



# Board Meeting Agenda & Minutes

**Date: November 12, 2024, 7:00 P.M.**

**Location: Egan High School, Room 134**

**Attendance: Graham & Peggy Roberts, Ken Barringer, Josh Schettle, Darin Thureen, Alesia Smith, Emily Strong, Phil Nelson, Marika Dwyer, Zach Walker**

## Board Meeting Agenda

- 2024 Season Year in Review
  - *Darin opened the meeting and reviewed the team results. The race results were great, and community involvement was amazing. We hit 50% of the MCA quota, so we are looking at doing standing positions next year to make it easier for families to get involved. The season was a resounding success.*
- Banquet (Marika)
  - *Marika requested that we schedule it for next year for the first Tuesday after MEA break in 2025, which everyone agreed with.*
  - *There was consensus that we should keep it at Egan HS as well.*
  - *We discussed Captain's parents being the volunteer group, we need to make it more clear next year what the expectations are.*
  - *It was requested a board or coach liaison be a part of the committee next year. Member at large, Alesia agreed to do that next year.*
  - *For next year we need to identify the leader of the committee. It will be the responsibility of the board member at large to form the committee, identify the leader of the committee, and act as the liaison between the committee and the board.*
  - *We need to get 501 C 3 gambling paperwork complete for the raffle next year. Joe Corcoran agreed to research and present the findings at the next board meeting.*
  - *Feedback was provided about the number of awards and the repetitive nature of some of them. The coaches agreed to revisit the award process for next year.*
- Insurance (Joe, Alesia & Emily)
  - *Joe Corcoran reviewed the policy information and recommended that the board get alternative bids next year or in 2026.*
  - *Joe Corcoran will contact the insurance companies to validate the addresses for policies to avoid future invoicing issues.*
  - *Reminder to add drivers to the policy, Marika agreed to do that signup early in the year so we can do it once and be set for season.*
- Finance Updates (Josh & Joe)
  - PayPal/Venmo
  - Expenses
  - Donations/Company Matches

- Josh reviewed the team's current balance. GoFundMe and merch funds are outstanding, and we will close the year around \$8800 in a balance.
- PayPal is set up along with the giving fund and if people pay to that then we can avoid paying PayPal fees.
- Josh discussed the need to look at electronic payment thresholds and approval processes. What are the limits for transactions. Update bylaws to reflect this, Emily Strong agreed to review this.
- Josh proposed covering reimbursement for the people towing the trailer at \$0.67 per mile rate and the team will cover gas. Joe Corcoran will look at the year-end filing impacts of doing this. Josh will proceed with reimbursement for the families who towed in 2024, and this will be revisited for the 2025 season.
- Josh discussed the capital budget progress, and we still need another tent, sides, for the tent, and to do a full review of the capital expenditure list as a part of setting the budget priorities for 2025.
- Joe Corcoran agreed to start working on the year end filings to be completed prior to the end of Q1 2025.
- Josh is going to establish QuickBooks for end of season reconciliation of accounts and in preparation for year end filing.
- Fundraising (Katie)
  - Omni Brewing – Monday, June 16<sup>th</sup> \$1 for each beverage and Pizza (11am to close)
  - The need to formalize a fundraising committee to support Katie next year was discussed. The board needs to define fundraising goals and provide direction to the committee. This direction will be a part of 2025 budget setting with the goal of fundraising strategy being much clearer for 2025.
- Grant Requests
  - **Rotary Club of Eagan Community Small Grant Application (Fall 2024)**
    - **Deadline: October 31, 2024.**
    - <https://docs.google.com/forms/d/e/1FAIpQLSf6WpfduKRAEWzno0PDK3TJI0D7x2mkRrkaufQtbZbj97jVuQ/viewform>
      - Submitted: 10/19/2004
  - **Rotary Club of Eagan Charity Partner Application**
    - **Deadline: November 15th, 2024**
    - [https://docs.google.com/forms/d/e/1FAIpQLSenYwyrPYnRbwkhPt6Gp\\_dTuohq947TUrmoc8Jg7dTotf2BJg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSenYwyrPYnRbwkhPt6Gp_dTuohq947TUrmoc8Jg7dTotf2BJg/viewform)
      - Submitted: 10/19/2024
  - Darin reviewed outstanding grant requests and will keep the board apprised of updates as he receives them.
- **2025 Planning**
  - Budget
    - Budget to be developed in a future meeting and include updated capital expenditure priorities, fundraising goals and strategy, and lessons learned from our first-year operational budget.
  - Equipment Planning – Bike stands, tent sides, tools, trailer needs
    - Emily agreed to connect with Matt on his thoughts regarding capital priorities.
  - # of riders, performance
    - What is the right team size? Were we effective with over 100 riders?
    - Discussion occurred on team size and how we can be effective with over 100 riders. The need to formalize advanced ride leaders the training was discussed and will be a topic at the next board meeting. Emily and Zach agreed to work together to develop a proposal for the next board meeting on how we could approach this.

- Coaches
  - *Darin shared that Coach Ried is retiring, and we will start looking for a new coach to support the team in 2025. This will be looked at in January.*
- Officer Election(s)
  - *Joe Corcoran agreed to review the bylaws and determine how elections will be conducted. This will be a topic at the next board meeting in January.*
  
- **Other Business**
  - SWAG Opportunity: Team Socks (Graham Roberts)
    - *Graham reviewed a proposal for custom socks for our team. There was open discussion around if this should be a part of the kit or could be sold as a fundraiser. Everyone agrees that doing socks makes sense. If we revamp the jersey and it would be good to add matching socks to any changes that are made. This will be discussed again at the January meeting.*
  - Marketing Update / Team Store (Ken)
    - *Ken shared an update on earning and timing of funds.*
  - “Thank you” letter with donation receipt – Need signatures (Darin)
    - *Darin received all signatures needed for the thank you letter.*
  - Off Season – Volunteering Opportunities
    - *To be discussed at another time.*
  - Future Meeting: Eagle Scout Project – Caleb Lyon
    - *Phil provided an overview of Caleb’s eagle project, and Caleb will be invited to a future board meeting to review the plans.*
  
- **Board Meetings:** Meetings will be held on the second Tuesday of the scheduled month, unless otherwise noted. See Team Website
  - 2024: November 12
  - Q1 2025: January 14
  - Q2 2025: April 8
  - Q3 2025: September 9
  - Q4 2025: November 11