

Lynnfield Pioneer Youth Football & Cheer Board Meeting Minutes

| | |
|-------------------------|----------------------------|
| Location | Merritt Center |
| Date & Time: | 3/21/2023 @ 7:30 PM |

Agenda details:

Present: Keri Brown, Theresa Ferullo Coscia, Angela DeSimone, Dan Tammaro, Crystal Lavino, Kristen Doherty, Adam Rystrom, Courtney McKelvey, Ryan Stec, Cindy Band

Absent/Excused: Kelly Tammaro, Joseph Montalto, Jill McEwen, Maureen Rystrom, Wade Luongo

I. Unanimously Approved 2/28/23 Meeting Minutes

II. Treasurer's Report

- a. Tax Filing to AG due in November
- b. Approximately \$129k current bank balance
- c. Annual Budget Approval
 1. 2023 Budget Finalized
 - Football – approx. \$18k, which includes \$6k for required helmet reconditioning (last year's budget approx. \$23k)
 - Flag – approx. \$18k, which includes new jerseys (last year's budget approx. \$12k)
 - Cheer – approx. \$34k, which includes \$10k for new mats and associated costs incurred with the dissolution of MYCA (last year's budget approx. \$18k)
 2. Spring Flag On-Field Photography costs (\$40 for every Saturday) approved and included in budget (may utilize in Fall too)

III. Board of Directors Transition

- a. Angela & Joe to continue to collect any outstanding board member's CORI & COI submissions
- b. Angela submitted Certificate of Change of Directors, Certificate of Change of Secretary, and Certificate of Change of Secretary's Address on State's website and submitted filing fees to Theresa for reimbursement
- c. Keri & Angela will become Bank Signatories

- d. Theresa will continue to maintain the P.O. Box and Kelly will give Angela her set of keys as backup
- e. Confirmed all new board members have access to Google Drive

IV. Secretary Notes

- a. Meeting Cadence (Third Tuesday of Month)
 - 1. 1/25/23 (Annual Meeting); 2/28/23; **3/21/23**; 4/18/23; 5/16/23; 6/20/23; 7/18/23; 8/15/23, 9/19/23, 10/17/23, 11/21/23, 12/19/23, 1/16/24
- b. Angela to inquire if Merritt Center is available on 4/25 vs 4/18 (April vacation). 5/16 already confirmed/secured.
- c. Theresa to call the church to see if they have any availability during the summer months as backup, because the Merritt Center may not be available due to the Town Hall renovations and sharing of space.

V. Season Preparation

- a. Registration & Fees
 - 1. Spring Flag – Open with a scheduled close date of April 15 (\$120/child and family discount); 132 kids registered so far
 - 2. Tackle Football – First week of April with no closing window pending registration numbers (\$325/child and family discount with a \$50 late fee starting 6/5). However, to guarantee equipment, players must be signed up prior to 6/30.
 - 3. Cheer – Open 4/1 with a hard stop of 6/1 (\$225/child with a \$50 late fee and family discount - uniforms & sneakers are additional)
- b. Lawn Signs – Adam & Dan have existing ones with intent to purchase a few more from banner company
- c. Backpack Flyers – paper flyers are no longer allowed (must use electronic backpack), but will utilize social media sharing instead to maximize exposure

VI. President Updates – N/A

VII. Flag Football

- a. Updates – Coaches and refs secured, shirts have been ordered, teams assembled and to be uploaded to TeamSmap, footballs ordered and flags to be ordered
- b. CORI and Lynnfield Code of Conduct must be signed by all coaches prior to kickoff 4/22
- c. Ryan will email Joe Maney (and copy Kelly & Wade) to ensure no issues or surprises for opening day i.e., no field

VIII. Tackle Football & Equipment

- a. Equipment Return Update - One outstanding equipment return remains
- b. Storage Update –Football storage is at capacity and we do not want to buy the current container due to water issues. Investigate to see if we can get existing container switched out for a new one and any previous agreements on file.
 - Current company sells new and used containers with 5 year lease to buy options

- 20' new containers \$4k (used \$3k)
- 40' new containers \$6,350 (used \$3,850)
- Delivery fee \$150
- Rentals are \$85/month

IX. Cheer

- Updates – Parent information session to be scheduled for May and communications have begun in an effort to coordinate soccer and field hockey schedules
- Start investigating coaching interest now due to new training/choreography
- Equipment/Mats – New purchases included in budget (mats, practice wear and training/choreography). Before new mat purchase is made (lead time 8-10 weeks), other options to be explored, such as HS purchasing mats or splitting the cost and confirming storage at HHS.
- Practice Space – Budget includes money for practice space. Will reach out to Lynnfield Rec to see if a space can be solidly secured (to avoid getting bumped like last year), investigate offsite practice space (Woburn), try to get a better handle on if HHS can be used as practice space and when, etc.

X. Fields

- Updates – N/A

XI. Safety

- Updates – N/A

XII. Fundraising

- Updates – SnapRaise meeting to be held, Dan to work with Jill & Kristen regarding Amazon, Keri to work with Jill & Kristen regarding corporate sponsors
 - NuBingo for cheer
 - To be held at the beginning of the season at a rented hall
 - \$2,200 for 4 hours through a company who handles everything
 - Expected \$10k return
 - Jamboree
 - Tentatively scheduled for August 31st
 - Baskets, raffles, 50/50, etc. again
 - Kristen to meet with Ken
 - Kristen to reach out for information regarding field banners, as well as lawn signs

XIII. Communications

- Updates – Maureen to update website to reflect BOD changes, including Wade and Angela

XIV. Cape Ann Youth Football League (CAYFL) & Massachusetts Youth Cheer Alliance (MYCA)

- a. CAFYL Updates – N/A (next meeting in April)
- b. MYCA Updates – Board has been dissolved as of last meeting
 - Insurance, TeamSnap, etc. still through CAFYL
 - Dues/fees should be returned to contributing towns
 - Budget includes additional monies for new comp fees, buses, training/choreography
 - Cheer will remain independent and will not join a new league this year

XV. SWAG

- a. SWAG store – Kelly & Keri to meet with Sal in April
- b. BLING store - Crystal