



CLEAR LAKE LACROSSE BAY AREA YOUTH LACROSSE



BAYLAX/CLLA BOARD MEETING July 7th, 2016

Board Member	Present	Telephonic	Absent	Board Member	Present	Telephonic	Absent
Kevin McConnell	X			Chris Penrod		X	
Russ Compa	X			Chris Cookson	X		
Kalyn Ferrell			X	Beth Burroway			X
Kevin Schaber	X			Lanny Brown	X		
Michael Tucker	X			Justin New	X		
Chris DeAlmeida		X					

Also present telephonically – Shasta Martin, Chairperson Policy/Procedure Committee.

Kevin M called meeting to order at 6:35.

Motion to approve minutes from 6/3/16 meeting by Russ C, second by Chris P.

It was noted that the edits to the Program Director Job Description was passed by electronic vote. Also noted that future electronic voting will be simplified by the addition of “buttons” on the emails.

Operational Committee Updates

1. Coach Selection Committee – Chris D
Coach Selection Policy & Procedure was discussed/reviewed and subsequently adopted by vote. In addition, a Roster has been developed and will be utilized to track the application process. On-line application process began with “invites” by Kevin S.
2. Tournament Committee
Lanny Brown updated the Board regarding the League City HOT and upcoming LC Meeting 7/20. Justin N and Kevin S expressed concern of HS involvement due to the dates and the proximity to the opening spring season. Began initial discussion about format including the out of town teams noting the importance to get “heads-in-beds” for the potential LC grant. Still looking for Chairperson – invites will be sent by Kevin M.
3. Fields/Scheduling Committee – Chris P
Chris P presented a list of fields available to CLLA. Still working to secure CLP and SportsPlex fields. Chris will be meeting with Organization VP’s and Program Director to identify point person in each level and practice schedule.
4. Policy/Procedure Committee – Shasta Martin
Policies discussed/reviewed. Additional edits required as noted by Mike T regarding the Inclement Weather to move the “responsibility if there will be practice...” away from the Coach. Suggested that VP and/or Program Director as decision maker. Additional review required to the Concussion Policy to match current policy and procedure. Concussion protocols will be provided to Shasta M for addition to policies. A policy will be drafted regarding Player Attendance. Discussion regarding when Policies will be presented to Coaches/Players/Parents to each – suggested that the Annual Parent/Player Meetings that will occur prior to each Season. Coaches portion will be added to the Coach Contract. Completed packet will be sent to the Board Members for review after edits/additions are complete.
5. Ad Hoc – CLLA By-Law – Governance (Articles 4/5/6)
Chris C presented a hard copy containing 4 examples/suggestions regarding the overall governance in the By Laws. Suggested to make Board Member terms 2 years to increase continuity and ensure experienced Members are present. Suggested that the Board Officers (President, Treasurer, Secretary) be from Members in their second year of service, also to ensure continuity. Chris C will make suggested revisions to Articles 4/5/6 of the By Laws for review/adoption.
6. Registration Committee
Chairperson and Board Member TBD. Dates and initial strategy discussed and it was determined that on-line registration will occur immediately once pricing, practice field location, and



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tournaments for the Fall Season are determined. Russ C will be presenting the budgetary impact for determination if pricing will remain the same – Kevin M to make recommendation to Board asap.

Board Member Reports

1. Finance – Russ C
Russ present the finalized FY 2015-16 Budget vs. Actual. 2016-17 Budget strategy was presented and will be available for review asap. Final discussion will occur with Justin N and Organization VP's to determine budgetary needs for upcoming seasons. Russ will work with Kevin M and Lanny to prepare for the League City HOT Meeting on 7/20. Sales/Use Tax Return to be prepared.
2. Market/Merchandise – Chris C
Discussion regarding upcoming registration needs and timing for marketing and merchandise needs. Alicia M to provide past vendors/cost used for advertising. Mike T to provide past uniform vendor used for MS. Kevin M discussed the need to keep this process as single entity to ensure an organized/timely process. Chris C will need additional volunteers to perform the needed duties for registration.
3. Fundraising/Strategy – Beth B
Beth was absent and will make her update available to Board Member electronically for review.
4. Program Director Advisor – Justin N
Justin began initial discussions regarding League Showcases to bring in college level coaches/talent for CLLA recognition. Further discussion with Russ and Lanny to incorporate into the LC HOT Proposal asap. Justin outlined potential Summer Camps/Clinics – field permits to be obtained and website registration/social media “campaign” to begin asap.

Unfinished Business

1. Outstanding receivables – Russ C
Russ presented recent effort and outcomes. Complete.
2. HS pennies – Kevin S
Kevin has the pennies and will do a final review to make sure all are accounted for. Discrepancies will be handled on an individual basis and reported to the Board accordingly.
3. League equipment collected/inventoried – Mike T
Balls/ball bag collected from Sam V. No other responses received by Mike from attempts to collect equipment from last year's Coaches. Potentially some is being held and utilized for Sunday Play Dates, etc. Further follow up by Mike T and Kevin M.
4. Updated Sylvan field contracts – Chris P
Chris outlined arranged contracts and required signatures. Kevin M will completed asap.
5. AED/First Aid bags – Chris P
4 AED's identified with potentially one unit unaccounted. Kevin S to further investigate
6. Merchandise inventory – Alicia M
Complete and added to financials.

New Business

1. Website vendor options – Kevin M
SportNgin (current) vs. USLaxTeam.com (recommend) comparison presented. Vote passed to adopt a transfer to the new vendor asap with special attention to registration timelines. Need for a dedicated Webmaster noted – suggestions on a paid and intern type position. Job Description developed and position to be filled asap. Kevin M to make recommendations asap. Kevin M to arrange migration to new vendor.
2. US Lacrosse adoption of Team nomenclature – 8U, 6U, 4U and 2U. Discussion occurred to have CLLA and BAYLAX registration/coach contracts, etc. to reflect these changes and will be adopted by all Committee moving forward.



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Announcements

Next Meeting – monthly
Date/Location TBD

Meeting adjourned at 8.40pm