

Eden Prairie Volleyball Association Board Meeting

July 10, 2014 - 6 pm – Activity Center

Board Members Present: Dean DiBias, Tami Reynolds, Julie Peterson, Kim Reed, Lori Thrune, Steve Gudvangen, Brent Pond, Kendra Lettau, Jim Korman, Greg Schu, Brian Nichols

Board Members absent: Amy Martinson, Connie Nicholls, Dave Carl, Maggie Horn, Kymberly Rowland

Guests Present: Chad Becker (Program Director), Heather Bley, Karen Carl, Mike Lewis, Kris Beatty, Mary Reiling, Matt Skattum

- Approve May Meeting Minutes (Vote)
 - *Motion made to approve the May Meeting Minutes as written and distributed via email and reviewed in the meeting; Motion second*
 - *Motion approved with no objections*
- Board Elections (Vote)
 - a. Resignations
 - Connie Nicholls (will continue to support the Uniform/Equipment Committee, however not a board member)
 - Brian Nichols (will serve as consultant for Treasurer transition, however not a board member)
 - Maggie Horn
 - Dave Carl
 - Jim Korman
 - Dean Dibias
 - Kymberly Rowland
 - b. Retained Members
 - Brent Pond (declaration of intent – 2 years through July ‘16)
 - Steve Gudvangen (declaration of intent – 2 years through July ‘16)
 - Julie Peterson (declaration of intent – 1 year through July ‘15)
 - Amy Martinson (declaration of intent – 1 year through July ‘15)
 - Lori Thrune (declaration of intent – 1 year through July ‘15)
 - Greg Schu (declaration of intent – 1 year through July ‘15)
 - Kendra Lettau (declaration of intent – 1 year through July ‘15)
 - Tami Reynolds (declaration of intent – 1 year through July ‘15)
 - Kim Reed (declaration of intent – 1 year through July ‘15)
 - c. New Candidates
 - Kurt Potter (declaration of intent – 2 years through July ‘16)
 - Matt Skattum (declaration of intent – 2 years through July ‘16)
 - Mike Lewis (declaration of intent – 2 years through July ‘16)
 - Heather Bley (declaration of intent – 1 year through July ‘15)
 - Kris Beatty (declaration of intent – 1 year through July ‘15)
 - Mary Reiling (declaration of intent – 1 year through July ‘15)

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- *Motion made to approve the Board Elections with declaration of intent (Resignations, Retained Members, and New Candidates) as outlined globally above; Motion second*
 - *Motion approved with no objections*
- *Motion made to expand the board to 15. Motion second.*
 - *Motion approved with no objections.*
- Officer elections: President, Vice President, Treasurer, Secretary – for a duration of 1 year effective July '13 2014, as stated in the EPVA By Laws:

Steve Gudvangen, President

Brent Pond, Vice President

Julie Peterson, Secretary

Kris Beatty, Treasurer

 - *Motion made to approve the Officers as outlined above; Motion second*
 - *Motion approved with no objections*
- Policy Changes Review (Vote)
 - a. Refund Policy
 - JO Tryouts
 1. Registration fees are refunded to anyone not accepted into the program.
 - JO Season
 1. The EPVA is a nonprofit organization that strives to keep fees as low and affordable as possible. In order to do this we set fees for each season based on a net zero budget – that is, we charge what we expect to spend. Budgets are created for each team by totaling expenses for categories including coaches' salaries, practice courts, tournament fees, uniforms, player registration, equipment, insurance and administrative costs. The total cost to field a given team is then divided by the number of girls on that team to arrive at individual fees. Thus, once a player has been accepted into the program or placed on a team there will be no refunds.
 2. Families will have the opportunity to petition the Board of Directors for forgiveness of fees in the event of an unforeseen financial hardship combined with a season ending injury. The petition will be voted upon by the Board at its next scheduled Board meeting.

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- Camps and Clinics

1. Refunds available if requested prior to the first day of the camp or clinic.

b. Injury Policy

- If a player is advised by a doctor to miss a practice or game because of injury or other medical condition, a doctor’s note must be provided to the Club Director clearing the player to return before they will be allowed to participate in future practices and games.

- *Motion made to approve the policy revisions as outlined above; Motion second*

1. *Motion approved with no objections*

- Committees and Assignments – EPVA is a “Working Board”, all board members will serve on a committee for at least 1 year. Each committee has a definition of functions that are in line with experiences from the '13 season, however the team can choose with board approval to adjust as needed to meet program needs. The high level roadmap by program is:

Season	From	To	Age Groups							
			K	1-2	3-4	5-6 (12U)	7-8 (14U)	9-10 (16U)	11-12 (18U)	
Summer Camp	23-Jun	27-Jun	✕	✕	✕	✕	✕	✕	✕	✕
High School Clinic	21-Jul	25-Jul					✕	✕	✕	✕
Fall Rec	2-Sep	31-Oct	✕	✕	✕	✕				
Fall Comp	2-Sep	31-Oct			✕	✕	✕			
JO Clinics	15-Oct	31-Oct				✕	✕	✕	✕	
JO	1-Nov	21-Jun				✕	✕	✕	✕	✕
JO Prep	10-Jan	10-Mar			✕					
Skills	10-Jan	31-May				✕	✕			

Season	Month	2014										2015					
		Apr	May	Jun	Jul*	Aug	Sep	Oct*	Nov	Dec	Jan*	Feb	Mar	Apr*	May	Jun	
Summer Camp		Plan	Plan	Plan	Plan												
High School Clinic					Plan												
Fall Rec					Plan	Plan	Plan	Plan									
Fall Comp					Plan	Plan	Plan	Plan									
JO Clinics																	
JO																	
JO Prep																	
Skills																	
* Board Meeting																	
Plan																	
Execute																	

For planning purposes, each Chair should familiarize themselves with this roadmap and timeframe to effectively plan with their teams and prepare to report out progress at each board meeting. As a supplement – a draft list of Roles and Responsibilities of some of the committees are outlined at the end of this summary as a starting point.

<p>a. Finance Committee</p>	<p>Chair: Kris Beatty Participants: Heather Bley, Steve Gudvangen, Brian Nichols (Consult/Transition), Greg Shu</p>
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b. Webmaster – Kendra Lettau	Chair: Kendra Lettau Participants: Julie Peterson
c. Coaches Committee	Chair: Tami Reynolds Participants: Matt Skattum, Greg Shu
d. JO Prep Committee	Chair: Steve Gudvangen Participants: Kurt Potter
e. Summer Camps and Clinics Committee	Chair: Heather Bley Participants: Kris Beatty, Kim Reed, Mary Reiling, Brent Pond
f. Uniform & Equipment Committee	Chair: Heather Bley Participants: Kendra Lettau, Amy Martinson, Connie Nicholls (Consultant)
g. Picture Coordinator	Chair: Kim Reed Participants: Lori Thrune
h. Scheduling Committee	Chair: Brent Pond Participants: Mike Lewis, Kendra Lettau
i. Communications Committee	Chair: Mike Lewis Participants: Kendra Lettau
j. JO Season Committee	Chair: Steve Gudvangen Participants: Lori Thrune, Kendra Lettau, Tami Reynolds, Brent Pond, Mary Reiling, Amy Martinson, Chad Becker
k. Fall League Committee	Chair: Brent Pond Participants: Matt Skattum, Hanya Minta (League Coordinator), Monica Nicholls (League Coordinator)
l. Tournament Registrations, Power League Registrations, Hotels, NCR and USVA Registrations Committee	Chair: Amy Martinson Participants: Steve Gudvangen, Lori Thrune, Chad Becker
m. Boys Program Development Committee	Chair: Kendra Lettau Participants: Kurt Potter, Chad Becker

- Recent purchases
 - 60 balls (reuse Northern Lights) / Carts
 1. Note Carts need to be purchased and will be coordinated by the Uniform and Equipment Committee
- Summer Camps
 - a. Feedback and Update on participation
 - Overall good participation in all camps though numbers were slightly down from prior years.
 - b. Elite II Camp July 14th – 17th
 - On track for execution, 10 coaches confirmed.

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- Chad / Steve to finalize budget and #'s to bring to the Finance Committee for review before the Finance Committee solicits the board for review and approval.
- The board is evaluating a donation to the High School program based on proceeds from all summer camps.

- '14 – 15 Season
 - a. Update on Fall '14 Rec / Competitive League
 - Kendra is performing a team analysis for season planning.
 - Court space is confirmed for both leagues
 - Program Lead's for each league are identified as Hanya Minta (Competitive) and Monica Nicholls (Rec)
 1. Coaches Committee will begin to coordinate coaches meetings for each program, coordinate Chad's coach's clinic with parent volunteers (Rec).
 - Registration Announcement
 1. The Communications Committee will leverage prior year announcements to compile an announcement for this year and distribute with pricing in line with the '13 season by July 17.
 2. The Communications Committee will set up registrations effective July 18 for the upcoming Fall/Competitive season.
 - b. JO Season
 - Not discussed however the Chair for this committee will initiate planning and execution with a kick off meeting.

- Update on Independent Contractor Agreement – Fall '1
 - a. A draft was reviewed with the board
 - Chad Becker will reach out to Jeff Mohr who he believes is a business Lawyer to see if he can review and advise the board on this agreement on a pro-bono basis. If we are unable to secure free services, we will evaluate the business benefit to pay an attorney to review it if needed.

- Other
 - a. Proposal for summer open gym free of charge to current JO players.
 - b. Matt and Brent are coordinating and leading execution
 - c. Chad will check liability issues through the school administration and report back to Brent/Matt on feasibility

- Set Next Board Meeting
 - a. Sunday, August 10th 6 pm room 232 Activity Center

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Committee Descriptions – draft as a basis for conducting work and planning.

Role	Accountabilities
President - Exec Team	Participate in Committees Facilitate Board Meetings - Create Agendas Oversight of Committee execution Manage Inquiries Primary POC with Program Director Schedule NL Events Signoff on Tournaments / NCR Related Payment for seasonal leagues / Tournaments Parent Meeting Presentation(s) Player Fee Followup Management Payment Management/Check Writing Committee Review & Approvals Cross Program Engagement/NCR (Forums etc.) Player / Team Announcements (cutting, making, etc.) Review, Approval, Modifications to club policies, by-laws, etc. Signoff and approval of insurance policies Recipient of critical/seasonal content and documents (Rosters, NCR forms, NL PL passes, etc.) Program Roadmap Management
VP - Exec Team	Participate in Committees President Backup (all accountabilities) Facilities Management
Secretary - Exec Team	Board Meeting Notes Participate in Committees Provide Event outcome updates to website
Treasurer - Exec Team	Overall Financial Management Approve Fees Taxes Exempt Status Compliance Participate in Committees

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Coaches Committee	<ul style="list-style-type: none"> Extension Confirmation Coach Search Interview Coordination Coach Bio's Expectation Setting W9 Coach/Program Director Kickoff Comp Schedule Comp Delivery Ongoing Maintenance Coach Certification Provide recommendations to Exec Team for review and approval Facilitate Coach Contract Agreement Manage Coach Insurance Claims
Budget Committee	<ul style="list-style-type: none"> Establish budget for each season Provide budget to Exec Team for review and approval Provide updates on actual spend to planned Facilitate discussions on adjustments required
Facilities Committee	<ul style="list-style-type: none"> Planning for seasonal needs Following EPHS processes, submit requests for courts Engage other Committees to understand dynamics of court needs Provide budget to Exec Team for review and approval
Communications Committee	<ul style="list-style-type: none"> Develop pre and present season communications Distribute communications to relevant recipients Update FB Tweet Update all pages and content as needed (coaches, bios, board, etc.) Provide budget to Exec Team for review and approval
Webmaster	<ul style="list-style-type: none"> Manage all site content & functionality Provide user access Provide results updates to website Update schedules on website Enable registration and payment schedules Establish recurring notifications Manage payment adjustments Provide budget to Exec Team for review and approval
Play Schedule Committee	<ul style="list-style-type: none"> Review schedule proposals and identify conflicts requiring communications to parents. Provide budget to Exec Team for review and approval

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Pictures Committee

Periodic review of service providers, costs, and product offerings
Present options to board for review and agreement of service provider
Coordinate / Schedule picture events for all seasons applicable
Provide budget to Exec Team for review and approval