

Lynnfield Pioneer Youth Football & Cheer Board Meeting Minutes

Location	Centre Congregational Church/Tower Day School * Fireside Room
Date & Time:	2/27/2024 @ 7:30 PM

Present: Adam Rystrom, Angela DeSimone, Priscilla Gooden, Theresa Ferullo Coscia, Ryan Stec, Crystal Lavino, Cindy Band, Jesse Donaruma, Michael Zuercher, Courtney McKelvey, Bridget Charville, Wade Luongo,

Absent/Excused: Maureen Rystrom, John Pace, Joseph Montalto

I. 1/30/24 Meeting Minutes * Unanimously approved

II. Treasurer's Report

- a. Outstanding cheer and football banquet/end of season gifts invoices
- b. Insurance is due in March
- c. Taxes are due in April – avoid extension
- d. Keri to transfer Venmo over to Theresa
- e. Annual budget needs to be finalized by March * New spreadsheet to be made and distributed (include October breast cancer gear, swag for coaches, potential championship gear, 8th grader gifts and field/space fees and potential upcharges)

III. Board of Directors Transition

- a. Transfer of Bank Signatories completed
- b. Google accounts and email forwarding completed (please check)

IV. Secretary Notes

- a. Meeting Cadence (Third Tuesday of Month)
 1. 1/30/24 (Annual Meeting); **2/27/24**; 3/19/24; 4/23/24; 5/21/24; 6/18/24; 7/16/24; 8/20/24; 9/17/24; 10/15/24; 11/19/24; 12/17/24
- b. Yearly Conflict of Interests to be distributed and collected
- c. State website updated to incorporate new board changes
- d. Safety training and key card obtained for use of Fireside Room (consider donation) *
Town would have charged \$1,200/year

V. 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
- c. Variety Show program ad to announce registration

VI. President Updates N/A

VII. Flag Football

- a. Registration has begun for Spring Flag (season starts in April)
- b. TeamSnap 2024 registration form created

VIII. Tackle Football & Equipment

- a. Storage - Another cart needed * helmet storage rack ordered
- b. Open registration 4/1 * include jersey orders (potential price increase due to Town fees)
- c. Fitting 6/8 at Snack Shack (include on registration)
- d. Begin Head Coach application process 5/1
- e. Coach's meetings to be held twice per season in order to monitor safety, playing time, live hitting and parental help
- f. Splitting teams is not anticipated this season

IX. Cheer

- a. Open registration 4/1 (2 month window) * add shirt sizes to registration & volunteer opportunities (potential price increase due to Town fees)
- b. Fitting 6/1 at Snack Shack (include on registration)
- c. Coaches to offer Game Day only vs Competition & Game Day after Fall schedule is distributed
- d. Update TeamSnap terms and agreements, if possible, ie absences
- e. Senior Pom (Jamboree)
- f. Camps

X. Fields

- a. Application for Spring Flag to be submitted 1/31 (season starts in April), along with current insurance policy and an estimate of registered players * 2024 Forms
- b. Inquire about field and space fees for the 2024 season
- c. Alison Young Photography needs an indoor location and date ASAP (two 4-hour days (1 minute/kid) - weekday or weekend) * all uniforms and equipment will need to be attained by then (early September) – inquire about 9/11 for football and 9/8 for cheer (Locker Room)
- d. Jamboree 8/29

XI. Safety

- a. Yearly CORI's to be distributed and collected
- 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

XII. Fundraising

- a. New board members to get acquainted with setting up SnapRaise and 2024 banners * banner sponsor email (forward last year's banner sponsor email)
- b. Consider potential parent's night out * Prince Pizza comedy night a Friday in October
- c. Cheer end of season banquet (Danversport) – reserve date & put deposit down * Football to continue with separate banquets
- d. See SWAG store updates * Jag online storefront (no bling) April – December (add percentage)
- e. Roster cards – find old invoices to get updated pricing and potentially sell in 2024 (check spelling!)
- f. Dick's Sporting Goods Sponsorship/Donation

XIII. Communications

- a. New board updates and contact information
- b. Spring flag registration reminders, including email and IG post (VP shared to community pages on FB)
- c. Save-The-Date for football & cheer registrations (4/1)
- d. Dates for future board meetings
- e. Share social media account information

XIV. 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) * 11/3 Showcase date?

XV. SWAG

- a. SWAG store updates – closed – option to open independent Jag storefront w/ (potential) 20% fundraising * include Lynnfield gear, not just football and cheer
- b. BLING store updates – closed * start process earlier in the year