



# SNOHOMISH

BOYS LACROSSE CLUB

## SBLC MEETING AGENDA 5/20/2020

### Call to Order and Welcome

### Approval of April Minutes

### 2020 Annual Meeting

- a. Discuss moving Annual meeting to July
  - a. COVID-19 impacts to regular business of SBLC
  - b. Social Distancing may lessen enough to allow in-person attendance
  - c. Provides more time to gather candidates to run for the open Board positions
- b. Elections & Nominating Committee
  - a. Select Nominations chair from Board
  - b. Nominations Committee
  - c. Timeline of nominations period before Annual Meeting
- c. Positions up for election
  - a. Vice President
  - b. Registrar
  - c. Volunteer Coordinator
  - d. Field Director
  - e. Player Agent
- d. Open for nominations

### Board Meeting Notifications

- a. SBLC By-laws notification requirements
- b. RCW 24.03 requirements

### Financial Report

- a. Review of April 2020 SOA
- b. Review of 2019-2020 YTD SOA
- c. Transfer of funds into Chase Account (Held in reserve for ASB Club)

### By-Law Change Proposals

1. **Annual Meeting Date – Article IV Sec 1 (Amend)**
  - a. The annual meeting of the Board of Directors of SBLC shall be held in the month of **July** of each year
2. **Membership Types – ART III Sec 2 b) “Regular Members” (Addition)**
  - a. Regular Members: Any person actively interested in furthering the objectives of SBLC may become a Regular Member (“Member”, so long as the individual is 18 years or older and has a child participating in the league during the league during the **Fiscal Year (note: see ART IX Sec 1)**, or pays membership dues **per ART III, Section 3**. Any coach actively involved in the league during the calendar year and 18 years of older by become a Member **by paying the membership dues of the level they are coaching**. Only

members are eligible to vote at the annual meeting. All Board members, committee members, Head Coaches or Coaches and other elected or appointed officials must be active Members in good standing (*membership dues paid in full*) to be eligible for any such position. *Failure to maintain Member in good standing is cause for removal from current position effective immediately.*

**3. Admission to Membership – ART III Sec 3 (addition)**

- a. but having no children participating, a Membership fee will be assessed *equal to the current fiscal year's 7/8 level registration fee.*

**4. Privileges of membership – ART III Sec 5 (addition)**

- a. All members whose participation meets the requirements set forth in these bylaws, may speak, make motions, *vote and have full access to all SBLC financial electronic records within 24 hours of the request being made.*

**5. Annual Meeting ART IV Sec 1 (addition)**

- a. " ...for such purposes as electing a Board of Directors, *approve any by-law changes*, receiving reports of officers" ... come before the meeting. *Per WA RSC 24.03.80, members shall be notified not less than 10 days nor more than fifty days before the date of the meeting by email, posted on SBLC website main page and calendar of events, and SBLC social media accounts. Notification will include date, time, location and video/telephonic access information, detailed meeting agenda, copy of ballots for board elections and any by-law amendments.*

**6. Regular Meetings ART IV Sec 2 (addition)**

- a. "...vacation periods of the organization. *Per WA RSC 24.03.80, the schedule of regular meetings for the ensuing year shall be published at the annual meeting. Meeting schedule will be published on SBLC calendar of events. Any changes to the schedule must be made no later than 10 days prior to the next succeeding regular meeting. Not less than 10 days prior to the meeting, Members will be notified of the meeting by email and posts on SBLC social media. Notification will include date, time, location, detailed meeting agenda including any potential votes affecting members, and video/telephonic access information.*

**7. Special Meetings ART IV Sec 3 (addition)**

- a. "... (10) active members of SBLC. *Per WA RSC 24.03.80, notice of any such special meeting shall be sent no later than 10 days and nor more than fifty days prior to said meeting, and sent by first class mail or email and posted on SBLC Website main page, SBLC calendar of events and social media accounts.*"

**8. Quorum ART IV Sec 4 (addition)**

- a. *Quorum and Board Votes...serving in office. All board votes must be completed in any SBLC meeting open session with prior membership notification with the exception of any legal or human resource issues. If discussing legal or HR issues, the board must meet in open session, adjourn to closed Executive Session to discuss/vote, and then move back into open session prior to closing the meeting.*

**9. Meeting Attendance, Voting and Documentation ART IV Sec 5 (addition)**

- a. *Section 5. Meeting Attendance, Voting and Documentation*
  - i. *Members may attend any SBLC meeting in person or via video/telephonic system. Per WA RSC 24.03.85, A member may vote in person or, if so authorized by the articles of incorporation or the bylaws, may vote by mail, by electronic transmission, or by proxy in the form of a record executed by the member or a duly authorized attorney-in-fact. Members voting by mail, proxy or electronic transmission are present for all purposes of quorum, count of votes, and percentages of total voting power present.*
  - ii. *All SBLC meetings (annual, regular special) whether conducted in open or closed session must have properly documented minutes to include any vote record (Item voted on, member name and vote i.e. "Annual Operating Budget Approval Smith Yea, Jones Nay"), officer reports, member input and any discussion summary. Meeting minutes shall be approved at the next*

*regular meeting. Minutes will be posted on the SBLC website and emailed to members within 24 hours of the meeting they were approved. If any minutes cannot be approved at that meeting, members will be notified which meeting minutes were not approved and date they expected to be approved and published.*

**10. Board of Directors ART VI Sec 1 Composition (addition)**

- a. "Only *regular* members who *have a child member in SBLC and* are voting members in good standing shall be eligible to be Directors of SBLC..." This change will supersede any previous elections and will go into effect once approved.

**11. Nominations and Elections (addition)**

- a. "A Nominating Committee *consisting of five (5) members in good standing and non-SBLC Directors...mailed to the members. The Nominating Committee shall serve as the Election Committee, will oversee the management of the election to include counting all paper and electronic ballots and submitting the results to SBLC Secretary for dissemination. No SBLC Director will have access to any portion of the election process. All electronic voting system passwords will be reset prior to each vote and maintained by the Election Committee.*

**12. Committees ART VIII Sec 2 and Sec 3 (addition)**

- a. Change Section 2 to read *Section 2. Booster Committee.*
  - i. *SBLC Board of Directors will maintain a Booster Committee as a standing committee comprised of a minimum of six (6) regular members who are not SBLC Directors. The committee will report directly to the Fundraising Director. The committee will work directly with the AD for youth and the High School Head Coach to determine the non-operational needs at each level. They will formulate an annual fundraising budget that will be presented to the SBLC Board of Directors prior to annual operating budget approval. The annual operating budget is generated by player registration fees and is designated to cover items not limited to coaches' stipends, field rental fees, light rentals, balls, goals, field paint, league fees, game fees and game equipment. Booster fundraising is typically non-essential items not covered by registration fees such as new helmets, player rain gear and sweat suits, additional coach stipends/bonuses, and any other items that are not included in the annual operating budget deemed necessary by the AD and/or HS Head Coach.*
- b. *Section 3 Other Committees*

**13. Head Coaches and Coaches Appointment, Duties and Responsibilities (addition)**

- a. *Section 1. Head Coach Selection*
  - i. *d) SBLC Athletic Director (AD) shall start the high school hiring process immediately following the completion of the season. The process includes but is not limited to publishing the position, gathering applicants, selecting a hiring committee of high school parent members and player members from each year group, making a recommendation to the SBLC Board of Directors, and working with SBLC Board of Directors in contract negotiations and approval. Once the head coach has been selected the AD will work with the head coach to hire a staff for all high school levels being filled (V, JV and/or C teams).*
  - ii. *e) AD will solicit operational budget written inputs from all coaches one month prior to the regular meeting when the operating budget will be approved by the SBLC board. The AD will facilitate any other non-essential needs with the Fundraising Coordinator and Booster Committee.*

**14. Amendments ART XIII (addition)**

- a. ...members in person, *participating via video/telephonic means, electronic vote...*

- i. ...or other change. ***Any regular member in good standing may submit changes/revisions or amendments to SBLC Board no later than 40 days prior the annual meeting in order for the Nominating Committee to meet the ballot publication 30 days prior to the annual meeting.***

## **Board Positions – Duties and Responsibilities Discussion**

### **Adjourn**

### **April Action Items:**

#### **ACTION ITEMS:**

1. Shelly:
2. Tami
  - a. Create separate line item in Quickbooks both income and expense for youth helmets
3. Kier
4. Brittany
5. Olga
6. Amanda
  - a. Get new balls for HS
  - b. Get mouthguards for coach's boxes
7. Chris
  - a. Define how helmets are recertified
8. Brett
9. Ryan
10. Board
  - a. End of season party date?
  - b. New Registrar
  - c. Meeting Etiquette

#### **To be continued items:**

1. Job Descriptions
  - a. Send in your job description to [secretary@snolax.com](mailto:secretary@snolax.com)
  - b. Notebooks
2. Code of Conduct/Code of Ethics

#### **BOARD CONTACT INFORMATION**

President: Chris Cook, [president@snolax.com](mailto:president@snolax.com) 4255307917

VP: Ryan Neubauer, [vp@snolax.com](mailto:vp@snolax.com) 4257543718  
Secretary: Shelly Goss, [secretary@snolax.com](mailto:secretary@snolax.com) 4253443211  
Treasurer: Tami Tregoning, [treasurer@snolax.com](mailto:treasurer@snolax.com) 4252106329  
Player's Agent: Brittany Kitts [playeragent@snolax.com](mailto:playeragent@snolax.com) 4253878782  
Athletic Director: Brett Wynne [ad@snolax.com](mailto:ad@snolax.com) 4253599560  
Fundraising Director: Olga Flores [fundraising@snolax.com](mailto:fundraising@snolax.com) 4255084579  
Equipment Manager: Amanda Stansberry [equipment@snolax.com](mailto:equipment@snolax.com) 4253599686  
Registrar:  
Volunteer Coordinator: Sarah Eagle [volunteers@snolax.com](mailto:volunteers@snolax.com) 4253451397  
Field Scheduler: Kier Jordan-Keith [scheduler@snolax.com](mailto:scheduler@snolax.com) 2062001641