



## Meeting Minutes

June 20 2024 – 6:00 pm – Round Table Pizza, Waterman Blvd in Fairfield

### ROLL CALL

President – Erin Steiger (ES) – Present  
Vice President – Bobby Cameron (BC) – Present  
Secretary – Meg Herston (MH) – Present  
Treasurer – Celeste Cary (CC) – Present  
Fundraising Chair – Mckenzie Cotton (MC) – Absent  
Member-at-Large – Yasmin Kahn (YK) - Present

### 1. Call to Order 6:43 PM

### 2. Presidents Report

- Talked to Bobby about setting try out times in July / August. Want to get on top of Fall. Saturday or Sunday at Laurel Creek for all teams. Once ES gets a date she will start with publicity.
- Facility: JG to put up a cork board tomorrow
- Accident reports need to be made to the SWAT board. That needs to be documented, it happened on a SWAT rented field. Forms are at the facility. ES to confirm where they are.

### 3. Minutes from Previous Meeting

- MH posted meeting minutes on website. Minutes from May 2024 approved.

### 4. New Items

- Prep for Fall Season (ES): Teams, Rosters, Tryouts, etc. Team kick off meetings for new teams. Mandatory for all new parents. Outline expectations. New team liason to help facilitate startups? Consistency is important. Each team/coach/team members/parents must have a meeting to set rules and expectations right from the beginning. SWAT has a good set of written rules, but make sure that these are gone over in person. ES will set the organizational standard at the beginning of the season and meet with each team.
- New team Liason: Christina has held this role in the past, but ES will talk to her to transition that role into a new position: “New Team Liason” to help with setting up budgets, finding uniforms, how we run things, booking practice fields, and orienting the new Team Rep. Set every team up for success. Maybe put together a new team “packet” at least pointing people to the right place. ES will start putting together an outline for the onboarding package and will work with Anita & Christina.
- Facility Check In (ES). Items needed. Bobby mentioned a part for a machine and need to do a cleaning item inventory. Would like to also address repairs needed. Need tire for machine, BC will purchase. TP replaced, and we are running low. We’ll need to purchase more soon – go ahead and buy and expense it to SWAT. Current TP dispenser only fits a certain brand. Faucets don’t work real well. JG helps with repairs, let him know if you see something that needs maintenance / repair.
- Facility needs : Need Band-Aids, ES will pick up.
- MH to add facility address to the website. Celeste will send more photos and instagram to add to website. ES to add address decal to door. 1321 Oliver Road. Need to add a slot on the door / mailbox for mail sent to the facility. ES will look into a mailbox. MH to follow up with City Homeless Outreach team re: tents near the facility. Also add PO box to the website.

### 5. Items from Previous Meetings

- Set up a google calendar for Facility – MH to follow up on that – IN PROGRESS



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- MH to set up a calendar on the website (will check with Cameron first) – get regular timeslots laid out on the calendar weekly. MH to take a pic of the schedule up on the wall of the facility and put in the website. – IN PROGRESS
- Information board at the facility: Monthly update, post the minutes from the last meeting and agenda for next meeting – or at least posting of date/time/location of next meeting. Board supports this, ES will follow up. MH to create QR code link to website to post at facility – IN PROGRESS
- Golf tournament fundraiser: Lexi Nicks (Gillis rep) would like to spearhead an organization-wide golf tournament for August / September. All proceeds will go directly to facility fees. Lexi to start up a committee / regular meeting, GroupMe to plan. ES will put together the committee. Tickets to run about \$250. Need to sell 100-144 golf tickets. ES has not hears anything else from Lexi. TABLED. Someone else will need to step up.
- Info regarding facility space: owner of Asian Mart is looking to move and smaller space will be available. Would we be interested in extending? We have 4200 SQ ft and we pay 5770/month. They have 2900 SF and pay 3900/month. If we moved to a smaller space it could potentially save each player about \$300-\$400 a year. – COMPLETE
- Organization Wide Service: Board is interested in bringing the whole organization to Wreaths Across America again (as we did pre-pandemic). Follow up in the fall. ON HOLD
- ES to plan a Fundraising planning meeting to plan a large organization-wide fundraiser. This fundraiser needs to be mandatory for all SWAT players. Another idea for org-wide fundraiser is an adult slow-pitch tournament. Get a rep from each team on this fundraising committee. – Still need a way to mass communicate with the whole organization. Its ok with the Board for ES to start emailing everybody. IN PROGRESS
- ~~MH to post an ad for renting the facility on Insta / FB – done~~
- Set up a clinic (possibly as a fundraiser). Plan for end of rec ball (may) – before start of summer season. CC to follow up. Could be a weekday clinic in June. One day for 12/14U and one day for 10 and under. How much to charge? BC would like a weekend org-wide, priced at \$75 for a 4 hour clinic. Won't happen this summer. TABLE TO FALL.
- Facility Maintenance and Upkeep: Donations needed for repairs, delegation of cleaning, etc. ES has a list of facility needs to seek donations – ES to share this list with CC and MH. Need to assign cleaning day to each team monthly. MH made reminder signs. ES added a lost & found bin that gets purged once a month (MH made a sign for this too). Parents need to feel more comfortable helping out / restocking.
- MH to set up hybrid for next board meeting. Could possibly have regular meetings virtual with occasional in person meeting. We need to get a rep from each team at each meeting. MH to set this up for June Meeting.
- Plan for Organization wide tryout: In mid-August. Current players need to attend. Especially need 10U softball, and Fall is ideal. ES to follow up, set two dates for both baseball and softball. All coaches and asst coaches need to be there. MH to draft a google form. Plan for 1<sup>st</sup> / 2<sup>nd</sup> week of August. Current players need to register and participate. ES to also plan tryouts for baseball. – IN PROGRESS
- Need a work day to clean out the back room. Contact coaches first to label or take what they need before parents come in to purge and organize. MH and ES to get calendar going first, and then choose a day for the workday. – ES to set up a schedule for monthly deep cleaning and to put together a cleaning caddy for each bathroom. Needs to be cleaned when there aren't players in there hitting. There is still a lot of loose paperwork. Plan for workday in early August. – IN PROGRESS
- Require Parent volunteer requirements: Maybe a certain number of hours. You either pay it off of do the volunteer work. Add this info into the player contract. Parents need to know that this is a shared responsibility. – IN PROGRESS . Cleaning could be incorporated into the admin and / or facility fee. CC to look into whether there are funds in the admin budget for cleaning. ES will price out a cleaning service and bring to the next board meeting for once/month deep clean and dusting.
- Facility Cleaning (ES) -- MH to post signs. Also make a fridge sign. Set up weeks / months to share the burden evenly amongst teams and players.



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- Rental of Cages to Public – We charge \$50/hr per cage. BC can facilitate so let him know if you have a team or organization that is interested.
- Uniforms: We need to protect our logo/branding/colors and make that consistent between teams. Need a coach and player rep for Uniform meeting, maybe even player(s) that's interested in uniforms. YK has some examples that she can share. Uniforms need to be approved. MH will share Brand kit with all teams.
- MH to make business card for all coaches / Teams – IN PROGRESS

### 6. Treasurer's Monthly Report

- CC shared the May report with ES and MH. Everything is going well. Fees are getting collected. Amounts are not changing, it's just how we're collecting them. There will be a bit of a balance at the end of July / beginning of August. Will be much smoother and cleaner in Fall, but fees will likely be higher (\$8500 - >\$9300). Looking at a 13U baseball team to join in Fall 2024.
- CC created a cash form. When withdraws are made, we can account for it. PDF is available from CC.
- ES and CC will prepare and file taxes – IN PROGRESS
- NEW: Review of Team Bank Accounts. Reminder about facility fees taken out monthly, unauthorized charges, balances.
- Facility Fee – Summer Closeout. There will be a \$1620 balance for each team that will be due prior to start of fall.
- Debit cards – When you use the cards, be conscious of the fact that that payment info is saved and the wrong card might be charged in a future purchase. We don't want to have to cancel the card and issue a new one. Be very careful about accidentally charging – we want to be clear about what is legitimate and what is fraud. Reimbursement isn't a big deal but we need to know.

### 7. Committee Reports

- Fundraising – Lexi / EC golf committee
- Social Media / Website – have coaches share drills / etc. Add address to website and get add'l team info from CC (new instagrams, photos, et cetera).
- Uniforms – no update. There is a spirit wear link on the SCSWAT.org website. It is not set up as a fundraiser right now, but we can look into that.

### 8. Additional Comments, Announcements or Questions for the Good of the Order

### 9. Adjournment at 7:45 PM

*Next meeting: July 18, 2024 – 6:30 PM, Location: Round Table Pizza Waterman Blvd*