

White Bear JO Volleyball Board Meeting Minutes **5/15/07**

Members Present: Rachael Schmieg, Patrick Rinella, Teresa Akermark, Roger Linnell, Kim Bocklund, Stacy Hinz, Chris Erickson

Treasurer's report: Pat announced that the current balance in our account is approximately \$ 14,700. This balance is approx \$ 5,000 less than it was last year at this time. That variation is due to recent expenditures for new equipment. Pat reported that there are a few instances of outstanding fees still to be collected from participating families. The amount outstanding is approximately \$ 1,400. He recommended that we establish a more formal club policy regarding the use of postdated checks to pay club dues. The Board asked that Pat come back with a suggested policy that can be considered at our next Board meeting. A suggestion was made to include current information about local fundraising options available to area families as part of that policy.

Pat also informed us that the Club is in need of addressing outstanding and future tax reporting obligations (i.e. – 1099 forms to coaching staff, etc.). This needs to be taken care of in the immediate future to meet IRS timeframes. He researched options available to the Club for securing accounting assistance with these concerns. After talking with several vendors, Pat recommended that the board approve a measure to contract with the White Bear Lake accounting firm of Tautges, Redpath & Company. They have experience working with non profit organizations in these matters. The contact person at that firm would be Diane Hickok. Pat estimated the cost of addressing all outstanding IRS reporting obligations to be approx \$ 1,500. Annual expenses for future accounting services would be somewhere in the range of \$ 800 - \$ 1,500. The motion to contract with Tautges, Redpath & Company was unanimously approved by the Board. Pat will take the next steps to formalize that working relationship and to address all outstanding Club accounting issues. He will report back to the Board at the next meeting.

The board spent time reviewing the various job duties that need attention over the course of the year for the Club to efficiently function. This list was created by Elissa Kovala, Club Director. Listed below are the duties currently assigned along with those duties in need of volunteer help:

Kim Bocklund:

Advertising – getting JO flyers distributed throughout the high school and middle schools for distribution to students; getting registration and tryout information into the local paper (White Bear Press).

Making JO informational tri-fold brochure

Updating and making copies of official White Bear JO Player-Parent Handbook. Kim will be getting the handbook on the JO website this year so it can be accessed in that fashion as well.

Additional duties Kim has agreed to until other volunteer parents can be found: Updating JO website on as needed basis; Helping Teresa with registration tasks; ordering and distribution of team uniforms.

Teresa Akermark:

Coordination of Registration process

Coordination of try-out process w/ coaching director

Coordination of Player – Parent Meeting Night

Rachael Schmieg:

Coaching Director – Hiring and scheduling of coaching staff; participates in all Board functions

Pat Rinella:

Treasurer duties.

Roger Linnell:

Parent liaison.

Chris Erickson:

Secretarial duties.

Assist Teresa with registration / try-out tasks.

Additional Duties that have no volunteer to coordinate:

Rachael will discuss operating the High School volleyball concession stand with parent volunteer Jeannie Mueller. Jeannie coordinated this last year. 50% of the profits from the concessions go to the JO Club.

Website coordinator: Oversee the JO website to assist coaches and Board members to update the information. It is hoped that coach's bios, team pictures, regular updates of tournament results, and individual highlights can all be added to the website throughout the season to make the site more useful and enjoyable for everyone.

A parent volunteer is needed to partner with Teresa in overseeing the various duties involved with the registration and try-out process.

A uniform coordinator to oversee the ordering and distribution of team uniforms.

Rachael and Stacy did a review of equipment and first aid kits to insure the Club has sufficient resources in both of those areas.

After discussing the various duties that are essential in operating the Club in an efficient and timely fashion, the Board reviewed the position of coaching director that Rachael has filled the past few years. This has been an un-reimbursed position, even though the job involves many time consuming tasks throughout the season. Many of the metro-area volleyball clubs similar to ours do reimburse this position due to the heavy demands of the job. Rachael coached two teams last year along with fulfilling the role of coaching director. She will not be able to do this next year, and will have to step back from some of those commitments. In the ensuing discussion, the Board felt that a competent and committed coaching director is essential to the success of the Club. The Board also felt, after a review of the demands of this position, that reimbursement at a meaningful level is both warranted and essential. As such, the Board will consider this issue in greater detail at the next meeting.

Roger Linnell commented on the few parent situations he was involved in this past season where parents had questions or concerns about playing decisions or the coaching style of specific coaches. These situations were brought to Roger's attention by the coaches or Rachael after the fact. Roger requested that parents be referred to him as soon as any concern is brought to the attention of a coach or to Rachael. Roger's liaison role is designed to provide an intermediary function that keeps the focus on the specific concern/s while working to insure effective communication and resolution of those concerns. In light of playing time concerns brought up by a few parents this past season, it was recommended that the handbook specifically address the difference in competitive expectations and playing time between the orange and black teams within each age group.

Rachael brought up a tournament option for future seasons that she would like the Club to consider. The Northern Lights Club hosts a qualifying tournament at the end of April, at the Minneapolis Convention Center. Many of the teams participating go on to national competition, so the level of play is high. Rachael feels this would provide excellent experience for our more competitive teams. She recommended the Board consider adding this tournament to the play dates for the Black teams. This could be done as a replacement for another tournament those teams have historically participated in at the end of the season. The cost of the Northern Lights tournament is more than the tournaments the Club has participated in, so some accommodation may need to be made from a financial standpoint. The Board will take this under consideration and discuss it at upcoming meetings.

The meeting was adjourned at this point. The next board meeting will be scheduled in the later part of June to give the board ample time to discuss and prepare for next year's season.

Submitted by Chris Erickson
Board Secretary