



Minutes

MEETING TITLE

DATE	Monday August 12th, 2024	TIME	Start 6:02 PM End 7:58 PM
LOCATION	Don Chuy, Sauk Rapids MN		
PURPOSE	Sauk Rapids Rice Fast Pitch Softball Association Board Meeting		
ATTENDEES	<p>Board Members: Jim Dorn - President Melanie Probasco - Vice President Whitney Kelm - Secretary Kelly Travis - Treasurer Kara Barry - Player Coordinator Theresa Stang - Apparel Coordinator Melissa Rowe - Social Media Coordinator Jenica Cmelik - Concession Coordinator</p> <p>Emily McEwen - HS coaches Steph - HS coaches</p> <p>OPEN POSITION - Umpire Coordinator, Fundraising Coordinator, Player Development Coordinator</p>		

TOPICS	MEETING NOTES
1. Approval of July 2024 Meeting Minutes	Key Points and Outputs <ul style="list-style-type: none">Meeting minutes approval<ul style="list-style-type: none">Approval of meeting minutes.
2. Treasurer's Report	Key Points and Outputs <ul style="list-style-type: none">Review of July 2024 - August 2024 financials<ul style="list-style-type: none">Printed documents provided.Crossbar charge.We need to pay 3 coaches, but are awaiting W9's. Emily and Steph done. kt 8.15.24 Ella & Catherine pd kt 8.16.24 Kaitlyn & Corina pd 8/21/24 kt.Sarah Bialke is responsible for collecting W9's.Kelly Travis will be delivering payment to coaches.Eagles donation of \$250.00Sauk Rapids VFW donation of \$500.00
3. Follow up Items	Key Points / Outputs <ul style="list-style-type: none">Fall Ball -

- Sarah Bialke is registering teams for fall ball. \$680.00 per team and \$100.00 for the state tournament. We will be registered in the NorthWest region.
- We need score books and rule books from the league director
- Each team will need one new ball and one old softball per day.
- We need to check on our ball inventory - Theresa Stang will do this on 8/14/24
- Kelly Travis will be disbursing checks for state.
- In the future, the Registration Manager will be the one to send out email that teams have been posted. Social Media coordinator will then follow with a social media post.
- In the future player movement will be communicated through a personalized email by the Player Coordinator position.
- 12U coaches - Joleen Hurst, Genna and Chris Kiffmeyer.
- 14U coaches - Theresa Stang, Rachel F, Adam Bauer
- HS coaches - David Kelm and Grant Travis
- Safe coaching needs to be completed after labor day. Sarah Bialke to communicate this to fall ball coaches. Jim to communicate this with Sarah.

▪ DIBS Hours communications - Amanda Carlson

- Communication has not been sent out to families regarding unfulfilled DIBS hours.
- Communication has not been sent out to families to inform them they will be credited 2 hours next year if they have already completed 6 hours this year. Communication will be sent by Amanda regarding the lower amount as well as credit for the 2 worked for those completed.
- Jim will talk with Amanda Carlson and ensure an email is sent out by 8/16/2024 communicating DIBS credits and unfulfilled hours. An email was sent on 7/19 regarding outstanding Dibs. Another list will be run this weekend and another reminder email sent.

▪ Equipment turn in - Sarah Bialke

- Communication to coaches needs to be sent out. Equipment will need to be turned in Wednesday August 14th 2024 at 6-7PM. Two teams turned in Wed and three had already done so in the shed. A text string confirmed what equipment was out.
- Jim and Theresa will be there.
- Jim will talk with Sarah Bialke about getting email out to coaches. Email will be sent by August 15th or 16th 2024. N/A due to text string (Steve was going to contact).

▪ Equipment inventory -

- Shelving plans - Jim Dorn will be in communication with Brandon Carlson. Brandon will be evaluating with Steve this weekend.

- October 2nd will be the final turn of equipment and inventory. 6-8pm. Jim will talk with Brandon. Jim will update the board. Brandon will be evaluating this weekend with Steve.
- DIBS hours will be posted for this.
- Sarah Bialke will be sending out an email to coaches regarding turn in date and time. Jim Dorn to provide Sarah with this update. This already occurred and the stragglers were going to be handled by Steve individually.
- **Community Ed QR code - Jim Dorn**
 - It's been corrected. QR code is an additional cost on top of the community ed cost. Reimbursement done. kt 8.16.24
- **Blanket fundraising - Jenica Cmelik**
 - 60 x 70 blanket - proposing to sell it for \$40.00.
 - 70 day lead time, we need a minimum order of 100. We would pay \$1500.00 Profit would 2500.00
 - 14 day lead time, we need a minimum order of 75. Profit would be \$1537.50.
 - We would add this ordering option to registration.
 - We will be going with the association logo
- **Promoting Maneas meat grilling - All members**
 - Melissa Rowe will be creating a social media event to help promote.
- **Future fundraising ideas - Jim Dorn / Whitney Kelm**
 - Jenica will be reaching out to Chipotle to set a date and time for a fundraising date. We have to raise a minimum \$150.00. This can only be every 6 months
 - Papa Murphy's donates 20%. Jenica and Jim will coordinate a date.
 - Melissa will be making social media events to promote these fundraisers.
- **Open house tables and flyers - Melissa Rowe**
 - Open houses are August 28th 2024 from 4-8pm.
 - Melanie will be hosting Mississippi Heights.
 - Melissa will be hosting Pleasant View.
 - Jenica will be the middle school
 - Melissa will take care of designing the flyer and getting it to the individuals hosting a table.
- **Re-visit the monthly To-Do task list - Whitney Kelm**
 - Board members to email Whitney Kelm with their ideas with important recurring events, deadlines, etc. Sent Treasurer ideas kt 8/15/24
 - Whitney Kelm will work on compiling a document with these dates / deadlines. Look into adding to a shared calendar for board members.
- **Storm Logo - Whitney Kelm**

	<ul style="list-style-type: none"> • We need a high resolution version. “ Vector” file is what is needed. • Jim will look into this. In Process of getting feedback from Designers
4. Informational Email for Parents	<p>Key Points and Outputs</p> <ul style="list-style-type: none"> ▪ Review of topics to be covered <ul style="list-style-type: none"> • Board members will send topics to Whitney Kelm by August 16th 2024. • Whitney Kelm will email a rough draft to board members by August 21st. • Final document will be emailed to parents August 23rd. Amanda Carlson will be incharge of sending email. - Email completed and sent to Amanda 8/23/2024 WK • Social media posts will be made notifying parents and email has been sent. ▪ Deadline for email to be sent out to parents <ul style="list-style-type: none"> • ▪ FAQ on website <ul style="list-style-type: none"> • Slide deck. This will be turned into a Q and A.
5. Crossbar Status	<p>Key Points and Outputs</p> <ul style="list-style-type: none"> ▪ Update on transition to Crossbar <ul style="list-style-type: none"> • Amanda plans to have website up by September 3rd • Site will be up and running in time for registration in November. • Crossbar has multiple levels of access. We need to decide on who has access and what level of access. To be decided in October.
6. Board Positions and Elections	<p>Key Points and Outputs</p> <ul style="list-style-type: none"> ▪ Position / restructure sheet update <ul style="list-style-type: none"> • Jim Dorn will provide the updated structure by August 14th. ▪ Nominations <ul style="list-style-type: none"> • Nominations need to be submitted by September 9th, 2024. • Written nominations can be submitted to the general email address provided on our website. • Jim will be emailing interested / nominated individuals requesting their acceptance. • Individuals nominated need to provide a personal statement that will be included on the voting ballot. • Positions currently open: Umpire Coordinator, Player Development Coordinator, and Fundraising Coordinator. Please note some of these positions may be combined or modified based on the restructure document Jim provides. • Positions up for re-election: Vice President, Player Coordinator, Apparel coordinator, Social Media Coordinator, Concessions Coordinator, League Coordinator. Please note some of these positions may be combined or modified based on the restructure document Jim provides.

	<ul style="list-style-type: none"> We will be promoting nominations through social media, our website, and email. Jim Dorn will formulate an informational email and social media post. Modifying last year's info. Melissa Rowe will be posting on social media. - Post to be made by Monday August 19th. Amanda Carlson will be sending out an e-mail and updating our website. This will be done by Monday August 19th. Jim Dorn will update Amanda Carlson that this needs to be done. Board members are encouraged to share the post to help promote and spread the word. <ul style="list-style-type: none"> Voting <ul style="list-style-type: none"> Tentative voting plan pending on room reservation at the high school. Brandon Carlson will be coordinating this reservation. Voting window for the public will be 6- 6:30pm on October 21st. Jim Dorn will communicate with Brandon Carlson this needs to be arranged. Candidates must be present to accept their position. Jim Dorn will create a ballot for voting.
7. Field Prep Update	<p>Key Points and Outputs</p> <ul style="list-style-type: none"> Update on fields <ul style="list-style-type: none"> Jim Dorn will send out an email with this update due to limited time.
8. U8 Waite Park and Sartell games	<p>Key Points and Outputs</p> <ul style="list-style-type: none"> Update <ul style="list-style-type: none"> Jim Dorn will send out an email with this update due to limited time.
9. Summer 2025 eval status	<p>Key Points and Outputs</p> <ul style="list-style-type: none"> Finalization <ul style="list-style-type: none"> Brandon has confirmed fields and the high school gym is reserved for the weekend of evaluations. Communications <ul style="list-style-type: none"> Social media posts will be made notifying the public of the date of evaluations and to be on the lookout for an informational email outlining the fine details such as time, location, what to expect at evaluations, team formation process, and our new registration process. We will also update our website, social media, and provide emails with evaluation information once finalized. DIBS hours <ul style="list-style-type: none"> Check in table DIBS hours will be offered. Evaluation sheets <ul style="list-style-type: none"> Jim will share evaluations sheets via email and will be saved to the shared drive. - Done 8/16/2024 and in the drive Evaluators

	<ul style="list-style-type: none"> ● St. Bens - Sending out two players ● St. Cloud State - We have not heard back from ● Alumni - There are a couple alumni interested.
10. Area Club Team	Key Points and Outputs <ul style="list-style-type: none"> ▪ Inquiry <ul style="list-style-type: none"> ● Jim Dorn will send out an email with this update due to limited time.
11. Apparel order	Key Points and Outputs <ul style="list-style-type: none"> ▪ Order for Christmas <ul style="list-style-type: none"> ● Theresa will be opening up an order for fall in the coming week or two. ● Another order will open in October/ November in time for Christmas.
12. Follow up and Follow through	Key Points and Outputs <ul style="list-style-type: none"> ▪ Developing a plan to communicate completion of tasks <ul style="list-style-type: none"> ● Tasks that need follow up will continue to be highlighted in the meeting minutes. Board members will indicate their assigned task has been completed by initialing and dating tasks. ▪ Meeting deadlines <ul style="list-style-type: none"> ● Tasks that require follow up will be given a deadline at the time the topic is being discussed.
13. Player Development and Clinic Opportunities	Key Points and Outputs <ul style="list-style-type: none"> ▪ Promoting player development <ul style="list-style-type: none"> ● Table until September meeting. ▪ Clinic opportunities <ul style="list-style-type: none"> ● Tabel until September meeting.