



Meeting Minutes

August 20 2025 – 7:00 pm – Round Table Waterman Blvd Fairfield

ROLL CALL

President / Outreach / Social Media – Meg Herston (MH) – Present

Vice President – Bobby Cameron (BC) – Present

Secretary / Outreach / Social Media – Vacant

Treasurer – Vacant

Fundraising Chair – Vacant

Member-at-Large – Yasmin Khan (YK) – Present

1. Call to Order 7:11 PM

2. Board Positions and Voting

- Nominate / Vote to fill vacant Secretary and Treasurer Positions
- Joanne Villareal nominated and unanimously approved as Secretary.
- Justin Devine nominated and unanimously approved as Treasurer.
- New board members to sit at the official board table next meeting.
- MH to provide formatting guidance for note-taking
- Fundraising Chair - Position remains open. Discussion on recruiting or nominating a suitable candidate, especially someone already knowledgeable as a team rep. Position involves identifying and organizing fundraising opportunities, less time-intensive than a team rep.

3. Presidents Report

- Facility & Financial Operations
 - August rent still due—payment held temporarily to confirm roster numbers post-tryouts.
 - Maximum facility fee: \$200 per rostered player/month, sometimes lower depending on utilities.
 - Need to budget year-round, especially to cover slow months (December, January), which was problematic last year; pulled from savings.

4. Treasurers Report

- Balances
 - Total assets (as of Aug 20): \$12,064
 - Crab feed fundraiser: \$3,718
 - 12U Cameron: \$238 (plus fundraising money; buffer funds present)
 - 13U Salazar (Amy): \$940.12
 - General Account: \$481 (to be replenished after player fees collected)



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- 14U Cameron: \$707.11
- Gillis: \$3,080.56 (plus recent \$1,000 deposit not yet posted)
- SWAT Savings: \$1,897.93 (aim is \$5,000+ for financial stability)
- Org Wide Expenses:
 - August PG&E \$566.30 (already withdrawn)
 - Sept PG&E \$414.36 (Will Autopay on 9/2/25)
 - Tax filing \$675
 - D&O Insurance \$300
 - Ad Specialties backowed: \$515
- Accounting System & Reporting
 - Most receipts are being documented and accounted for.
 - Paypal funds pending transfer
 - Organization uses Wave accounting software (replacing spreadsheets). Receipts can be submitted via photo/text and attached to transactions.
 - BC to check mailbox/PO Box for next billing cycle
- Tax Preparation: Recent taxes completed; Janine, the accountant, charges \$600/year worth budgeting for.
- \$75 annual fee to the State of California for nonprofit registration—new treasurer to handle.
- Board members (incl. new Treasurer and Secretary) to meet at Travis Credit Union, Gateway Blvd, on Monday at 10am to update signatory forms.
- Director & Officer Insurance
 - Coverage lapsed during downturn; intention to reinstate as organization grows.
 - Not urgent this month, but flagged as a near-term action.
 - Increased insurance seen as essential due to facility ownership and expanding operations.

5. Summer 2025 Team Closeout

- Turn in Team Binders and Receipts, discuss missing receipts & cash transactions

6. Fall 2025 Team Planning

- Budgeting
- Roster Updates and Tryouts: Teams generally in good standing, but some specific position needs:



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- 14U: needs a catcher and utility player
 - 12U: needs a pitcher
- Action: Ads to be created for needed positions (especially for catchers and pitchers). Targeted social media ads preferred.
- 10U Open Workouts/Clinic Proposal
 - Discussion on running open 10U workouts in late October/November to generate interest and potentially form a team in spring.
 - Considerations include team vs. clinic distinction (fee structure: \$50/lane or \$200/week for team use).
 - Consensus: Continue discussion to refine plan, with a focus on needed age groups for organizational balance.

7. Fundraising

- Recent Fundraisers & Tax Tracking
 - Sticky Business, Crab Feed, Sharkies events completed; all documentation received for tax purposes.
 - Board policy: Any organization-wide fundraiser raising over \$1000 must contribute 10% to organization funds (detailed in contract for transparency).
 - Past events (e.g., Crab Feed) credited for building up general fund and SWAT maintenance accounts.
- Proposed/New Fundraisers
 - Savers Fundraiser: Discussed but mostly discouraged due to labor-to-reward ratio, logistical challenges (storage, transport), and low payouts.
 - Spaghetti Feed: Strong support for reviving this high-yield, community-building event.
 - Historical net ~\$15,000 per event; supports slow months (Dec-Jan facility costs).
 - Need to secure venue (Three Oaks, Vet Hall, Moose Lodge, Wednesday Club discussed).
 - Mary's Pizza potential caterer; organizational collaboration required.
 - Action: Check venue dates, pricing, and logistics; consider targeting 200+ attendees.
 - Golf Tournament: Potential future major event (spring/summer 2026); examples cited raising \$20,000+; suggested venues include Travis, Hidden Brook, or American Canyon; organizational bandwidth required.



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- Cornhole Tournament: Suggestion to partner with local brewery in Dixon; contact available via board members/neighbors; organization would largely promote and provide attendees, brewery would handle event logistics.
- 50/50 Raffle: No longer legal for amateur organizations; only available to professional teams.

8. Facility Status:

- A/C repaired but sparingly used due to high utility bills. Utility cost noted as a significant expense, especially in July.
- Members discussed potential solutions (lock box for thermostat, improved usage discipline).
- Facility rent increased due to HVAC improvements.
- Note: Facility maintenance remains everyone's responsibility (e.g., turning off lights, equipment, A/C after use)

9. Uniforms

- Most teams retaining current uniforms for fall; long lead times make short-term changes impractical.
- Interest in new styles/materials (e.g., light/dry-fit, pinstripes, cut-off sleeves).
- Teams must use official SWAT logo/colors; access to logos to be provided via Google Drive.
- Suggestion: Consider a unified "home" or "white" uniform across all teams for cohesion.

10. Policy and Contract Updates

- Existing contract language deemed outdated and too lengthy (previously up to 10 pages).
- Board agreed on:
 - Condensing document (new draft: ~3 pages; room for required forms/addenda)
 - Updating fees and deposit amount to \$500
 - Ensuring necessary legal/insurance clauses still included
- Proposed process:
 - Danielle to upload draft to Google Drive for all board members to review.
 - Suggested implementation date: January 2026 (as many have already signed for fall).
 - Coaches may add team-specific addenda if needed.
 - Aimed at readability and transparency.



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11. Minutes from Previous Meeting - July

- July Minutes posted online, approved by Board

12. Team Updates

- Amy (baseball team manager) raised concerns about baseball exclusion during softball-heavy tryouts (lack of space, materials, information, and three families lost).
- Suggestion for future tryouts: Ensure all teams (baseball/softball) are included equally (tables, materials); increase communication and support.
- Response from board/coaches:
 - Apology and acknowledgment of issue; field's maintenance and logistical mishaps compounded problem.
 - Commitment to greater organizational cohesion and intentional support for all teams, regardless of sport.
 - Noted recent board/leadership transitions post-COVID-19, with renewed focus on unity moving forward.
 - SWAT-branded baseball stickers and additional materials promised for future events.

13. Next Steps and Look Ahead

- Board meeting for Bank signatory updates: Monday, August 25, 2025 at 10am
- Further discussion/planning on 10U open workout to take place before start of winter.
- Spaghetti Feed planning and committee assignments to be finalized by September/October.
- MH to ensure all board members have Google Drive and GroupMe access

14. Adjournment at 8:02 PM

Next Board meeting: Wednesday, September 17 at 7:00 PM, Round Table Waterman, Fairfield.