

## **August 2016 MBAA Board Meeting Minutes**

**Date: August 17, 2016**

### **Board Members Present:**

Dawn, Gerald, Jessica, Jon, Scott, Sue

(Note: Jon and Gerald joined about halfway through the meeting)

### **Board Members Absent:**

April, Bob, Cassandra, Chris

### **Secretary's Minutes**

**Sue was unable to attend the July meeting** and April recorded it for the minutes.

When Sue contacted April, she offered to type up the July meeting minutes.

However, it does not appear this has been done unless April placed them in the MBAA drop box folder.

We will approve both the July and August minutes at our September meeting.

### **Treasurer's Report**

Cassandra was unable to attend the meeting due to a schedule conflict.

Jessica will speak with Cassandra after today's meeting regarding finances and status of annual report.

According to Jessica the only funds that went out this month were for the sports camp bill.

We have received reimbursement from MDE/LIO for the amount of \$2,000.

This will be used for sports camp.

## **Grant Status**

Jessica let the board know Colette (who handles the MDE/LIO) reimbursement process may be able to work out a way to build more money into the sports camp budget.

Previously, the funds would be placed in the Fund 24 account and this was convenient because the money went from one educational account to another.

Dawn has worked with the 2 individuals involved with these accounts and she will open a dialog with them for increased funding. (Scott suggested the dollar amount be increased to \$5,000).

Scott would like to see support of not only junior camp, but of senior camp since educational funding covers grades K-12.

Jessica requested that Bob, Cassandra and Scott get together and develop a detailed account as to what future sports camp will cost.

Dawn agreed, and stated it is necessary to get a good accounting as to what sports camp costs.

We want to put it in a big picture; they know we apply for all those other grants and they want to know what in particular we are asking them to support.

Additionally, if we are requesting funding to support something new for sports camp, we need good justification.

Jessica will initiate the email process to get the dialog started among Cassandra, Scott and Bob.

## **Gilmore Grant:**

The next grant deadline to request money any time is on September 1. (For a maximum request of \$7,500).

However, Jessica determined it made more sense to send in the grant for the full budget year for the amount of \$16,000 to cover general operating expenses.

For this next budget, she added in a couple of line items: one for new goalball nets and new equipment for sports camp.

Jessica will submit the grant request prior to September 1.

Dawn offered to proofread the grant request and Jessica has spoken with Sheri who agreed to assist with grants. (Sheri was a guest at the May meeting)

If Jessica has the annual report completed, she will also include a copy with the grant request.

### **Additional Grants:**

We received money from Kalamazoo Community Foundation during the past fiscal year.

Jessica has not been able to find information for what format to use when requesting funds from Upjohn and MBTF.

Dawn will follow-up with MBTF and report back to the board.

Jessica found out there is a grant available through Delta Gamma and she will send in an application.

Lion's Club International has grants available and Grand Rapids has one of the largest chapters.

Last year, Luanne (Who is involved with the Ann Arbor Lions) offered to look at some of the larger grants available.

Gerald suggested checking with the Daughters of the American Revolution as they have grant money available.

We submitted a grant for sports camp to them 3 years ago but did not meet the criteria.

Gerald reports they have money available in either allotments of \$2,000 or larger depending on the request.

Another funding possibility is from the Turnstone Foundation in Ft Wayne, IN.

This is where the residency for the men's goalball team is located and they may be able to provide financial support.

### **Committee Reports:**

**Goalball:** No current activity.

**Bowling:** Nothing happening right now.

**Tandem Cycling:** April is hoping to do some events next summer.

**Sports Camp:** Scott has nothing to add at this time.

## **Old Business:**

### **MBAA Logo:**

Jessica's graphic designer friend will get the MBAA logo ready for us to use.

It will be provided in a format where we can use it on letterhead and will also be provided in a digitized copy.

### **Annual Report:**

Jessica asked for all those submitting annual reports to send them to both her and Cassandra.

They will be working on the annual report together.

Jessica has the chair portion of the report just about completed.

In addition to the usual reports included, Jessica will provide information about the various Para-Olympians who have gone through MBAA programs.

On the USA Goalball team, 4 of the athletes have been to the Michigan Sports Camp and 3 are originally from Michigan!

Additionally, either 2 or 3 women who are going to Rio have also attended sports camp and are from Michigan!

Jessica is currently in the process of compiling a list of other Michigan athletes who have attended the Para-Olympics.

On the annual report, Jessica will also include a sentence or 2 with contact information about how to make a donation to MBAA.

## **New Business:**

Jessica stated we need to consider updating our organization.

She would like to form 2-3 person committees and key on 5 specific areas including by-laws, election procedures for officers/board members, mission statement/motto, board members responsibilities/time lines and our MBAA website.

Additionally, each sporting group has their own things and we also need to work on the strategic planning for sports camp.

## New Business: (Continued)

Our organization needs to be sure we are meeting the criteria for our 501-C3 status and the more professional we look, it will have a direct effect on our ability to attract funding and increase visibility.

Jon suggested making a MBAA brochure and we all agree that is an excellent idea once we update everything as described above.

Jessica would like 1 person to be the point person for each area and have a couple of other people working together.

Dawn volunteered to be the point person for working on updating the mission statement.

For the board member responsibilities, Jessica would like each board member/officer to write out their job duties complete with timelines.

We don't have specific job descriptions written down for the Vice-chair position or the Committee chair position.

One of our greatest challenges during the past 2 years is we have had a lot of board turnover.

In regards to the MBAA website, Monica is waiting to hear from us about any updates.

Jessica will provide updates to Monica as needed and would like all board members to look at the current website and submit ideas for improvement.

The last 2 things left to update are the by-laws and the election procedures.

Jessica would like all board members to consider whether they would like to be the point person for either of those topics.

Bob, one of our new current board members, has a background in law and his expertise in this area would be helpful for working on the by-laws.

Jessica would like to see us concentrating on these specific areas over the next year.

She then posed the question, after this year, what is our 5 year plan for MBAA and how are we going to get there?

She stated she thinks MBAA has the capacity to do more and we have the right people and ideas, but we lack direction.

### **Equipment:**

For next year's budgets, we need to consider the following:

New equipment for each of the groups. (Sports camp, bowling, goalball, tandem cycling)

Jessica would like an itemized list of equipment with an estimated dollar amount.

This information can be submitted when asking for grant money.

Jessica is requesting a list of tournament costs from the various groups. (Bowling, goalball)

Lastly, she would like to have MBAA support Kayak for Light and have more tandem cycling events.

### **Next Meeting:**

Our next meeting is scheduled for Wednesday, September 21 at 4:00PM.

This day/time does not work well for all board members.

Jessica will send out an email asking about best days and times to meet.

### **Meeting Adjournment:**

The meeting was adjourned at 5PM.

Submitted by: Sue, MBAA Secretary