Board of Directors Meeting Minutes

Monday, August 3, 2026 | CEVA Office | 6:00-8:05 PM

1. **Call to Order, Quorum, Guests, and Conflicts [ACTION | 6:00-6:05 PM]**
    a. Start recording; complete roll call; declare quorum; recognize guests
        i. Board Members Present: Cody March, Kelly Bentley, Jenna Cox, Kindell Souders, Sean Daugherty, Mark Sykes, Callie Wilkins, Noah Lambie, Ben Stern, Cara Freeman, Liane Morimatsu
        ii. Board Members Absent: Helen Daniels (excused), Kelly Havig (excused)
        iii. Staff Present: Alix Montoya
        iv. Quorum present.
    b. Disclose any conflicts of interest in accordance with CEVA's Conflict-of-Interest Policy.
        i. None disclosed
    c. Review and approve the agenda. Directors participating remotely count toward quorum and voting pursuant to Article XI, Section 3 of the Bylaws.
        i. Motion to approve the approve the consent agenda moved by Sean and seconded by Jenna. Quorum participated: Yes | Vote: 10 approve, 0 do not approve, 0 abstain.
2. **Consent Agenda [ACTION | 6:05-6:10 PM]**
    a. Accept written committee, staff, finance, and program reports submitted in advance.
    b. Any director may request that an item be removed for separate discussion before the motion.
3. **Electronic Actions Since the Previous Meeting [RECORD ONLY | 6:10-6:15 PM]**
    a. Prior meeting minutes approved electronically on Tuesday, June 23, 2026. Voting window: 7 days | Quorum participated: Yes | Vote: 11 approve, 0 do not approve, 0 abstain.
    b. Motion to approve the slate of executive officers for the FY27 Board term, moved by Sean Daugherty and seconded by Kindell Souders on Wednesday, June 24, 2026. Voting window: 7 days | Quorum participated: Yes | Vote: 10 approve, 0 do not approve, 0 abstain.
    c. Motion to approve at-large members Mark Sykes, Sean Daugherty, Kindell Souders, and Lianne Morimatsu for FY27, moved by Jenna Cox and seconded by Kelly Havig on Sunday, June 28, 2026. Voting window: 7 days | Quorum participated: Yes | Vote: 8 approve, 0 do not approve, 1 abstain.
    d. Motion to approve the FY27 budget as proposed, with the understanding that the budget will absorb the staff bonuses carried over from the end of FY26. Moved by Cara Freeman and seconded by CJ Roberts on Monday, June 29, 2026. Voting window: 7 days | Quorum participated: Yes | Vote: 11 approve, 0 do not approve, 0 abstain.

4. **Board President's Report - Connection and Education [INFORMATION / DISCUSSION | 6:15-6:25 PM]**
    a. Introduce the FY27 focus and the expectation that directors will be visible, informed, accessible, and prepared to follow through.
        i. Goal is constituent connection with players, parents, and clubs.
    b. Move beyond newsletters and email by creating more direct, boots-on-the-ground conversations at CEVA events.
    c. Use summer tryouts as the first board education priority so directors can explain the policy accurately and consistently.
    d. Bring recurring questions and member concerns back to the Board, staff, or appropriate committee for response and follow-up.
5. **Old Business [ACTION / DISCUSSION | 6:25-6:35 PM]**
    a. Special Election for Geographical Representative - review status, approve the remaining process and timeline, and assign responsibilities.
        i. Welcome to Noah Lambie who is the Geographical Representative, local Depot Bay teacher, and co-owner of Oregon Coast Juniors.
    b. Executive Officer Roles and FY27 Responsibilities - clarify responsibilities, communication protocols, and any remaining transition needs.
6. **Executive Director Report [INFORMATION / DISCUSSION | 6:35-6:50 PM]**
    a. Staff longevity.
        i. Cody is advocating for additional benefits (as part of the overall compensation package) for the CEVA staff to improve long-term retention.
            1. Noted that the current staff with 10+ years is the most tenured staff since CEVA began in 1980 and current benefits cap after 5 years.
        ii. Proposals under discussion:
            1. 4–6 week sabbatical with an option to add a portion of PTO at 10 years of tenure and available at every future 5 years thereafter.
                a. Staff feedback positive on sabbatical concept.
                b. Timing would require manager approval and strategic scheduling.
            2. Milestone gift cards.
            3. Travel vouchers.
            4. Wellness memberships
        iii. Action Item: Cody to discuss w/ staff report back to the board.
    b. Staff updates.
        i. Part-time marketing position posted. First applicant already received.
        ii. Working on memberships (live date of August 4th).

   iii. New USAV MMS system delayed. Tentative go-live date of May 2027 but not confirmed.
   iv. USAV added a qualifier in the Bay Area that will conflict w/ the Feb 18s / Open event.
   v. Cody requested closed session to discuss a potential business relationship with another organization in the region.
   vi. Expo Center shared draft booking policy; new hotel booking policy may force "stay to play" status.
   vii. SportWrench is live and will be integrated for the upcoming season.
      1. Next step is to build out the registrations, integrate officials, and provide training materials to the region (athletes, parents, clubs).
      2. SportWrench includes VolleyStation which is an electronic scoring system and allows you to pull up a live update for each court to understand where the current game is at. It also removes the heavy administrative task of collecting and filing scoresheets, and the need to print out rosters.
c. Operational risks, upcoming decisions, or areas where Board direction is requested.
   i. None.

7. **Finance Dashboard [INFORMATION / DISCUSSION | 6:50-7:00 PM]**
   a. FY26 Recap
      i. **Gross profit:** $1.735M (103% of budget)
      ii. **Total expenses:** $1.62M (~95% of budget)
      iii. **Surplus:** ~$94,000
      iv. FY27 budget approved; includes new marketing budget allocation
   b. FY27 forecast and any issues requiring future Board attention.
8. **New Business [ACTION | 7:00-7:30 PM]**
   a. Board Attendance and Participation Standards - adopt expectations for meeting attendance, electronic voting, advance preparation, committee participation, and event visibility.
   b. FY27 Board KPIs - approve definitions, targets, tracking responsibility, and reporting frequency:
      i. Electronic voting: 100% participation within the established voting window, excluding documented recusals or excused circumstances.
         1. Current voting window is 7 days.
      ii. Meeting attendance: 100% attendance, less excused absences, with attendance reported at each meeting.
         1. 90% on time for meetings
      iii. Preparation and education: directors review Board materials and complete designated orientation or policy briefings.

iv. Event visibility and member engagement: each director participates in at least two designated CEVA events during FY27 and reports significant questions or follow-up needs.
    1. BOD members should utilize the available form (CEVA BOD KPI Submission Form) to report on events.
    2. 2-week advanced notice needed if BOD requests parking / entry passes.

v. Philanthropic participation: 100% Board participation at an individually appropriate level.
    1. One donation item secured.
    2. Present at one regional event or supporting the coordination of auction prep work.
    3. Proposal: To consider conducting a 50-50 raffle ticket at other events beyond regionals.

c. Committee KPI Process - approve the October 1 submission deadline and determine the review and approval process.
    i. KPI proposed process: Each committee chairs to finalize KPIs at their next meeting. Executive committee to review committee KPSs by October 15.
    ii. Committee growth expectations proposed: Clear objective to grow committee membership and submitted to BOD before Dec. 7th BOD meeting.

d. Connection and Education Implementation Plan - approve the framework and assign owners and deadlines:
    i. Create an FY27 event-coverage calendar and assign Board members.
    ii. Provide short, issue-specific briefing sheets before events; begin with summer tryouts.
    iii. Make directors identifiable and available for direct member conversations at designated events.
    iv. Create a simple log for questions, concerns, referrals, and follow-up responsibilities.
    v. Report recurring themes back to the Board, staff, and committees.
    vi. Committee Report Standards - confirm reports are due at least three days before meetings and that oral time is reserved for highlights requiring discussion, direction, or action.
    vii. Action:
        1. Cody to update the KPI Tracker and create google calendar for visibility of event attendance.
        2. BOD should provide advanced notice of at least two weeks to CEVA office if attending an event should they desire parking / entry passes.
        3. Cody to create one-pager for hot-topics as requested by Sean.
        4. Cody to explore option of adding important info / links to Slack in a tab.

9. Member / Guest Comment [DISCUSSION | 7:30-7:40 PM]

   a. Opportunity for guests, if present, to share concise comments or questions. Matters requiring research or extended discussion may be referred to staff, a committee, or a future agenda.
   b. Mark Sykes Moved to add Allison Axtel into the adult committee and seconded by Kindell
      i. 10 yes / 0 no.

10. Board Roundtable / Open Floor [DISCUSSION | 7:40-7:50 PM]

   a. Directors may raise concise ideas, concerns, or observations not tied to a specific agenda item.
      i. Ben reports that there has been discussion about separating boys' championship events from girls' championship event.
         1. Ben should discuss exhibition format (junior vs collegiate/VLA) at next Boys Committee meeting.
      ii. Fundraising Suggestions
         1. Dine Out Nights for passive profit-sharing
            a. Kindell and Lianne to connect to share contacts and determine what next steps are to implement a dine out night.
   b. Items that cannot be resolved quickly will be placed in the Parking Lot for future consideration.

11. Closed Session - If Required [PROCEDURAL | AS NEEDED]

   a. Motion to approve and begin a closed session, moved by Sean and seconded by Jenna. Quorum participated: Yes | Vote: 10 approve, 0 do not approve, 0 abstain.
   b. Motion to approve and end a closed session, moved by Sean and seconded by Mark. Quorum participated: Yes | Vote: 10 approve, 0 do not approve, 0 abstain.

12. Parking Lot and Future-Agenda Review [DISCUSSION | 7:50-7:55 PM]

   a. Confirm which unresolved topics require additional information, committee work, or placement on a future agenda.
      i.

13. Review of Action Items [ACTION | 7:55-8:00 PM]

   a. Confirm each action item, owner, deadline, expected deliverable, and reporting method.
      i. Cody: Update the KPI Tracker and create a google calendar for visibility of event attendance.
      ii. BOD: Provide two-week notice to CEVA office if parking/entry passes are required for event participation.
      iii. Sean to inform Cody of subject matter for the one-pager to and then Cody to create the one-pagers for the BOD
      iv. Cody: Explore the option of adding important info / links to Slack in a tab.
      v. Action Item: Cody to discuss proposed benefit changes w/ staff and provide updates to BOD.

vi. Ben: Discuss exhibition format (junior vs collegiate/VLA) at next Boys Committee meeting.

vii. Kindell and Liane: Connect to share contacts and determine what next steps are to implement a dine out night.

14. Good of the Order [DISCUSSION | 8:00-8:03 PM]

a. None

15. Next Meeting [INFORMATION | 8:03-8:05 PM]

a. Monday, December 7, 2026 at CEVA.

16. Adjournment [ACTION | TARGET 8:05 PM]

Respectfully Submitted,

Signed by:

Kelly Bentley 8/26/2026

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Kelly Bentley **Date**

Board Secretary