## Board of Directors Meeting Sunday, December 6, 2020 - 7:00 PM Kratz Funeral Home – 302 East Conant Street, Portage, WI 53901 MINUTES

Board Members Present: Connie Wampler, Chad Edwards (Google Meet), Mark Witt, Tara Seiler, Tim

Kratz, Jennifer Teela, Jason Krocker, Joe Woodhouse (Google Meet)

**Board Members Absent:** Haley Gilman

Others Present: Jacob Witt

1) Call to Order

- a) Meeting was called to order by President Wampler at 7:01 PM.
- b) Roll called and attendance as shown above.
- 2) Discussion & Possible Action on Meeting Minutes from January 26, 2020 Board of Directors Meeting
  - a) Motion to approve Meeting Minutes from January 26, 2020 Board of Directors Meeting
    - i) Motion: Mark Witt Second: Jason Krocker Vote: 7-0
- 3) Discussion & Possible Action on Meeting Minutes from May 27, 2020 Board of Directors Meeting
  - a) Motion to approve Meeting Minutes from May 27, 2020 Board of Directors Meeting
    - i) Motion: Tara Seiler Second: Jennifer Teela Vote: 7-0
- 4) Discussion & Possible Action on Meeting Minutes from November 8, 2020 Board of Directors
  - a) Motion to approve Meeting Minutes from November 8, 2020 Board of Directors Meeting
    - i) Motion: Tim Kratz Second: Jason Krocker Vote: 7-0
- 5) Action taken since last official board meeting via email
  - a) No Board of Directors action taken since November 8, 2020 Board of Directors Meeting
- 6) Treasurer's Report
  - a) Mark stated he is meeting with Andy next week to discuss the financials. Andy will finish the financials for the year. Mark also talked with Scott Bublitz and our 2020 audit/tax filing will be completed as part of our 2020 GPYEF fee.
- 7) Update on Status of Non-Profit Status Application
  - a) Application for non-profit status will be submitted in the next 7-10 days. Additional State of Wisconsin paperwork is required and will be filed along with all application fees soon. There is a \$35 for DFI (state fee) and a \$275 non-profit filing fee (federal fee). We will be able to use the official name of Portage Youth Softball as that was not already claimed.
  - b) Mark stated he talked with Todd Kreckman twice already. Entire GPYEF Board was unaware that PYS was getting kicked out of GPYEF. The reasoning he received was a different subordinate organization had poor financial reports which caused additional hassle and work for the accountants. As a result, all subordinate organizations (including PYS) were given notice that they were terminating the contract. There is no way to change the decision. GPYEF will cover PYS through the end of the year per our current contract.

- c) Mark informed the Board that becoming an independent non-profit organization is a serious undertaking and that the by-laws that are developed must be followed. We are required to create a new bank account. Scott Bublitz said a separate tax return will not be required this year due to technically being two different organizations.
- d) Mark suggested that the executive officers be part of a standing finance committee to audit the organization on a quarterly basis with an accountant only completing the year end audit.
- e) There was discussion on whether or not to be a non-profit or for-profit organization. Consensus was to stay non-profit for ease of sponsorships. Additionally, only non-profit organizations are allowed to have a raffle license which PYS plans to use in the future.
- f) It was also noted how we should start doing receipts for all sponsors, regardless of sponsorship amounts or legal requirements.
- g) Chad suggested we may be able to receive funding from the City of Portage Tourism Promotion Commission for bringing tourists into the City (i.e. tournaments).
- 8) Discussion & Possible Action on Changing Bank Used for PYS Bank Account(s)
  - a) Connie mentioned how she would like to support Community Bank of Portage as they have been a sponsor for the past several years.
  - b) Motion to move the PYS bank account from Portage State Bank to Community Bank of Portage
    - Motion: Chad Edwards

Second: Jason Krocker

Vote: 7-0

- 9) Discussion & Possible Action on Reserving a PO Box for PYS
  - a) Tim visits the post office several times per week and can check a PYS PO Box on a regular basis. Having an official permanent mailing address will eliminate the need to change the address each year and for different purposes. Tim said the PO Box would cost \$67 per year.
  - b) Motion to reserve a PO Box for the year at the Portage, WI post office.

i) Motion: Jason Krocker

Second: Mark Witt

Vote: 7-0

- 10) Discussion & Possible Action on Proposed PYS By-Laws
  - a) Mission statement on By-Laws draft closely matches what Connie had created and is acceptable.
  - b) Finalized By-Laws are not required to submit all non-profit application paperwork. However, By-Laws must continue to be worked on and approved soon.
  - c) Jake will get the Board of Directors application created and sent out to start the election process for 2021.
  - d) Motion to hold the 2021 Annual Meeting on Sunday, February 21, 2021 at 3:00 PM with the location/format to be determined.

i) Motion: Tim Kratz

Second: Jennifer Teela

Vote: 7-0

- e) Minimum number of Regular Board of Directors Meetings will be switched to 4 per year instead of 6 per year. The requirements of holding at least one per calendar quarter will remain.
- f) The size requirements for the board shall remain 5-11 since the Board will decide how many members to have on the Board on an annual basis which will prevent there being too many active members to efficiently manage.

- g) For the executive officer position descriptions (President, Vice President, Treasurer, & Secretary), the responsibility of serving on the standing financial committee will be added. Standing Financial Committee will also be added to the By-Laws.
- h) Volunteer Coordinator would be responsible for verifying people at fields are approved, organizing tournament/event volunteers, ensuring background checks are completed, etc.
- Tournament team deposit will be changed to \$100 instead of \$150 due to motion later in the meeting.
- j) Stipends now include the option to receive a check instead of reimbursement if a coach does not have a daughter on the team. Team stipend amounts were also adjusted to account for teams with more than 12 players. There was overall agreement on current wording.
- k) Jake will make requested changes to the By-Laws draft so they can be reviewed (and possibly approved) prior to the next Board of Directors meeting.
- 11) Discussion & Possible Action on Proposed Changes to Registration Policies & Agreements
  - a) Changes included clarifying credit card fees are non-refundable and added diseases (i.e. COVID-19) to the main waiver instead of having a supplemental waiver.
  - b) Code of conducts require review and possible changes as they have not been significantly updated in 5-10 years. Process for complaints needs to be incorporated. Table review of changes until next meeting so all registration policies and agreements can be reviewed and approved together. Board to work on ideas for policy changes prior to next meeting.
  - c) Preliminary process for complaints would be Head Coach → Volunteer Coordinator → Board of Directors after following 24 hour rule.
- 12) Discussion & Possible Action on 2021 Board of Directors
  - a) Motion to have up to nine (9) members on the Board of Directors for the 2021 year
    - i) Motion: Mark Witt Second: Jason Krocker Vote: 7-0
- 13) Discussion & Possible Action on 2021 Tournament Team Player Deposits
  - a) Jason stated there is currently enough interest for a 2021 14U Pride Team. Currently, there is not enough interest for 2021 12U & 16/18U Pride Teams. Invoices for 14U players will go out in January to keep all income in 2021. Invoices for other divisions are currently on hold. Deposit amount approved at last meeting was \$150.
  - b) Motion to change the Tournament Team Player deposit to \$100 with a maximum season cost per player of \$200
    - i) Motion: Tim Kratz Second: Tara Seiler Vote: 7-0
  - c) Jason stated he wanted to register for tournaments without having a full team organized yet, so he is able to get into community-based tournament before they fill up. Discussion followed that checks cannot be written until next year due to getting a new bank account. Checks would only be written if a team is full or if tournaments have full (100%) refund policies.
  - d) Motion to allow registration for tournaments if the refund policy allows for a full (100%) refund
    - i) Motion: Jason Krocker Second: Tim Kratz Vote: 6-0 (Tara absent)

- 14) Discussion & Possible Action on PYS Financial Contribution to High School Beaver Dam Workouts
  - a) Motion to contribute \$600 for the 2021 off-season to the High School Softball Program for Beaver Dam workouts with all other costs to be covered by the players attending the workouts and/or by the High School Softball Program
    - i) Motion: Jason Krocker Second: Tim Kratz Vote: 6-0 (Tara Absent)
- 15) Discussion & Possible Action on 2021 Volunteer Requirements
  - a) Discussion regarding requiring some or all volunteers to be First Aid/CPR/AED certified occurred. Consensus was that this was a good idea that should be investigated more. Jen to check with an instructor she uses regarding schedule and rates that are available for new certifications and renewals. Decisions on 2021 Volunteer Requirements tabled until next meeting.
- 16) Additional Agenda Items
  - a) 2020 Home Tournament(s)
    - i) With concern of other tournament filling up fast, consensus was to get our tournament posted and open for registration as soon as possible with the hope that we will be able to host it at the high school. Backup plans would include splitting the tournament to multiple weekends and/or using the City of Portage softball field if possible.
    - ii) Motion to schedule and publish our 2021 home tournament for July 23-25, 2021 with a backup weekend being July 30 August 1, 2021
      - (1) Motion: Jason Krocker Second: Tim Kratz Vote: 6-0 (Tara Absent)
  - b) Raffle Licenses
    - Class A & Class B raffle licenses cost \$25 each per year. Additional fees may apply for the initial license. Calendar raffles and other raffle options for fundraisers were discussed. No action taken. Tabled until next meeting when we have non-profit status.
  - c) 2021 Board of Directors Election
    - Applications will be created and sent out for the 2021 Board of Directors election. Process outlined in the By-Laws draft will be followed. Election to be complete and finalized prior to next Board of Directors meeting so positions can be assigned for the 2021 Board of Directors.
- 17) Public Input
  - a) No public input.
- 18) Next Meeting
  - a) Sunday, January 31, 2021 at 7:00 PM at Kratz Funeral Home
- 19) Meeting Adjourned
  - a) Motion to adjourn the Board of Directors Meeting at 8:49 PM.
    - i) Motion: Jason Krocker Second: Jennifer Teela Vote: 4-0 (Tara, Joe, Chad Absent)