



**2016-2017**

Board of Director’s Meeting

Meeting Minutes

November 20, 2016

6:00 – 8:30ish pm

Location: Michael Rice’s House

1634 W. Farragut Ave. Unit 2, Chicago, IL

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| **Name** | **Board Position** | **Attended?** |
| Michael Erwin | President | Yes |
| Matt Simpson | Vice President | Yes |
| Felipe Rojas | Vice President | Yes |
| Joshua Dehnke | Secretary | Yes |
| Michael Rice | Treasurer | Yes |
| Courtney Briggs | Director | Yes |
| Julie Norris | Director | Yes |
| Diane Carniello | Director | No |
| Greg Jung | Director | Yes |
| Christina Wiesmore | Director | Yes |
| Jonathon Shaw | Director | Yes |

Called to order: 6.07pm

**PRIOR MEETINGS:**

1. Approval of Agenda – Briggs moved, Norris seconded, motion passed unanimously.
2. Approval of Prior Minutes (Aug16, Sep16, Oct16) – Rojas moved, Rice seconded, motion passed (Shaw DNV).

**SPECIAL BUSINESS: (135 minutes)**

1. Treasurer’s Report – 10 minutes
	1. Money is a little down b/c paid a lot of bill costs upfront and still waiting for some team / individual fees.
	2. Registration numbers down a bit, but some leagues opened registration a little later this time.
	3. Report: Rice moved, Rojas seconded, motion passed.
2. Update on Financial Investigation/Special Meeting – 10 minutes
	1. The board discussed activity since the settlement agreement, including communication with others and appropriation of funds from agreement.
3. Amendments to Financial Policies – 30 minutes
	1. Four proposals: (discussion this month; vote later)
		1. Proposal 1: updating carry-over procedures. Change would be 10% of actual income received or net income (whichever is lower) instead of 10% of all income (not carryover from year before, or if league makes service payments to other league).
			1. Goal/Pro: to not carry over as much, to tighten budgets and control spending (so there aren’t negative budgets made up for by carryover as much). Helps keep player and team fees down ultimately.
			2. Con: Commissioners like to carry over higher amount just in case. Also, the carryover money could be considered that sport’s money.
			3. Goal for effective date: Beginning of fiscal year (September 1, 2017)
		2. Proposal 2: approval threshold for league purchase – current threshold is $750, lower to $200; leagues encouraged to use vendors that provide for invoicing so CMSA can pay by submitting a purchase order.
			1. Lowering it is good, but need more safeguards. Perhaps mandating invoice / POs instead of submitting receipts for reimbursement.
			2. Goal for effective date: Beginning of fiscal year (September 1, 2017)
		3. Proposal 3: (auditor-recommended) non-compete – someone who is on a CMSA league board, commissioner, or Board of Directors does not sit on a competing board’s organization. (Rice, Shaw, and Dehnke to work on it)
			1. Goal for effective date: January 1, 2017
		4. Proposal 4: (auditor-recommended) whistleblower policy (Rice and Shaw to work on it)
			1. Goal for effective date: upon approval
4. Annual Party Update – 15 minutes
	1. Everything is booked, notices out, facebook promotions (targeting). Board members urged to promote, invite friends. Well ahead of last year’s marketing promotion.
		1. More than 200 confirmed, more than 200 interested at time.
		2. Rojas to help reach out to commissioners to encourage their sports players to attend.
	2. NFP booths: confirmed are Chicago House and Girls in the Game. Two maybes: Chicago Gay Men’s Chorus and Project Fierce.
		1. Also jazz band group – Wiesmore to follow up.
		2. Gay marching band group – perhaps could come as well; Erwin to follow up. Perhaps free or discounted entrance.
		3. NFPs may want to get on stage to talk, self-promote. Could open up huge can of worms. So host announces about them.
	3. Organized chaos (checkin and security): all set, meeting coming up.
	4. Budget: all where it should be currently.
	5. Photo booth: booking to be finalized; could go different one.
5. CMSA Pool Tournament – 10 minutes
	1. January 29th (day after annual party), 15 or so who are very interested.
	2. Perhaps seeking sponsorship to get net income to zero/black.
	3. Might do beverage special.
	4. Probably 4 hour event: 5 round robin plus double-elimination tournament.
	5. Advertise at NorthEnd. Hopefully bridge the gap between pool seasons, increase number of players.
	6. Vote for permission to move forward with proposal: Dehnke moved, Weismore seconded. Motion carried.
6. Brand/Marketing/Social/Website – 30 minutes
	1. Logo: doesn’t speak to sports. Not cheap to update: NFP rate is $3000. Ok with the logo.
	2. Official tagline: Come out and play.
	3. Website: easy to update. How to coordinate w/ leagueapps? Jung met with them twice. Leagueapps recommended updating, using other platforms, and integrate w/ leagueapps. Still using leagueapps engine in context of a new website. No cost.
		1. Jung’s recommendation is to build new website.
		2. Who maintains in future? Easy to maintain.
		3. Perhaps roll it out at Annual Party or thereabouts. Jung needs leagueapps login. Each week Jung would do a build, send email to us to review.
		4. $12/month for host for new website.
		5. Rice moved; Erwin seconded; motion carries.
	4. Newsletter/email strategy: currently its Constant Contact. No standard templates. Jung would like to create templates. Erwin to give Jung CC info.
	5. Twitter, facebook, instagram: (Erwin to get Twitter password) Jung wouldn’t have as much time over the next few months. Shaw to take over.
	6. Erwin to give Jung graphic designer contact info.
	7. Branded merchandise available on website?
	8. Perhaps once website launched, do social media blitz by board, commissioners, etc.
7. Women’s Fall Softball – 10 minutes
	1. Marcela and Jackie have retired as commissioners. Email sent out for nominees; no one has stepped up. Felipe contacted Briggs; Briggs has a couple prospects.
8. Annual Survey – 10 minutes
	1. Shaw to lead the charge. Survey Monkey already paid (through old member Garlitos). Erwin to send Shaw info. Aim to do after holidays. Drawing for participation. Perhaps at Annual Party?
9. Self Defense – 10 minutes
	1. Norris: At Center on Halsted (gym space fee waived); get about 20 people most years. Feb 11 or Mar 11. $10/person. Updates to come.

**NEW BUSINESS/CLOSE: (10 Minutes)**

1. Open Forum
	1. Kickball: Brian Sommers can assist until new commissioner picked.
	2. Commissioner’s Dinner: Mar. 2nd? (Rice and Briggs to work on that)
	3. Outreach: player profiles/spotlight for facebook/website. #comeoutandplay
2. Feedback and Close
3. Next Meeting: December 13th at 7pm at Erwin’s
4. Adjourned: Rice moves, Shaw seconds; motion passes. Adjourned at 8.21pm.