

**April 19, 2009, CDAA Board/General Session Meeting
7:00 p.m. at Rebel Youth Athletic Building**

Board members present: Bruce Ackerman, Michelle Allender, Jim Anderson, Liz Anderson, Katie Ashburn, Kevin Faulds, Scott Frohreich, Shannon Garza, Keri Gerads, Susan Hargroder, Dan Johnson, Chris Kloeppner, Kevin Loegering, Steve Lundquist, Eric Marquardt, Gina McDonald, Bob Munter, Tera Naslund, Matt Nelson, Suzy Scheller, Bill Shampine, Cindy Shampine, Reed Soderstrom, Tim Unterberger, Chris Wester, John Whalen.

Board members absent: Jodi Anderson, Terry Christle, Chuck Crymble, Cindy Dockendorf, Dave Garrison, Dallas Hixson, Beth Johnson, Kerry Larson, Mike Ross, Rob Spah, Joe White.

Other attendees: Doug Baines, Dan Masloski, Ben Butz.

Executive Board meeting called to order at 7:05 p.m. by John Whalen:

Cindy Shampine made a motion approve the Agenda, second by Gina McDonald; motion carries.

Previous Meeting Minutes:

Cindy Shampine made a motion to approve the previous month's CDAA Board/General Session minutes, second by Matt Nelson; motion carries.

City Business:

City of Champlin – Dan Masloski was present from the City of Champlin and gave the following report:

- Lights at Northland Park will be ready to go in a week and a half.
- Port-a-Potty's will be in the parks by Monday, April 20.
- Park and Rec will be dragging the fields on Monday, April 20.
- Batting cages are at the top of the to-do list.
- Dugouts are in and being painted. They will be installed by May 4.
- Netting is up at Andrews Park. An issue of how to get balls back out of the netting was identified. For now, balls will have to be pushed to the middle until a better way is identified.
- Soccer fields will be striped by the end of week of 4/20.
- Lip issues on the fields will be addressed within the next two weeks.
- City of Champlin has a checklist that they continue to work; i.e., all scoreboards in working condition.
- Confirmed John Whalen will present the "State of CDAA" at the 5/5 City Council Meeting.

City of Dayton – Doug Baines was present from the City of Dayton but he had nothing to report.

New Business (Public):

None.

Executive Directors Report:

Blue Sombrero –

- Checks continue to come in.
- Age restrictions for registering on-line have been tightened.
- Direct deposit is now available.
- Next phase—setting up merchant account.

CMI – A lot of information and documents regarding the lawsuit are coming in. The process is moving forward.

Building Access Cards – Let John know if you need an access card.

Information on CDAA sports – John will follow up with the Sports Directors on what he still needs.

Elections for open positions – A ballot was distributed to all board members in attendance at the meeting to vote for candidates for the following open positions:

- Treasurer: Gina McDonald
- Ethics Director: Chris Wester
- Advising Director (3): Scott Frohreich, Beth Johnson, Eric Marquardt
- Treasurer-Elect, Ethics Director-Elect, Technology Director-at-Large (2): No candidates prior to the meeting were identified.

Matt Nelson introduced Ben Butz as a candidate for one of the Technology Director-at-Large positions. Ben previously served on the CDAA Board in a technology position. Matt strongly recommended Ben for the position as a write-in candidate.

The results of the ballot voting was as follows:

- Treasurer: Gina McDonald – 26 votes in favor, 0 Abstain, 0 Write-In's
- Ethics Director: Chris Wester – 25 votes in favor, 1 Abstain, 0 Write-In's
- Advising Director (3): Scott Frohreich – 26 votes in favor, 0 Abstain, 0 Write-In's
Beth Johnson – 24 votes in favor, 2 Abstain, 0 Write-In's
Eric Marquardt – 26 votes in favor, 0 Abstain, 0 Write-In's
- Treasurer-Elect, Ethics Director-Elect: No Candidates, No Write-In's
- Technology Director-at-Large (2): Ben Butz, 2 Abstain, 25 Write-In's

All above candidates are elected into their positions.

Voting for Timmons Scholarship Recipients -- six scholarships are available.

Brief discussion on one candidate, Samantha Lind, for the scholarship and her current circumstances with an illness. Other Board members spoke on behalf of candidates.

Cindy Shampine made a motion to award a seventh scholarship for Samantha Lind, second by Katie Ashburn; motion carries.

Executive Directors Report (continued):

Scholarship ballots were distributed to all Board members present. The six applicants with the most votes and, therefore, the recipients of the scholarships are: Michael Anderson, Sarah Burke, Nicholas Davenport, Tyler Munneke, Derek Sayles and Alex Scheinost. Liz Anderson will notify CPHS of the 7 recipients. Cindy Dockendorf will send out the notification to the applicants that did not receive a scholarship. John Whalen will send a Congratulations letter to the winners. A CDAA representative will hand out the scholarships at the CPHS ceremony.

Finance Committee Recommendations -- The Finance Committee met on April 16. There is approximately \$45,000 available for donation; Finance Committee determined to allocate approximately \$10,000 at this time. CDAA will move cautiously with donations to enable us to build our cash reserves and develop a long-term plan.

John Whalen reviewed the donation recommendations (see the attached). Much discussion followed on each line item.

- Dugout Club donation is for the help with tryouts, evaluations and use of the CPHS field house.
- CPHS Girls Basketball has been very supportive of CDAA with Youth Nights, Coach’s manual, etc.
- CPHS Cross Country is also in conjunction with Track & Field. It is a fall sport.
- City of Champlin Kiddie Carnival – recommended having a Soccer Mini-Mite Jamboree in conjunction.
- The majority of the discussion involved the allocation of money available to donate, i.e. to CDAA sports, to school district, to City of Dayton and City of Champlin. The Finance Committee is reviewing this issue and will come back to the Board with a recommendation and/or policy for approval.

The following recommendations were brought forward for vote:

<u>Group</u>	<u>Request</u>	<u>Recommended Donation</u>
CDAA Baseball	\$1,000-\$1,500 Dugout Club/\$1,650 Catchers Gear U10/U12	\$2,650
CPHS Girls Basketball	\$3,000 (also supply for JMS teams)	\$1,000
CPHS Senior Party	\$1,000	\$ 500
City of Champlin	\$1,500 Kiddie Carnival/\$2,500 Dinner & a Movie Event	\$1,500
CDAA Football	\$3,000 for helmet refurbishing	\$1,500
	Total	\$7,150

Suzy Scheller made a motion to approve the recommended donations as outlined above totaling \$7,150.00, with pending decisions on how the Board will allocate funds in the future to be determined as soon as possible and CDAA Football’s request will be expedited in the future if necessary, second by Chris Wester; motion carries.

John Whalen read to the Board a thank you note from the Lind family for our previous donation.

Secretary’s Report:

All Director’s with sports in-season need to supply Cindy Shampine with a list of all coaches for background checks.

Treasurer's Report:

Gina McDonald updated the Board.

- **Administrative expenses** -- for March of \$8,472.
- **Savings Account** – CDAA currently has \$60,000 in saving account.
- **Blue Sombrero** – money coming in on time, about every two weeks. Gina is working on setting up the Merchant Account with bank and Blue Sombrero. Looking at Wells Fargo because CDAA has their business with them already and availability of a card swipe machine for walk-in registrations. Direct Deposit has already been set up with Blue Sombrero.
- **NSF checks** – Gina recommended using a collection agency to handle this for us. Gina will look into a local company for this and report back to the board. If we do go with a collection agency, it will need to be published on the CDAA website that NSF checks will be submitted to a collection agency.

Gina distributed the following reports via email for March:

- 2009 CDAA Admin. Income and Expenses
- 2009 Gambling Income and Expenses
- CDAA General Fund Profit and Loss Detail – March 2009
- CDAA Profit and Loss Detail - ALL – March 2009
- CDAA Balance Sheet – as of March 31, 2009
- Individual Sports Budgets and reports (those with activity)

Gina McDonald made a motion to approve the March payables and receivables as presented; second by Cindy Shampine; motion carries.

Committee Reports: none

Sport reports:

Baseball: Tim Unterberger updated the board.

Season starting. Traveling teams already practicing. Age groups 7-12 will start week of 4/20. Babe Ruth will start within 2 weeks. 740 players registered; last year's total was 813.

Tim thanked the Board for approving their donation request.

Basketball: Nothing to report.

Gina McDonald made a motion to pay out of Gambling an A-H ISD #11 Community Education invoice for gym time, totaling \$16,732.00, second by Kevin Loegering; motion carries.

Cheerleading: Shannon Garza updated the Board.

2009 Budget was presented to the Board. Gina McDonald reviewed the budget and recommended approval.

Shannon Garza made a motion to approve the 2009 Cheerleading budget as presented, second by Chris Wester; motion carries.

Football: Nothing to report.

Soccer: Michelle Allender updated the Board.

On-line registration started week of 4/13. 489 registrants to-date. Walk-in registration scheduled for April 25 9:00 a.m. – 2:00 p.m.

2009 Budget was presented to the Board. Gina McDonald reviewed the budget and recommended approval.

Katie Ashburn made a motion to approve the 2009 Soccer budget as presented, second by Cindy Shampine; motion carries.

Softball: Bruce Ackerman updated the board.

Registration is closed. 607 players registered. Teams have been formed. Softball is still taking players.

Steve Lundquist identified an issue wherein teams have players that have not registered or paid their fee. Board clearly stated all players must register and pay their fee or they will not be allowed to play on the team. Registering on line also protects CDAA because registrants agree to our waivers. CDAA is at legal risk if players are not registered.

Volleyball: Nothing to report.

Ethics Report: Suzy Scheller addressed the Board.

Suzy Scheller stressed the importance of having responses clearly identified prior to inquiries about the Soccer policy to cap the number of players this season.

Public Relations Report: Tera Naslund addressed the Board.

Father Hennepin Parade – Needs to know if Cheerleading and Football plan on participating this year. Tera will follow-up with the Sports Directors.

Liz Anderson updated paperwork at the building and confirmed the following with the Board:

- On-Line Code of Conduct forms are the only forms we should be using. All other forms are obsolete and will be destroyed.
- Infectious Diseases forms—obsolete and will be destroyed.
- Sexual Harassment forms—obsolete and will be destroyed.
- Medical Release/Emergency Consent to Treat form – this is used for traveling teams. Need to develop standard form to use. Reed Soderstrom will email a form that CDAA has used to Liz Anderson.

The Board also decided that agreement to the CDAA Code of Conduct will be added to the on-line registration process.

Technology Report: Matt Nelson updated the Board.

Blue Sombrero – Update covered under Executive Director’s report. Matt confirmed that we don’t want to ask for social security numbers on-line.

Laptops – if you take a laptop out of the building, send an email to Matt Nelson. Technology must know where all the laptops are. All laptops need to be returned to the building prior to scheduled Walk-in Registrations.

On-line background checks – Matt Nelson will pursue this.

Old Business: none

New Business (Board):

Next month’s meeting will be moved up to due the Memorial Day holiday. Public Relations will publish the date change in the Champlin-Dayton Press.

Motion to adjourn made by Gina McDonald, second by Cindy Shampine, motion carries.

Next month’s CDAA board meeting will be held on Sunday, May 17, at 7:00 p.m. at the Rebel Youth Athletic Building. Please provide any agenda items to John Whalen at least one week prior to the meeting.

The regular board meeting was adjourned at 8:54 p.m.