

Houston Ultimate Community

Exec Board of Directors Meeting - August 2023

Agenda

- Confirm Leadership team members as board members
- Potential New Volunteers/Officers
- Plan for Annual Meeting
- Partnership with Havoc for Youth/Marketing

Board Members

- Chris Dawkins
- Andrew Robbins
- Ben Lewis
- Mary Barcio Fuzat
- AJ Beard

DRAFT Meeting Minutes

- **Approve previous meeting minutes - [HERE](#)**
 - Follow up on outstanding action items
- **Review and Approve/Revise the following organizing and procedural documents:**
 - [Conflict of Interest Policy](#)
 - [Use of Likeness Agreement](#) (optional)
 - Procedure for the adoption of these new documents:
 - Review comments in each document as a board.
 - Determine how much revision is required before we can vote on the document as a governing policy/document for HUC.
 - No revisions, vote on each document.
 - Revisions - will be incorporated and presented for review and a vote offline via email.

Additional Agenda Items if we have time

- Potential New Volunteers/Officers/Positions
 - Katie Sellers - Finance Committee - Bookkeeping and Accounting
 - Ben Lewis - Treasurer
 - Jimmy Zuraw - Club?
 - More Ideas?
- Plan Upcoming meetings
 - Next board meeting
 - Annual Meeting
 - Volunteer Appreciation

August 22, 2023 Board Meeting Minutes

Meeting Started at 8:40pm CT

In Attendance

- AJ Beard
- Ben Lewis
- Mary Fuzat
- Andrew Robbins

Review - Status of Action Items

Previous leadership Team Meeting Minutes: [August 1 LT Meeting](#)

- AB - ask Katie Sellers to volunteer with HUC for finance committee (leadership)
- CD - Financials from TBUF are still outstanding. Have not received from CD.
- SL - Sponsorship materials gathering still an outstanding action item
- BL - has agreed to serve as Treasurer - Board voted in favor to approve.
- AB- Will follow up with Operator (Michael Conlin) to confirm details for annual meeting (in conjunction with Winter League Draft)
- AB - Create FAQ for information for onboarding and training for new volunteers
- AR - need to reorganize the Google Drive

Previous Exec Board Meeting Minutes - [HUC Board Meeting June 2023](#)

- Procedural Documents that will require future review for board:
 - [Conflict of interest](#)
 - [Use of Likeness](#)

New Action Items:

AB - Source USAU Use of Likeness policy

AB - schedule offline comments for revised conflict of interest and likeness drafts with BoD

Organizational Operations

AB – Proposed that anyone on current leadership team should be considered a board member.

Most have performed Board duties through their role in leadership.

Need to have clarity between Board and leadership.

Should have executive board made up of directors and offices and at large. Rest are officers and have a voice and represent each part of the community. Allows volunteers to know they are empowered.

Would look to have the individuals identified as VP. on the website as board members.

Not critical to have the proposed structure from AB BUT, if it isn't clear to Board/Leadership team, we need to clarify for community prior to Annual Meeting.

Reviewed the [Board of director job description](#) and organizational chart on last slide [HERE](#)

If we take action with proposal above: will involve aligning leadership and Board member roles. Ask if leadership is comfortable on being on the board or volunteer who can opt in or out.

BL – Would be good to have accounting and finance separate from treasurer as its own board seat.

Decided: Exec board needs to have an in depth design conversation as to HUC's leadership structure

Potential New Volunteers/Officers

Proposal to add Katie Sellers to leadership

Decided: Unanimous vote approving the appointment of Katie Sellers to handle bookkeeping and financial reporting.

Note: Her role will be separate from BLs. If there is any difference of opinion as to the financials, they will discuss with the Board

Jimmy Zuraw also was discussed, but unclear on role for him at the moment. No vote or further discussion at this time.

Annual meeting

Discussed briefly that it's important to know the structure of our org as we recruit new volunteers and to be sure we honor/acknowledge the work of existing volunteers in any transition if one is needed.

Goal would be to seek input from community on our org structure in line with what the org wants to accomplish

Next Exec BoD Meeting

- Next Board Meeting in Person - October 9 or 15?
- Note Ebay out Oct 22-Nov 8, Mary traveling during week in Oct
- Agenda proposed
 - Optimal Organizational structure
 - Annual Meeting event planning
 - Review Financials

Did not discuss:

- Partnership with Havoc for Youth/Marketing

Future Action Items

AJ and MF - Locate potential Use of Likeness from other Ultimate Youth Organization

AB - schedule offline comments for revised conflict of interest and likeness drafts with BoD

AR – Discuss with CD ongoing role with HUC

Email Minutes to the Houston Ultimate Gmail account to get time stamp

AR – Organize google drive

Suggestion – Operations folder should contain one folder with the current/active operating documents

Meeting ended at 10:15pm CT