

## CAA BOARD MEETING MINUTES

**Date of Meeting:** January 11, 2016  
**Time:** 7:00 p.m.  
**Location:** Lakeside Promotions, Chanhassen, Minnesota  
**Attendees:** Tom Lindquist, Brian Benkstein, Ted Ellefson, Bill Kemble, Troy Renner, Mark Mullen, Beth Adams, Kari Swalinkavich, Terre Kemble, and Lenny Checheris

Mark Mullen opened the meeting at 7:00 p.m., and the minutes from the December, 2015 meeting was discussed. After a brief discussion, Mark Mullen made a motion to pass the minutes, and the motion was seconded by Troy Renner. Brian Benkstein, Ted Ellefson, Beth Adams Kari Swalinkavich, and Bill Kemble approved the motion, and the motion passed.

Mark Mullen then briefly discussed the issue regarding a replacement for Tom Lindquist's position upon his resignation. There was a discussion among the board members to gage interest. Brian Benkstein indicated he was interested in the position. The Board members believe that Brian is a good candidate to replace Tom as President of the CAA.

Troy Renner then discussed the financials for the CAA and a time table for having the 2015 tax returns completed. Troy indicated that the CAA was in good financial shape and that the returns for the CAA will likely be ready ahead of when they have been filed in past years. Troy and Terre will review the financials and present the financials at the next meeting.

Brian Benkstein then discussed the handbook that he has been drafting with Tom. There was a discussion about things to be included in the handbook and believe that at the next meeting they will have a draft ready to be reviewed by the Board.

The issue of fundraising was also discussed, and this issue will be addressed in the handbook. Further discussion concerning the fundraising policies will be discussed as the Board reviews the handbook.

Troy also discussed the issue of insurance for the CAA. Insurance will be due shortly and we are in the process of collecting the necessary information for the renewal. Troy will provide this information at the next meeting.

Troy also brought up the issue of our tax exempt status through Little League. Baseball desires to still be affiliated with Little League in the future. It is likely we will not need their tax exempt status going forward as it will be part of the CAA if the Amended Articles and Bylaws are passed at our annual meeting on January 26, 2016.

There was also an electronic discussion regarding a new process being put in place for background checks for key volunteers and coaches. Ted reviewed a process that is separate from Little League, and it provides for a thorough and complete background check, that is much easier to administer by the CAA. The background would be included with registration on our website which will further simplify the

process. Ted Ellefson made a motion to change the provider for background checks. Mark Mullen seconded the motion, and Bill Kemble, Kari Swalinkavich, Tom Lindquist, Troy Renner, Brian Benkstein, and Beth Adams all voted electronically to approve the change. This motion passed.

There was also a discussion regarding the annual meeting scheduled for January 26, 2016, at 6:30 p.m. in the Chanhassen High School. The agenda for the annual meeting was the Financials for the CAA, a discussion and vote on the proposed Amended Articles and Bylaws of the CAA, and a time for the members present to provide feedback on their thoughts on how to improve the CAA.

The Board also discussed that December 31, 2015, will be the cutoff date for members to be eligible to vote at the annual meeting. In order for the members to be eligible to vote at the annual meeting, they would need to be registered and paid for a program in 2015. Mark Mullen made the motion to accept December 31, 2015, as the date for members to be eligible to vote, which was seconded by Beth Adams. All present approved the motion, and the motion passed.

There was a private matter discussed by the Board.

The agenda for the February 8, 2016, meeting is as follows:

1. Presentation of the baseball/softball budget by Ted Ellefson.
2. Financial report by Troy Renner
3. Review of how the CCHA handles their checkbooks for their teams by Tom Lindquist.
4. Presentation by Troy Renner on the insurance issue for the CAA (renewal).
5. Discussion of the handbook draft by Brian Benkstein.
6. Other matters as may be raised by the Board.

At 8:16 p.m., Tom Lindquist made a motion to adjourn the meeting, which was seconded by Brian and approved by all present. The meeting was adjourned.

## CAA BOARD MEETING MINUTES

**Date of Meeting:** January 26, 2016  
**Time:** 6:30 p.m.  
**Location:** Chanhassen High School, Chanhassen, Minnesota  
**Attendees:** Tom Lindquist, Brian Benkstein, Ted Ellefson, Bill Kemble, Troy Renner, Mark Mullen, Beth Adams, Kari Swalinkavich, Terre Kemble, Meg Stone, Jeff Cook, Jeff Olson, Josh Poppy, and Jeffrey Sheehan.

Tom Lindquist opened the meeting at 6:32 p.m. The meeting started with Troy Renner going through the financials of the CAA for 2015. Troy stated that we use an outside accounting firm to complete the tax returns. Troy gave an explanation as to the financial health of the CAA. There were some questions asked, and another inquiry as to the financials being scanned and available online. The Caa is looking into this to ensure that 2014 and 2015 year end financial information is available through the CAA website.

Tom Lindquist then gave an overview of the proposed Amended Articles and Bylaws for the CAA. Tom gave three primary reasons for the proposed Amendments. First, so that we would have consistency across all of the sports. Second, so that the CAA maintains its 501c(3) designation with the Internal Revenue Service. Third, so that the CAA can adopt and make changes more easily on an as needed basis. There was a question and answer session at this point for anyone who had questions regarding the proposed Amended Articles and Bylaws. One concern was the reelection process under the Amended Articles and Bylaws. This is an issue that is being considered by the CAA Board at future meetings.

The last topic that was brought up by Tom at the meeting was to open the floor to allow those present to provide feedback and ideas on how to improve the CAA. There were discussions about fundraising and the desire to have clear rules and guidelines posted so that the participants looking to engage in fundraising has an idea as to the rules they need to follow. This is a topic that will be included in the new CAA handbook. There was also a discussion about boundaries and eligibility as it relates to the sports teams. The participants are encouraged to contact their sport president to discuss any concerns they may have regarding boundaries and eligibility. Both the boundaries and eligibility criteria are not always set by the CAA, and so it may change from sport to sport and from year to year.

With new additional business to discuss, Tom Lindquist made a motion to adjourn the meeting which was seconded by Troy Renner. There was no opposition to the motion, and the meeting was adjourned at 7:35 p.m.

Prior to the meeting, the CAA held a short meeting to approve the eligible roster of members eligible to vote as of December 31, 2015. After some discussion, Tom Lindquist made a motion to pass the roster for December 31, 2015, which was seconded by Mark Mullen, and approved by Brian Benkstein, Kari Swalinkavich, and Bill Kemble. There were no votes opposing, and the motion passed.

Following the meeting, there was a confirmation of the votes cast for the proposed Amended Articles and Bylaws for the CAA. There were 49 on-line votes with 48 being in favor of the Amended Articles and Bylaws, and 1 voting against. For those attending the meeting, there were an additional 5 votes tallied, all in favor of the motion to Amend the Articles and Bylaws. The votes were verified against the roster that was approved by the CAA Board. Upon verification of the votes that were cast, the CAA Board executed the Amended and Restated Articles of Incorporation and the Amended Bylaws for the CAA.

With no further business to attend to, the meeting was adjourned.

## CAA BOARD MEETING MINUTES

**Date of Meeting:** February 15, 2016  
**Time:** 7:00 p.m.  
**Location:** Lakeside Promotions, Chanhassen, Minnesota  
**Attendees:** Brian Benkstein, Ted Ellefson, Bill Kemble, Terre Kemble, Troy Renner, Mark Mullen, and Kari Swalinkavich.

The meeting began at 7:00 p.m. A discussion took place regarding the replacement of Tom Lindquist of President of the CAA. After some discussion, a motion was made by Mark Mullen to nominate and elect Brian Benkstein as president of the CAA. The motion was seconded by Troy Renner, and the motion was approved by all CAA Board members at the meeting. The motion carried and Brian Benkstein was appointed as President as the CAA.

Brian then discussed the information that we would like to talk to Tom Lindquist about, and what is needed for a smooth transition between Tom and Brian.

Brian discussed the progress being made on the new CAA handbook, and believed that he would have a draft available for the Board members prior to the next meeting.

There was a review of the CAA Board meeting minutes for January 11, 2016, and of the annual meeting minutes that took place on January 26, 2016. After some discussion, Troy Renner made the motion to approve the January 11, 2016, meeting minutes and the January 26, annual meeting minutes. The motion was seconded by Mark Mullen and the motion was approved by all Board members at the meeting. The motion carried.

Brian then led a discussion concerning the new implementation of the background checks and how that was progressing to date. The Board wants to ensure that the individuals who need to have a background check complete the background check. The Board will come up with a procedure as to how to address background checks that come back with a history. If a background check has a history, the person who completed the background check will be required to request a review, otherwise they will be automatically disqualified from their position. If a review is requested, a history of violence of any kind will automatically disqualify that person. Other matters will be viewed on a case by case basis. There was also a discussion concerning funding the background checks. The idea is that the cost of the background checks will be divided proportionately between the sports. There will also be ability for the person who is completing the background check to also pay for it on their own through the registration process.

The baseball and softball budget will be discussed at the next monthly meeting.

Troy will discuss financials and insurance at the next meeting.

A private matter was discussed.

At 9:20 p.m. a motion was made by Troy Renner to adjourn the meeting, which was seconded by Brian and approved by all members at the meeting. With no further business to discuss, the meeting was adjourned.

## CAA BOARD MEETING MINUTES

**Date of Meeting:** May 9, 2016  
**Time:** 7:00 p.m.  
**Location:** Lakeside Promotions, Chanhassen, Minnesota  
**Attendees:** Brian Benkstein, Mark Mullen, Beth Adams, and Kari Swalinkavich

Brian Benkstein opened the meeting at 7:08 p.m., and the minutes from the April, 2016 monthly meeting was discussed. After a brief discussion, Mark Mullen made a motion to pass the minutes, and the motion was seconded by Brian. Beth Adams and Kari Swalinkavich approved the motion, and the motion passed.

The Board discussed a private matter that is confidential.

The Board discussed putting the not for profit status on the agenda for the June, 2016, monthly Board meeting.

Brian then discussed the progress being made on the proposed CAA policy Handbook. Brian stated that he has made a number of edits, both his own and the suggestions made by the Board members, and that it is progressing well. Brian will provide an updated draft for the June, 2016 meeting and go through the Handbook in more detail.

There was a discussion that Troy Renner will discuss insurance at the June, 2016, meeting.

Brian also brought up the issue of background checks being conducted on behalf of the CAA by NCSI. Brian was going to follow up to confirm the criteria being used for the background checks, and see if they have a matrix that could be viewed. Brian will hopefully have more information concerning the background checks at the June, 2016, meeting.

It was discussed that Kari will make a presentation of the soccer program at the June, 2016 meeting, which shall include a discussion of the soccer budget. It was further discussed that going forward, the baseball/softball program would be discussed at the February meeting each year, soccer would be in May, and basketball would be in November each year.

The staggering of the officer terms for the CAA needs to be discussed and determined. One thought would be to have the treasurer and vice-president go together in one year, with the president and secretary be in the alternating year. There is also a search for a vice-president of the CAA.

With no further business to discuss, Mark Mullen made a motion to adjourn the meeting, which was seconded by Beth Adams, and approved by Brian and Kari. The meeting was adjourned at 8:01 p.m.

## CAA BOARD ANNUAL MEETING MINUTES

**Date of Meeting:** September 12, 2016  
**Time:** 7:00 p.m.  
**Location:** Lakeside Promotions, Chanhassen, Minnesota  
**Attendees:** Brian Benkstein, Mark Mullen, Kari Swalinkavich, Troy Renner and Terre Kimble. Bill Kemble appeared via telephone at 7:27 p.m.

Brian Benkstein opened the meeting at 7:06 p.m., and the minutes from the May, 2016, monthly meeting was discussed. After a discussion, Mark Mullen made a motion to pass the minutes, and the motion was seconded by Brian. The motion was approved by all, and the motion to approve the May, 2016 minutes passed.

Troy Renner then gave a presentation concerning the status of the 501(c)(3) designation for the CAA. Troy has had discussions with Jen Urban regarding this process. This process may take several more months prior to being completed. Troy was also going to check on who is taking care of the business filings for the CAA, and will confirm this with Mike Deegan.

Troy also discussed insurance, and provided a handout in which policies were compared. Troy did a thorough review of the different options, as well as the cost and the coverages. There were some questions regarding the cost to increase the coverage to see if it made financial sense for the CAA. Troy will obtain that information as it becomes closer to renew the policies in the spring of 2017.

Brian brought up the issue of background checks. The Board discussed the process for background checks, and reviewed the process currently in place with the CAA. Terre Kimble provided an explanation of the process. Each sport needs to ensure that a coach is not rostered to coach until the coach has received a "green" light as part of their background check. Each sport will make a concerted effort to get parents to apply for a coaching position as early as possible to avoid teams not having coaches while waiting for background checks to be completed. It is up to the individual parent(s) or person applying to be a coach to ensure they complete the application and provide the necessary information so there is no delay. The Board approved that Terre may run the necessary background checks paid for by the CAA. This topic will be further discussed at the next meeting.

The discussion next turned to electing and approving board members for the CAA, and electing and approving officers for the CAA. Troy Renner made a motion nominating Brian Benkstein, Mark Mullen, and Beth Adams to continue another term as board members of the CAA. Brian Benkstein and Mark Mullen will serve two year terms from October 1, 2016, to September 30, 2018. Beth Adams will serve a one year term from October 1, 2016, to September 30, 2017. The motion was seconded by Mark Mullen, and it was approved unanimously by Brian Benkstein, Kari Swalinkavich, and Bill Kemble. Mark Mullen made a motion to nominate Troy Renner to continue on for another term as a board member for the CAA for a period of one year from October 1, 2016, and ending on September 30, 2017. The motion was seconded by Brian Benkstein, and approved by Kari Swalinkavich, Bill Kemble, and Troy Renner. The terms for Kari Swalinkavich, Bill Kemble, and Ted Ellefson will continue to serve as board members of the CAA as they are their respective sport president for a period of one year beginning on October 1, 2016, and ending on September 30, 2017.

Mark Mullen then made a motion and nominated Brian Benkstein to serve a term as president of the CAA for a one year term beginning October 1, 2016. The motion was seconded by Troy Renner, and was approved by Kari Swalinkavich, and Bill Kemble. Brian Benkstein made a motion nominating Mark Mullen to remain as secretary for a one year term beginning October 1, 2016, which was seconded by Troy Renner, and approved by Kari Swalinkavich and Bill Kemble. Brian Benkstein made a motion nominating Beth Adams to serve as vice president for a one year term beginning October 1, 2016, which was seconded by Mark Mullen, and approved by Kari Swalinkavich, Troy Renner, and Bill Kemble. Finally, Brian Benkstein made a motion nominating Troy Renner to serve as treasurer for a one year term beginning October 1, 2016, which was seconded by Mark Mullen and approved by Kari Swalinkavich and Bill Kemble. Each term for the officers nominated and approved herein shall run from October 1, 2017, to September 30, 2017.

As a result of the approval of the motions made at the meeting, Brian Benkstein, Mark Mullen, Troy Renner, and Beth Adams were approved to serve another term as Board members of the CAA. Ted Ellefson, Kari Swalinkavich, and Bill Kemble will continue to serve as Board members of the CAA as the president of their respective sport.

The Board then discussed a private matter confidentially.

The agenda for the October 10, 2016, meeting is as follows:

1. Presentation of the basketball budget and program by Bill Kemble.
2. Discussion of the background check status and updates.
3. Financial matters of the CAA.
4. Other issues as needed raised by Board members.

With no further business to discuss, Mark Mullen made a motion to adjourn the meeting, which was seconded by Beth Adams, and approved by Troy. The motion was approved by all and the meeting was adjourned at 8:20 p.m.

## CAA BOARD MEETING MINUTES

**Date of Meeting:** October 10, 2016  
**Time:** 7:00 p.m.  
**Location:** Lakeside Promotions, Chanhasen, MN  
**Attendees:** Brian Benkstein, Troy Renner, Kari Swalinkavich, Beth Adams and Bill Kemble

The meeting was called to order at 7:00 PM by Brian.

### September Minutes:

We reviewed the September minutes and made a motion to approve with a few changes.

- Beth Adams was not present at the September meeting, so could not have seconded to adjourn the meeting.
- We would like to add the start and end dates for the terms of the CAA Board
- Mark to update the minutes
- Need to ensure that all minutes are posted to the CAA site (Brian to confirm with Terre)

### Basketball Budget:

This will be reviewed at the November meeting.

### Financial Update:

Troy provided a brief update that as of September 30, we ended our fiscal year. All filings are up to date.

### Background Checks:

Group discussed a few "rules of the road" as it relates to the background process.

1. All background checks must be completed and returned prior to a coach being placed on a roster
2. If an applicant comes back as RED, the applicant can appeal the "ruling" to the CAA Board.
3. If CAA clears the applicant, we need to provide guidelines as to how/why you can coach
4. Background checks typically take about 3 - 5 days and because the system is integrated with the registration system, Sports Directors have access to manage process

### Concussion Certificate:

The Board agreed this certification needs to be complete prior to being a rostered coach as well. We will need to update the handbook with this new procedure.

### Fundraising:

A discussion was held as it relates to baseball fundraising, especially around the 12-year-old boys who are going to Cooperstown. We talked about providing a list of what you can and cannot, but decided to leave the leeway up to the Sports Directors to determine appropriateness of event. If Baseball has concerns of questions, the CAA Board is happy to discuss.

Motion to adjourn the meeting made at 7:26PM by Beth Adams, with a second from Brian.