

Lynnfield Pioneer Youth Football & Cheer Board Meeting Minutes

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| Location | Virtual |
| Date & Time: | 4/25/2023 @ 7:30 PM |

Agenda details:

Present: Theresa Ferullo Coscia, Angela DeSimone, Kristin Doherty, Ryan Stec, Cindy Band, Kelly Tammaro, Joseph Montalto, Jill McEwen, Maureen Rystrom, Wade Luongo

Absent/Excused: Keri Brown, Dan Tammaro, Crystal Lavino, Adam Rystrom, Courtney McKelvey

I. Unanimously Approved 3/21/23 Meeting Minutes

II. Treasurer's Report

- a. Annual Budget Approval
 1. 2023 Budget almost finalized – cheer practice space may need to be updated (currently \$3k) due to new town fees per athlete (\$30/each)
- b. Updates – Bank balance includes 147 flag registrations and 118 football & cheer registrations. Football & cheer is currently shown as one lump sum deposit and still needs to be broken out.

III. Board of Directors Transition

- a. Joe has received all board member's CORI's (all passed) and Angela just needs Wade's COI submission
- b. Keri & Angela will become Bank Signatories – tentatively scheduled for July
- c. Theresa will continue to maintain the P.O. Box and Kelly will give Angela her set of keys as backup
- d. Kelly to work with Wade regarding access to Google Drive. All other board members were successful.

IV. Secretary Notes

- a. Meeting Cadence (Third Tuesday of Month)
 1. 1/25/23 (Annual Meeting); 2/28/23; 3/21/23; **4/25/23**; 5/24/23 at Merritt (no longer 5/16/23); 6/13/23 (no longer 6/24); 7/18/23; 8/15/23, 9/19/23, 10/17/23, 11/21/23, 12/19/23, 1/16/24

2. Angela to update calendar and send out new invite for May meeting change
3. Angela will continue to email and follow-up with Sheila Ryan about a potential new space for the June meeting as we have been bumped again for the Merritt Center and SMG has no availability (Class II \$50/hr space use fee?)
4. Angela will continue to communicate with Eric Hamlin about Merritt Center availability in the wake of the Town Hall renovations over the upcoming months
5. Angela will reach out to the town library to see if there is also a meeting room there that could be utilized free of charge
6. Theresa has secured Wednesdays at SMG for 7/19/23, 8/16/23 and 9/13/23 as backup (keys?)

V. Season Preparation

a. Registration & Fees

1. 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. Kelly to investigate new shirt pricing and a potential separate form for those players who need them.
2. Cheer – Open 4/1 with a hard stop of 6/1 (\$225/child and family discount - uniforms & sneakers are additional). The hard stop will be enforced by implementing a max cap on 6/1. The newly discovered \$30/athlete practice space fee will not be updated and included in the already published registration fee, but instead, the cheer practice space budgeted line item will be utilized.

b. Fittings

1. Tackle Football has tentative dates of 6/10 & 6/17
2. Cheer has a tentative date of 6/2 with an additional one to be added

c. Lawn Signs

1. Adam & Dan have a few existing ones
2. Intent to purchase ten (10) more
 - Follow-up with Courtney on progress of contact and cost
 - Maureen also has a contact that could be utilized
 - Potential to use banner company for these?

VI. President Updates – N/A

VII. Flag Football

- a. Updates – season is going great and people love the new shirts! League is fully prepared for following weeks ahead and requires no additional support. Theresa to follow-up with the possibility of opening the Snack Shack.
- b. Coach's CORI and Lynnfield Code of Conducts – Adam to get Joe the few outstanding forms remaining (all applicants have passed to date)

VIII. Tackle Football & Equipment

- a. Equipment Return Update - One outstanding equipment return remains and the helmets are not back yet
- 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, as well as if there is a possibility of moving the fence poles in order to get a larger unit. Possibility of sharing lacrosse’s locker?
 - 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

- a. Updates – Parent information now to be emailed out vs scheduling an in-person session in May due to newly discovered town rental space fees (\$200) and communications have begun in an effort to coordinate soccer and field hockey schedules
- b. Start investigating coaching interest now due to new training/choreography
- c. 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. Crystal and Theresa will get together to follow-up with Karen and Sheila about mat storage/practice space.
- d. 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

- a. Application due 6/30 for upcoming season

XI. Safety – N/A

XII. Fundraising

- a. Updates – SnapRaise meeting to be held in June, Dan & Kelly to follow-up with Amazon email for Jill & Kristen, Keri to work with Jill & Kristen regarding corporate sponsors (Jill has been in touch with a few already), Kristen to reach out for information, printing options and pricing for field banners (first priority in timeline)
 1. NuBingo for cheer – Crystal will need to be fully in charge
 - 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
 2. Jamboree
 - Tentatively scheduled for August 31st

- Baskets, raffles, 50/50, etc. again
- Kristen to meet with Ken

XIII. Communications

- a. Updates – Maureen to update website to reflect BOD changes, including Wade and Angela, and start making flyers for tackle football & cheer registrations. Messaging to start twice a week.
- b. Photography update – Maureen reached out to all the companies Angela provided and all are willing to work with us if Allison is out.

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

- a. CAFYL Updates – N/A
- b. MYCA Updates – A volunteer stepped up in order to keep the board alive. There will be a meeting in May to provide a better update and more detail, including a new competition date (November)

XV. SWAG

- a. SWAG store updates – Keri to communicate with Sal and maybe keep the same store from last year to open the day after football registration closes
- b. BLING store updates – N/A