

# Meetings

## Objectives:

- To define the necessary meeting requirements to be compliant with the standards.
- To identify and discuss effective meeting strategies
- To review the DA Meeting Book and discuss topics reflective of time of year
- To create a District workplan that helps keep meeting agendas organized and timely
- To discuss the importance of education from both a program perspective and a district perspective



# Effective Meetings

- Scheduled well in advance so people can plan
- Agenda items are well thought out and shared in advance
- Allow time for discussion and best practice sharing
- Interaction should be encouraged, not lecturing
- Requirement is now a minimum of five (5) per year
- Utilize the tools that are available to you to structure all meetings



## How do you and your staff create meeting agendas?

- What are the topics?
- Do you gather topics from the leagues?
- Do you provide updates from Little League?
- Do you conduct an educational/operational component?
- Are you reviewing district financials and providing statements?
- Do you offset with monthly reminders in the non-meeting months?

# District Administrator Meeting Book

**LITTLE LEAGUE®  
DISTRICT ADMINISTRATOR  
MEETING BOOK**



[LittleLeagueU.org/DA-Meeting-Book](http://LittleLeagueU.org/DA-Meeting-Book)



# District Administrator Meeting Book

- This has been created to provide you examples and ideas on how to conduct your meeting and more:
- Decorum of the meeting
- Provide you with topic ideas
- Outline how to craft meeting minutes
- Supply sign-in sheets for each meeting and good info to maintain
- Offers a D.A. Timeline
- Provides framework for creating a District Calendar

# District Administrator Meeting Book

## DISTRICT MEETING KIT

**Meeting Type:** Pre-Season Administration / Fall    **Suggested Time of Year:** October-November

### PLANNING FOR YOUR MEETING

**Meeting Date:** \_\_\_\_\_

**Meeting Time:** \_\_\_\_\_

**Meeting Location:** \_\_\_\_\_

**Date of Notice:** \_\_\_\_\_

*Provide AT LEAST 15 days before meeting.*

*Email or postal mail notice with date, time, location and any agenda items set.*

*Notification provided at least to each league president.*

### RECOMMENDED MEETING TOPICS

*Refer to LittleLeagueU.org or contact the Region Office for supporting information.*

- District Budget**  
Provide league presidents and district staff a proposed budget to review and approve.
- Constitutions**  
Remind leagues the importance of strictly adhering to their constitution and any changes can only be made with approval from the membership. The Board may suggest changes, as well as the members. The constitution on file with Little League is considered official.
- Bylaws / Local Rules**  
Bylaws do not rewrite any Little League® rule, regulation or policy. The Region Office can review bylaws upon request and provide an overview of items to include in a league's bylaws. Each should submit a copy to the DA.

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- District Calendar**  
Produce a calendar for the upcoming or current year that outlines various important dates and events that leagues should be aware of. These may include meeting dates and clinics for the year, tournament projected start dates, and more. See the Creating a District Calendar portion of this booklet.
- League Board Meetings**  
Review each league's board meeting schedule and review best practices and meeting decorum for conducting such meetings. Ensure leagues follow its constitution in conducting meetings and emphasize transparency with league members to open up lines of communication.
- League Chartering**  
Review information available regarding chartering for the upcoming year. Emphasize proper charter numbers, how to properly charter and ability to adjust during the year. Emphasize chartering by Jan. 1 to prevent insurance lapse.
- League Finances and Taxes**  
Use this topic to review the do's and don'ts of league financial management. Emphasize the importance of leagues utilizing strong financial management practices and being transparent. Additionally, discuss the advantages of applying for Little League's tax exemption and properly filling taxes annually to be compliant with federal law and prevent exemption from lapsing.
- Safety - ASAP**  
Review benefits of participating in ASAP. Remind leagues of deadlines for submitting items to take part of benefits. Provide leagues with resources available, including Region Safety Officer contact information.

## DISTRICT MEETING KIT

I attended the meeting below and it covered relevant topics and provided thorough education that was useful to me and my local league.

Meeting Type:  Pre-Season Admin / Fall     Pre-Season Planning     In-Season  
 Post-Season / Tournament     Post-Season / Summer     Other/Monthly

Meeting Date & Time: \_\_\_\_\_

Location: \_\_\_\_\_

Total Attendees: \_\_\_\_\_

### LOCAL LEAGUE ATTENDANCE

Name	League	Position

District Administrator: Retain this sheet for your records







# Meeting Minutes

**The following should be within each meeting minutes.**

- Name of the organization
- Date and place of the meeting
- Type of meeting: regular or special
- Attendance listing of those present
- Approval of previous meeting minutes
- All reports and actions taken



# Meeting Minutes

**The following should be within each meeting minutes.**

- All MAIN motions made and carried or defeated (Omit any withdrawn)
- All other motions carried and which contain information needed at a future meeting (tabled items)
- Adjournment
- Signature of minute creator

# Meeting Minutes

- The name of the maker of the motion should be stated, but the name of seconder needs not be included unless the organization desires to do so
- The minutes are a record of what is DONE, not SAID
- Opinions of members should be omitted

# Meeting Minutes

- Statements or discussion should not be included in the minutes
- When a motion is very important, include the vote count
- Once finalized, the minutes should be signed by the creator (secretary) and also the D.A.
- Distribute to all involved, whether in attendance or not



# Incentives

- Incentives for leagues meeting an attendance requirement or attending all meetings could include, but not limited to:
  - Reduction or discount on of district fees
  - First choice of tournament affidavit review days/times
  - Tangible reward items, such as pins, equipment, etc.



# Incentives

- Require league attendance at a set number or percentage of meetings per year
- Require League President or his/her appointed board member to attend
- **Failure to attend could result in:**
  - Inability for League Presidents to be approved as tournament team managers/coaches
  - Non-approval of interleague play and combined team applications
  - Inability for league to host special games and/or International Tournament games

## Some Shared Best Practices - Meetings

- Create and provide a League Administrator checklist
- Recognize all groups: Umpires, Softball, Challenger, etc.
- Research all items spoken and communicated about
- Offer CPR training to all leagues at minimal cost

## Some Shared Best Practices - Meetings

- Be fair when placing tournaments, share hosting responsibilities
- Be knowledgeable of rule changes: read the book and updates
- Know when holidays and community activities may conflict