

ACV Board Meeting Agenda
TASO – Austin Chapter Volleyball
September 29, 2016
Joe’s Crab Shack on Riverside Drive 1pm-3pm

ACV Board Attendance

President – Carlos Tamez - Present
Vice President – Kevin Carlyle - **Absent**
Assigner – Marilyn Wahl - Present
Secretary – Roni Downey - Present
Treasurer – Bonnie Caddell - Present

At Large Reps

Rhiannon Stracener - **Absent**
Katherine Bratton - Present
Gilbert Mokry - Present

District Representative

David Plaisance – **Absent**

ACV Members Expected:

Christle Miersma

Special Guest Expected:

No special guests were expected.

Call to Order, Charlie Tamez

Charlie called the meeting to order.

Welcome and Opening Remarks

President, Charlie Tamez

Charlie thanked everyone for coming. Charlie explained that Kevin had suggested to set the meetings in advance. However, he explained to Kevin that even if he set the meeting in advance, life seemed to get in the way and board members could not meet for various reasons.

Therefore, Charlie explained that today’s meeting was a special called meeting. Roni wanted to state that, for the record, Charlie did not follow the protocol previously established during a prior board meeting requiring a two-week advance notice. Charlie said that he was aware of that; however, he felt that he urgently needed to meet with the board to cover topics. That is why he is declaring this a special meeting. Katherine asked if it still needed to be posted since it was a special meeting and Charlie said yes. However, Charlie explained that if the board has to meet, then we have to meet. He does not plan on doing this all of the time.

Insert from board meeting held on December 2015:

The following guidelines were put in place to streamline this until further clarification is made through ByLaw proposals:

- *ACV members will be welcome to attend meetings. However, in order to secure an adequate facility in time for those who want to attend, ACV members are requested to notify the board at least ten (10) days in advance of the scheduled meeting.*
- *ACV members who would like to address the board with questions or concerns are requested to provide those topics to the President and Vice President at least ten (10) days in advance of the scheduled meeting.*
- *ACV President will post the “tentative” agenda at least two (2) weeks prior to the actual meeting date. Meeting location will be announced three (3) days in advance.*
- *Executive session will be placed at the end of the meeting, during which time only board members can be present. However, the ACV President or Vice President reserves the right to call an executive session at any time during the meeting.*

Charlie went on to announce that Christle Miersma had contacted her at-large rep, Katherine, to inform her that she will be attending today’s meeting.

Tabled Agenda Items from Prior Meeting:

Nothing was discussed under this topic.

Review of Action Items

Not applicable for this meeting.

Approval of Minutes from Meeting

Katherine Bratton

Charlie asked for an update on the chapter minutes. Katherine reported that she was working on the minutes from the last ACV Chapter meeting and had them on her computer at work and planned to send them out tomorrow morning. He reminded everyone that Roni had to miss the last chapter meeting due to a conference and she had asked the at-large reps in advance to please take the minutes in her absence. The at-large reps had agreed to do so.

Charlie stated if he asks the board members to do things, he is not trying to bully. He is not trying to take advantage. He just is asking for things to be done and to help out. We as a board, need to understand that these positions we hold, we need to take very seriously.

Treasurer’s Report:

Bonnie Caddell

Bonnie reported the following: \$7069.85 in checking; \$2751.55 in savings. The total amount is \$9821.40. Bonnie stated that we still have \$6975 outstanding in scrimmage fees. Bonnie stated that this is still coming in.

Charlie asked that Bonnie please get approval for writing checks for individuals in advance. There was a discussion where an amount was written for an official. Questions came up as to whether this had been discussed in advance. Charlie said that it probably would have been okay but we needed to get it cleared. Roni clarified that the matter had been discussed at the last board meeting but that nothing had been voted on at that time.

Assigner’s Report

Marilyn Wahl

Marilyn stated that she sent out an email to the Varsity coaches asking for their preferred list. She also requested that these only be sent by email this year. She is setting up a system with Kevin to get these archived for retention purposes. Charlie thanked Marilyn for forwarding that email notice to him. She explained that she receives a verification copy and that is the one that she sent to Charlie.

Charlie also asked Marilyn to forward the top 10 list that she receives from coaches so that he will have a copy of it. Marilyn questioned why this was needed. She felt this was an assigner's job and not a President's job. She stated that Kevin would already be getting them as the sub-assigner and it seemed like a duplication. Charlie explained that he would like a record of it and it was something that he was asking her to do. Marilyn said she did not understand why. Charlie explained that we had an incident this past year where information was missing. Charlie feels it is also his responsible to retain this information.

Action Item: *Marilyn will forward all emails that she receives from coaches regarding the top 10 list to both Charlie and Kevin.*

Marilyn continued with her report to state that almost every middle school matches only have one official for the most part. The problem is that some of the outlying schools moved from Monday to Thursday, which is already a busy day for the inner ISDs. We are spread thin on Thursdays especially with private schools playing their JV and Varsity on Thursday. Bonnie asks if someone intentionally blocks for middle school and Marilyn said that is possible. She said there are some officials who only want to do middle school and others who only want to do high school. There are about 5 percent who block that day due to work schedule. Roni asked if there was something we could do to notify the outlying school districts about the "lighter" days when more officials might be available. Bonnie explained that there is a district meeting but they usually do not want to hear from the chapter. Bonnie said that the schools decide what they want to do. Charlie said that schools might not understand the bind they are putting the chapter or the assigner in. Bonnie said that the directive comes from the high school, such as the AD.

Marilyn explained about making changes to District 5A for 9th, JV, and Varsity to move their starting time from 6:00 p.m. to 5:30 p.m. because they did not want to stay late. Marilyn is making those changes on Arbiter. See Arbiter notes about other changes for this district. Due to buses and traffic, AISD decided to start matches at 6:00 pm. While this has stood for middle school, the high schools decided that was too late so it was moved back to 5:30 p.m. Marilyn said that the emails are saying that the schools can get there by 5:30 p.m. Marilyn asked Irene Fabian why Friday night had to be moved since the next day is not a school night. However, they did not make that distinction.

We have the SPC tournament assigned again this year. Almost everyone has accepted. Charlie commented that Larry Hopper seems to be doing well with the recruitment and retention committee so this will help in the future with increase in officials.

At this time, Christle Miersma joined the meeting. Charlie welcomed her. He explained that we were just about to start the agenda items. However, when we got to the part where the group needed to go into executive session, she would need to leave the meeting. Christle questioned why she would need to leave if there was nothing posted on the agenda about an executive session. Charlie explained that executive session can be called at any board meeting. This is part of Robert's Rule of Order. Christle asked if this was part of the ByLaws. Charlie said that there are a lot of things that are not in the ByLaws. Christle said that she mainly came to observe. Charlie again thanked her for coming.

Agenda Items:

Board Positions

Charlie explained his purpose regarding an email correspondence that had occurred among board members. Charlie wanted to know what board members planned to run in the coming election. He wanted to get as much information from the board as to their future plans. He continued about the shadowing program, which had been sent out already to the membership. He did not mean to point anyone out but wanted to see who would be helping out those that are interested. Katherine had questions about this. If she chooses not to come back to the board, is someone going to start shadowing her? Charlie said that it would be a matter of who is interested in shadowing what position. Charlie said that he briefly talked about it at the last meeting and then in the newsletter. Charlie will put down the standards and guidelines. Roni asked if there was going to be a limit on the number of members who can shadow on one position. Bonnie asked how can you shadow someone. Charlie said it can be email correspondence or maybe invite a member to sit down with a board member to prepare materials. He gave examples of ways that this could be done. Charlie would set down the standards/guidelines. Gilbert said to leave it broad, including the guidelines. It should include something along the lines of communication between that officer and the person that is shadowing. There will be only a maximum of 2 people to shadow one board position. Charlie said let's wait until we see the response that we get. Charlie said at this time, we will say at least 2 for every position can be considered.

Chapter Recognition – While discussion was held, this topic is tabled for a later meeting.

Charlie stressed that Bonnie and Gilbert needed to be copied on any correspondences from the Audit Committee. Gilbert feels that we still need to find out what other chapters are doing.

Charlie is worried about how we are functioning as an organization. As a result of the last board meeting, Charlie contacted the IRS to obtain information as to how we should be filing as a chapter. He explained his discussion with the IRS. Charlie was asking for advice. The first thing IRS asked whether the chapter was organized. Does ACV have organizing documents? How long has your organization been running? Does 2014 sound right because that is when the EIN was applied for? The IRS representative said that he could not really help or advise because the ACV was not set up as an organization. After a series of questions, the IRS wanted to know why ACV has not been reporting to the IRS. The IRS wanted to know if there were any payments, such as 1099s. The representative said that IRS wants their money. The IRS did warn that there could be a disgruntled member and then the problem will arise why ACV was not set up. The advice was to set up as an 501C3 for profit or nonprofit. Because ACV is not reaching over \$25,000, then we do not need to file 990 form.

Roni explained the meeting that she and Charlie held with a CPA who specializes in small medical firms. The CPA suggested that the ACV file as a corporation, designated as a nonprofit. The classification would be 501C3 as an association. The main thing would be to file with the Secretary of State. The initial cost for this is \$300. This CPA said he would charge ACV \$800 to set up, which would include the \$300 for the Secretary of State cost. He would set up the organizing documents. ACV will also need to file to start 1023. Because ACV has operating costs under \$25,000, no form 990 is needed. The CPA did state that ACV could get in trouble for not issuing 1099s. The penalty would be \$50 per person per year. The CPA said that he could do the Quick book review for \$75. Bonnie stated that ACV has not budgeted for the \$800. Charlie said that we could rebudget. Gilbert said that we only did an estimate. Bonnie is concerned about the monetary aspect of this. Bonnie said that ACV has been in existence for 30 years and it has been about 10 years when ACV was not under TASO. Bonnie said that she has never known IRS to penalize organizations for not filing 1099s until the last three years. Bonnie is concerned about

the IRS penalties. Gilbert said that we would have to go back to file. Bonnie said that we would have to go back three years. Bonnie has no clue what IRS would tax for an organization like this. Bonnie wanted to know why we want to go through all of this when we are a small organization. Katherine asked what happens if we do not do anything. Gilbert said it would be the liability, especially if a disgruntled member reports ACV to the IRS.

Christle added that she is a business owner and does not understand why ACV has to jump through all of these hoops to get organized through the IRS. Charlie explained that Austin ISD gave ACV a 1099. Charlie added that we also pay over \$600 for some positions. Christle feels that this is not a problem but we are making this an issue. Bonnie said that we are now on the IRS' radar because we chose to contact them. Charlie explained that he brought this up in his first year as President. ACV was under TASO for years. However, at a state meeting a few years ago, all chapters were advised that they were no longer under the TASO umbrella and that each chapter was on their own to operate.

Gilbert said that ACV could use the excuse that we did not understand the liability. However, now that we do know, it would be even more harmful to the chapter.

In the essence of time, Charlie is tabling this discussion for now. Christle did say that there were some questions that came out at the last chapter meeting when this topic was brought up, especially in regard of costs.

Action Item: *Roni will ask the CPA what the cost will be annually once the ACV is set up as an organization.*

Other Topics as Needed

Charlie discussed the best way to get the entire board plus the trainers to come up with a ranking system for ACV officials. Roni asked how club volleyball ranked officials. Gilbert explained the process.

Member ACV Registration – **Discussed in Executive Session**

Member Rankings – **Discussed in Executive Session**

Ethic Concerns – **Discussed in Executive Session**

Regular Session/New Business:

Not applicable for this meeting.

Meeting Wrap Up:

Adjourn:

Gilbert motioned to adjourn the meeting. Katherine Bratton seconded. All in favor.