# Meeting Information

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| **Meeting:** | Vortex/A’s Board Meeting |
| **Date | Time:** | August 15, 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 |
| **Attendees:** |  |
| **Facilitator/Minutes:** | Dan |

# Meeting Objectives

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| **Objective(s)** | **Debrief: Objective Met?** |
| 1. Approve last meeting minutes |  |
| 1. Align on financial status and actions from 2017/2018 Fiscal year |  |
| 1. Align on fees for 2018/2019 season for college players and payment policy |  |
| 1. Align on plans for additional board members |  |
| 1. Ensure readiness for fall tournaments |  |
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# 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:   * Review finance status from 2017-2018 Fiscal Year * Open question – travel expenses for parent assistant coaches? | Approve finances |
| 6:50 | Rich | Financial Plan for 2018-2019 Fiscal Year   * Determine fee for college players (no fall ball, no winter workouts). And how do we ensure payment on time   + Registration online   + Parent contact information as back-up * Payment Plan Policy – how will late payments be handled? No pay, no practice or play? | Align on fee plan & policy |
| 7:05 | All | General Discussion items   * Adding board members   + Morgan?   + Marketing person?   + Tournament Coordinator? * Coach Admin   + Apparel, Background Checks, Certifications * USSSA Registration * Team Insurance (through USSSA)? * Team Manager Meeting: Date, time, do we have managers for all teams? * All Vortex-A’s Meeting: August 27 @ 7:00pm at Minnetonka Community Center?   + Uniform fitting   + Player Pictures while trying on uniforms (have existing players bring uniform for photo?) * Uniform Coordinator needed to learn from Stacey P. * New Players:   + Helmets   + Stickers for helmets   + Boomba Bat Bags/Catcher Bags   + Sewing Bat Bag Pocket Covers * Fall Tournament Planning * Coach Bio information on website? Elsewhere? | Align on details |
| 7:55 | Dan | Determine September meeting date, time, location (or are we still meeting next week)? | Align on next meeting |
| 8:00 |  | Depart |  |

# Decisions

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| --- | --- | --- | --- | --- |
|  |  | Motion - Who | Second - Who | Vote (favor/ opposed) |
|  | Approve July meeting minutes | Rich | Ted | 4-0 |
|  | Pay Chad Mack assistant coaching fee for the past summer | Mike | Dan | 4-0 |
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# Assigned Action Items

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| **Task** | **Accountability** | **Due**  **Date** | **Date Completed** |
| Schedule next Board Meeting – August 21st @ 6:30am | Dan | 6/28/18 | Complete |
| Set up a Google document library hierarchy in the Vortex account so all Board members can create/edit/share documents | Dan/Rich | Hold |  |
| 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 | 10/15/18 |  |
| Develop preliminary tournament plan for teams for 2019: Jack, Mike, Brad | Jack | 8/1/18 |  |
| Solicit TCO as a sponsor and request first aid kits | Rich | 9/1/18 |  |
| Work with Cristin to get Vision and Mission on our home page | Dan | 10/1/18 |  |
| Develop proposal for fee options for college players (and guest players) | Dan | 8/21/18 |  |
| Team Manager meeting – discuss player photos at all player/family kick-off meeting: Use Google Photos App? Then e-mail link of photos to all Team Managers to upload. | Dan | 8/20/18 |  |
| Discuss Uniform Coordinator need with Team Managers | Dan | 8/20/18 | Complete |
| Update deck for Vortex/A’s Kick-off | Dan | 8/23/18 |  |
| Engage Morgan to order helmets and stickers and bags | Mike | 8/20/18 |  |
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# Meeting Minutes

**Financial Status of Organization**

* Final coach checks going out
* A few more transactions remaining. Then we’ll have accountant look at from QuickBooks
* QuickBooks to be used for taxes
* Check final financials during meeting next week.
* Per previous board decision – assistant coaches are not paid travel expenses. Assistant coaches can be paid a coaching salary if agreed upon by Mike and the head coach.
* Need to establish a practice of documenting assistant coach changes during the year including payment discussions. All changes during the year should be documented.

**Financial Plan for 2018-2019 Fiscal Year**

1. Determine fee for college players (no fall ball, no winter workouts). And how do we ensure payment on time
   1. **Registration online by ALL players before practicing or playing**
      1. **Need waiver signed before any player practices or plays - online**
   2. Parent contact information as back-up
2. Payment Plan Policy – how will late payments be handled? No pay, no practice or play?
   1. Full Season (standard)
   2. Summer Only
   3. Fall only (play for another program in the summer)? This may or may not be an option.
   4. Per tournament for guest players as needed – paid at time of tournament.
   5. How much is registration amount
3. Special payment plans for families with financial hardship, split families…
   1. Families to use credit card – it gives them payment plan options

**General Discussion items**

1. Adding board members
   1. Morgan?
   2. Marketing person?
   3. Tournament Coordinator?
2. Coach Admin
   1. Apparel, Background Checks
   2. Coupons for coaches to purchase apparel
   3. Background checks – rolling on this
      1. Including for Team Managers
   4. Certification: Not doing ACE this year since we will not play USA softball
3. USSSA Registration
   1. Not playing USA Tournaments or Gold League
4. Team Insurance (through USSSA)
   1. Mike will register teams in USSSA (Ted already registered their team)
   2. Mike will get insurance for all teams
5. Team Manager Meeting: Date, time, do we have managers for all teams? – Dan take point on slides
   1. August 20th
   2. Davanni’s? Chanhassen?
6. All Vortex-A’s Meeting: August 27 @ 7:00pm at Minnetonka Community Center?
   1. Uniform fitting
   2. Player Pictures while trying on uniforms (have existing players bring uniform for photo?)
      1. Discuss at team manager meeting
7. Uniform Coordinator needed to learn from Stacey P.
   * 1. Need another parent to partner with Stacey P – 2nd year 14U or 1st year 16U?
8. New Players:
   1. Helmets – 05 Gold Team – ordering new helmet style – get Morgan on point
      1. Style/color that works for Vortex and A’s so they can use it throughout career
      2. Stickers for helmets
   2. Boomba Bat Bags/Catcher Bags: Purchase Universal catcher bags vs. Tanell
   3. Sewing Bat Bag Pocket Covers
9. Fall Tournament Planning: Mike and Jack to propose tournaments in the Google Sheet Ted created.
10. Coach Bio information on website? Elsewhere?

**Other**

* Top Tier Fastpitch Clubs: Fall Ball
  + Not playing USA Softball
  + TTFC to offer a 3-pack (choose 3 out of 4 tournaments)
    - Package Price
  + Scheduled “friendly” games if desired
  + Travel out of town as desired
* Need to add a larger “Marketing” role or support to the Board

# 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. Review payment policy before tryouts as a Board so that it can be shared as part of offer. July topic.