



SSL Board Meeting Minutes

November 17, 2025

6:00pm - 8:00pm

Hooked on Colfax

[Previous Meeting Agenda](#)

Please Edit appropriately by EOD Nov. 13, 2025

Roll Call/Quorum:

In attendance: Steph D, Eli, Kristen, B, Gaelen, Quinn, Brandon, Kirin, Andrew, Grant, Steph O, Fiona,

Not in attendance: Sloan, Brian

Welcome & HR/Member Services 6:15 - 6:25)

- Fiona to chat with the board + team
-

Previous Action Items (6:25 - 6:35) *ALL to add any updates here*

- ~~ALL~~ - add comments for Fiona's feedback and incident reporting form to the meeting notes by the end of August
 - Kirin to make a QR code poster for
 - Guest Star
 - Feedback Form
 - Incident Form
- ~~Kirin to move the marketing plan into the marketing folder and turn it into a "checklist" to follow. Kirin will share that out via the #marketing slack channel afterwards so we are all aware~~
 - Adding to slack and pinning to the channel
- ~~Add more thoughts on membership plans to these meeting notes by the end of August~~
 - We are putting the membership program on pause until our registration systems are better able to support this idea.
- Kristen, Kirin, & Justin to put their heads together to build out a "wanna start a league" form for the website
 - Working on it, lets have this complete by end of January
- ~~HR Forms are live on website~~ - memberservices@summitsportsleague.com
 - Incident Reporting Form:
https://docs.google.com/forms/d/1F_uSiPa_BCZJ5mYDcva5QjKON157WBpgOGEGkrnwgT4/viewform?edit_requested=true
 - Feedback Form:
https://docs.google.com/forms/u/4/d/15nteUPg36R5eR3_pcIUxcroFBJ3YfG91eLPE0uPkhY/viewform?usp=drivesdk&edit_requested=true
- CPR training needs to be scheduled

- Steph to follow up with insurance company
- Fiona has the firefighters union who could train us.
- We would mainly just need a certified instructor.

E-Board Updates (6:35 - 6:55) *Steph, Eli, Kristen, B, & Gaelen to add any updates here*

- BOD Retreat - Saturday, December 13, ALL DAY
 - Gaelen - to update calendar invite
 - 9:00am-4:00pm
 - Location TBD
 - Who is in attendance for that day?
 - Steph O - busy until 12:00pm in castle rock
 - Grant, leave around 2:00pm
- Finance Updates
 - B & Steph will present on registration and finance numbers
 - Are beginning to analyze the data and trying to understand what is needed to make sure our leagues can be successful
 - Building out an SOP for expenses, budgets, etc.
 - There is a reimbursement form for receipts.
 - Eli to test the form
 - B & Steph to review before posting
 - Also looking into the minimum requirements for making our leagues successful and in the positive
 - We are moving away from Venmo and will transition to credit card readers through our bank.
 - Working on what finance transparency can look like for the board and our members.
- Have we looked into not using Citywide Sports and instead go directly with Parks & Recreation.
 - Andrew's experience from managing Kickball, it was cheaper to go through Parks & Rec instead of through Citywide Sports.
 - Kristen will connect with Parks & Rec to see what is possible.
- 2026 Registration Fees Increase (for all sports except Climbing)
 - This is based on an 8 week season sport. Prices for a different timeframe would proportionally reflect these fees.
 - IE. a 4-week sport would have...
 - Early bird \$30 - first 2 weeks of registration
 - Standard \$35 - middle time period
 - Late \$40 - last 7 days of registration
 - Virtual Vote conducted this week
 - Early bird \$60 - first 2 weeks of registration
 - Standard \$70 - middle time period
 - Late \$80 - last 7 days of registration
 - YAY: Gaelen, B, Quinn, Kirin, Eli, Brandon, Kristen, Steph, Andrew
 - NAY:
 - Abstain: Fiona
- 2026 Registration and Payments for BOD/LM/LR

- Discounted Registration - as a thank you for the work that goes into making Summit successful..
 - Board members
 - Free registration to all divisions
 - No guest star fee
 - Do not get paid for reffing
 - Division Managers
 - Free registration to the divisions they are managing, 50% off to any additional division
 - No guest star fee
 - Division Representatives
 - One free registration to use for the division they are managing or other (their choice,) 50% off to any additional division
 - No guest star fee
 - Additional discounts
 - Set-up crew?
 - No more “free season” set-up crew. The first division that plays will rotate teams to help set up.
 - If a member reaches out for financial assistance, set-up crew can be an option for a discounted season.
 - Season awards?
 - Yes, one Sportsmanship Award given out to one person per division for a free season code
- Payment structure
 - Board members do not get paid - this is a volunteer role
 - Managers & Division reps get paid \$5/registration
 - Managers & Division Reps will split the \$5/registration
 - \$2.50 per registration to manager, and \$2.50 to rep
 - B will look into if we can create an incentive for higher registration amounts for a “bonus” for DM/DR
- 2026 BOD timeline - Gaelen
 - *All Board Members will serve a minimum one-year term with the option to extend for up to three-years total with vote approval by the ELT. **To extend their term, Board Members need to notify the ELT before 60 days of their annual term ending.***
 - **April 30, 2026**
 - **ALL Director positions**
 - If you are planning to step down at the end of this year's term, the sooner we know, the better we will be able to plan.
 - *Members of the ELT are required to serve a minimum of two years with the option to extend for up to three-years total with vote approval by the BOD. A passing vote is met with a 65% vote of eligible members. This does not include the individual of which we are voting on.*
 - *Board Members are welcome to re-apply to their position at the end of their three-year term for another three year term. They will be considered along with any other candidates that apply.*

End of Year Gala Updates, Requests, Support (6:55 - 7:15) *Quinn to add any updates here*

- Dec 12, 2025 @ X Bar's Glow Lounge (upstairs)
 - Set up begins at 2 PM
 - Doors Open at 7 PM
 - 7-8 PM - Social Hour
 - 8-8:30 Awards
 - Board presence requested
 - 8:30 - 9:30 - Social Hour
 - 9:00 - 9:30 Tear down
 - 9:30 PM - We have to be out of Glow
- Budget Breakdown = Approx \$2,000
 - Bar Minimum = \$800 + 25% Gratuity = \$1,000
 - Gratuity is only charged for what we pay
 - Food Estimate = \$750
 - Price is for a taco bar that feeds about 50 (full meals). Do we need food? Would it be better to use money to cover more drinks? Would love some thoughts here
 - Awards = \$100 vp@summitsportsleague.com is this reasonable?
 - Alternatively, we could seek out 3D printed ones somewhere too?
 - Looking into Summit community members to make the awards
 - Miscellaneous Supplies = \$150
- Tickets
 - \$30 / pp through end of november. Final two weeks, tickets increase to \$40 / pp
 - Ticket Goal = 60 - 80 people
 - Break even point is roughly 65 individuals
 - Capacity is "legally" limited to 129
 - Current Ticket Sales = 20 tickets (if all board signs up, we will be at 30)
- Drinks
 - Intent is that the ticket includes a welcome drink/ticket. X Bar doesn't really have a system set up for this, but here are their options for pricing since they don't have a "menu":
 - Wells = \$8
 - Calls = \$10
 - Top Shelf = \$12
 - If we use the above pricing, I would recommend that each ticket gets a drink ticket for a call, assuming 80 tickets would mean we'd hit the bar minimum and our total cost would be \$1,000.
 - Option B: each person gets 2x Well tickets. This might push us over on budget depending on final numbers, but something to consider.
 - Alternatively, we can also give a budget and they will tell us what quantity of bottles that provides and they can serve till they run out. Or we can have a signature cocktail made for the event and have that be served as well. Personally, I think drink tickets ensure everyone gets one, keeping options flexible (includes N/A), and hits our tab requirement.

- Need feedback here
- 1x Well Drink (more drink tickets if needed based on registration)
- Summit shot? Work with X Bar to create and verify that it will be a part of the ticket
- Verify Soda/Mocktails can be a part of the ticket

● Food

SHAREABLES

LOADED NACHOS \$12
Homemade tortilla chips, queso, jalapeños, red salsa, sour cream, & pico de gallo | Add chicken, pork, or steak for \$3.00

LOADED FRIES \$12
Fries, queso, jalapeños, red salsa, sour cream, & pico de gallo | Add chicken, pork, or steak for \$3.00

HUMMUS, PITA, & VEGGIES \$10
Hummus served with pita bread, celery, & carrots

X BAR MEATBALLS \$12
(6) Beef meatballs tossed in house sticky asian sauce, topped with sesame seeds and green onion

CHIPS & SALSA \$5
Homemade tortilla chips served with house salsa

QUESADILLAS \$12
Flour tortilla stuffed with asadero cheese, pico de gallo with a side of sour cream and guacamole | Add chicken, pork, or steak for \$3.00

CHICKEN WINGS \$12 (6)/\$20 (10)
Bone in with celery and carrots and choice of ranch or bleu cheese
Flavors: BBQ, Buffalo, Sticky Asian, Dry

BBQ PULLED PORK SLIDERS \$14 (3)
Pulled pork, bbq sauce, American cheese

X BAR ENTREES

TACOS \$15 (3)
Three tacos with onion, cilantro, your choice of chicken, pork, or steak, and a side of salsa

X BAR-RITO \$14
Flour tortilla stuffed with house made beans, mexican rice, lettuce, asadero cheese, tomatoes, and sour cream | Add chicken, pork, or steak for \$3.00

X BAR CHICKEN TENDERS \$15 (3)
Handbreaded chicken tenders with your choice of sauce on side
Served with a side of regular fries (Upgrade to sweet fries or side salad +\$1)

X BURGER \$16
1/2 lb beef burger with lettuce, tomato, onion, pickle and cilantro mayo, american cheese available upon request (+0.50)
Served with a side of regular fries (Upgrade to sweet fries or side salad +\$1)

VEGGIE BURGER \$16
Garden veggie patty with lettuce, tomato, onion, pickle and cilantro mayo, american cheese available upon request (+0.50)
Served with a side of regular fries (Upgrade to sweet fries or side salad +\$1)

GRILLED CHICKEN SANDY \$14
Grilled chicken with lettuce, tomato, onion, pickle and chipotle mayo, american cheese available upon request (+0.50)
Served with a side of regular fries (Upgrade to sweet fries or side salad +\$1)

BBQ PULLED PORK SANDY \$14
Pulled pork, bbq sauce, coleslaw
Served with a side of regular fries (Upgrade to sweet fries or side salad +\$1)

BUFFALO CHICKEN WRAP \$14
Grilled chicken tossed in buffalo sauce with lettuce, tomato, onion, bacon, bleu cheese, and ranch
Served with a side of regular fries (Upgrade to sweet fries or side salad +\$1)

X BAR HOUSE SALAD \$9
Romaine salad mix, tomato, onion with your choice of ranch, bleu cheese, or balsamic vinaigrette | Add chicken, pork, or steak for \$3.00

SCAN BELOW TO ORDER!

SIDES

FRIES \$4

SWEET FRIES \$5

SIDE SALAD \$5

HOURS OF OPERATION
TUESDAY - SUNDAY
4:00P - 12:00A

- Our quote was for a taco/nacho bar. Open to other suggestions. My gut says it might be easier and better to do Hummus, Veggies, and meatballs - mainly more finger food that's lighter - but once again **NEED INPUT HERE**
- Quinn will gather feedback via Slack - ALL will comment to provide feedback by the end of this week (11/21/2025)

● Awards -

- We have 4 Summit wide categories, and then 3 superlatives for dodgeball and bouldering each.
 - <https://forms.gle/5RQG8zBsKQ8wKrHS9>
 - Would like to get input on selection process
 - No public voting, more announcements
- What are the turnaround times on trophies? Should we do medals? Or something else? Open to ideas

- Photos?
 - Looking into having a photographer there for “posed” and candid photos
 - B has a photographer that can do it for \$500
- Drink ticket, raffle ticket, light refreshments
 - Looking for raffle items
- ALL - continue promoting like the world is ending

Social & Service Calendar for Q1 & Q2 2026 (7:15 - 7:35)

- Social
 - January - Sin City Send off?
 - February - Pottery/Paint Night
 - March -
 - April -
 - Due to meeting time, moving to Slack. Quinn will share Q1 updates following the gala to gather feedback from the team
- Service
 - How can I help the team feel inclined to be supportive, even if members are not able to attend?
 - Lots of ideas from the July 2025 BOD meeting
 - Don't want to cancel events, but want to put on well-attended social events
 - How can we incorporate a social component to the service event
 - Continue to help push advertising, connect your friends, etc.
 - November - Canned food drive with Grant & The Gathering Place
 - Grant will report back if we can open up no-sting and ABCD to participate in the tournament as well
 - ALL are able to be a part of open-play portion of the night
 - December - Off/OR Snow Shovel & Hot Coco
 - BYOS - bring your own shovel
 - Denver Tool Library - rents out tools
 - Denver Council of the Aging - list of individuals who need shoveling
 - January - Coat Drive with The Gathering place
 - Push this for the first 3-4 weeks of winter sports and end mid-season the service initiatives
 - February -
 - Where are our members currently volunteering?
 - Find where our members are volunteering
 - Brandon & Kirin to partner on this via social/emails
 - Partner up with them and their existing events to join

Town Hall Discussion (7:30 - 7:50)

- Guest Stars

- Fees - do we want to continue to charge subs for playing?
 - B Baker *Can you add any finance insight here on what if we stopped collecting guest star fees?*
 - \$2,000 in income annually for guest stars - which we feel is pretty significant in our budget
- A lot of players use guest stars as a way to play all season long
- Keep guest star fees at \$5 for now, and then reconsider as we move along
 - Which is cheaper than signing up for all season long
 - With new registration fees, guest stars will have to pay \$8.75 every time (for 8 weeks) to match the registration fee
- If someone is trying for the first time, they get a free first guest star option
 - Need to look into how to properly track this
- An idea of a “punchcard” where they can pay \$20 for 5 guest star options
 - Could interfere with regular registration payments/costs
- It’s working in Advanced Foam to have an extra one or two players on a team as “subs” to rotate out throughout the night
 - This will alleviate the need for finding guest stars and making sure they have a full team
- Are we sharing the guest-star sign up list with captains?
 - Kristen will work with her teams to make sure they know this is available.
- Captains...
 - Is the captain's guide being utilized and going out to players?
 - Is there a way we can incentivize/thank captains for being one to encourage them to sign up again?
 - 50% off code given at the *end* of the season?
 - A meeting before the season starts? (at open play?) to go over rules, expectations, communication, community, etc.
- Open Plays
 - Can these happen 2+ weeks before a season starts to players can hear about it, be able to sign up, and get ready for the season?
 - Can they happen more in the “off season” as a way to keep people engaged and playing, to meet new players and build teams?
 - B Baker and Kristen Schuster , can you run numbers to just show how much it would be for one day, two hours, at each of our venues?
- REMIX type seasons
 - Feedback was shared about getting rid of skill level divisions and just having everyone play together on mixed teams. Is there a possibility of making teams this way?
- Mentorship Program
 - How can we better support more experienced players wanting to mentor and help support our new players on how to improve?
 - Advanced players be captains (without playing) for rec?

Final Thoughts (7:50 - 8:00) *Gaelen to add any updates here*

- Meeting Cadence

- We would like to begin meeting more frequently.
- Moving our All-Hands BOD meetings to every other month starting in January.

Misc Business/Tabled for future meetings (If Time Permits) *ALL to add any updates here*

- Credit Policy for people who want a refund?
- Meeting cadence?

ACTION ITEMS following the Meeting:

- Kristen will connect with Parks & Rec to see what is possible for reserving the rec centers.
 - Andrew will share Kickball data with Kristen
- B, Steph, Eli to test and finalize the reimbursement form
- B to begin working on finance SOPs
- Kirin to make a QR code poster for
 - Guest Star
 - Feedback Form
 - Incident Form
- Kirin & Kristen to build out a “wanna start a league” form by end of January, 2026
- Kristen, Fiona, and Steph D to...
 - Build out job descriptions for League Managers (LM) and League Representatives (LR) by our December Exec Meeting. What does the selection process look like? What are the job expectations? How can we “track” that they are doing their job appropriately?
 - Build out the timeline on term lengths for LM and LR
 - Thoughts? LM - one year / LR - two seasons
- Quinn will gather feedback via Slack - ALL will comment to provide feedback by the end of this week (11/21/2025)
- Brandon & Kirin to partner on finding out where our members are volunteering via social/emails
 - Google form & social plan

Next Meeting/Adjourn

- E-Board Meetings
 - December 1, 2025
 - January 5, 2026
 - February 2, 2026
 - March 2, 2026
- Town Hall
 - February 9, 2026
- All Hands Meetings
 - February 16, 2026
 - May 18, 2026

DIRECTOR UPDATES to Read:

- President
 - Retreat Updates
 - Membership Updates
 - Cloth???
 - End of the Year SWOT
- VP of Administration
 - Eli to update here
- VP of Operations
 - Kristen to update here
- Secretary
 - Hosted Town Hall on 11/13
 - Working with Steph D. to plan retreat agenda
 - Building out plan for board representation at league meetings/events
- Treasurer
 - B to update here
- Marketing
 - The main update is the website switchover to LeagueApps - I'm working on it and haven't made a ton of progress yet, but my goal is to have the new site ready by Jan 2026.
- Social
 - Quinn to update here
- Service
 - How can I help the team feel inclined to be supportive, even if members are not able to attend?
 - November - Canned food drive with Grant & The Gathering Place
 - December - Off/OR Snow Shovel & Hot Coco
 - January - Coat Drive with The Gathering place
 - February
- Fundraising and Sponsorship
 - Buddies 5k Secured
 - Beer Bust, December 7th
 - Planning a Small sized Brunch fundraiser w/ Patrick
 - January January 11th
 - Looking into Chipotle Fundraiser
 - Advice on date
 - Will start new year looking into more sponsorship opportunities over fundraising opportunities
- Dodgeball
 - Sloan, Grant, Steph O. to update here
- Climbing
 - Brian to update here