

# BWNYSRU - Board of Directors

Date: February 25, 2017  
Start: 7:30 AM  
Attendees: Lisa Augustine – President  
Mac Barnett – Recording Secretary  
Stephanie Serrano - 1st Vice President  
Rachel Reichart - Member at large  
Yaser Soliman - Junior Member  
Charlie Loweecy- 2<sup>nd</sup> Vice President  
Laurie Rufino – Treasurer but non voting member  
(Lauri and Rachel attended ½ of meeting)

Absent: None

Place: Olympic Restaurant 4611 Genesee Street Cheektowaga, NY  
End: 10:15 AM

Presiding Officer: Lisa Augustine

Tentative agenda had been sent to members:

- A] Establish authority of who votes and when
- B] Selling of uniforms
- C] Unit website
- D] Job descriptions
- E] Document acquisition
- F] Emails and communication within and outside of Board
- G] Arbiter emails
- H] Agenda setting procedures
- I] Treasure's report update
- J] Access to Powerpoint presented at clinics and Unit meetings
- K] Mentor program progress

- 1] Call to order = Lisa
- 2] Motion and 2<sup>nd</sup> made with unanimous agreement to enter into Executive Session for personnel discussion
- 3] Motion and 2<sup>nd</sup> made with unanimous agreement to enter into regular Board meeting agenda
- 4] Motion and 2<sup>nd</sup> made with unanimous agreement to enter Executive Session for Contract /Working agreement topics
- 5] Motion and 2<sup>nd</sup> made with unanimous agreement to enter into regular Board meeting agenda items
- 6] Motion and 2<sup>nd</sup> made with unanimous agreement to require a clear disclaimer on any form, purchase order, email, or announcement that this is not part the BWNYSRU in regards to selling items; the person shall be a private vendor and shall make it clear that such business is not part of the BWNYSRU. Roll call vote mandated by a Board member: Steph = yes; Charlie = yes; Rachel = yes; Yaser = yes; Mac = yes; Motion adopted with 5 yes and 0 nays
- 7] Motion and 2<sup>nd</sup> made with unanimous agreement to allow the vendor to use the back of the Unit meeting room at the end of the meeting or outside the room when space and a table is available to solicit for the sale of referee equipment. Roll call vote mandated by a Board member: Steph = yes; Charlie = yes; Rachel = yes; Yaser = Yes; Mac = yes; Motion adopted with 5 yes and 0 nays
- 8] Motion and 2<sup>nd</sup> made with unanimous agreement to have the Board select and only have one vendor who is allowed to solicit members for the purchase of referee equipment. Roll call vote mandated by a Board member: Steph = yes; Charlie

= yes; Rachel = yes; Yaser = Yes; Mac = yes; Motion adopted with 5 yes and 0 nays

- 9] Agenda item: Website updating: Ankur is the official website manager who needs access to the website; Lisa will contact Ankur or reinforce his job functioning and to facilitate his access to our website since previous webmanager (Allen) needs to share codes/access. Powerpoint that was presented at the Unit meeting needs to be posted as well as all of the Unit/Board minutes.
- 10] Social media manager: this is part of Webmaster's job description but Steph is actually performing this task. Therefore, motion made and 2<sup>nd</sup> to eliminate Social Media responsibilities from Webmaster's job description and to appoint Steph as Social Media Specialist for BWNYSRU. Voting = 5 yes 0 nays
- 10.1] Social Media of Facebook and Twitter accounts are open for universal posting with consideration of capability/authority to block individuals when this is deemed appropriate by the Board
- 11] New business topic: Discipline when referee does not show for assigned game: there exists a written procedure that necessitates a fine unless unusual circumstances arise which can be appealed. Lisa will investigate regarding who is contacted for deciding this fine and/or appeal and provide Board with updated written standard operating procedures.
- 12] Motion and 2<sup>nd</sup> made with unanimous agreement to enter Executive Session for personnel matters
- 13] Motion and 2<sup>nd</sup> made with unanimous agreement to pursue a complaint against a member, the board will officially put the member on notice through a formal email and request to meet with said member and selected Board members to further resolve issues. Stephanie will pursue this. The board has unanimously agreed that personal attacks and inappropriate behavior will not be tolerated and will be addressed accordingly
- 14] Old business topic: Motion made and 2<sup>nd</sup> with unanimous agreement made to select one vendor of our choice that will be allowed to sell referee equipment, John Kramer will be grandfathered in and will be allowed to continue to sell under the conditions agreed upon above, until further written proposals are received and entertained by the Board and a future vendor is selected. Motion adopted with unanimous agreement; 5 yeas and 0 nays. This vendor will be contacted by Stephanie
- 15] Motion and 2<sup>nd</sup> made with unanimous agreement to establish a written procedure to allow vendor(s) to access the email addresses of BWNYSRU members to solicit them for referee equipment purchases. The vendor will present a formal written request and draft with appropriate details to the Board; then with Board approval an Arbiter administrator will post or allow that vendor to post their request onto Arbiter stating this request as a vendor
- 16] New business topic: **Arbiter Contract:** who has Arbiter administrative privileges, who decides this access, and what is written into this Contract between BWNYSRU and Arbiter? Who signed it? Lisa will pursue this.
- 17] Motion and 2<sup>nd</sup> made with total unanimous agreement to eliminate anyone who is not a BWNYSRU member from having access to Arbiter and especially access with Administrative privileges. Lisa will notify anyone who qualifies under this motion.
- 18] New business topic: Job descriptions are needed. Motion made to request from every BWNYSRU member who has authority to perform a job to complete a chart showing a detailed description of the sequence of task(s) that are performed, describing the logistical physical/computer activities that are performed, a proposed timeline for performing each task, the cost of any task that is authorized by the treasurer, the type of presentations and/or summary reports that are created for the Board, and how that job function is evaluated. A template chart will be created to facilitate this analysis. This will include as a minimum the following job functions: DRA, Lead Assignor, Age Assignors, Tournament Tasks by each BWNYSRU member, other leagues such as BDSL, Travel, etc. The main objectives of the Board is to create a master calendar of events and to be accountable to our members for the fiduciary ( <http://legal-dictionary.thefreedictionary.com/fiduciary+duty>) and logistical duties while evaluating each activity to its fullest. Presently, there appears to be extreme difficulty performing these Board duties without these written documents that will be reviewed, revised and eventually formally adopted by the BWNYSRU.

- 19] New business topic: Acquisition of timelines for the listing of members on Arbiter. Motion made and 2<sup>nd</sup> to TABLE this topic till next Board meeting. Information acquired above may help resolve this concern.
- 20] New business topic: **BDSL agreement with BWNYSRU**. Who has it? What legal duties does our Unit have with the BDSL? Who authorized the negotiations between the BDSL and BWNYSRU? Who signed this agreement? Lisa will contact the BDSL president and acquire relevant information.
- 21] Motion made and 2<sup>nd</sup> made with total unanimous agreement made to mandate that a tentative agenda that includes relevant topics be sent to the Recording Secretary at least 1 week before any BWNYSRU meeting (e.g. Board, Unit, Parent, etc.). This will be sent to the Board members at least 2 days in advance of any meeting for their input. When needed, a formal approval will be conducted to approve of the agenda as per Roberts Rules of Order. The Board will be informed of any use of the BWNYSRU Unit information and decide what level of approval is needed in order to implement that presentation/meeting. This will help more effective two-way communication and resolve surprises that may occur!
- 22] New business topic: Mentoring Program agreement with JSL: Steph will resolve conflict of meeting dates with JSL and Parent meeting. Recent action will also happen at Unit meeting.

Mac