# Meeting Information

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| **Meeting:** | Vortex/A’s Board Meeting |
| **Date | Time:** | May 6, 2018 | 7:00pm – 9:00pm |
| **Location:** | Rich's House: 3770 Woodland Cove Parkway, Minnetrista, MN 55331 |
| **Virtual Options:** | None |
| **Invitees:** | Mike Carter, Ted Ellefson, Rich Baker, Dan Maus, Jack Thibault, Brad Drey |
| **Attendees:** |  |
| **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. Determine future Vortex/A’s Payment Plan | Yes |
| 1. Align on mission statement and values | No |
| 1. Develop next steps for strategic plan development (e.g. values, 3-5-year objective/goals) | Yes |

# Agenda

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| **Time** | **Person** | **Item** | **Desired Outcome**  ***(Inform, Decision, Discuss)*** |
| 7:00 | Dan | Call to order, Review Objectives/Agenda |  |
| 7:10 | Dan | Review of last month’s Meeting Minutes – edit as applicable | Approval to post |
| 7:15 | Dan | Review action items Plus the following:   * ACE Certification status for coaches * Status of Coach background checks | Adjustments as needed |
| 7:30 | Rich | Discuss financial status and any ongoing issues requiring discussion:   * Player Payment concerns * Status of A’s 18U * Status of 16U White | Input and next steps |
| 7:40 | Ted, Dan, Brad | Discuss TTFP League and Summer Tournament Planning   * TTFP League vs. Gold discussion/feedback * Update on tournament registrations (Brad) | Align on necessary actions |
| 7:50 | Ted | Practice and game schedules   * Team Equipment distribution status * Field Reservations * Umpire scheduling – who is on point? UIC? | Align on status and issues/risks |
| 8:00 | Brad, Mike, Dan | Lexi Tournament   * Registration Status (Mike) * Committee Leadership, Risks/Concerns, Decisions needed? (Brad) | Board Concerns & Alignment to plan |
| 8:10 | Rich | Determine future payment plan (e.g. 2 payments/year…)?  Move away from credit cards ($6,000 annual expense)?  Use “Zel” App? | Align on plan for next year |
| 8:20 | Dan | Determine June meeting date, time, location | Align on next meeting |
| 8:25 | 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

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

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| --- | --- | --- | --- |
| **Task** | **Accountability** | **Due**  **Date** | **Date Completed** |
| Schedule next Board Meeting – June 12, 6:30am (101 and Hwy 7) | 4/15/18 | 5/10/18 | Complete |
| Need Minnetonka field availability for practices | Rich | 4/1/18 | Complete |
| Need Plymouth field availability for practices – still no answer (trying to separate from PWSA) | Mike | 4/1/18 | Complete |
| 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 | Complete |
| Perform 16U White budget review with Chad based on recommendations | Mike | 4/20/18 | Complete |
| Review A’s 18U budget with Berbee & Rubischko to address and plan to cover estimated overage. | Rich | 4/20/18 | Complete |
| Develop and provide a Google Form to complete to submit reimbursement requests (coach travel, umpire fees…) | Rich | 5/1/18 | Complete |
| Submit expense reimbursement for ACE certifications | Ted | 5/15/18 | 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) – 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 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 |  |
| Send e-mail to team managers and coaches regarding “Expense Report Reimbursement form” | Ted | 6/1/18 |  |
| Update Document page with new Expense Reimbursement form | Brad | 6/1/18 |  |
| Inform Coaches and Team Managers of umpire charges and payment plan for Gold League | Ted | 6/1/18 |  |
| Assess amount per player in preparation for August offers | Rich | 7/15/18 |  |
| Develop a proposed Mission statement and e-mail to Board for input. Finalize at June meeting. | Dan | 6/1/18 |  |

# 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**

* A’s 18U – on track.
* A’s 16U White – after knowing which tournaments they are in, Chad will request additional funding as needed from the team.
* Family payment status update: a couple families requiring follow-up

**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 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.
* 5 Teams playing in Gold League: 04 Vortex Blue, 03 Vortex, 16U A’s White, 16U A’s Marron, A’s 99
  + These teams will all need to schedule Gold League games – although tournament games may count. Mike still waiting for an answer from Dan.
* TTFL: Need to determine early if this league exists in the future. Need to help Coaches/Team Managers develop tournament schedules early with options that are best for them.
* Mike believes TTFL is critical to drive change for softball in MN in the long run

**Tournament Planning/Registrations**

* Most team registrations are complete and paid. A few exceptions.
* No Nationals registration for 16U Maroon and A’s 99 yet

**Lexi Tournament**

* Dates: June 15-17
* Theme: College softball (because Lexi would now be in college)
* 47 teams registered so far. 15 – 14U (closed), 24 – 16U (closed), 8 – 18U
* 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)

**Field Scheduling**

* 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. Ted is working with Kyle from PWSA (Tuesday/Thursday some availability)
* Maple Plain – Ted has requested fields
* No fields assigned for practices yet. Waiting for city associations to complete their schedules.
* Steve Bartz is requested a field in Providence

**Other**

* Payment plans for next season – monthly this year
* How are other clubs doing this?
* How do we limit the credit card fees? $6,000 annually
* How do we better manage the monthly payment issues?
* Last year: $550 down. $195/month for 10 months.

**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 year budgeting: create income source for player need based scholarships (e.g. Donations, Scholarship funding, Lexi Tournament…)
3. 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.
4. Uniforms for Fall Ball – June topic
5. Need to discuss “offer letter” and information related to travel expectations. July meeting topic.
6. SportsRecruits approach for next year. July meeting topic
7. Discuss 12U for fall and next year. June meeting topic
8. Review payment policy before tryouts as a Board so that it can be shared as part of offer. July topic.
9. Align on the Process for tournament scheduling – June meeting topic

Other