tier Fastpitch Board meeting:
  + Follow national vs. local guidelines for softball – which means no guidelines for 12U, 10U… participation (e.g. not following MN statutes)
  + Therefore, 12U programs are options for club programs
* We, as a club, are not part of MN Softball any longer (other than 5 teams participating in Gold League)
* We had a representative attend the Director Meeting this year also – although there were no voting decisions at the meeting. If there had been, we likely would have had a vote.
* We believe several of the 10 TTFC clubs will add 12U to their program.

**12U Analysis (or younger)**

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| **Benefits** | **Risks** |
| Create a more competitive program because we believe in our training (getting players 2 more years) | Local associations may view us as a competitor and limit field availability |
| We will be able to continue to compete with other clubs with 12U teams (inside and outside our area) | Ability to hire additional quality coaches for 12U |
| Competing to get talented players at 12U | Perception that we are ruining Association softball – could limit our recruiting of players |
| 12U Club program offered in our area (for players) | More “Problem” parents/families come to clubs earlier |
| Opportunity for families to have siblings in the program (for families) |  |
| More teams to cover fixed costs |  |

**Other**

* First Aid Kits
  + All teams receive at TCO kit
  + Rich to pursue TCO kit donations – to be a sponsor
* Helmets
  + Start new teams with a helmet that matches both Vortex & A’s uniforms?
  + Use stickers to match to team colors (vs. custom painting)
* Fall Jerseys

**Vision**

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

**Mission**

* “We provide an uncompromising commitment to developing players on and off the field and knowing that the quality of our coaches and the satisfaction of our teams and families is paramount.”

**Values**

* Satisfaction of our teams, families and partners is paramount

# 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 year budgeting: create income source for player need based scholarships (e.g. Donations, Scholarship funding, Lexi Tournament…)
3. Need to discuss “offer letter” and information related to travel expectations. July meeting topic.
4. SportsRecruits approach for next year. July meeting topic
5. Review payment policy before tryouts as a Board so that it can be shared as part of offer. July topic.