

**Arizona Region
Executive Board Meeting**
September 21, 2016
Minutes

1. **Call to Order:** The meeting was called to order at 2:15 pm by Harold Cranswick

2. **Roll Call**

Commissioner -	Harold Cranswick
Secretary/Treasurer -	Becky Hudson
Officials Division Coordinator -	JR Salima - absent
Adult Division Coordinator -	Ron Pelham
Junior Division Coordinator -	Charlotte Pottle

3. **Approval of the Agenda**

Motion: Move to approve the meeting agenda. (Pottle/Hudson) MC

4. **Approval of the Minutes**

Motion: Move to approve the Minutes of August 17, 2016 as amended.
(Pelham/Pottle) MC.

5. **Old Business:**

a. **By-Laws Amendment – Harold Cranswick**

A revised format of the description of duties of each Board member from the By-Laws. Each Board member should review the duties that are listed for their position and bring recommendations to the next board meeting.

This is the 2nd reading of this motion. Review the Constitution for qualifications.

Description of duties were distributed to everyone to review. As the manuals come together the job descriptions will be better fleshed out. Board members to review and bring draft manuals to the next meeting.

Motion: Move to approve the revised descriptions of the definitions of duties for each Board member in the By-Laws as amended. Tabled

b. **Division Manuals – Becky Hudson**

Each Division Coordinator and Director should be putting together an Operations Manual for his/her respective divisions/departments. Ideally, this should be finalized at the Retreat so they are in place for next season. These are going to take time. Please begin the process now. This can go along with the Division Coordinator description of duties that we are going over.

Corporate Admin Manual – separate from the Policy Manual/Best Practices?

Is a template needed? Start with the calendar timeline and move through the year.
Tabled

- c. **Constitution and By-Laws Amendments** – Harold Cranswick
Addition of a Grassroots/Outreach Division Coordinator to the Board of Directors

Motion: Move to approve the expansion of the Board of Directors to include the position of Grassroots/Outreach Division Coordinator. Tabled

- d. **Constitution and By-Laws Amendments** – Harold Cranswick
Separation of the Secretary/Treasurer position into two separate positions with only the Secretary position to remain on the Board.

This is the 2nd reading of this motion. Review the Constitution for qualifications.

Motion: Move to approve the split of the Secretary/Treasurer into two positions.
Tabled

- e. **Arizona Region Audit – Harold Cranswick**

Motion: Move to approve an Arizona Region audit be conducted.

Harold has some names of accountants for an audit. Our accountant will be asked for names as well.

- f. **Future Select for HP – Ron Pelham**

Motion: Move to approve the selection and funding of a Future Select Team for the Arizona Region High Performance Program.

Ron has been reaching out to Club Directors of 12s teams that travel as to how they handle the travel and hotel arrangements. There are more SafeSport issues that can come into play with the younger kids without chaperones.

Puget Sound Region advised that only female head coaches be used at that age. The kids look to them as mother figures.

Disciplinary issues? The rules are the same for all levels.

We will need 2 chaperones and a quality head coach for this age group. The experience needs to be a positive learning experience.

For 2017 the coaches have requested to take fewer members per team to the HP Championships – 10 players instead of 12. USAV takes 11 players per team. Our girls may enter the UA team camp for their training which would cut down on the training sessions at a practice gym.

6. **New Business**

- a. Junior Girls Schedule
There are too many divisions playing on March 25th to provide courts and officials.

The Girls Club Spring Forum needs a date.

- b. Club Nights
ASU has said we could hold our Club Night in another building on campus that we rent. It will not be near the Wells Fargo Arena and most likely will not send spectators to the match. Question was raised if we could tailgate in the parking lot of the Arena. ASU will be contacted to see if this will work.
- c. Reid Priddy dinner?
Reid Priddy will be in Arizona hosting a boys camp on Nov 11-13. Troy Dueling will get in touch with Reid to see if he is available to have dinner with some leadership and our drawing winner from the General Assembly.
- d. Golf Tournament date
Mellissa Reilly will contact the golf course to see if we can get a better deal for the tournament. To be consistent, the date should be April 23rd.
- e. Next meeting will be held on Wednesday, October 26 at 2 pm.

7. Officers' Reports

Commissioner

- a. Information/News -
 - i. The RVAA Mid-Year Meetings will take place Oct 7-8 in Las Vegas, NV
 - ii. The General Assembly went very smooth on Sunday. There was so much food left over after the lunch. The hotel will not just give it to us. In the future, some food containers should be brought to the General Assembly to bring the food home.
- b. Region Office Information – Becky Hudson
 - i. Boys Registration is underway
 - ii. Web and contact data is being updated following the General Assembly
 - iii. We are discussing the Region Tournament Scheduler position.
 - iv. Harold Cranswick and Becky Hudson have been working with PayChex to get Workman's Comp insurance, a Safety Handbook and an Employee Handbook.

Secretary/Treasurer – Becky Hudson

Treasurer's Report:	Aug 2016
Income:	\$ 12,086.
Expenses:	\$ 67,697.
Balance in checking account as of	08/31/16 = \$ 13,430.

Balance in High Yield Savings Account as of 08/31/16 = \$ 255,782.

Balance in Grant Development Fund as of 08/31/16 = \$ 12,595.

Balance in Wells Fargo CD 08/31/16 = \$ 40,037.

Officials Division Coordinator – JR Salima

No Report

Adult Division Coordinator – Ron Pelham

Ron Pelham is going to put together a survey. There were 5 adult team people at the General Assembly. There was interest in having some ½ day tournaments. They could play 2 sets per match and keep a tally of the sets for the season. There could be league type play for the season which will seed the teams into the Region Championships.

Junior Division Coordinator – Charlotte Pottle

No Report

8. Committee Reports

- a. Ethics and Compliance Committee – JR Salima
No Report
- b. Budget Committee – No Report

9. Adjournment of the Meeting

Motion to adjourn the meeting (Pelham/Pottle) The meeting adjourned at 4:11 pm.

Review of Decisions/Duties/Responsibilities as a result of today's meeting

- Loran Wimmer to be asked about a financial audit. Harold Cranswick to bring names of auditors also.
- Ron Pelham to survey the adults regarding half day tournaments and league type play.
- Junior Girls schedule to be revised regarding March 25th.
- ASU to be contacted about tailgating for our Club Night
- Dinner for Reid Priddy to be looked into.
- Mellissa Reilly to contact the golf course to make arrangements for the 2017 golf tournament.
- Food containers to be brought to the General Assembly to take home left over food.