



BARS Committee Meeting
08 January 2020

Attendance: Timothy Brown, Rolando “Juni” Mercado, Michael Wellbrock, Salvatore Scrimenti, Joel Penvose, Alexander Yee, Zachary Chaney, Dalton Richarson, Julian Dilorio, Michael Stephan, Brent Roach, Colleen Hennessy, Joshua Levine

1. Updates from the Commissioner

- a. Executive Board Vote - Purchase monthly Slack Standard Plan (\$113.23). Motioned by TB, seconded by JM. Yea 14, Nay 0, Abstain 0. Motion passes unanimously.

2. Proposals

- a. Dodgeball: 2020 Winter Mini Tournament: Motioned by JM, seconded by AY. Yea 14, Nay 0, Abstain 0. Motion passes unanimously.
- b. League-wide: Financial Policies: Motioned by BR, seconded by MW. Yea 13, Nay 0, Abstain 1. Motion passes.
- c. Motion to reimburse for one round of drinks for the displaced Board meeting. Motioned by TB, seconded by DT. Yea 14, Nay 0, Abstain 0. Motion passes unanimously.

1. Sport discussions and sport proposals

- a. Bowling
 - i. Registration update
 - 1. Sold out after 8 hours, 13-person waiting list
 - 2. Looking into unique purchasing and buddy listed in confirmation
 - 3. Invites to be bowler of the week
 - ii. Fall Bowling Financial Analysis
 - 1. Helped point out some difference in expectations, ie free seasons
- b. Dodgeball
 - i. 2020 Winter Mini Tournament
- c. Kickball
 - i. Introduction - New Weekend Ops Manager
- d. Cornhole
 - i. Temporary hold during Treasury vacancy

2. League-wide proposals

- a. Financial Policies
 - i. Protects the best interests of the organizations
 - ii. Should be part of new board member onboarding
 - iii. Addition of clause to explain that no one person may reimburse and approve a single transaction.
- b. Drag social event
 - i. Hosted at sponsor bar, open invite to league to perform to have a league-wide drag event before Weekend kickball on a Sat as not to interfere with Bowling
 - ii. A way to offer more non-drinking events
 - iii. Possible lead up to charity pageant
- c. Board Social



3. Social

- a. Charity Drag Pageant
 - i. Prize from vendors for winner
 - ii. Proceeds go to charity
 - iii. Likely May or June
 - iv. Debut of Tilda Worldends
- b. Spring "kickoff"

4. Miscellaneous

- a. Allocation for Board appreciation
 - i. An approp amount could be up to \$40 per person
 - ii. Will make sure max of people are free
- b. Treasurer replacement
 - i. Vacant currently
 - ii. Lot of work, 1-2 hours a week likely
 - iii. Special election for nomination by sitting board members

Fall Bowling Financial Analysis

Bowling Fall 2019 - Predicted v. Actual

Income			
Type	Predicted	Actual	Delta
Registration Fees	38,745.00	38,190.00	(555.00)
Sponsorships	4,087.00	4,087.00	0.00
Total Income	42,832.00	42,277.00	(555.00)

Expenses			
Type	Predicted	Actual	Delta
Facilities Fees	(26,568.00)	(26,568.00)	0.00
Uniforms	(2,798.25)	(2,367.75)	430.50
Organizational Costs	(4,283.20)	(4,227.70)	55.50
Online Transaction Fees	(1,937.25)	(1,909.50)	27.75
Social & Entertainment	(1,927.00)	(6,492.63)	(4,565.63)
Photography	(652.00)	(653.25)	(1.25)
Supplies & Equipment	(250.00)	(150.06)	99.94
Insurance	0.00	0.00	0.00
Marketing	(500.00)	(184.98)	315.02
Total Expenses	(38,915.70)	(42,553.87)	(3,638.17)

Adjustments		
Type	Predicted	Actual
Compensated Registrations*	-	688.50

*Adjustments made at 85% of compensated registration fees.

	Predicted	Actual	Adjusted
Net Revenue	3,916.30	(276.87)	411.63



Proposal - Dodgeball: 2020 Winter Mini Tournament

Location: Tony D's

Dates:

Mondays for 6 weeks (1/27, 2/3, 2/10, 2/24, 3/2, 3/9). Tony D's closes at 5:00PM on 2/17, President's



Day.

- If we do not need all 6 weeks based on the number of teams, I will shorten this to 5 weeks (likely cutting 3/9 to allow more buffer before Spring)

Financial Analysis:

Money in: Registration \$4200 (for 12 teams)

- Registration at \$350 /team (max \$4200)

Money out:

Refs: \$1200 (for 6 weeks)

- 4 Refs at \$50/night/ref = \$200 per night x 6 weeks = \$1200

IDs: \$1800 (for 12 teams allocating no more than 2 IDs each team)

10% Organization fees (including transaction fees): \$360

Trophies: \$55

Social: \$785 (or remaining budget), possibly photography

Registration:

- Registration would open in theory next Thursday, January 9th, to allow time for people to gather teams together and sign up if they haven't already done so. We'd post on FB ahead of time to notify people.

- One person, preferably the captain, will sign the team up and then email me a full roster. The first 12 teams to do so are the ones officially in.

- As with past tournaments, BARS will cover up to 2 Gym IDs for teams for those individuals who need one.

Gameplay:

- This will follow our normal, main season rules with the exception of no clocks for matches or in the double elimination bracket.

- The first 3 or 4 weeks are Round Robin, the last 2 are Double Elimination Bracketed

Proposal - League-wide: Financial Policies

Financial Policy Big Apple Recreational Sports

1. Overview

- a. This Policy provides rules and guidelines with respect to the proper use of financial assets and records of the League.
- b. Each member of the board is responsible to comply with the rules and guidelines set out in this Policy.

2. Ownership and Annual Review

- a. The Financial Policies document is maintained by the Treasurer.
- b. The board must review the Financial Policies at least once a year and is responsible for reviewing any proposed changes pending approval.



3. Cash Handling

- a. The collection, distribution, withdrawal, and payment of physical cash of the League is prohibited.
 - i. Exception is made when physical cash is the only mode of payment accepted or collection of small funds for philanthropic endeavors, and approval has been provided by the Board in advance.

4. Financial Reporting

- a. The Treasurer is required to provide a quarterly financial report to the Board. These updates must include a summary of all revenue and expenses to date and available reserves reconciled to bank statements.
- b. The Treasurer must record all transactions and retain required documentation for a period of at least 7 years or longer, if required by law. This should be kept in a manner that is accessible to the board.
- c. The Treasurer must be able to provide a financial report at the request of the Commissioner, majority of the Executive Board, or a majority of the general Board.
- d. The quarterly financial report or a summary thereof must be made available to league members upon request.
- e. The Treasurer must:
 - i. ensure accurate and timely recording of income, expenses and other financial transactions. This includes maintaining proper documentation to support these transactions; and
 - ii. keep and retain books and records which reflect fairly, accurately, and in appropriate detail the League's transactions and other relevant activities.

5. Banking

- a. Only the Commissioner, Vice Commissioner, Treasurer and Director of Operations should have access to the bank account via a bank card and online-banking and can perform other banking needs (e.g. check orders, check cancellations, investigations, etc.).
- b. Only the Commissioner, Vice Commissioner, Director of Operations should have signing authority on the bank account.
- c. The Treasurer must retain all monthly bank, credit-card, and merchant statements, as applicable, for utilization in the quarterly financial report.

6. Invoices and Contracts

- a. All internally and externally generated invoices and contracts must be reviewed and approved by the Board before signed and released. Exception is granted to pre-approved contractual arrangements established by the board.
- b. All internally and externally generated invoices and contracts must be signed and released by the Commissioner or the Vice Commissioner.
- c. The outgoing invoice or contract should have a payment due date by default of at least thirty (30) calendar days after the confirmation date, subject to individual negotiations with the counterparty.



- d. All signed and released invoices and contracts should be provided to the Treasurer and Secretary.

7. Approval for Transactions and Payment of Expenses

- a. All transactions and expenses incurred either out-of-pocket or by assets of the League (e.g. Bank Card, checks, etc.) must be made within the mission, vision, and values of the League (i.e. league-related use), in accordance with bylaws and non-profit status, and not for illegal items or activities.
- b. All transactions and expenses must be approved by the Board.
 - i. Approval may be granted in advance by budgeting.
 - ii. The Treasurer will confirm appropriate use of league monetary resources.
 - iii. In the event that the Treasurer is required to provide payment or league resources, the Commissioner will confirm appropriate use of league monetary resources in writing.
- c. There is no guarantee that expenses will be reimbursed unless pre-approval is obtained. Purchases that are not pre-approved are at the spender's risk, but may still be approved by the Board.

8. Expense Reporting and Payment

- a. Reimbursement requests must:
 - i. be submitted within 30 days from the transaction date;
 - ii. be accompanied by an itemized receipt; and
 - iii. include a description of the use of funds.
- b. Approved transactions and expenses made by Board members, or by an individual on their behalf, will be reimbursed by the Vice Commissioner or the Director of Operations.
 - i. If a transaction or expense is made out-of-pocket by the Vice Commissioner or the Director of Operations, the alternative individual will provide the reimbursement.
 - ii. Reimbursement must be processed within 30 days from the reimbursement request.
 - iii. Documentation supporting the reimbursement request and the processed reimbursement must be provided to the Treasurer by the Vice Commissioner or the Director of Operations within 30 days from the processed reimbursement.
- c. Approved transactions and expenses paid by monetary assets of the League must:
 - i. Be accompanied by an itemized receipt; and
 - ii. include a description of the use of funds.

9. Reporting Misconduct and Resolution of Issues

- a. In the event of non-compliance with the Financial Policy, it is the responsibility of the Treasurer to attempt to resolve the event with the involved parties. If the attempt to resolve the event is unsuccessful, the Treasurer must provide a report to the Executive Board.
 - i. Exception is made when there is suspicion of intentional non-compliance with the Financial Policy, the Treasurer must immediately provide a report to the Executive Board.

