

# BAYS Board/GM Meeting Minutes

## January 8, 2020



<b>Meeting Title:</b>	<b>January 8, 2020 BAYS Board Meeting and Special General Meeting</b>
<b>Date:</b>	January 8, 2020
<b>Time:</b>	7 pm
<b>Location:</b>	Wellesley Community Center
<b>Facilitated by:</b>	Tony Loftis
<b>Notetaker:</b>	Teresa Prego

Agenda items	Speaker	Notes
Call to order	Tony	Meeting was called to order
1. Welcome new board members	Tony	Toby Hawkes – Weston, voted in Gesse Faber – Cambridge, voted in
2. Treasurer's Report	Charlie	<p>Highlights and Concerns</p> <ul style="list-style-type: none"> <li>• 2020 Budget review to come during the General Meeting</li> <li>• Transitioned to new accounting firm (Baumann and Baumann) – running BAYS as a business, utilizing Quickbooks Online</li> <li>• BAYS website system is not a financial system – we are making progress in pulling relevant financial data from system</li> <li>• Moved to out-sourced payment for referees               <ul style="list-style-type: none"> <li>○ Paid 1,025 referees to date</li> <li>○ 70% of referees opted for direct deposit</li> </ul> </li> <li>• Over 250 referees have not filled out their paperwork to get paid               <ul style="list-style-type: none"> <li>○ We will be resending forms and need to work with towns assignors to have them help urge referees to fill our required forms</li> </ul> </li> <li>• Still getting requests to replace checks (resolving lost check issues costs time and money)</li> <li>• Shifting to PDF real invoices to town versus prior process               <ul style="list-style-type: none"> <li>○ These can be accessed on the BAYS website by town presidents, treasurers, and registrars</li> <li>○ If nothing is due from the town, there will not be an invoice</li> </ul> </li> <li>• BAYS remittance Address is: PO Box 29, Newton, MA 02464</li> </ul>

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3. Move to make all referee payments direct deposit	Evelyn	<p>Going forward, would like all ref payments to be direct deposit -- Discussion</p> <ul style="list-style-type: none"> <li>• Should we require new refs to have direct deposit</li> <li>• Direct deposit can go to parent's account or a savings account</li> <li>• Avoids lost/replacement check and uncashed checks</li> <li>• Have we done enough research to understand if this will inhibit young refs <ul style="list-style-type: none"> <li>○ (Are we sure it's only young referees)</li> <li>○ Some families may not use the banking system</li> </ul> </li> <li>• There should be an option to have a check, or a debit card (that is an option)</li> <li>• Could we find out why refs are not responding?</li> </ul> <p><b>Motion: Only offer direct deposit for all new referees</b>  <b>Motion failed.</b></p>
4. Why having certified refs on the pitch is important	Tony	<p>We have a number of uncertified referees, has created some issues.  This is a liability issue for BAYS and the towns  For this upcoming year, only certified referees may ref a game</p>
5. Celebrating the victories	Tony	<p>2020 Accomplishments</p> <ul style="list-style-type: none"> <li>• Managed to make our bookkeeping and finances more professionally run</li> <li>• 18,000 kids played soccer in BAYS this year</li> <li>• 14,000 games played this year</li> <li>• 4,200 Coaches – most of these are parents</li> <li>• Created Registrars' and Directors' dashboards</li> <li>• Outsourced payment process (including Direct deposit) to referees</li> <li>• SafeSport workaround</li> </ul>
6. Priorities for the year	Tony	<p>Community, Engagement, Transparency: Three words that will guide our actions in 2020</p>
7. Additional (referee update)		<ul style="list-style-type: none"> <li>• Laws of the game change is coming – more to come</li> <li>• Frank to update the group</li> <li>• Referee assignors meeting late February/early March</li> </ul>
8. Open Special GM Discussion of Budget	Charlie and Peter	<p><b>Special GM</b>  Goal is to make budget transparent for all board members</p> <p>Charlie reviewed the budgeting approach and review</p> <ul style="list-style-type: none"> <li>• Significant new expense last year – audit - \$139,000 for 2014-2019 audit</li> <li>• 2018 tax return filed on Nov 15; will file additional years as required by Commonwealth</li> <li>• 2019 in very good shape for filing</li> <li>• 2017 partially done</li> <li>• 90k held in reserve for additional audit reports</li> </ul> <p><b>Action:</b> Tonneson management report is coming – request that a copy go to the board</p>

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BAYS technology spend was \$99,000 in 2019

- Shifting to lower contract rate with a minimum guaranteed annual spend
- 2020 spend \$85,512, includes \$17,500 for audit/financial reporting requirements

Cash projections reviewed

- 2020 Start 190,947
- 2020 spring balance 57,991 (assuming all reserves spent)
- Fall year-end balance \$70,847 (assuming all reserves spent)
- 90,000 of Audit reserve is incurred in 2020
  - (we should have been spending 20=25k/year on audits)

Risk

- Dover cable – risk uncovered in Audit – transfer of funds with Dover Cable, potential liability – have requested an audit of their funds \$56,600 in potential risk

Financial cushion

- Have one-year cash of non-referee expense as reserve in the bank \$250,000; need to build back to that point

Changes noted in budget:

- BAYS appreciation gear ended
- String bags ended
- Duplicate insurance cancelled
- BAYS BOD outside venue dinners discontinued
- Presidents cup registration increase from \$25 to \$50
- Season Registration increase effective spring 2020
- PFMLA – state clarified that BAYS does not have to pay (family medical leave act)

Budget placeholder

using US officials for playoffs

- Referee rate increase
- Audit reserves

Confirmed sportsmanship budget for t-shirts is accounted for in Misc Expense

**Motion to approve** \$30,000 that was spent and/or incurred on audit in 2019 but not approved by the board.

**Motion approved.**

**Motion:** pay Scheduler at same rate Dick was paid for scheduler/administration role – this is in the budget as a part-time employee

**Motion approved.**

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		<p><b>Motion: approval of budget.</b>  <b>Motion approved.</b></p>
2020 Focus	Charlie and Tony	<p>Focus for 2020</p> <ul style="list-style-type: none"> <li>• Community – Focus on activities to build stronger ties with our community of players</li> <li>• Engagement – help add value and fun to experience of our players, coaches, referees and clubs</li> <li>• Transparency – committed to communicating updates in a timely fashion</li> </ul> <p>We hope to have active BAYS BOD representation from member towns</p> <p>Potential Growth areas (list of possibilities, not decided on):</p> <ul style="list-style-type: none"> <li>• Player development</li> <li>• Referee development</li> <li>• Coach development</li> <li>• Regional Director of Coaching – to assist towns that need it</li> <li>• High School program</li> <li>• BAYS website enhancement</li> <li>• Scholarships – for players and refs</li> <li>• Winter Futsal/Summer Camps</li> </ul>

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## Next Steps/Action Items

Activity	Due Date	Responsible parties
Send Tonneson report out to board and towns when received		Charlie, Tony
Send Job Description for Registrar and Scheduler to board members		Tony
Commitment to provide a financial update at each BOD meeting		Charlie, Tony
Send 990 to the board and attendees		Tony