

**SIOUX EMPIRE PRIDE SPORTS ASSOCIATION (SEPSA)**

**January 6th, 2024: MEETING AGENDA**

**February 17th, 2024: NEXT MEETING**

Website: [www.siouxempirepsa.org](http://www.siouxempirepsa.org)

Registration: [www.siouxempirepsa.leageapps.com](http://www.siouxempirepsa.leageapps.com)

Email: info

Google Drive: admin

**Call to Order/Roll Call**

First: Jacob

Second: Chris

**Administration:**

President - Robert Burandt - X

Vice President - Chris Sorenson - X

Director Of Business Management - Chase Burandt - X

Secretary - Open Position -

Treasurer - Mariah Johnson - X

**Committee Members**

Recruitment -Open Position-

Communications - Open Position -

Sponsorship - Open Position -

Marketing - Jacob Grimes - X

Community Outreach Coordinator- Deandra Ruff- X

Bowling Commissioner - Rand Peterson - X

Softball Commissioner - Michael Blegen - X

Kickball Commissioner - Open Position -

Volleyball Commissioner - Cari Weddell - O

**Also In attendance:**

Michael Fitterer

Jessie Fitzgerald

**Prior meeting minutes approval**

First: Robbie

Second: Deandra

**Overview**

Cody Ingle to present information on a project he is working on, ask if SEPSA will help

- Lost & Found with the Transformation Project awarded grant funds.
  - Wants to send a survey link to the SEPSA member contact list
    - Fully anonymous and no emails will be captured
- Jesse Fitzgerald recruitment director position questions

**Team Managers/Proxies/Others:**

**Bowling:** Rand Peterson

- Chase Updated Bowling Code of Conduct - Rand Reviewed and is updated on the [website](#).
- Off Feb 25th and March 31.
- 12 teams

- Leftover medals from the fall season

**Softball:** Michael Blegen

- Member at large selected to join commissioner/vice-commissioner
  - Beau McGregor has agreed to become a Softball member at large
- SEC Tournament - now waiting for confirmation from Parks & Rec d/t national tournament
  - Update league apps
  - Look at other city options Tea, Brandon, Dell Rapids, etc... as backups.
  - The Facebook page needs updating for the SEC
  - Hotels, Flights,
  - Volunteers needed, request volunteers
- Season schedule finished - 1st managers meeting 1/20/24 at 1p
- Kick-off party scheduled for 4/20/24 at Club David upstairs 1-6p - confirmed w/ Todd
- Manager checklist updated, section 6 of bylaws read through (agreed), still need to review/update athletic code
- Team/player fee changes to be discussed
  - \$65/player - covers team/player fees
  - \$55 early bird, regular \$65, late \$80, FREE non-players
- Motion to move \$750 from general funds to softball accounts (\$500 check, \$250 chalk)

**KickBall:**

- Michael Fitterer has shown his interest in becoming commissioner for the 2024 (See Motion)
  - Work on onboarding before the Feb meeting.

**Volleyball:**

- Registration deadline needs to be changed
  - Changed to January 20th, 2024
- Social media/email push for volleyball registration
- Print off posters & distribute to local businesses (Club David, Zambrosz, etc.)
- Assign Cari to volleyball email
  - Onboard Cari with access to Google Drive

**Sponsorship Committee Reports:**

- Old Business: Chris Sorenson has been assisting until the position is filled.
  - Lupulin Brewing has no updates on private label
  - Remedy Brewing Company Private label beer
    - Finalize dates for the Sioux Empire Classic Tournament
- New Business:
  - Working with the President on a letter to send to sponsors telling them what is going on and asking for continued support
  - Bowling Tournament 50:50 Raffle grossed \$800
    - SEPSA member did win the pot and \$400 raised
  - Bush Foundation funding opportunities more info to come

**Communication Committee Reports:**

- Old Business: Chris Sorenson has been assisting until the position is filled.
- New Business:
- Promote SEPSA sports teams/leagues fundraisers
  - Post on the SEPSA Facebook page
    - A limited number of times, promote closer to the event
  - SEPSA share teams Event Page
  - One-time mass email to promote the event to all members

- SEPSA Board reserves the right to deny promoting an event if it feels inappropriate or does not align with SEPSA's brand
- Teams are responsible for creating their marketing materials
- Teams are responsible for the majority of promoting their events

### **Marketing Committee Reports:**

- Old Business:
  - Got approved for non-profit status on Canva
    - Premium accounts can be paid monthly or annually
      - Work with Treasurer on payment
  - Order & received 5,000 Wristbands
    - Possibly order SEC wristbands
      - Working with the SEC tournament director on the design
  - Order & received 50 miscellaneous cards
  - Got five totes to help store marketing materials and merchandise
    - Receipt needed to be sent to Treasurer
- New Business:
  - First S.M.R Meet on Jan 20th
  - Marketing for S.M.R  S.M.R
  - 2024 sports are designed and ready for details
  - Flyers ■ SEPSA Handout V1.pdf
  - Updated Marketing and Communications Request  Forms
    - Work with Chase on Google Forms for request

### **Recruitment Committee Reports:**

- Old Business: Jessie Fitzgerald has joined the meeting to see if this role would be a good fit and what it entails.
- New Business:
- Give away items for Pride events
  - Wristbands
  - Do we want to have other items
  - Apparel options
    - Baseball Jerseys ¾ sleeve
    - Marketing to look into options to present Feb meeting
- 2500 updated fliers approved to be ordered to hand out

### **Community Outreach Director Reports:**

- Old Business:
- New Business:
  - <https://docs.google.com/forms/d/1-h9Sq5RcmcHT57y8jtH7RYGjyMRABO2EBc16JaiDTGs/edit#responses>
    - SEPSA PULSE
      - Reviewed, acknowledged, and will be working on addressing issues
        - Deandra to send follow-up emails

### **President's Report :**

- Old Business:
  - Switching from LLC to NP with SD Secretary of State
  - 12/19/2023 Emailed Lawyer Dan Harmelink with Woods, Fuller Attorney He cc'd Sterling Nielsen who has not yet responded
    - SEPSA Payment methods

- POS system met with Mariah, Jacob, Chase, and Chris and we have chosen to stay with STRIPE and have chosen the terminal device
  - Business Phone
    - Google Voice? Still to do
      - Chase Burandt to order
        - Working with Treasurer for payment
  - Internal communications
    - Utilizing Google Meet for virtual meetings.
  - Registration options for members
    - League apps vs Tourney Machine/Sports Engine
      - Chase has looked into the pros/cons
  - Attending additional cities' Pride events
    - See the December meeting minutes
  - 2024 All-League Banquet Date/Venue
    - Email sent to Leo Palek who is going to present options during the Feb meeting
      - Review Dates for October 5, 26, 27, or 6th.
        - Washington Pavillion
          - Multiple spaces throughout
          - Works well with non-profit organizations
          - 3rd floor 350 \$700 for space
          - Rand is a member and willing to assist
          - Chris will come back with numbers and availability
        - The District
          - Does not meet requirements at this time
        - The Coliseum
          - Chris will come back with numbers and availability
        - Hilton Garden Inn
          - It would need to be Sunday for a discount
        - The Icon
          - Robbie to come back with numbers and availability
  - Review Amended By-Laws
    - To approve during the January meeting
      - See Motion
  - Adding Commissioners to the website
    - Add a bio
      - Chase to reach out to the commissioner
  - Pride Gala Table
  - Human Rights Campaign
    - Robbie to look into
- New Business:
  - To look into the conduct of the softball assistant commissioner
  - To send past sponsors
    - solicitation letters for the 2024 season
    - 2023 tax info receipts (see treasurer)

#### **Vice President's Report:**

- Old Business:
  - Behai Nguyen appointed term ends 12/31/2023
  - Chris Sorenson's elected term begins 1/1/2023


- New Business:
  - Have access to the VP folder and email
  - Will work with President on the insurance policy and updates

### Treasurer's Report:

- Old Business:
  - Filed SD EPath for 3rd and 4th quarter of 2023 - added annual reminders on Treasurer calendar for March 15, June 15, September 15, & December 15
  - Set up online access for Wells Fargo
  - Reimbursed Jacob for wristband and card order
  - Reimbursed Chase for Behai gift card order
  - Pride Gala table paid for - requested 2 red wines & 1 white wine
  - 2 volleyball emails have been sent out, one with a reminder about the SEPSA pulse survey and Winter Bowling registration
  - Do not need to send out W-9s unless business requests one from SEPSA (unlikely to happen, but a business should only need one from SEPSA if SEPSA is providing services to another business/organization)
  - 990-N reminder put on on Treasurer calendar annually for May 1
- New Business:
  - 990-N wasn't filed in 2021?

Has your organization been terminated or gone out of business?  
 Are your gross receipts normally \$50,000 or less?  
 CONTINUE TO CHECKOUT  
 You are filing for 2021 and 2023

- Filed 990-N for 2021 & 2023 - there was no penalty for late filing of 2021
- Borrow bingo supplies
- December financials emailed 1-3-24
- Monthly statement sent to Stacey & Rachel Bolt
- W-9s in 2024
  - In 2024, if SEPSA pays any individual (or plans to pay) for **services provided** that equates to over \$600 for the calendar year, (i.e. drag bingo MC, banquet DJ, softball umpires, etc.), that individual will need to fill out a W-9 prior to receiving funds. Monetary donations to individuals **are not** considered taxable and therefore a W-9 does not need to be obtained or a 1099-MISC issued (i.e. monetary gift to SEPSA member for moving expenses)
    - Robbie to email the treasurer who needs to fill one out
  - W-9s will be used, if necessary, to issue 1099-NEC forms to individuals that are due each year by January 31
  - SEPSA can be fined if failed to obtain W-9 & issue 1099-NEC
  - Annual reminders added to the Treasurer calendar
- Check to see if Wells Fargo statements can be emailed to treasurer's email vs personal
- Once the POS system is set up, discontinue Venmo payments. Will resolve the problem that the SEPSA Venmo account cannot be associated with any other account besides Robbie's personal Venmo account

- Once the POS system is set up, will need to notify Stacey & Rachel Bolt of the new payment method
  - Created Donation Receipt Template - will need to be used after receiving ANY SINGLE monetary donation over \$250 - this will help alleviate the pressure of putting together end-of-year financials
    - If there is any sort of fundraising event, would be a good idea for the SEPSA rep to bring copies of the Receipt Template in case there is a donation
    - Have the donor fill out the top part - name, address, phone number, email
    - SEPSA rep fills out contribution amount & form of contribution (cash, check, goods, etc.) returns to Treasurer for tracking, then signs & sends to the donor via mail/email
    - If a donation of a good is made, (Eastway donating a bowling ball, Remedy donating beer glasses, SF Stampede donating game tickets) this receipt will need to be at least OFFERED to the donor. They are responsible for filling out the value of the good. They can decline a receipt.
    - When in doubt, fill out the receipt, return it to the Treasurer, and the receipt will be sent to the donor. They can decide if they would like to claim it on their taxes to reduce their tax liability.
    -  DonationReceiptTemplate.pdf
  - The 2023 Donation Tracking spreadsheet has been completed - will be sending out donation receipts by year-end
    - Pay IPS fee for Michael's trip to Vegas at the end of January
    - "Pay annual membership fee"
  - Move \$750 from General Funds to Softball
  - Pay \$200 fine via the link in the email
  - Check out SportsEngine - pros/cons

#### **Director of Business Management Report:**

- Old Business:
  - Volleyball registration is set up.
  - The meeting minutes are on the website. (The last 2 meetings of Softball are empty)
    - Robbie to show chase where these are
  - Met with Jacob about Canva Non-Profit status
  - Resource added to the website.
- New Business:
  - Sports Engine view pricing and features at the link:
    - Pricing is \$800 - \$1400 - \$2200
    - Since we just invested in Quick Books \$1400 would be good to have integration with QuickBooks
    - Requested a Demo - I have heard back and given some initial questions. See EmailWill request demo only available from 8 to 5 M-F

#### **Secretary's Report:**

- Old Business:
- New Business:
  -

#### **Motions:**

Motion: Move \$750 from general funds to softball for chalk and check cashed for last year.

First: Robbie

Second: Jacob  
Unanimous Yes

Motion: Have Michael Fitterer be the kickball commissioner.

First: Robbie  
Second: Jacob  
Unanimous Yes

Motion: Purchase 2,500 half-page fliers for no more than \$500

First: Deandra  
Second: Jacob  
Unanimous Yes

Motion: Purchase Stripe Reader M2 for POS

First: Robbie  
Chase: Jacob  
Unanimous Yes

Motion: Motion to approve amended bylaws

First: Chase  
Second: Chris  
Unanimous Yes

**Adjournment:**

First: Chase  
Second: Chris

**Notes & Reminders:**

Please submit additions and changes by Thursday before the meeting

**PO BOX**

PO BOX 88657  
SIOUX FALLS, SD 57109

**MAILING ADDRESS**

2501 S LOUISE AVE 88657  
SIOUX FALLS, SD 57109