

# Lynnfield Pioneer Youth Football & Cheer Board Annual Meeting Minutes

<b>Location</b>	<b>Al Merritt Center</b>
<b>Date &amp; Time:</b>	<b>1/30/2024 @ 7:30 PM</b>

Present: Kelly Tammaro, Dan Tammaro, Angela DeSimone, Maureen Rystrom, Crystal Lavino, Courtney McKelvey, Wade Luongo, Theresa Ferullo Coscia, Ryan Stec, Joseph Montalto, Adam Rystrom, Cindy Band, Keri Brown

Absent/Excused: Kristin Doherty, Jill McEwen

The Annual Meeting is open to the public. The regular meeting will take place after the Annual Meeting and BOD voting.

## **I. Election of Officers \* Unanimously Approved**

President: Adam Rystrom (Current LPYFC Member)  
Vice President: Angela DeSimone (Current LPYFC Member)  
Secretary: Priscilla Gooden  
Treasurer: Theresa Ferullo Coscia (Current LPYFC Member)  
Director of Football: Ryan Stec (Current LPYFC Member)  
Director of Cheer: Crystal Lavino (Current LPYFC Member)  
Director of Cheer Competition: Cindy Band (Current LPYFC Member)  
Director of Football Equipment: Jesse Donaruma  
Assistant Director of Football Equipment: Michael Zuercher \*shared vote with Director of Equipment  
Director of Cheer Equipment: Courtney McKelvey (Current LPYFC Member)  
Director of Player Safety: Joseph Montalto (Current LPYFC Member)  
Director of Fundraising: Bridget Charville & John Pace \*shared vote  
Director of Fields & Facilities: Wade Luongo (Current LPYFC Member)  
Director of Communications: Maureen Rystrom (Current LPYFC Member)  
Director of Flag Football:

## **II. 12/19/23 Meeting Minutes \* Unanimously Approved**

## **III. Treasurer's Report**

- a. Outstanding cheer and football banquet/end of season gifts invoices remain
- b. Annual renew for TeamSnap has been paid
- c. Insurance is due in March

- d. Taxes are due in April – avoid extension
- e. Keri to transfer Venmo over to Theresa

#### **IV. Board of Directors Transition**

- a. Transfer of Bank Signatories to be completed by next meeting
- b. Theresa currently has key for post office and will continue to maintain

#### **V. 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; 6/13/23; 7/27/23; 8/22/23, 9/19/23, 10/24/23, 11/21/23, 12/19/23, **1/30/24 (Annual Meeting)**; 2/20/24
  - 2. 2/20/24 falls on school vacation week – will reschedule
- b. Complete updated contact list for all new members, including email and cell (Wade to use for Google Drive/email setup for new members)
- c. Yearly Conflict of Interests to be distributed and collected at next meeting
- d. Update State website as needed to incorporate new board changes

#### **VI. Season Preparation/Conclusion**

- a. Football equipment drop-off completed (only a handful are outstanding)
- b. Remind coaches to get all outstanding invoices in for end of season gifts/banquets by next meeting

#### **VII. President Updates \* N/A**

#### **VIII. Flag Football**

- a. Open registration for Spring Flag in February (season starts in April)
- b. TeamSnap registration form must be created \* 2023 season must be closed out in TeamSnap before new 2024 season can be created

#### **IX. Tackle Football & Equipment**

- a. Storage - Another helmet storage rack and cart needed (to be ordered)
- b. Open registration 4/1

#### **X. Cheer**

- a. Open registration 4/1 (2 month window)

#### **XI. Fields**

- a. Application for Spring Flag to be submitted (season starts in April)
- b. Inquire about field and space fees for the 2024 season

#### **XII. Safety**

- a. Yearly CORI's to be distributed and collected at next meeting
- b. Consider mandatory *yearly* coach's concussion training

- c. Consider partnering with A Healthy Lynnfield/guest speaker for a safety/concussion/information session
- d. Consider concussion training for parents or some sort of fact sheet/statistics

### **XIII. Fundraising**

- a. New board members to get acquainted with setting up SnapRaise and 2024 banners
- b. Consider potential parent's night out
- c. Joint end of season banquet (Spinelli's)
- d. See SWAG store updates

### **XIV. Communications**

- a. New board updates
- b. Spring flag registration
- c. Save-The-Date for football & cheer registrations (4/1)
- d. Dates for future board meetings
- e. Share social media account information

### **XV. Cape Ann Youth Football League (CAYFL) & Massachusetts Youth Cheer Alliance (MYCA)**

- a. CAFYL Updates – possible joint practices with other towns and post season all-star game being considered
- b. MYCA Updates – 11/2 tentative competition date (Andover High School)

### **XVI. SWAG**

- a. SWAG store updates – closed – option to open independent Jag storefront w/20% fundraising
- b. BLING store updates – closed