

**Rheems Athletic Association  
Board Meeting – October 14<sup>th</sup> 2018 - Meeting Minutes  
Funk Pub, Elizabethtown, PA**

President Greg Laszakovits called the meeting to order at 7:00 PM with all of the following board members in attendance:

Greg Laszakovits (RAA President), Michael Smith (Secretary), Jon Norman (Rugby commissioner), Brian Bell (Soccer president), Wendi Grinnell (Softball commissioner), Heidi Vognetz (fundraising chairperson), and

Rick Knowlton (Volleyball commissioner), Don Hall (Boys Lacrosse Commissioner), and Kelly Garber (Treasurer) were not in attendance.

- Special business/guests –

The following individuals were in attendance:

Peter Rivera – Elizabethtown Middle School LAX Coach  
Neil Ketchum – LAX Club

- Prior meeting minutes review and approval

Greg Laszakovits asked if there were any objections or revisions to the August meeting minutes. The minutes were approved. **Wendi Grinnell made a motion to approve the meeting minutes. Brian Bell seconded the motion. The board approved the meeting minutes unanimously.**

- Finances – Kelly Garber

The August/September 2018 financials required approval.

**Wendi Grinnell made a motion to approve the financials. Brian Bell seconded the motion. The board approved the financials unanimously.**

**2019 NOMINATIONS for RAA BOARD MEMBERSHIP:**

\* The following members have accepted the mass nomination sent from Greg Laszokovits, via email, on 4 October 2018-

<b><u>POSITION</u></b>	<b><u>NAME</u></b>
President	ShaunJude McCoach;
Vice Pres	Vacant (no nomination);
Secretary	Mike Smith;
Soccer	Brian Bell;
B. Lacrosse	Don Hall;

Volleyball	Rick Knowlton, Adam Kitchen;
Rugby	Jon Norman;
G. Softball	Wendi Grinnell;
Fundraising	Heidi Vognetz;
Finance	N/A (Kelly Garber serving 2 <sup>nd</sup> year of 2-year term)

### **ACTION ITEMS:**

#### 1. December 2017-

Surplus end of year money discussion ongoing. Individual sport funds and flow to general fund. Revenue sharing among sports with differing funds generation capabilities, registration funds, other fundraisers, Wenger feeds payments, etc.

**Update- Feb 2018-** There was a discussion/debate at the meeting on contributions to overall RAA finances and what portion of each sport would go into the general fund. Amounts discussed were 10% of funds raised or \$7.00 per registration. Board discussed ongoing issue to map out a way to assign percentages of contributions into balance sheet funds/assets. Greg & Kelly will look at how larger donations and membership fees flow to the general fund. Carried.

**Update- April 2018-** Don Hall asked about sports using fall funds in the spring (carryover) to use to secure practice facilities for inclement weather. The question was posed because spring funds are not available yet prior to registration funds are collected. Greg stated that each sport should have an idea of their annual budget. Board discussed the dynamic of new sports and its use of the general fund versus existing, more solvent, tenured sports. Board discussed whether to include additional funds in the registration fees to help boost funding. Officers will table the topic on carryover and sponsorship funding breakdowns in a follow-up meeting scheduled for Monday, 6/4/18. (Meeting was canceled).

**Update- June 2018-** **Not discussed at meeting. Board indicated that they were under the impression that this item had been closed.**

**Update- August 2018-** Greg explained the current situation to the board regarding how non-profit organizations do not typically carry large amounts of funds on the books. Options on the table are to invest the funds, lower registration fees, purchase land, etc. The topic has been tabled to discuss at an Officer's meeting, along with the topic of whether or not to keep funds flowing to the general fund versus leaving the money with each sport fund balances.

**Update- October 2018-** There will be a commissioner group formed to tackle the issue. Jon Norman brought up the idea of a 'rainy day' fund for unknown expenses. Wendi Grinnell suggested that each sport should retain a percentage of their fundraising, if a portion does have to go to the general fund. Neil Ketchum asked the question of why would the organization accrue such an amount of money in the general fund without a goal in mind. It was explained that the board did not make a conscious effort to raise this funding. A year's worth of activity, figuring out sport budgets, adding a new sport, etc., has resulted in surplus. The board has been discussing what to do with the surplus for almost a year now. **Open – Carried.**

#### 2. December 2017-

Discussion started at 12/10/2017 meeting about holding an RAA community day picnic to raise awareness of what RAA programs have to offer and to say "thank you" to all involved volunteers.

**Update- June 2018- Not discussed at meeting. Carried.**

**Update- August 2018-** The topic was discussed and consensus was to rethink the approach to a day together with the community as an RAA fair. The hope is to increase interaction with Elizabethtown area individuals, with a purpose: Meet with all of the sports at stations set up like booths at fair or conference, have food trucks, solicit volunteers to help with RAA sports, combine with a food drive for local shelter/food bank, etc. **Subcommittee member volunteers – Kelly, Wendi, ShaunJude and Mike Smith.** The goal was for the subcommittee to meet prior to the 14 October meeting.

**Update- October 2018-** Subcommittee has yet to meet. It was discussed that perhaps the meeting will be scheduled in early spring if the board still intends to pursue this action item. **Open – Carried.**

### 3. February 2018-

Question brought up on how to approach non-paid fees for athletics, and what to do with people who do not pay. There is \$21,000 of unpaid fees over 5 years of records on file.

**Update- June 2018- Not discussed at meeting. Carried.**

**Update- August 2018-** Wendi Grinnell mentioned that RAA's website has yet another functionality that most are not using, but she has found success with its use with softball registration fees. The website allows a program coordinator to "waitlist" players who do not pay their registration fees within 7 days of registering for a sport. Once paid, the player is removed from a waitlisted status. Additional discussion ensued concerning how to handle unpaid accounts payable fees. This outstanding balance will be written off to a point. Each sport will evaluate the data & zero out the majority that is older than a certain amount of days to be determined. Kelly Garber, treasurer, asked individuals to complete this task by the end of the calendar year.

**Update- October 2018-** ShaunJude expressed his desire for the sports to keep the accounts receivable amounts from sport registrations current. He wishes the sports to look to zero out any outstanding registration fees due from entrants, to be zeroed out, if they are more than a year old. Going forward, sports may try to set up website registrations to 'waitlist' players if payments are not made within a certain timeframe. The system would notify the parent/guardian, via email on file, that the player has been 'waitlisted' until payment of registration amounts due are made in full. They would be able to click a link to go and make payment, or to contact the commissioner of the sport if they need to make other arrangements.

**Open – Carried.**

### 4. April 2018-

Ongoing discussion concerning the use of Fall money to secure practice facilities in the spring.

**Update- June 2018-** Discussion was had about budgets and how only two sports submitted budgets thus far, for Fall/Spring. Carried.

**Update- August 2018-** Rob Grinnell and Brian Bell had posed a question to RAA parent membership at large stating "would you be willing to pay more in registration fees in order to have guaranteed indoor practices?", and received responses that trended to "NO" as the answer most given. ShaunJude mentioned that he has a contact at the Nook with whom he will speak to see about the possibility for any price breaks and/or deals that the Nook may be willing to offer RAA sports in the future.

**Update- October 2018-** The board will close this item and roll it up under ongoing agenda item #1, “surplus money” determination. **Item closed 10-14-18.**

5. April 2018-

Homework assignment for each sport to list what they need in the form of help coordinating the sport and what they can give away in the form of registrations in exchange for help. This is a possible plan in lieu of hiring a P.T. coordinator to handle a good portion of this additional work required of each of the sport’s coordinators.

**Update- June 2018-** Discussion was had about possibly offering ½ off of registration cost in lieu of full price, in exchange for volunteering to help with the sport. These volunteers would be in charge of tasks, that may be broken down into smaller requirements, to encourage participation. Carried.

**Update- August 2018-** Brian Bell mentioned that with Paula Burke leaving her post as risk coordinator, that that position may require hiring a part time person to keep track of all coaches, clearances and risk management issue in general. It was mentioned that there is a service offered by a company called “Castle Branch” that offers to track these issues for organizations. Wendi Grinnell mentioned that our RAA website actually has the functionality to track volunteer clearances within the organization. Wendi said she is going to talk with Marci Yakscoe, possibly to consider taking over for Paula. Mike Smith posed the question if it would be advisable for RAA to have counsel sit in on RAA meetings; at least semi-annually. ShaunJude may ask around to see if that is a good idea or if it is not necessary.

**Update- October 2018-** The sports are going to tackle this issue themselves, going forward. **Item closed 10-14-18.**

6. August 2018-

Greg wished to add item: Conversation regarding the purchase of additional insurance for RAA.

**Update- August 2018-** Greg mentioned that the only insurance RAA currently carries is spectator insurance, in the event that someone was injured while observing a sporting event. Greg has sought a quote for additional insurance from Erie insurance to cover officers of board. The combination of all policy quotes totaled \$12,000/year in premiums. This included accidental, general liability, auto, parental transport, abuse and molestation. The board did not think that this was a reasonable premium to pay. Greg is to check back with the agency and report to the board.

**Update- October 2018-** Greg and ShaunJude to explore further agency offerings off line. **Item closed 10-14-18.**

7. Aug 2018-

Brian Bell wishes to discuss the handling of website platforms going forward. Specifically, soccer will be required to move to a new platform possibly as early as next year, as all soccer clubs in the U.S. will be required to do so.

**Update- August 2018-** Brian brought this item to the attention of the board to get out in front of a change that is coming next fall/spring year, (‘19/’20). U.S. Soccer will be requiring a change to a new website platform for its membership. Brian thinks that the website is free but that they take a small portion from each registration fee. This topic also brought up additional thoughts on the

website. If soccer goes, do the other RAA sports go as well? What then happens to the RAA site? Do the other sports stay with it? The board did not want to open a large discussion on the topic at that moment. Brian just wanted the board to be aware of the impending situation. Roger Garber will be involved to understand the impact and how RAA will react.

**Update- October 2018-** Brian indicated that it is no longer necessary to keep this agenda item open. He will update everyone if anything new arises. **Item closed 10-14-18.**

### **Athletic Program Updates:**

#### 1. Fundraising and sponsorship - Update – Heidi Vognetz

- Kayla Hufman has taken over fundraising with R&K for soccer
- Heidi just registered online with Dick's sporting goods in search of an additional sponsor.

#### 2. Softball – Update – Wendi Grinnell

- Softball felt the effects of rough weather in the fall, having to cancel three games out of a six game season.
- Softball is currently in the middle of their fall fundraiser. “Mr. Sticky” sticky buns. It is going so week that they're actually hitting their \$400 daily limit.
- Wendi is trying really hard to adjust the spring timeline – starting the whole registration process to playing process about a month early (December vs. January) in order to inform DRGSL league of the number of teams they will have.
- Wendi brought up uniform issue with Elizabethtown Sporting Goods, and asking what can we do to bypass that option. She is looking to take softball elsewhere due to several issues with timeliness, product issues, etc. Jon Norman suggested a vendor that he uses in Ephrata.

#### 3. Boys Lacrosse – Update – Don Hall

- Don Hall ask Neil Ketchum to sit in his place at this meeting to provide the RAA Lacrosse program update.
- Lacrosse is looking to rework the fee structure in order to lower the fees to perhaps bolster sign-ups.
- Lacrosse is looking to collaborate with the high school team (club).
- Additional items that Lacrosse is facing are I.T. issues/website and sport insurance.

#### 4. Soccer – Update – Brian Bell.

- Brian stated that soccer would look to hire a director of Rec soccer coaching.
- Soccer would also like to make it mandatory to take at least the minimum online coaching course offered by USA soccer, but he wants to balance that with necessity and willingness of coaches to volunteer and participate given those types of demands of the program.

- Megan Hershey has set up a referee course for RAA. Sign-up capacity is 30 individuals. This limit has already been reached. The course is on the 2<sup>nd</sup> Saturday in November.
- Brian mentioned that there was an occurrence of some referee/coach issues this past weekend that had to be addressed.
- Brian wishes to educate coaches and new potential referees more, to avoid potential conflicts.

5. Volleyball – Update – Richard Knowlton

- Rick not in attendance.
- ShaunJude offered a quick update: Adam Kitchen will be looking to take over the Volleyball commissioner position in the coming election and year.

6. Rugby – Update – Jon Norman

- Off season. No update.

7. Compliance/Risk Management – Update – Paula Burke

- Krista Ritter will be taking over this post from Paula. Krista has two children in the U6/U8 soccer program.
- A suggestion was brought up for Compliance to reach out to Roger on website functionality to track clearances a different way from how it is done currently.

8. Facility/Field Maintenance – Update.

- No update.

9. Miscellaneous –

- No update.

2018 remaining scheduled RAA Board Meetings:

The board agreed to the following dates in 2018 for RAA board meetings.

Time: 7pm Location: Funk Pub, Elizabethtown.

Dates: Sunday, 9 December 2017 (Board Elections)

Meeting adjournment: Wendi Grinnell made the motion to adjourn the meeting and was seconded by Brian Bell. The meeting was unanimously brought to an official close at 8:23 pm.