

**Rosemount Area Athletic Association
Board Meeting Minutes
February 21, 2011**

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

Board Members Absent: Jenny Wheeler, Mike Kern (Equipment Manager), Jody Otto

Program Directors: Smoak Vitek (Junior Olympic Volleyball)

Guests: none

Standing Agenda Items

1. Meeting Called to order at 6:33 by Dan S., President.
2. Approval of meeting minutes
 - a. Motion by Steve R. to approve the December meeting minutes. Seconded by Heidi K. Motion passed unanimously.
 - b. Motion by Michele S. to approve the January meeting minutes. Seconded by Tom L. Motion passed unanimously.
 - c. Doug provided instructions on Board Meeting Minutes and Agenda Review procedures via email.
1. Gambling Report
 - a. Michele S. provided the Gambling Report.
 - b. Discussed the cash machine, lighting of the booth, and RAAA banners and signage.
 - c. Bar Bingo Monday, March 08.
 - d. Presented the 2/19/11 Request for Approval of Expenditures for Pulltabs from 3/1/11 – 3/31/11.
 - e. Presented the January 2011 RAAA Pulltabs Profit and Loss.
 - f. Presented the January 2011 RAAA Pulltabs Balance Sheet.
 - g. Motion by David K. to approve the pulltab expenditures in the amount of \$4,500.00 for 3/1/11 – 3/31/11 as presented. Seconded by Tom L. Motion passed unanimously.
 - h. Reviewed the gambling account check registry.
 - i. Action Item: Michele S. needs to attend class and file the necessary paperwork to become Gambling Manager.
 - j. Michele to request that some at the State review the RAAA Gambling Page and provide feedback including sample meeting minutes. – CLOSED
 - k. Michele correct the P&L to classify payroll due as a liability. – CLOSED
 - l. Michele to request that some at the State review the RAAA Gambling Page and provide feedback including sample meeting minute. – CLOSED
2. Treasurer Report
 - a. Steve R. provided the Treasurer Report.
 - b. Action Item: Steve R. to follow up with the accountant regarding the use of a journal entry or other option for tracking of web fees and transaction fees.

- c. Taxes are being prepared. Additional information needed from Gambling and Dakota Rev.
 - d. Discussed process changes for running background checks.
- 3. Facility Report
 - a. Tom L. presented an update on the Field Maintenance Fee Proposal from City of Rosemount
 - b. Tom L. presented an update on the Fieldhouse proposal at DCTC
 - c. Action Item: Tom L. is planning on attending the next Park and Rec meeting.
 - d. Action Item: Dan S. is planning on attending the next city council meeting.
- 4. Equipment Manager Report
 - a. Mike K. provided the Equipment Management Report via email.
 - b. Track ribbons have been picked up. Hurdles will be made ready for the upcoming season.
 - c. Football helmets (90) have been cut in half and are ready for disposal. Helmets and accumulated trash will be disposed of into a waste box when weather is more acceptable.
 - d. Equipment for Baseball and Softball is being evaluated and re-conditioned as needed in anticipation of the upcoming season.
- 5. Registrar Report
 - a. Dave E. provided the Registrar Report.
 - b. Track registrations have closed. Considering acceptance of late registration. Total participation has increased to 450+.
 - c. Soccer registrations are targeted to open in March pending budget presentation at the next finance subcommittee meeting. Discussed boys and girls age group coordination positions.
 - d. Registrations for Traveling Tennis are open.
 - e. No word from In-House Tennis.
- 6. Board Updates
 - a. RHS/RAAA Competitiveness Update
 - i. Open enrollment of Rosemount area student athletes in neighboring high schools.
 - ii. Discussed the use of Friday Folder to disseminate RAAA information.
 - iii. Action Item: Dan S. will discuss the issue at the Association Presidents Meeting.
 - b. Review of Subcommittees and Members – TABLED
 - c. Action Item: Doug W. will email out list of subcommittee members.
 - d. Program Liaisons to review the Bylaws for written policies on Board Elections, Tryout Procedures, and Board Compensation for traveling programs. – TABLED
 - e. Program Liaisons to review the information the new website for their program(s) and email feedback to support@rosemount-aaa.org – TABLED
 - f. RAAA Board Liaison Role Description
 - i. Michele presented the “RAAA Board Liaison Job Description (February 2011)”
 - ii. Action Item: Michele will email a copy of the “RAAA Board Liaison Job

Description (February 2011)” to the board.

- g. Dan 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. – PENDING Approval of Program Liaison Role Description.

Program Updates

1. Traveling Baseball
 - a. Traveling Baseball Complaint
 - i. Heidi K. presented the “RAAA Complaint #1/2 – 2011 Formal Write-up of Issues and Actions February 19, 2011”.
 - ii. Complaint Subcommittee recommends that the complaint be closed.
 - iii. The board is asked to review. Please direct questions to Heidi K.
 - b. Coach Compensation line item on the 2011 Traveling Baseball Budget
 - i. The Board approved the 2011 Traveling Baseball Budget with the exception of the Board Member Compensation line item.
 - ii. The traveling baseball board is made up of 16 board members. The board member compensation line item on the 2011 budget listed (\$4,410.00) Board Member comp. This number should have been 16 board members * \$80.00 Tryout fee + \$165.00 Bag Tag fee (\$3,920.00). This information is also in the January 2011 Traveling Baseball Board Minutes posted on the website.
 - iii. Motion by Dave E. to approve 2011 Traveling Baseball Coach Compensation line item as presented. Seconded by Tom L. Motion passed unanimously.
 - c. Action Item: Doug W. to follow up with Traveling Baseball regarding the use of the RAAA’s Fed ID for tax exempt donations for Cooperstown team.
2. In-House Softball – NO UPDATE
 - a. 2011-2012 Program Director Position Open
3. Dakota Rev Update
 - a. Brian Fahey-Bleick is president

Open Forum

- 1.

Subcommittee Updates

1. Finance, Facilities & Technology Subcommittee
 - a. Provide the city with participation number for sports utilizing green-space fields such as Lacrosse. – CLOSED

- b. RFP for performing an audit of the RAAA Books and records. – CLOSED
 - c. The Finance Subcommittee is asked to draft a breakdown of the \$23 Admin Fee for publication on the website. – NO UPDATE
- 2. Fundraising Subcommittee
 - a. SKB donation request due Feb - CLOSED
- 3. Risk Subcommittee
 - a. Draft a comparison of background check reports. – CLOSED
- 4. Communications Subcommittee
 - a. Ad recognizing RAAA volunteers – NO UPDATE
- 5. Administration Subcommittee
 - a. Update RAAA Program Manual with Check Signing Procedures. – NO UPDATE
 - b. Action Item: Doug W. to post documents the website.

Meeting Adjournment

Motion by Doug W. to adjourn at 9:01. Seconded by Tom L. Motion passed unanimously.

Respectfully Submitted,

Doug Wheeler, Secretary