

	<b>MEETING MINUTES</b>	
	<b>DATE/TIME:</b>  <b>PLACE:</b>	<b>Monday, 7/28/14, 7:30 PM</b>  <b>Clinton Park &amp; Rec Building</b> <b>Rte. 81, Clinton, CT</b>



**ATTENDANCE:**

Jean Baross, President	X	Mark Palumbo, Asst. Coach – 8 <sup>th</sup> Grade	X
Mike Gazzillo, Vice President	X	Jeff Miller, Coach – 7 <sup>th</sup> Grade	X
Shane Carpenter, Vice President	X	Lance Abbott, Asst. Coach – 6 <sup>th</sup> Grade	X
Colleen Begley, Co-Treasurer	X	Chris Aniscovich, Asst. Coach – 6 <sup>th</sup> Grade	X
Valerie Nye, Co-Treasurer	X	Sloan Chapman, Asst. Coach – 6 <sup>th</sup> Grade	X
Kimberly Inglis, Secretary	X	Greg Schmidt, Coach – 5 <sup>th</sup> Grade	X
Peggy Abbott, Equipment Manager	X	Chris Tunney, Asst. Coach – 5 <sup>th</sup> Grade	X
Paula Morin, Publicity Director & Asst. Coach - Cheer	X	James Staunton, Coach – 4 <sup>th</sup> Grade	X
Bob Rose, League Rep. & Asst. Coach - 6 <sup>th</sup> Grade	X	Tom Gerte, Asst. Coach – 4 <sup>th</sup> Grade	X
Pete Nye, Flag Football Coach	X	Matt Bowes, Asst. Coach – 4 <sup>th</sup> Grade	X
Jim Smith, Head Coach – 8 <sup>th</sup> Grade	X	Keith Dugan, Asst. Coach – 4 <sup>th</sup> Grade	X

**MINUTES**

- Meeting started at 7:35pm.
- **APPROVAL OF 7/18/2014 Meeting Minutes:**  
 Mike Gazzillo motioned to approve the 7/17/14 Board Meeting Minutes and Mark Palumbo seconded. No objections. Motion passed. Kim will post accordingly on the league’s website.  
 Note: Our next board meeting will be scheduled on Tuesday, August 12<sup>th</sup> at the Park & Rec Building.
- Introduction of board members & all meeting attendees occurred.  
 Executive Board Members of Clinton Youth Football & Cheerleading, LLC are as follows:
  - ❖ President: Jean Baross
  - ❖ Vice President - Operations: Mike Gazzillo
  - ❖ Vice President - Sponsorships: Shane Carpenter
  - ❖ Co-Treasurers: Colleen Begley & Valerie Nye
  - ❖ Secretary: Kimberly Inglis
  - ❖ League Representative: Bob Rose
- Other Committee/Board Members:
  - ❖ Cheerleading Director: Christy Abbatello
  - ❖ Publicity Director: Paula Morin
  - ❖ Equipment Manager: Peggy Abbott
  - ❖ Concession Stand Coordinator/Manager: Lisa Hotchkiss
  - ❖ Coaching Director – Open Position
- **SEASON BEGINS**  
 On Friday, August 1<sup>st</sup>, 5:30 - 7:30pm, all teams, including Flag Football should report to field #6. After practices (if any), there will be a Parent/Board/Coaches introduction and meet and greet with parents. 7<sup>th</sup> & 8<sup>th</sup> Grade Teams (combined with other towns) have scheduled a separate meeting.
- **COACHES**
  - Mike Gazzillo & Jean Baross announced there is an **open board position – Coaching Director/Liaison**. They would like Dave Johnson to consider filling this position.

- **Online Head-Up Safety Training Course Completion** – Jean needs copies of all certificates from coaches. This must be completed by all coaches (including assistant coaches). If you need help signing up online, please contact Jean at [jean-baross@sbcglobal.net](mailto:jean-baross@sbcglobal.net).
- **Background Check Forms** - for ALL coaches need to be handed in to Jean prior to the first practice. The form is available on our website under the Documents Tab.
- **Uniforms/Accessories/Coach's Bags** – Jean purchased whistles and clipboards for all of the coaches. She also has baseball style hats for all coaches. The SYFC league is requiring all coaches dress in a like (and professional) manner making them easily identifiable from others on or near the field. If anyone has first aid needs or other items needs, please contact Jean.
- **Practice Schedules** – coaches are strongly encouraged to post their practice schedules on the website. They have this system access. If the website is utilized, players/parents are automatically notified of practices and games – times & places.
- **Coaches Code of Conduct** was handed out. These forms need to be signed and handed into the Board/League President by the 2nd practice.
- **Concussion Training Class Dates** to be announced by SYFC. Jean to follow up. ALL HEAD COACHES must be Concussion Certified! Dave Fortuna & James Staunton need to obtain this certification. All other head coaches have this certification.

#### ➤ **CHEERLEADING**

- **Registration Update:** Most recent copy of cheer registration list (9) was provided to Paula. No paper registration forms have been handed in that board knows of.
- **Uniforms** – Paula indicated she provided uniform cost information to Jean prior to the meeting. Jean will ask Park & Rec where the cheer team may practice, preferably on a field, not a hill. Cheer will need at least 4 weeks for uniforms to arrive and be customized. Note: Team squad size is small at this time.

#### ➤ **EQUIPMENT/UNIFORMS**

Our Equipment Manager is Peggy Abbott.

- Peggy washed ALL practice uniforms last weekend. She has a complete inventory of all equipment. She will work with coaches on a date/time that works for them to hand out practice gear/uniforms.
- Per Mike Gazzillo - **Game Jerseys** were ordered for the 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Grade Teams, but are not in yet. Tri-Town & Old Saybrook are outfitting our 7<sup>th</sup> & 8<sup>th</sup> Graders. We are using last year's uniforms (as well as mesh shirts) for practices. Last year's jerseys were not in good condition – the quality was not the best and the numbers fell off last year. Helmets were sent in to be reconditioned several weeks ago and are expected to arrive next week.
- **Equipment and Uniforms Distribution** schedule will be determined once we know when helmets & uniforms will be in. Peggy completed all of the Uniform /Equipment Sign-Out forms, which each parent will need to initial when equipment and uniforms are distributed.
- Game Jerseys are to be worn at games only, NOT practices. Greg Schmidt inquired about helmet stickers. An inventory is needed on this item. More stickers may need to be ordered. Socks must also be ordered. Jean or Mike to talk to Clinton Sports.

#### ➤ **REQUIRED FORMS**

- ALL **AYF&C forms** must be handed in to the coaches or Team Managers prior to the first practice. One of those forms must be signed by a doctor. All forms were emailed from the league to all players via the website on 7/18. Note: Physicals are good for one year. If a player had a physical last September or October, there should be no reason why a doctor's signature cannot be obtained now (for practice in August). Other required forms (copies of birth certificates, report cards, etc.) must be submitted prior to when the books are submitted to the SYFC for review and approval. This will be done PRIOR to the first game. Official date to be announced. Coaches & Team Managers are encouraged to have extra paper copies of these forms at the first practice for parents to sign, if needed.
- Jean is waiting for the SYFC to send her a copy of how the **Official Books** should be organized. The SYFC Board must sign off an ALL town's books prior to the first game of the season, NO exceptions.
- **Registration Payments/Collection** – Jean is checking P.O. Box regularly for forms, registrations and payments. She will hand over AYF paperwork to Team Managers and checks/payments to co-treasurers. Checks/payments will be recorded. Record of payment should be sent to Kim so she can update the payment record on the website.

- **Scholarship Requests** – A scholarship form must be completed and submitted to Jean by any player/family requesting a scholarship; they must also make a volunteer commitment – NO exceptions. Email requests and phone calls DO NOT take the place of the scholarship form. Forms are available on our website and should be mailed to Jean at our P.O. Box (260). All scholarship requests will remain confidential. Coaches or Team Managers are encouraged to have forms on hand if a request is made or a parent does not have access to a computer to download the form.
  - **Parent & Player Code of Conduct** - Must be signed, dated and returned to the coach or Team Manager by the second practice of the season.
- **TEAM MANAGERS** (aka as “Team Moms”)
- Val Nye is our Team Manager Trainer/Coordinator. She will assist the other Team Managers with making sure their books are in order.
  - Pictures of each player will be needed for books. (Time/place TBD)
  - Report cards / school verification is needed for the books, in addition to the AYF forms.
  - Books must be ready much earlier than last year.
- **PLAYER SAFETY COACH** - Mandatory requirement for each town  
Jean Baross will attend the required training in New York on Aug 2<sup>nd</sup> from 8:00 a.m. – 4PM. After becoming certified, she and Jeff **must** provide training to our coaches **prior to August 8<sup>th</sup>**. Date & Time TBD. Jean to arrange this with the coaches. All must be trained on proper measuring for equipment so that our players are fitted correctly.
- **FINANCIAL REPORT**
- Val and Colleen will be Co-Treasurers at this time, with Val mentoring Colleen.
  - Jean filed our paperwork with the state last Monday (7/21) and our organization’s business name is officially “CLINTON YOUTH FOOTBALL and CHEERLEADING, LLC”.
  - A bank account with this name was opened at People’s Bank last week, and a deposit was made. Val and Colleen have check writing capabilities. Two addresses listed: Jean’s physical address & our P.O. Box. We will be obtaining a Tax Identification from the IRS, as well as nonprofit status (501-3c).
  - Val is looking into arranging a PayPal account so we can start accepting credit card payments for registrations and any other orders.
  - Registration collection & tracking will be handled by the treasurer(s). Payment information should be sent to Kim so she can record payments online as well.
- **CONCESSION**  
Lisa Hotchkiss will be our Concession Stand Coordinator/Manager. Rachel French will assist her with these duties. Teams should be hearing from Lisa after game schedules are published so that volunteers can sign up for shifts.
- **FUNDRAISING & EVENTS**
- **Hoedown Update** – Shane
    - ❖ Paula’s company is providing 4 Horseshoes & 2 Stakes for the winner of the tournament.
    - ❖ Mark Palumbo (Owner of Madison Avenue Salon) has offered to do “Husky Haircuts” (buzz cuts) for a \$10 donation.
    - ❖ Jeff Mastroianni, Owner of Meat Hut, will be supplying us with barbecue chicken dinners (at a discount) beginning at 3pm. All Horseshoe participants will receive lunch (as part of their \$50 entry fee).
    - ❖ Shane needs someone to step up to run an Obstacle Course, incorporating a Punt, Pass & Kick.
    - ❖ The Dunk Tank was fixed. Shane needed volunteers to man the dunk tank (we are short) and offered the proceeds to Clinton Little League, with their help.
  - **Golf Tournament** – Joint Clinton Little League & Clinton Youth Football - Thursday, September 11<sup>th</sup>
  - **Pep Rally** – Date TBD. Need to submit a formal request to reserve the field from Clinton Park & Rec.
  - **Candy Sales** – Jean has boxes for sale. Many of our sponsors are selling candy on our behalf. Interested parties in selling candy should contact Jean.
  - **Bear Sports Pictures** – We would like to schedule team and individual pictures, and player pictures for the books on the same day, when uniforms (game jerseys) are handed out. Mike will schedule and coordinate with Peggy once he knows when uniforms will be in. Saturday morning would be preferable.

➤ **PUBLICITY**

Paula Morin will be our (new) Publicity Director. She will help advertise our events in the papers, online, our website, Facebook, etc. Upcoming events: Hoedown, Pep Rally, Golf Tournament, Clinton Youth Football Appreciation Day, Beach Bonfire, Banquet, etc.

➤ **EMT SERVICES**

Game Emergency Services: Jean spoke to Sandy Voss to put her on notice. We are waiting for a game (home) schedule before EMTs can be arranged.

➤ **VOLUNTEERS**

Parent Volunteers are needed at every game for the following:

- Gate, Chain Gangs (each team), 50/50 raffle, Concession Stand, and Apparel Sales (Blankets, Jewelry Hats, Book bags, Sweatshirts, Shirts - Orders taken at the games).

**Parent Code of Conduct & Volunteer Agreement** was distributed. It must be signed and submitted no later than the second practice of the season. Every parent must volunteer in some capacity this year. It is not fair to others if we do not have equal volunteer participation. Parents should be encouraged to volunteer in the concession stand the game prior or after their child's game. Jean bought a cashbox for use by the league.

➤ **SCHEDULE FOR SEASON**

- We are waiting for a game schedule from the Shoreline Youth Football Conference League. Night game requests must be sent to Jean Baross, and they must be a Saturday night only.

➤ **WEBSITE UPDATES & ACCESS / COMMUNICATIONS / FB / GAMEDAY PICTURES** – Kim

- Kim Inglis manages our website.
- All board members, coaches, Team Managers, the Equipment Manager, League Representative and Publicity Director have been given expanded access to our website. All are strongly encouraged to send communications through the website. Coaches and Team Managers have the ability to add practice schedules to the website. It is fairly easy to use. If anyone needs help, please contact Kim.
- Please do not distribute registration lists to all parents due to privacy concerns.
- The board agreed to limit mass communications coming from the league to one per week. All mass communication requests should be directed to Kim & Jean for approval. We do not want to send out duplicative information to our families. Coaches may cc Kim on their team communications.
- Those interested in sending in Game Day photos, can send them to Kim, for publishing on our Facebook Page. Kim will continue to update the website with "Players of the Week" this season for all teams if coaches send in the information and photo.

➤ **Arbiter** – is Jean Baross.

➤ **Clinton Rotary Club Meeting** - Shane will be attending the Clinton Rotary Club Meeting this Thursday, 7/31, from 6:30-7:30pm to speak on behalf of our organization and to ask for donations that can be used to help offset costs for scholarships. He would like to start a "Sponsor a Husky" program, if possible.

➤ Jean shared that Nike Outlet employees will be helping out our league again on Game Day (home games). Last year they helped our younger team(s) with water on the field. We're happy to have their help and support again.

➤ Greg Schmidt requested field use on Saturday morning for walk-throughs only, no contact/equipment.

➤ Pete Nye shared that East Hampton offered to scrimmage our teams. Mike Gazzillo will check with SYFC Board to determine if this is permissible.

➤ Shane asked if a 6<sup>th</sup> Grader from Killingworth would be permitted to play with our 6<sup>th</sup> Grade team. He needs to get the child's name and contact info to Jean & Mike so they can ask Mark Roberts from the SYFC.

Jean Baross motioned to adjourn the meeting and Mike Gazzillo seconded. Meeting adjourned at 9pm.