

Lynnfield Pioneer Youth Football & Cheer Board Meeting Minutes

Location	Centre Congregational Church/Tower Day School * Fireside Room
Date & Time:	3/19/2024 @ 7:30 PM

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

Absent/Excused: Adam Rystrom

I. 2/27/24 Meeting Minutes - Unanimously Approved

II. Treasurer's Report

- a. All cheer and football banquet/end of season gifts invoices received – 2023 to be closed
- b. Insurance is due in March
- c. Certificate of Solicitation needed?
- d. Taxes are due in April – avoid extension (Kelly forwarded PayPal 1099)
- e. Keri to transfer Venmo over to Theresa
- f. 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) - Finalized

III. Board of Directors Transition

- a. Google accounts and email forwarding completed (please check)
- b. Proposed new Board Member Code of Conduct – Voted to adopt

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. All yearly Conflict of Interests have been distributed and collected

- c. Safety training and key card obtained for use of Fireside Room (consider donation) *
Town would have charged \$1,200/year – Flower “thank you” donation to be sent now,
mid-year donation TBD

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 – all received, including Variety Show ad

VI. Flag Football

- a. Registration has closed for Spring Flag (season starts in April) * 102 registrants

VII. Tackle Football & Equipment

- a. Storage - Another cart needed * helmet storage rack ordered
- b. Open registration 4/1 * include jersey orders, take out Covid clause and add COC's
- c. Uniform 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

VIII. Cheer

- a. Open registration 4/1 (2 month window * hard stop 6/1) * add shirt sizes to registration & volunteer opportunities
- b. Uniform 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, i.e. absences
- e. Senior Pom (Jamboree)
- f. Camps

IX. Fields

- a. Application for Spring Flag submitted 1/31 (season starts in April), along with current insurance policy and an estimate of registered players * 2024 Forms submitted
- b. Inquired about field and space fees for the 2024 season * seems likely field fees will go up, indoor space fee increase unclear
- c. Alison Young Photography needs indoor space to avoid rain date (two 4-hour days (1 minute/kid) * all uniforms and equipment will need to be attained by then – confirmed 9/11 for football and 9/8 for cheer (send her total number of teams/participants when finalized) * space teams out if photos taken in Locker Room (small space)
- d. Jamboree 8/29 (Danvers?)

X. Safety

- a. Yearly CORI's distributed and collected * all passed
- 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 - include on registration, update website w/booklet or fact sheet which head coaches can email out as well

XI. Fundraising

- a. New board members to get acquainted with setting up SnapRaise and 2024 banners * banner sponsor email (forwarded last year's banner sponsor email)
 - 1. Banners will be returned at end of year
 - 2. Send out 2024 email end of May/beginning of June (banners can't be reused)
- 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) * proofs need to be approved before store can open in April
- e. Roster cards – get updated pricing and potentially sell in 2024 (check spelling!)
- f. Dick's Sporting Goods Sponsorship/Donation
- g. Amazon discount
- h. USA Football grant for flag

XII. Communications

- a. New board updates and contact information posted
- b. Spring flag registration reminders, including email and IG post (VP shared to community pages on FB) sent
- c. Save-The-Date for football & cheer registrations (4/1) posted * all board members to like and share posts
- d. Dates for future board meetings
- e. Share social media account information * successful
- f. COC's on website
- g. Update prices for tackle and cheer on website (registration)

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

- a. CAFYL Updates
 - 1. Possible joint practices with other towns
 - 2. Post season all-star game being considered
 - 3. June meeting will determine Superbowl location
 - 4. Glaser Training (\$500) for 2025
- b. MYCA Updates
 - 1. 11/2 tentative competition date (Andover High School)
 - 2. 11/3 Showcase date?
 - 3. Comp fees increased due to removal of cap (accounted for in budget)

XIV. 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