



Board Meeting Agenda and Meeting Notes

Date: 9.11.2024

6:15 P.M.

Location: 14385 Atwater Way, Rosemount, MN – Coach Darin’s

Attendees: Ried Bartels, Joe Corcoran, Matt Bischel, Josh Schettle, Darin Thureen, Emily Strong, Phil Nelson, Ken Barringer, Alesia Smith, Zack Walker.

Board Meeting Agenda

- Insurance (Joe, Alesia & Emily)
 - *Joe reviewed the insurance summary of what we have in place today. The plan is to stick with what we have for this year and then shop the policies next year. Joe has an open item to understand impacts of transporting LP tanks.*
- Finance Updates (Josh & Joe)
 - *Josh provided a copy of the budget and updated expenses and walked the group through where we stand. Overall, we are on track for a balanced budget, funds are tight, so any additional expenses require additional levels of scrutiny.*
 - *Josh to look at getting QuickBooks set up before tax season.*
 - *Alesia has been looking at Venmo. The business contact can't change, it must stay the same. Joe to work with Alesia and Emily on getting this set up via PayPal first.*
 - *We need to make sure we have enough balance to cover TeamSnap next spring, \$1400 is the estimated expense.*
 - *A motion was made by Josh to do mileage reimbursement for people towing the trailer. It was unanimously approved.*
 - *Bylaws need to be updated to reflect two signers for large purchases. Emily will own this.*
- Fundraising (Katie)
 - *Alesia brought up doing a fundraiser for additional trailer supplies. Look at that for next year. This could include pull tabs or family events.*
 - *We discussed promoting swag more, look at getting a few sample items to hand from the tent.*
 - *Red Savoy netted \$200, and we are pending Caines.*
 - *Look at Cub Bagging and other ideas for next year. Joe to provide information.*
- Donations / Receipts to donors (Josh & Joe)
 - *Joe and Josh created the receipt and validated that it meets IRS requirements. Josh will issue receipts for past donations.*
- Equipment Update / Race Readiness / Bike Stands / Trailer / Towing (Darin/Josh/Matt/Ken)
 - *Darin stepped us through what we have for equipment and where we stand with the trailer set up. We have everything we need now for safe transport, this can be revisited and refined next year.*

- *Emily has the Airtags in place on the trailer.*
- *Another bike a frame stand will be needed to support team growth. Alesia to price them out. A motion was made to approve up to \$600 to get this, it was unanimously approved.*
- Performance Recap (Reid)
 - *Ried stepped the group through the approach, it went well beside weather cancelations. Ried recommends that this should do this again.*
 - *Ken and Josh mentioned offseason training, such as gravel races and expanding disciplines.*
 - *This will be looked at again in the offseason for refinement and expansion.*
- Volunteering (needs for sign in, race day, trail work etc.) (Marika)
 - *Phil provided an update on trail work. It has been great, and Gill has been a huge help to make this go smoothly. Each of the three sessions were filled. Riders liked it and had a good time. Next year, the plan is to start it earlier in the season to get more than three sessions in.*
- End of Year Banquet & Senior Posters (Marika)
 - *Update provided by Darin. We looked at Eagan Community Center, which is larger but we must use one of their three food vendors. We also looked at Brianos which was too expensive. The plan is now to do it at Eagan HS and do Pizza. Since the facility is free can we use the funds to help pay for the food and reduce the per head fee.*
 - *Joe to work with Marika to help get this booked.*
- **Other Business**
 - Marketing Update / Team Store (Ken)
 - *Next quarterly check comes in October.*
 - Refund Request for injured rider (Darin)
 - *We need to add a refund process to the handbook for next year. Emily will own this.*
 - *We will process the team refund via TeamSnap. Emily to issue a refund.*
 - *Insurance option for registration next year should be considered, Phil to look at that next year.*
 - “Thank you” letter with donation receipt (Darin)
 - *Darin provided a copy of a letter to use as a thank you to donors.*
 - Eagle Scout Project – CL (Phil)
 - *A rider would like to build field equipment for the team as an Eagle Scout project. He will need to attend the winter board meeting. Everyone is support of this. Phil to coordinate next steps.*
 - Establish November Board Meeting date & identify 2025 meeting days/dates for publication (Darin)
 - Q4, 2024: November
 - Q1, 2025: January
 - Q2, 2025: April
 - Q3, 2025: September
 - Q4, 2025: November
 - *The plan is to make this the second Tuesday of the month.*
 - *Joe to work with Marika to book rooms at EHS.*