

Cedar Valley Youth Sports Association

Board of Directors Meeting Agenda

Date: 1/15/2024 Time: 6pm

Location: OP Evansdale IA

I. Opening

The meeting chairperson welcomes everyone to the meeting and establishes the goals of the meeting.

II. Attendance

The appointed secretary records all attendees and important absentees.

III. Agenda Approval

The secretary distributes the current agenda to all attendees to review. Anyone can suggest additions or deletions, and then the meeting chair leads the group in a vote to approve the final agenda.

IV. Previous Meeting Minutes

The secretary distributes the minutes from the group's previous meeting and everyone reviews them for accuracy. The meeting chair then leads the attendees in a vote to approve the minutes.

V. Finance

The finance chair reviews the current budget and plans for building the next year's budget. They also lead a discussion on short- and long-term financial goals for the organization and how the current and future budgets are meeting those goals.

- A. Link to end of year [2023 Financials](#)
- B. Who do we want as our organization tax accountant?
- C. Budgeting
 - 1. [2024 Budget](#)

VI. Fundraising

- A. Holiday Light Show Conclusion
- B. Sponsorship Forms
 - 1. [2024 Sponsorships](#)
- C. Casey's Cards during registration?
 - 1. Designate for playground?

- a) Have a “meter” at sign ups so people can see that we are tracking this and we just don’t have the funds yet?
- D. Pop can drive?

VII. Maintenance

- A. What needs to be done prior to Meet the Coaches?
 - 1. What does your budget look like for this?

VIII. Leagues

- A. When do we want to open online registration?
 - 1. [Registrations](#)
- B. When do we want to hold in person registration?
 - 1. How do we want physical registrations to look?
 - 2. Open discussion on Season Calendar
 - 3. Open discussion on Coach’s Form
- C. What supplies do we need for the 2024 season?

IX. Concessions

- A. What is needed for 2024?
 - 1. What does your budget look like for this?

X. Other Items

- A. Playground Equipment
 - 1. Current funds
 - 2. Parks Board budget meeting
 - 3. Equipment options
 - 4. Ground covering options
- B. Absent Board Members

At this point, anyone can introduce orders of business that have not yet been addressed.

A.

XI. Adjournment

The secretary finalizes the meeting minutes and the meeting chair approves them. Then the chair calls a formal end to the meeting.

Cedar Valley Youth Sports Association

Board of Directors Meeting Minutes

Date: 01/15/2024 Time: 6pm

Location: OP Evandale

In Attendance:	Willie Marvets Rod Berry Wanda Adams Alyssa Wolff Stephanie Gerst Andrea Boose
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Not In Attendance:	Cody Cole Kayla North Seth Gerst Sara Schmit
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Items of Discussion

1. Finance

\$35,000 in the account, \$7233.82 is for the playground
\$3802.00-in things we have to sell. Stephanie stated we should increase our % of items for sale by 5-10%. She is looking into prices on items and she stated those are increasing as well. Stephanie created a budget spreadsheet broken down by maintenance, fundraising and concessions. Wanda and Stephanie stated that we can get \$2,000 from the city and the email request has to come from Rodney himself. Rodney stated he would get the email sent over to her. July 1st, we can request another \$2,000.

2. Light Show

Stephanie stated the parks board was happy with the success of the light show, he was happy with things and said we could use the building right in the campground for concessions. Wanda stated that we could charge \$25 to reserve a spot and they get it back when they tear down the spot. We think it's a good idea to reach out to businesses soon to see if they are interested in doing a spot. Wanda stated that we should consider getting a new entrance sign to the ball diamonds. We all agreed that would be a good idea.

Sponsorship Forms

Stephanie changed the look of the layout of the sponsorship form. Wanda stated that should we consider taking it back to the coaches to have them order the shirts and take that responsibility off of us. Stephanie stated that this year they would like to do it this way one more year to see how it went. She stated that the printing places were happy with the process of it and liked that they only got one email with the order and they were not getting multiple phone calls and emails from coaches. Wanda stated that she also noticed the sizing of shirts were issues, Stephanie stated we need to be better about making sure they are making the right size at sign ups, and we can have our CVYSA shirts there for comparison.

We also discussed only letting 2 coaches come together, and not allowing 4. To lower it to 2 coaches it will eliminate team stacking, we also need to be careful on ages and grades and make sure that kids are being placed on the same team.

Fundraising

Casey's cards- We can order the cards in increments of 50, we agreed that we should order 250- Stephanie motioned to approve \$2500 for Casey's cards, and the motion was passed. I will look into this and get the cards ordered.

Pop Can Drive-

We all agreed it was a great fundraiser but that it was really messy and disgusting. It is definitely something that we should do again. We need more volunteers as well.

Cully's Cans is also willing to help us well, he charges .65 a mile-and he will come through and pick up the cans.

Maintenance-

What needs to be done before meet the coaches-

We need to talk to a fencing company-so they can move the fencing so we can get the equipment out to the field.

We need to get the lime layed as well. Willie will get another layer of grass seed. Wanda said we can also get more trees as well for free. I stated that we could look into canopies that can be installed. Rod and Willie think that we will need \$10,000 for the fields.

Playground- Stephanie stated that she did ask for \$5,000 for the playground. If we can get \$5,000 we already have \$7,000 and then if we could raise another \$7,000 we could be good to go.

Registrations-

Online registrations-

February 15th-March 31st-

Peach Jar-for the Waterloo Schools.

Friday-Monday in person sign ups. March 8-11. March 15-18 in person. ONLINE OPEN UNTIL March 22nd at midnight.

Pool play cut off- May 10th (first night of games) April 1st-May 10th is late sign ups-this does not guarantee that you will be placed on a team. And this will be \$5 extra.

I can make a flyer to send out to parents email-

We can ask the park board to share the info on their facebook page.

4 years old at sign ups

T Ball-kindergarten-1st-they have to be in kindergarten at sign ups.

Little's-2nd-3rd Monday Wednesday instead of Tuesday Thursday-stay as mixed teams. We can play it out to see how many of each sex we have signed up and go from there. We will wait for numbers to make a decision.

Junior's-4/5

Senior's-6,7,8

Mixed-9th-11th

Separate league-

18-(Senior as well), 19, 20-we need to discuss this as an entire board.

Gender-Male/Female on the paper copy for sign ups. Genetically what is the gender.

2 separate forms for tball, rookie and the other form for the other leagues.

The tball and rookie form will have a spot to have a board member initial and write their date of birth.

44 Sponsors-paid sponsors will take precedence over the general sponsors.

Add an area on the coaches and umpires for years of experience.

We are tabling the concession part for the next meeting.

We need to add a concussion protocol form-add this to the registration form.

Rod has heard nothing from Jeremy. He has removed himself from the group chat as well.

Scotty has still not even looked at our group chat-and has never come to a board meeting. Per our last meeting-we will need to motion to remove them from the CVYSA Board.

I motioned to remove Jeremy and Scotty from the CVYSA board effective immediately.

We discussed holding off adding more board members at this time.

We can reach out to some people who were signed up to be elected on the board-we can see if they can help with things prior to the season-so they can see what being on the board would entail. We have tabled this conversation for the next board meeting when more members are present.

We also agreed we need to put pictures with the potential board members for voting at the end of next season.

There are options for different playgrounds-it will depend on how big we want the playground to be. We also need to discuss the soft landing area underneath the playground. Stephanie stated that we should have a goal of \$40,000 for the playground. We should print out a picture of a playground that we can display above the meter of how much money we have raised.

Our next meeting is 2/6 at 6pm at the OP in evansdale

Cedar Valley Youth Sports Association

Statement of Activity

December 2023

	TOTAL
Revenue	
Contributed income	
In-kind donations	100.00
Total Contributed income	100.00
Earned Interest	0.61
Fundraisers	2,791.75
Sales of Product Revenue	
Apparel Sales	30.00
Concessions Sales	594.35
Total Sales of Product Revenue	624.35
Total Revenue	\$3,516.71
Cost of Goods Sold	
Apparel	17.10
Concessions	372.90
Total Cost of Goods Sold	\$390.00
GROSS PROFIT	\$3,126.71
Expenditures	
Occupancy	
Utilities	75.59
Total Occupancy	75.59
Office expenses	
Bank fees & service charges	5.00
Shipping & postage	210.00
Total Office expenses	215.00
Repairs & maintenance	
Grounds Repairs & Maintenance	3,857.74
Total Repairs & maintenance	3,857.74
Supplies	67.38
Total Expenditures	\$4,215.71
NET OPERATING REVENUE	\$ -1,089.00
NET REVENUE	\$ -1,089.00

Cedar Valley Youth Sports Association

Statement of Activity

January - December 2023

	TOTAL
Revenue	
Contributed income	
Corporate & foundation grants	30,500.00
Donations	2,538.60
Government grants & contracts	5,250.00
In-kind donations	892.67
Total Contributed income	39,181.27
Earned Interest	5.14
Fundraisers	10,830.25
QuickBooks Payments Sales	0.00
Registrations	
Summer Softball Registrations	21,800.00
Total Registrations	21,800.00
Sales of Product Revenue	
Apparel Sales	1,082.42
Concession Cup Sales	540.00
Concessions Sales	58,437.43
Cooling Towels	76.00
Total Sales of Product Revenue	60,135.85
Sponsorships	-9,560.41
Summer Softball Sponsorships	14,625.00
Total Sponsorships	5,064.59
Total Revenue	\$137,017.10
Cost of Goods Sold	
Apparel	441.92
Concession Refill Cups	1,336.57
Concessions	32,158.08
Cooling Towels	126.26
Inventory Shrinkage	0.00
Total Cost of Goods Sold	\$34,062.83
GROSS PROFIT	\$102,954.27
Expenditures	
Advertising & marketing	2,347.41
Social media	30.00
Total Advertising & marketing	2,377.41
Contract & professional fees	1,625.00
Insurance	5,559.00
Occupancy	
Utilities	1,639.19
Waste Removal	1,815.66
Total Occupancy	3,454.85

Cedar Valley Youth Sports Association

Statement of Activity

January - December 2023

	TOTAL
Office expenses	1,017.77
Bank fees & service charges	60.00
Equipment lease & maintenance	3,448.28
Memberships & subscriptions	110.00
Merchant account fees	431.56
Office supplies	598.32
Printing & photocopying	793.69
Shipping & postage	285.60
Small tools & equipment	3,695.89
Software & apps	1,210.05
Total Office expenses	11,651.16
Repairs & maintenance	267.95
Equipment Repairs & Maintenance	404.36
Grounds Repairs & Maintenance	6,633.61
Structural Repairs & Maintenance	18,200.82
Total Repairs & maintenance	25,506.74
Supplies	15,239.18
Gas & Fuel	633.98
Sporting Equipment & Supplies	3,472.21
Supplies & materials	6,614.54
Total Supplies	25,959.91
Total Expenditures	\$76,134.07
NET OPERATING REVENUE	\$26,820.20
NET REVENUE	\$26,820.20

Cedar Valley Youth Sports Association

Statement of Financial Position Summary

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	34,536.42
Accounts Receivable	0.00
Other Current Assets	3,802.40
Total Current Assets	\$38,338.82
TOTAL ASSETS	\$38,338.82
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	38,338.82
TOTAL LIABILITIES AND EQUITY	\$38,338.82

