

CASL BOARD MEETING
10 March 2024

- I. Attendance: Michael Crouch, Steve Horn, Geoff Heyd, Oscar Castaneda, (Jerid Minich), Lisa Kingsbury, Steve Torok (Z), Jennie Kahn-Jacques (Z), Paul Chatfield, (Jason Setter—Portland), (Tyler Harris)
- II. Presidents Observations
 - A. Continuation of closed board meeting 16 February 2024 Part 2 (skipped)
 - B. Approval of minutes—Oscar moved to approve both, Geoff second—passed
 1. 12/16/23
 2. 1/21/24
- III. Old Business
- IV. New Business
 - A. AGM (with an awards banquet as well?)
 1. Awards banquet at 2:00 pm with AGM at 5:00 on Jun 2 (original idea)
 2. Move the awards banquet to another date & let committee decide—determine if a banquet for a few or making it a big event/picnic for all division winners
 3. Committee: Steve H point person, Geoff, Michael. Budget: TBD
 4. Budget for AGM—still on June 2 at 5:00 at CASL building with light snacks & drinks—Motion for \$1000 budget for snacks & drinks (& tables if need be) Steve H, Jennie 2nd (bring a plan back before spending based on RSVPs)—passed
 - B. Board Governance Document Implementation
 1. Something to review & implement potentially at a regular board meeting
 2. Need to look at how to change it to fit a not-for-profit
 3. Prepare it so we could sign after voting after AGM
 4. Make a standard operating procedure rather than something for us to sign
 - C. The Community Foundation
 1. Accepted to take some courses with them (4 pillar classes for 4 members over next 6 months)
 2. Networking & establishing relationship for help with donors as well
 3. Jerid can send the website for info
 4. Anyone interested needs to contact Michael by Friday
 - D. Spark Group Consulting for Non-Profits—allows us to self assess our group to strengthen our group
 - E. Website complete & Who has access to what
 1. 19 forms not accessible to the public
 2. Allow all board members READ ONLY (viewer) access to all forms
 - F. Steve Horn has access to Paychex
- V. Complaints Committee
 - A. Revisit Complaint from Fall 23 improperly handled (Reference Match 517)
 1. Establish a process that will be adhered to by all
 2. No one board member or CASL representative should be able to influence the actions, investigation, or processes once a complaint comes in
 3. Was looked at, but it was “he said/she said” & there was no back up—needed to share that final outcome
 - B. Need to establish a process for complaints & committee members from a community possibly recusing themselves
 - C. Need a complaints director for spring—Geoff volunteered, Oscar said he would do it—Oscar chosen by Michael
- VI. Treasurer/Financial Committee Report
 - A. Spreadsheet is up-to-date (minus a few purchases in March)
 1. Savings \$10,250.70. Checking \$32,023.74.
 2. Charge pending for conference room for Coaches’ Meeting (\$750 x 2—they are taking off tax)

- B. One drive folder so Jerid can scan his receipts—happy with info we have, but worried about the receipts being attached to an email in Jerid’s name (not the director)—need to set up a share point so they don’t get lost (Steve H will set that up)
- C. Accountant can give Geoff access to ACS
- D. Geoff needs admin access to GotSport to do his job for things like financial aid—Jerid refuses—They will work it out with the gremlins in GotSport.
- E. Google Suites—who has access? Admin access for the Exec Committee—Jerid will look into it & see if he can find it

VII. Building Report

- A. Fire System updated. The panel key located in far west storage room—we have two. It was tested. Jerid does have training on arming/disarming of system. Not monitored. Fire extinguishers are up-to-date.
- B. Camera & door system access
 - 1. Doors we all have a code
 - 2. Cameras—one code so one person can turn off all alerts (we may need a more commercial based system for the building)—share it with board & don’t change anything!
 - 3. Door buzzer accesses Director’s cell phone & he can open the door
- C. We need to proceed with HVAC repairs—bill for \$17,000.
 - 1. Did we get other quotes? Need a commercial contractor.
 - 2. Northwinds retiring person
 - 3. Outside air actuator needs to be taken care of—could move forward with that part of the work—wait on a systems update
 - 4. Motion to get outside air damper actuator replaced by Pleune—Steve T, 2nd by Oscar—ball park \$600—passes
- D. Score Board: Currently in a storage room. Do we install it? How much are we willing to spend? Do we not use this board?—table it until after summer

VIII. Scheduler Report

- A. Needs adjustments to forms
- B. Needs to talk to Cody
- C. Jennie has a work around for this season
- D. Same form—must select preseason (no charge)—will have an end date

IX. Interim Director’s Report

- A. Spring Season
 - 1. Spring 24 Team (326) & Community Count (33)
 - 2. Fall 23 Team (309) & Community Count (31)
 - 3. Total match count 1279
 - 4. Player Count Spring (3240 Current) (Missing JACS, HJR, ST Johns)—will be close to 4000
 - 5. Player Count Fall 23 (3821 Actual)
 - 6. One elite team
- B. Options for game changes in the form—charged automatically—if they have a weather change, the community reps can ask for a code to discount the game change—field closures have to go to the community reps
- C. Remove the option “If within 24 hours” for reschedule—that is a cancellation, not a reschedule—moving the amounts to 96+, 72-96 & 24-72 hrs

X. Any other Board Updates—tabled for next meeting

- Authority of the board & its responsibilities
- Special meetings authority, and voting rights
- Interim Position Definition & Responsibilities

XI. Next Board Mtg—April 21 5:00 pm in person with Zoom option

XII. Adjourn