

Rosemount Area Athletic Association
Board Meeting Minutes
January 10, 2011

Board Members: Dan Shaw (President), Heidi Kraemer (Vice President), Steve Reischauer (Treasurer), Doug Wheeler (Secretary), Tom Luing, Dave Everson (Registrar), Beverly Jaeger, Jenny Wheeler, Michele Snare (Gambling Manager), Mike Kern (Equipment Manager), David Knight, Jody Otto

Board Members Absent: none

Program Directors: Dan Olson (Traveling Softball)

Guests: none

Standing Agenda Items

1. Call to order at 6:35 by Dan, President.
2. Approval of December Meeting Minutes – TABLED
 - a. Action Item: Doug is asked to provide instructions on Board Meeting Minutes and Agenda Review procedures.
3. Gambling Report
 - a. Michele Snare presented the Gambling Report
 - b. Discussed promotional ideas including legal considerations, email, RAAA website, Town Pages, tournaments, board meetings, signage, etc.
 - c. Discussed plans for offering Bingo at The Fireside.
 - d. Action Item: Michele is asked to correct the P&L to classify payroll due as a liability.
 - e. Action Item: Michele is asked to email Gambling financial reports for current and past updates to board@rosemount-aaa.org. – CLOSED
 - f. Action Item: Doug is asked to attach Gambling financial reports for current and past updates to the minutes as an addendum. – CLOSED
 - g. Action Item: Michele is asked to request that some at the State review the RAAA Gambling Page and provide feedback including sample meeting minutes.
 - h. Motion by Jody to approve \$5,500.00 in estimated expenses for February 1, 2011 through February 28, 2011 as presented. Seconded by Jenny. Motion unanimously approved.
4. Treasurer Report
 - a. Steve presented the Treasurer Report.
 - i. Reviewed 2010 General Budget
 1. Crown Trophy 2010 Rebates
 - ii. The 2011 RAAA General Budget was presented along with \$23 Administrative Fee
 - iii. Action Item: Finance Subcommittee is asked to draft a breakdown of the \$23 Admin Fee for publication on the website.
 - iv. RAAA switch payroll services from PayChex to ADP.
 1. Savings of \$600 annually
 2. Three separate accounts: Gambling, RAAA, and Dakota Rev
 3. Free background checks through ADP.
 4. Action Item: Draft a comparison of background check reports.

- v. Action Item: Steve is asked to draft Check Signing Procedures. – CLOSED
 - vi. Action Item: Update RAAA Program Manual with Check Signing Procedures.
5. Facility Report
- a. Steve presented the Facilities Report.
 - b. Discussed the possibility of building a storage garage on Rosemount Middle School property.
 - c. Spring programs met with Dan Schultz to discuss outdoor facility needs.
 - d. Lacrosse and Traveling Baseball attended a meeting with Lakeville to discuss outdoor facility needs.
 - e. A baseball field in the Brockway development suitable for K-1 play is anticipated to be available this season.
 - f. New fields at DCTC are not anticipated to be available until 2012.
 - g. The city is considering converting green-space field into tennis courts.
 - h. Action Item: Provide the city with participation number for sports utilizing green-space fields such as Lacrosse.
 - i. Action Item: Tom is asked to follow up with Traveling Baseball, Traveling Softball, Inhouse Baseball and Softball, and Lacrosse requesting input for how a city field maintenance fee would impact their programs. - CLOSED
6. Equipment Manager Report
- a. Mike presented the Equipment Report.
 - b. Presentation of PO list.
 - c. Season II basketball is out.
 - d. Discussed plans to destroy uncertified football helmets.
7. Registrar Report
- a. Dave presented the Registrar Report.
 - b. Lacrosse has 11 programs open for registration.

Open Forum

1. Program Updates
- a. Traveling Tennis
 - i. Motion by Jody to approve the 2011 Traveling Tennis budget as presented. Seconded by Tom. Motion passed unanimously.
 - b. Traveling Softball
 - i. Dan Olson provided an update on the Traveling Softball program.
 - c. Traveling Baseball
 - i. Action Item: Doug is asked to follow up with Traveling Baseball regarding approach for disclosing board member compensation. – CLOSED
 - ii. Action Item: Dan is asked to email Traveling Program Directors requesting a current copy of bylaws to include policies and procedures such as tryouts, board elections, board compensation, and minutes.
 - iii. Action Item: Doug is asked to follow up with Traveling Baseball requesting information regarding the board compensation line item on the 2011 Traveling

Baseball Budget.

- d. In-House Softball
 - i. Program Director Position Open – NO UPDATE
 - e. In-House Basketball
 - i. Jon Thissen has announced his intention to resign as Program Director after the current season.
2. Board Updates
- a. Review of Subcommittees and Members - TABLED
 - b. Recognition of Departing Program Directors and Board Members - CLOSED
 - c. Action Item: Board Members are asked to review the new website and email feedback to support@rosemount-aaa.org. - CLOSED
 - d. Action Item: Program Liaisons are asked to review the Bylaws for written policies on Board Elections, Tryout Procedures, and Board Compensation for traveling programs. - TABLED
 - e. Action Item: Program Liaisons are asked to review the information the new website for their program(s) and email feedback to support@rosemount-aaa.org - TABLED
 - f. Action Item: Michelle is asked to draft a role description for Program Liaisons. - TABLED

Subcommittee Updates

1. Finance, Facilities & Technology Subcommittee
 - a. Review of RAAA investments – CLOSED
 - b. RFP for performing an audit of the RAAA Books and records. – CLOSED
 - c. Stop the prior year carry forward reporting. – CLOSED
 - d. Address reconciliation issue between RAAA and Dakota Rev. – CLOSED
2. Fundraising Subcommittee
 - a. SKB donation request due Feb.
3. Risk Subcommittee
4. Communications Subcommittee
 - a. Ad recognizing RAAA volunteers
5. Administration Subcommittee

Meeting Adjournment

1. Motion by Tom to adjourn at 9:12. Seconded by Steve. Motion passed unanimously.

Respectfully Submitted,

Doug Wheeler, Secretary

