

ALCOA LITTLE LEAGUE BOARD MEETING MINUTES

Date: 2/9/2019

Time: 10:00 am

Location: The Terry's Home

In Attendance

Mike Terry

Dawn Terry

Justin Cvitkovich

Anna Cvitkovich

Rian Ludwig

Dani Steinbach

Approval of Minutes

There were no previous meeting minutes to approve.

Board

Mike Baron has resigned as the President and will no longer hold a board position.

Roshan Tayefemohajer resigned as Communication Officer and will no longer hold a board position. She has moved out of the area.

Tod Rupe resigned Umpire-in-Chief and will no longer hold a board position. He is moving out of state.

Justin Cvitkovich was nominated by Mike Terry for President.

Dani Steinbach seconded the nomination.

All in attendance approved the nomination.

Anna Cvitkovich was nominated by Dani Steinbach for Treasurer.

Rian Ludwig seconded the nomination.

All in attendance approved the nomination.

Rian Ludwig was nominated by Dani Steinbach for Player Agent.

Mike Terry seconded the nomination.

All in attendance approved the nomination.

Samantha (Sam) Beatty was nominated by Dani Steinbach for Registrar.

Rian Ludwig seconded the nomination.

All in attendance approved the nomination.

Mike Terry will continue as the Vice President and Sponsorship Director.

Dani Steinbach will continue as Safety Officer and Field Maintenance Manager.

Dawn Terry will continue as Equipment Manager.

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Lori Gill was not in attendance and has not confirmed if she will continue as the Concession Manager this season.

We had a discussion on best method of communication and documentation. It was encouraged to use email and not text. Include all and only board members in discussions. If a new topic is to be communicated create a new email chain with a different subject line.

The Club & League Connect program we use to manage the website, communication emails and registration offers the ability to set up standardized emails for the league for free.

Open Board Positions:

- Umpire-in-Chief
- Concession Manager (possibly open)

Follow-up:

- By Laws need to be updated
- Keep looking for people to fill open board positions
- Set up following emails in League Connect
 - president@alcoalittleleague.org
 - Send to Justin & AlcoaLLpresident@gmail.com
 - Vicepresident@alcoalittleleague.org
 - Send to Mike & AlcoaLLpresident@gmail.com
 - safety@alcoalittleleague.org
 - Send to Dani & AlcoaLLpresident@gmail.com
 - treasurer@alcoalittleleague.org
 - Send to Anna & AlcoaLLpresident@gmail.com
 - umpire@alcoalittleleague.org
 - Send to AlcoaLLpresident@gmail.com
 - fundraising@alcoalittleleague.org
 - Send to Mike, Dani & AlcoaLLpresident@gmail.com
 - playeragent@alcoalittleleague.org
 - Send to Rian & AlcoaLLpresident@gmail.com
 - registrar@alcoalittleleague.org
 - Send to Sam & AlcoaLLpresident@gmail.com
 - equipment@alcoalittleleague.org
 - Send to Dawn & AlcoaLLpresident@gmail.com
 - fields@alcoalittleleague.org
 - Send to Dani & AlcoaLLpresident@gmail.com
 - Concessions@alcoalittleleague.org
 - Send to AlcoaLLpresident@gmail.com

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League Status

Justin, Mike and Dani attended meeting with Columbia Little League on 2/4/2019. Each gave rundown of items discussed and opinions of the meeting. After a discussion regarding direction of league it was agreed by all in attendance that we would not combine with Columbia at the minors and majors levels. Justin will write follow-up email to Sarah and Dan at Columbia regarding decision.

Mike motioned we pay our Little League International Charter fee of \$1,510.00 + processing fee. This will also take care of our insurance.

Rian seconded the motion.

All in attendance approved the motion.

Justin filed the 2018 taxes for Alcoa Little League. We were under \$50,000 revenue.

Follow-up:

- Justin to pay charter fees online via online check

District 4 Status

Justin will reach out to Mike Ray, District 4 president, to set up a meeting. We need to ensure we are not missing any deadlines. Mike Terry had reached out roughly two weeks ago, but Mike Ray had been ill and was unable to meet.

Follow-up:

- Find out how much money we owe the district.
- Find out when the next district 4 meeting will be held.

Safety

All background checks will be online and handled by JDP. Dani & MikeT have access to the JDP program.

No medical release forms have been turned in for this season.

Follow-up:

- We are to have our ASAP safety plan submitted by middle of March to District 4.
- Continue with background checks for all volunteers.
- Get Justin administrative access to JDP program
- Medical release forms have to be completed prior to tryouts and/or the first practice.

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Budget

Dani motioned the following:

- Take Mike Baron off the Umpqua Bank account.
- Keep Justin Cvitkovich on the Umpqua Bank account.
- Add Mike Terry on the Umpqua Bank account.

Rian seconded the motion

All in attendance approved the motion.

Mike Terry filled out Umpqua paperwork to be added to account. Since Justin is already on the account he needs to take paperwork and meeting minutes into the bank to make the adjustment. While in the bank he will inquire about online access.

Justin clarified, per Little League guidelines, the Treasure position should not be signatory on the bank account and should only balance the books. He also noted it was not recommended to have a debit or credit card for the league's account.

Discussed no money to be spent without board approval.

Current overdue balance at Athlete's Corner is roughly \$2,900

Follow-up

- Need a budget for 2019

Registration

There was a lot of discussion on how do we improve registration. This is a list of items discussed

- Go to middle schools that their boundaries overlap our boundaries
- Knock on Doors
- Find out how many boundary exceptions have been granted for middle schools to move kids out of Alcoa's area
- Hand out flyers
- Hang flyers at grocery stores, apartment complexes and businesses

Current Registration as of 2/4/19 was 37 kids.

Follow-up:

- On 2/21/19 there is an open house night that Anna suggested we set up a table to promote registration.

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- Get an electronic flyer into Peach Jar, the Vancouver School District electronic announcement program.
- Find out if Evergreen School District has an electronic announcement program
- Get Rian access to Club & League Connect system.

Team Coordination (coaches, teams, uniforms, pictures)

Currently don't have a list of coaches/managers.

Tryouts:

- 2/23 and 3/2.
- Minors 11am-noon, Majors 12:15-1:15

We need to hold Manager's meeting as soon as possible. We talked about perhaps having at Heathen Brewery the same night as our fundraiser.

Mike Baron gave Dani boxes of player information, a tote of all star pants and a tote of miscellaneous paperwork. Mike Baron still has jersey's at his house.

Follow-up:

- Jersey and hats will be researched and priced by Sam and review with board on 2/23
- Team pictures need to be researched, priced and scheduled for opening ceremonies
- Inventory of fan gear & hats needs to be made
- Inventory of all stars gear needs to be made
- Dani to reserve conference room downstairs at Heathen Brewery for Manager's Meeting, Board meeting, and/or Draft on 3/3 to coincide with fundraiser night

Umpires

Need Umpire in Chief

A case of baseball rule books, handful of teeball guidebook and 2 umpire guidebooks have been delivered to the league. Rule books will be handed out to managers, coaches, and each board member.

Follow-up:

- Find out when Umpire clinic will be held.

Fields

No field clean-up days have been scheduled.

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Follow-up:

- The field survey needs to be complete to accompany the ASAP safety plan
- Develop plan and budget for each field
- Reach out to Will Block to use sod cutter again
- Move field maintenance equipment from Conex1 to Storage Area next to concessions
- Schedule clean-up days

Concessions

We need a concessions manager.

A discussion was had about running the stand. How do we make it easier to run and get volunteers to run it. We discussed the following options:

- If we sell only sealed foods, do we have to have a permit
- Should we sell only sealed foods (pop, Gatorade, candy, popcorn and chips)
- Should we invite food trucks on weekend / busy game nights

Follow-up:

- Justin will research food trucks
- Dani will research health code and permit requirements

Fundraiser

Mike would like to set up a GoFundMe account for Alcoa Little League.

Dani motioned to set up the account

Justin seconded motion

All in attendance approved

Mike motioned to have the player's fundraiser be a Hit-a-Thon to be held at opening ceremonies.

Justin seconded motion

All in attendance approved.

Dani would like to host a Used Clothes Drive. League collects used clothes, coordinates with Value Village representative and we get paid by the pound for clothes collected.

Mike motioned to hold the Used Clothes Drive on 2/23 and 3/2.

Justin seconded the motion.

All in attendance approved.

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There is roughly 36 cases of candy left to sell with 60 candy bars (\$2,100) at Dani's house. The board members can sell this candy. We need to sell it in concessions.

Follow-up:

- Mike to set up GoFundMe account
- Research companies to host Hit-a-thon fundraiser

Communication

Mike Terry will continue promoting through Facebook, Dani has access to post to FB. Mike Baron's access to Alcoa's FB page has been removed.

Dani, Mike, Justin and Rian need to have access to League Connect to have access to post to website, and review registration. Dani offered to continue to send out emails to league.

Follow-up:

- Mike Baron's access to League Connect needs to be removed.
- Ensure Mike Terry, Justin and Rian have access to League Connect.
- Send out following emails to the league:
 - Need Managers and Coaches
 - Push Registration
 - Communicate they need to register now because teams are forming
 - If they need to make payment arrangements then select pay by check and a league representative can contact them.
 - We have some gloves and gear available for use if needed.
 - Communicate Tryout Dates:
 - 2/23 and 3/2
 - Minors 11-noon
 - Majors 12:15 to 1:15
 - Need to have Medical Release Form completed before able to go onto the field for tryouts and/or first practice, whichever first.

Next Meetings

2/23/19 | 9am, @ Fields for Tryouts

3/2/19 | 9am, @ Fields for Tryouts

3/3/19 | 3pm, @ Heathen Brewery for Board meeting / Manager Meeting / Draft

Motion was made at 12:35 by Mike to adjourn. It was passed unanimously, yet everyone kept talking.