Derry Little League
Board of Directors Monthly Meeting

Meeting Minutes January 20, 2014

**Attendees**

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| --- |
| Board Members |
| Ray Feoli  | Jeff Kattar | ~~Don Kirkland~~ |
| ~~David Zimmerle~~ | ~~Craig Santoro~~ | ~~Karen Simard~~ |
| A.J. Giammichele  | ~~Doug Morin~~ | ~~John Blakie~~ |
| ~~Jim Kane~~ | Brian Ernst | ~~Glenn McGill~~ |
| Tom Vallone | Dale Twomey | Tom Torres |
| Guests |

**Treasurers report:**

No report for this meeting

**Secretary’s report:**

* Attendees review minutes from last meeting
* Move to approve… seconded… **APPROVED**.

**President’s report:**

Registration is now open. Approximately 35 kids registered already.

Continue to get word out.

**EVP report:**

No report this meeting

**Old Business**

**Concession stand overview**…

Some Community members have volunteered to help run concession stand… (i.e. To open… Do inventory… Make deposits etc. Will discuss further in closed session. Other member has offered to help with staffing.

Tom T: Comments on volunteers who have stepped up. Several members from concession committee will stay on to assist. Big task is around scheduling who will work the booth.

Need to get POS system running and registered. This will help with accounting, cash monitoring, and inventory control. POS -- $1800 – $2000 dollars to get all the components and functionality for a POS system.

Because of team of people, Tom T. is willing to stay on and lead concession stand effort. Concession stand helps to offset cost of annual mortgage.

Question: do we have to pay transactional fee for swipes…

Tom T. is looking for more input to assess options. Ray offered to help…

Should we move to vote a “not-to-exceed” number for Tom T. to make purchase?

Motion to fund POS not to exceed $2,000. Seconded… **APPROVED.**

**Dugouts**

* Tom describes RFP and work to be done.
* Because of season schedule, might be necessary to have phased approach.
* Will use moveable aluminum benches…
* Bids due on January 31.

**Coaches Committee**

* Comment: need to include division VPs in coach interview process
* Ray to reach out to Karen and Dave
* Tabled until next meeting.

**Fund Raising / Soliciting Sponsors**

* Tabled until next meeting.
* Ray to send fund-raising info (from Tom T.’s flash-drive) to Doug.

**Opening Day Parade**

Brian is working issues… getting permits, police/fire details, color guard

**ACTION:** Ray to check on certificate of insurance.

**ACTION**: Jeff to check with WRB… Ray to check with Hood… re: chorus singing for opening day.

**Equipment**

* Question: Need to identify how long of lead time to get equipment.

**Calendar / Date**

**ACTION:** Tom to upload dates to DLL website calendar

**ACTION:** Tom to send calendar to BoD to see if any dates missing

Add March 3 as date to have all coaches selected.

**Evaluations**

Need to discuss how to orchestrate player evals.

Should include all coaches – not to evaluate for their own team, but to assess / rate players.

**Pictures**

Jeff to take the lead on talking to picture vendors. Anyone who received solicitation refer to Jeff

**ACTION:** Jeff to see if Alexandar Carr park is available on May 10.

**New Business**

**Scheduling (Dave Z.)**

Ray to connect with Dave Z. to figure out game scheduling. Previously used app called Splendid City. Can be imported to DLL website schedule. Need to play with system and figure it out. TBD

**Safety Report**

* Tom T. is pulling together information (field surveys, ASAP report, etc.)

**ACTION:** Brian to see if Boys Club has field survey for Intermediate League

**CPR Classes**

**ACTION:** Tom T to find out:

* Where CPR classes are being held
* Check with Sue McGill to see if she has contacts for CPR training
* Check with Derry FD
* Check tracking list to see who needs to update CPR qualification

Ideally we can have several days / options to get as many people capable of

**Advertising Registration**

* Around town
* Schools Brochure?
* Online Social Media budget?
* Through last year’s sponsors

**ACTION:** Tom T to ask DFD if they will post registration info on sign

Discussion: where can we put flyers / promotional material. For example, ads in school chorus programs. Foster relationship between DLL and schools.

Do we want to budget for social media? Pay for click?

Agreed to fund social media $200. Ray to set it up.

Jeff reported on email regarding flag in center field. Email thanked us for taking it down. Question is whether it was taken down or if it fell down.

Brian raised question of signs about not hitting into the fence.

**ACTION:** Tom T to make list of field repairs. Tom will communicate that with the town.

**ACTION:** Tom to replace battery on AED equipment.

Item to address: need to replace locks on O’Hara building.

New software for upstairs computer…

**ACTION:** AJ to look into upgrading computer in upstairs

**Safety Program / Plan**

Coach training… need to schedule Tom amending rule on throwing equipment in anger. Should conform with League rules – one game suspension and no presence on field. If another player is injured in the process, offender will be ejected and suspended, and they will need to appeal to board before playing again.

This is work-in-progress. Final wording is pending.

Add verbiage about board having responsibility and authority to impose appropriate remediation or punishment for infractions and/or poor conduct. Timing is at discretion of BoD, based on when an incident occurs. E.g. incident happening second-to-last game… player quits… but then signs up for following season… subject to disciplinary meeting before they can play.

**Volunteers/Staffing**
Need to discuss process / methodology for staffing and compensating volunteers

* Ray and Tom will discuss and propose “point system” for volunteers
* Tom to figure out how many shifts are needed.
* Tom T to work with committee.

**Closed Session**

Move to go to closed session at 9:15. **APPROVED**

**Meeting Adjournment**

#### Move to adjourn at 9:40 – APPROVED.

Move to meet two weeks from tonight. Next BoD meeting February 3, 2014 at MGCC. **APPROVED**.

#### Action Items

|  |  |
| --- | --- |
|  | Closed |
|  | In progress with no issues or dependencies or ongoing |
|  | Open, in progress, issues being resolved, action(s) being worked |
|  | Risk, issue, or critical deadline |

| AI  | Date Opened | Action Item | Who | Due Date | Status |
| --- | --- | --- | --- | --- | --- |
| 1 | Nov 4 | Board members to send names of candidates for professional assistance for Winter Workout Program to Jeff K. | All  | Dec 15 | Closed |
| 2 | Nov 4 | Jim Kane to chair a Financial Review Committee  | Jim  | Dec 31 | Closed |
| 3 | Nov 4 | Upload Documents to website | Tom  | Dec 31 | Closed |
| 4 | Nov 4 | Put out call for coach volunteers – Board Members, Managers, Coaches, Committees, etc.  | All | Ongoing | Ongoing |
| 5 | Nov 4 | Ray to schedule ump training | Ray | TBD | Open |
| 6 | Nov 4 | Ray to resend rewrite of local rules  | Ray | TBD | Open |
| 7 | Dec 2 | Tie out with Matt at Sports Zone for tryout dates | Ray | TBD | Open |
| 8 | Dec 2 | Brian to follow up with Boys Club…. Phil Tom to check Field | Brian | TBD | Open |
| 9 | Dec 2 | Ray to set up coach’s registration page | Ray | TBD | Closed |
| 10 | Dec 2 | Provide photo and brief bio-blurb for Division VP’s web page | VP’s | ASAP | Open |
| 11 | Jan 06 | send list of coaches to coach committees (softball and baseball) | Ray | Jan 20 | Open |
| 12 | Jan 06 | Contact Nancy Jean about parade requirements | Brian | Jan 20 | Open |
| 13 | Jan 06 | Send out spring season schedule  | Tom | Jan 20 | Open |
| 14 | Jan 06 | Send info about last year’s fund raising activity to Doug | Ray | Jan 17 | Open |
| 15 | Jan 06 | Set up fund raising committee meeting  | Doug | Jan 22 | Open |
| 16 | Jan 20 | Find out if we need certificate of insurance for parade | Ray | Mar 1 | Open |
| 17 | Jan 20 | Ask WRB school for chorus for Opening Day ceremony  | Jeff | Mar 1 | Open |
| 18 | Jan 20 | Ask Hood school for chorus for Openidn Day ceremony | Ray | Mar 1 | Open |
| 19 | Jan 20 | Send proposed 2014 season calendar to BoD for review | Tom | Feb 3 | Closed |
| 20 | Jan 20 | Post approved calendar on DLL website | Tom | Mar 1 | Open |
| 21 | Jan 20 | Find out if Alexander Carr Park is available for pics on May 10 | Jeff | Mar 1  | Open |
| 21 | Jan 20 | See if Boys Club has field survey for Intermediate League | Brian | Feb 15 | Open |
| 22 | Jan 20 | Set up CPR classes – manage CPR qualification | Tom T | Feb 15 | Open |
| 23 | Jan 20 | Ask DFD if they will display DLL registration on FD sign | Tom T | Feb 15 | Open |
| 24 | Jan 20 | ID process for staffing and compensating volunteers | Tom/Ray | Mar 1 | Open |
| 25 | Jan 20 | Communicate list of field repairs to town | Tom T | Mar 1 | Open |
| 26 | Jan 20 | Replace AED batteries | Tom T | April 1 | Open |
| 27 | Jan 20 | Investigate need for computer upstairs at O’Hara | AJ | Mar 15 | Open |