

# Meeting Minutes



**Event:** Mars Baseball Association – General Meeting

**Place:** Adams Township Municipal Building

**Date:** Wednesday, October 12, 2016

Motion to Open: 8:33 PM – Adam Dunn / Ron Shebek

1) President's Welcome

2) Treasurer's Report

Balances

- General Fund - \$23,500
- Edward Jones - \$48,500
- Land Grant - \$9,600
- Pay Pal - \$15,088
- Travel - \$1,213

Expenses

- Fall uniforms - \$1,90
- Garbage - \$350
- Post Master - \$51
- Toilets - \$620
- Pfeifer Hardware - \$255
- Penn Power - \$135
- Umpires - \$700
- Field Dry - \$165
- AMEX - \$1,250

3) Elections

- See Attachment A

4) RFP for Outsourcing the Bookkeeping Function

- See Attachment B
- Henry to send out email to MBA and extend to 10/31

5) Volunteer Discounts

- Not covered

6) Lakevue/No Off Season Schedule

- See Attachment C

7) Travel Team Fundraising

- Pros & Cons to doing fundraisers
- Better when there is a specific purposes (e.g. lights)

8) Opening Day

- Targeting April 22<sup>nd</sup>
- 8u to run
- Need to book fields

# Meeting Minutes

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## 9) New Business

- Henry to call Adams Twp to move up time to 7:00PM

Motion to Close: 10:00 PM – Gary Gottschalk / Adam Dunn

Attendance: 15 (attendance sign in sheet attached)

## ATTACHMENT A - Elections

Here is the proposal for overhauling the Board in October, 2016 that we are moving forward with tomorrow night as well as all agenda items that I have.

### Agenda Items:

1. Elections-See below and attachment
2. RFP for Outsourcing the Bookkeeping Function-See contract attached
3. Volunteer Discounts-See attachment
4. Lakevue/No Off Season Schedule-See attachment

### Executive Board-formalized at the October Board Meeting

1. President-Elected in 2017-Edwin
2. Vice President of Baseball Operations-Elected in October, 2016-Larry
3. Director of Facilities-Elected in 2017-Gary Gottschalk is appointed in October, 2016
4. Treasurer-Elected in October, 2016-Adam Schultz He is expecting that this function will be outsourced. This position is more about establishing priorities for spending and understanding what people need.
5. Secretary-Elected in 2017-Henry will stay on until 2017 to finish his term.

### Board of Directors-To be appointed by Edwin and voted on by the Executive Board in October

1. Assistant Vice President, Travel Team Operations (2017)-Brett Schultz
2. Assistant Vice President, In-House Operations (2017)-Cliff Hein
3. Concession Stand Manager (2017)-Jen Gottschalk
4. Umpire Coordinator (Spring Minor League)-Tim Joos-I am still awaiting confirmation that he will serve.
5. Registrar (2017)-Stacey Palmer
6. Equipment Manager (2017)-Brian Hugus-did someone talk to Brian?

### Board of Directors-Open Positions

1. Opening Day Chairperson-Open
2. Field Maintenance Assistant-Open
3. Fundraising, Signs and Sponsors-Open
4. Uniforms and Spiritwear Coordinator-Open
5. Assistant Secretary of Social Media-Open
6. Assistant Secretary of Website Management-Open

### Other Positions

1. Christmas Spiritwear Sale-Jodie Erickson
2. Winter Training Chairperson-Open
3. Clearances Chairperson-Open
4. Giant Eagle Chairperson-Meredith Heavner

**People Eligible to Vote**-Edwin, Larry, Henry, Brett

### Election Process at October Board Meeting:

1. **Nominate and elect Larry as VP**
2. **Nominate and elect Adam as Treasurer**
3. **Edwin appoints Gary as Director of Facilities; the Executive Board approves Gary**

- 4. Edwin appoints the following people to the Board of Directors with approval by the Executive Board:**
- a.** Assistant Vice President, Travel Team Operations (2017)-Brett Schultz
  - b.** Assistant Vice President, In-House Operations (2017)-Cliff Hein
  - c.** Concession Stand Manager (2017)-Jen Gottschalk
  - d.** Umpire Coordinator (Spring Minor League)-Tim Joos
  - e.** Registrar (2017)-Stacey Palmer
  - f.** Equipment Manager (2017)-Brian Hugus

## **ATTACHMENT B**

### **RFP for Bookkeeping**

**Mars Baseball is requesting proposals for a cloud-based accounting solution. The winning bid will need to be capable of performing the following tasks:**

1. Reporting to the Treasurer and President on the following financial matters:
  - a. Monthly reconciliation of three bank accounts
  - b. Paying monthly bills
  - c. Reconcile PayPal account to registration system
  - d. Cost code all expense on a per league basis
  - e. Budgeting and forecasting for in-house programs, travel team programs, indoor training facilities and capital plans
  - f. Establish financial controls over each bank account – General Fund, Fundraising Account and Travel Team Account
  - g. Create audit ready monthly reports for Board
  - h. Create monthly reports for Travel Team Coaches
  - i. Steamline umpire reimbursement process of coaches
2. Reporting to the Secretary on the following matters:
  - a. Order Uniforms for Spring In-House
  - b. Order Uniforms for Fall In-House
  - c. Christmas Spiritwear Sale
  - d. Order Travel Uniforms
  - e. Set up registration for spring, summer, fall, winter and other programs
  - f. Manages the clearances for spring, summer, fall and travel baseball plus winter training

Bids are open from October 13 – October 31, 2016.

## ATTACHMENT C – Lakevue Schedule

### Lakevue-Jan. through April

Day	Team	Time	Hours	Coach	Coach
Mon.		None	0		
Tues.	9U Travel	6-7:30 pm	1.5		
Tues.	9U Summer	7:30-9 pm	1.5	Andy	David
Wed.	Winter Skills	6-7:30 pm	1.5	Andy	David
Wed.	8U	7:30-9 pm	1.5	Andy	
Thurs.		None	0		
Fri.	12U Summer	6-7:30 pm	1.5	David	
Fri.		7:30-9 pm	1.5		
Sat.	11U Summer	9-10:30 am	1.5	Andy	
Sat.	10U Travel	10:30 am-Noon	1.5		
Sun.	11U/12U	9-10:30 am	1.5		
Sun.		10:30 am-Noon	1.5		
			15		

### No Off Season

### 10 weeks

Day	Team	Time	Hours	Coach
Mon.	10U Summer	6-7:30 pm	1.5	
Mon.		7:30-9 pm	1.5	
Tues.		None	0	
Wed.		None	0	
Thurs.		None	0	
Fri.	12U Travel	6-7:30 pm	1.5	
Fri.		7:30-9 pm	1.5	
Sat.	14U plus	9-10:30 am	1.5	
Sat.	8U	10:30 am-Noc	1.5	
Sun.	9U/10U	9-10:30 am	1.5	
Sun.	8U	10:30 am-Noc	1.5	
Sun.	7U	6-7:30 pm	1.5	
Sun.	13U	7:30-9 pm	1.5	
			15	

# Attendance Sheet



**Event:** Mars Baseball Association – General Board Meeting

**Place:** Adams Township Municipal Building

**Date:** Wednesday, October 12, 2016

No.	Print Name
1	Henry Totzke
2	Sam Palmer
3	Brett Schultz
4	Larry Fox
5	ADAM DUNN
6	Stacy Pelner
7	ADAM SCHULTZ
8	Ron Shebek
9	MIKE GEISOR
10	Donnie Kelly
11	Gary Gottschalk
12	Jim Gottschalk
13	Brett Schultz
14	Tim Joos
15	Paul Roush
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No.	Print Name
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