

January 2016 MBAA Board Meeting Minutes

Date: January 20, 2016

Board Members Present:

Cassandra, Jessica, Jon, Scott, Sue

Board Members Absent:

Chris, Dawn, Gerald

Secretary's Minutes:

Additions /Corrections to December minutes.

Jessica noted the S.W.A.T. was incorrect in the December minutes. It is S.W.O.T. The letters stand for Strengths, Weaknesses, Opportunities and Threats.

Cassandra made a motion to approve the December minutes with the correction as noted above. Jon seconded and all approved. Motion carried.

Jessica asked the question whether the Bureau is still the mailing address for MBAA.

Cassandra stated if we want to receive checks more quickly we may want to use her address.

Jessica said she used Cassandra's mailing address for the grants.

Jessica asked the question if the mailing address, whether it be someone on the board or an organization like the Commission (or Bureau) would affect our 501 C3 non-profit status.

Cassandra stated for tax purposes, correspondence is sent to the Commission

Treasurer's Report

Cassandra sent out her treasurer's report prior to the meeting.

We received a donation from Paul Ponchillia in the amount of \$500.

He included a letter with this donation and specified the money is to be used to fund the student assistant during sports camp week.

Paul included the following: FYI: BLS donation: \$1,000 matched by this \$500 donation.

Thanks Paul!

We have received Paul's check and Cassandra is not sure whether the money from BLS will be in the form of a fund or not.

Scott is under the impression the \$1,500 will be paid directly to the student assistant.

For clarification purposes, Cassandra will check with Dawn as to how this will be handled.

We have received grant monies from the Kalamazoo Community Foundation for \$8,500.

They specified in the letter how they want the money to be distributed:

WMU Sports Camp: \$5,000.

Youth Goalball Education and Programming: \$1,000.

Pay to Play Scholarship: \$500

Transportation costs for events and programming: \$2,000.

Cassandra will send Paul a thank you note and one to be passed on to the donors from KCF on behalf of MBAA.

Other Changes:

\$50 has been paid to USABA for goalball insurance.

We also received another monthly Wufoo bill for \$29.95.

Since it is more difficult to turn off the Wufoo service and recreate a new one, we will leave it on and receive a monthly bill.

Cassandra will check whether we can pay once a year and receive a discount.

Current Funds Available: \$15,997.16.

That is not inclusive of the \$1000 from the BLS department.

Scott made a motion to approve the January treasurer's report as presented. Sue seconded and all approved. Motion carried.

Funding Requests/Grant Status:

Jessica reports she has just finished the Detroit Pistons grant.

Jessica has sent all the grant requests and commented she does not think KCF received her grant request before sending the \$8,500 donation!

She is expecting to hear from Gilmore soon and the other 2 she sent out were the Michigan Braille Transcribing Fund and Upjohn Foundation.

Scott stated the donation from the Kalamazoo Community Foundation comes from a specific donor that has the foundation control their funds.

The donors wish to remain anonymous.

Scott brought up the question whether it was bad form to request additional monies from KCF especially when the donation just received crossed in the mail with the grant request.

Jessica will contact KCF and explain the situation.

Committee Reports:

Goalball:

Jessica reports they are busy working on the Midwest Tournament coming up on February 20 and 21.

The planning group has 1 more meeting prior to the tournament and Jessica said it is going well.

She reports last year they had 21 teams participating.

In 2014, 26 teams participated and this year they will have 32 teams!

It is awesome they have had overwhelmingly positive feedback about the tournament!

They are starting to receive checks for donations and sponsorship.

By the time we have the February meeting, they will have a good idea about where they stand in terms of expenses.

Bowling:

No one has heard anything about bowling from Gerald.

Tandem Cycling:

Jessica has not heard from April regarding her returning to the board as the tandem cycling rep.

This topic will be placed on hold.

Sports Camp:

Scott has been in contact with WMU regarding which week sports camp will be held.

Traditionally it has been held the first full week in May and they are hoping to keep it in that same time frame.

The timing is critical because they rely on BLS students as volunteers during this week.

In addition, this helps foster the relationship between the BLS department and those involved in sports camp.

Scott reports they are currently on hold as to where and what week sports camp will be held.

Scott has contacted the fax service; Ring Central to inquire about getting a fax to use for sports camp.

This will cost \$9.99/month and will be used through May.

Last month Dawn had questions about the liability and privacy issues if we decide to get such service.

Scott found out it is not HIPPA compliant and to meet compliance, we would have to pay \$899/month.

Scott stated these faxes would primarily be medical release documents and any pertinent medical information would be sent to their personal home fax.

The main reason for the fax service, is sports camp does not have their own office space at the university and the secretaries are no longer manning the fax services.

The fax service will allow the GA to have access to the necessary sports camp documents.

This expense will be placed in the administrative costs of running the camp.

Cassandra will get this set up.

Scott stated Leann has a request for help with fund-raising for sports camp.

Jon stated he would recruit people he knows to help out.

Once the dates are established, board members living in the Kalamazoo area can solicit donations from area businesses.

Sue will go to Meijers and Jon will go to Costco.

Jessica suggested Scott and Leann send out an email with the names of businesses who have supported sports camp previously.

The list could then be divided up amongst those board members who live in Kalamazoo.

Scott stated they have also received meals or discounts from various Kalamazoo area restaurants such as Subway, Jimmie Johns, Chipotle and Bob Evans just to name a few.

Jessica suggested Scott provide a break down of the information including the number of participants, the number of volunteers needed, the dates, what the needs for food/snacks are, which will all help everyone have a better idea for what to ask for.

Scott said Leann will provide this information because she works with it every year.

Scott said the first planning meeting will occur once they get the GA in place and the dates for sports camp set.

Old Business:

Cassandra has sent copies of the 2015 Annual Report to the Gilmore Foundation, the MBTF and the Upjohn Foundation.

She will also send Thank you letters and an annual report to the Kalamazoo foundation for their recent donation, The Sherry Gordon Foundation and to Paul.

All of the board members were in agreement it would be a good thing to send USABA and the Ann Arbor Track club a copy of the annual report.

Jessica will also send an annual report to those folks who donated to the goalball tournament last year.

New Webmaster:

Jessica confirmed that her friend Monica is still interested in working for MBAA as their webmaster.

Jessica, Monica and Cassandra will exchange information so Monica can start making changes and monthly updates to the website.

Search for New Board Members:

Jon has a couple of friends he has told about MBAA and they might be interested in attending a meeting.

Sue also knows someone who is a blind runner and has asked him if he would be interested in attending a meeting.

As we have discussed before, the board is athlete heavy and we need a more diverse board with members experienced in business, finances and legal issues.

Jon suggested posting the need for more board members on face book.

New Business:

Jon interviewed Calli Bowman-Tomelson for the athlete spotlight feature for January.

He would like to interview Scott for the month of February.

All the board members are in agreement that featuring Scott would be a good choice.

So far he has interviewed John Kusku, Gerald and Calli.

Fund Raising:

Jessica suggested we all keep in mind the fund raising idea Jon presented at the December meeting.

Jessica also loved the idea Gerald gave last month to ask the Lion's Clubs to help cover costs per athlete amount for various sporting events.

Jessica also has a contact for a person who is high up in the Lion's Club, so she will check with Gerald to see if he has contacted anyone with the Lion's yet.

Jessica said her area Lion's Club donates to the goalball tournament and some of the clubs may consider supporting other sporting events if asked.

Jessica has had inquires as to whether MBAA is signed up with Amazon Smile and Kroger Rewards for fund raising.

If a person already uses these businesses, a portion of the cost goes directly to the charity of your choice.

Jessica states Amazon Smile is easy to use; you just go to smile.amazon.com and let them know what charity you want to support.

Kroger Rewards is also easy to use.

No one on the board is opposed to Jessica getting more information about either one and she will let us know what she has found out at the next meeting.

Event for Volunteer Recruitment:

In the early part of February Jessica and her sister are attending an event for recruiting volunteers.

She states this is a huge event and over 20,000 people come through the door during the 1 day.

Over 100 charities will be represented and Jessica is planning on taking information about MBAA.

She also found out there are a million alumni chapters of the Delta Gamma group who like to work with people with disabilities.

She may be getting people from this group to assist at the goalball tournament.

WMU does not have a chapter anymore but Jon reports Delta Alpha Phi is a fraternity who works with students with disabilities.

They would be a good group to approach for volunteers.

Jessica stated the more we reach out to new groups and try to recruit more people for the board, the better we are going to be.

MBAA Logo:

MBAA has never had an official logo.

Jessica's husband John, has a student who would be able to create a logo.
Everyone on the board is fine with pursuing this further.

MBAA Pay Pal Account:

MBAA does have a pay pal account but it has to be associated with an active email address.

Cassandra had one and switched it over to MBAA and she will check to see if it still works.

Jess stated some people have requested to pay for the goalball tournament via credit card.

Once Cassandra has checked it out, she will resend out the information.

Meeting Adjournment:

Jessica made a motion to adjourn the meeting. Sue seconded and all approved. Motion carried.

Next Meeting:

Our next meeting will be held on Wednesday, February 17 at 4PM.

It will be a call-in meeting.

Submitted by: Sue, MBAA Secretary