

**SCW Softball Club Board Action Item Log - As of 3/5/2025**

Action #	Main Item	Action	Start Date	Target Date	Owner	Status
	<b>Scoreboard</b>					
SB-1		Secure final approval from Rec Center and Governing Board for 25 year agreement with Liberty			Perillo/Missos	Closed
SB-2		Provide Invoice for scoreboard to Liberty			Perillo	Closed - Invoice submitted
SB-3		Obtain check from Liberty			Perillo	Closed - Check obtained
SB-4		Obtain a contract/document from HQ Sports specifying deliverables and ETA			Missos	Closed - contract obtained
SB-5		Provide initial payment to HQ Sports			McGraw/Steil	Closed - payment provided
SB-6		Track progress of scoreboard manufacture and install		Ongoing	Sorber	
	<b>Website</b>					
W-1		Ensure new website is operational on all browsers			Horvath/Shuck	Closed - Website operational on all browsers
W-2		Develop new member link on website for all GT participants to complete waiver, register and pay dues		TBD	Horvath/Shuck	
W-3		Update CL rules and submit for publication on Website			Derylo	Closed - posted on website
W-4		"Pay Dues" page created right next to the "Home" tab at the top of the page. When clicked, take people to the actual form that needs to be completed to pay dues.			Horvath/Schuck	Closed - page created
W-5		"Pay by Check" option removed and instead, add a note that says "To pay by check or cash, drop the payment in the mailbox at the field. You will be registered as having paid dues upon receipt."			Horvath/Schuck	Closed - option removed
W-6		Sponsors added to the website with a link to their web page; remove the current image rotator.			Perillo	Closed - Sponsors added

W-7		New player page created. Have a way to complete the waiver form online and submit electronically rather than use a fillable/printable pdf.		TBD	Horvath/Schuck	
W-8		Add Action Item Log to Website		TBD	Sorber/Horvath	
W-9		Ensure Club Calendar is accurate/up-to-date on Website			Horvath	Closed - calendar up to date
W-10		On website, remove Raynor as GT contact; add Mike Currie			Czech	Closed - Raynor removed & Currie added
		<b>Concessions</b>				
C-1		Develop a go-forward plan on handling concession purchases and establish new process			McGraw/Board	Closed - Plan developed and implemented
		<b>Financials</b>				
F-1		Develop a standard for monthly/quarterly expense and income tracking			McGraw/Steil	Closed - Standard developed
F-2		Evaluate bank accounts to determine benefits of merging accounts to one bank instead of two.			McGraw	Closed - determined that two accounts are needed
		<b>Field Maintenance</b>				
FM-1		Request field maintenance team to brush turf weekly on Wednesdays			Skinner	Closed - Field brushed every other Wednesday.
FM-2		Locate maintenance contract for turf maintenance			Sorber	Closed - No contract exists. Schedule once per year.
FM-3		Working with Board, identify any field turf improvements. Based on these discussions, work with Rec Center (Mike Wickham) to estimate costs/schedule and then obtain Board approval.			Sorber	Turf Maintenance & Infield/Outfield transition scheduled for April 2, 2025
FM - 4		Develop roles & responsibilities for Field Maintenance/Manager		TBD	Sorber	

FM-5		Evalute more frequent turf maintenance in a calendar year			Sorber	Pending - Meeting on April 2nd to address
	<b>Safety</b>					
S-1		Investigate certification process for CPR/AED training			Czech	Closed - players/personnel to obtain their own CPR/AED training if desired
S-2		Working with Rec Center leadership, define when/how someone is defined as a safety risk per Charter Club RRP requirement		TBD	Czech	
S-3		Improve or purchase new field first aid kit	3/5/2025		Czech	
	<b>MISC</b>					
M-1		Define and assign Club Roles & Responsibilities across all Board members		TBD	Board	
M-2		Define scope & charter of Marketing/Sponsorship Committee		TBD	Perillo	Pending - written document under development
M-3		Breakout the Events/Liaison category		TBD	?	Pending - Board Member liaison TBD