

	MEETING MINUTES (TO BE APPROVED)	
	Date/Time: Place:	Tuesday, 9/16/14, 7:00 PM Clinton Park & Rec Building Rte 81, Clinton, CT

ATTENDANCE:			
Jean Baross, President	X	Christ Abbatello, Cheer Director & Coach	X
Chris Aniskovich, Vice President	X	Bob Rose, Co-League Representative	X
Valerie Nye, Co-Treasurer (arrived 8:05pm)	X	Mike Gazzillo, Co-League Representative	X
Kimberly Inglis, Secretary	X	Julie Mendez, Event Coordinator (arrived at 8pm)	X
Paula Morin, Publicity Director & Asst. Cheer Coach	X	Peggy Abbott, Equipment Manager	X

AGENDA

- Meeting began at 7:05pm. **Mike Gazzillo motioned and Chris Aniskovich seconded the approval of the 7/28/2014 & 8/12/14 Board Meeting Minutes.** Approval of these minutes will be published on our website.
- **Board Appointments/Changes**
 - There was a discussion about the online voting that took place a few weeks ago amongst board members to appoint Mike Gazzillo as Co-League Representative with Bob Rose and elect Chris Aniskovich as Vice President. Mike stepped down as V.P. of Operations and Shane Carpenter resigned as V.P. of Sponsorships in August but was not replaced. Does the league need two Vice Presidents?
 - There is confusion about who the voting members and non-voting members are, as well as who makes up the Executive Board and Committees. Executive Board Members are currently the President (Jean Baross), Vice President (Chris Aniskovich), Co-Treasurers (Colleen Begley & Val Nye), Secretary (Kimberly Inglis) and Co-League Representatives (Mike Gazzillo and Bob Rose). Special Committee Members are Event Coordinator (Julie Mendez), Equipment Manager (Peggy Abbott), Publicity Director (Paula Morin), Concessionaire (Rachel French), Coaching Manager (Open Position), Registrar (Open Position, but duties currently fulfilled by Kim Inglis), Parent Liaison (Open Position) and Player Safety Coach (also held by Jean Baross).
 - Annual Elections will take place on Wednesday, December 3rd, at 7pm at the Park & Rec Building.
- **Roles/Responsibilities/Job Description Templates**
 - Board and Committee Member's responsibilities need to be defined. Julie's Job Description Templates were handed out and when Julie arrived she explained what they were for and how they would help the organization. Included in the template is the name of the position, event dates (if applicable), position description, event/order timelines, list of action items and board review or voting items. These templates need to be circulated to all Board & Committee members, completed, and handed back into the league. Mike suggested we tackle this during the special By-Law committee meeting. These job descriptions must be in place prior to the Annual Board Elections meeting in December.
 - Mike also shared that he was working on a league timeline which will be needed for planning purposes. The league is having difficulty finding people to fill various positions. Too many tasks are on everyone's plate, but board and current committee is doing the best they can. Year-round planning and commitment is needed of all Board & Committee Members.

- **By-Laws**

- Whoever is interested in working on the CYF&C By-Laws should attend the meeting that is being set up next week. Mike Gazzillo will call the library to see if a room is available at 6:30pm on Monday (9/22). Park & Rec Building is also available on Tuesday evening if we need it. Some people mentioned a meeting at 7pm on Tuesday was not desirable. We agreed that finalizing and approving By-Laws is a priority and that By-Laws will be voted on at the next Board Meeting in October.

- **Game Day Responsibilities / Volunteering / Game Admission**

- Volunteer Schedule was created by Kim and is on the website (Link to Sign Up Genius). Julie is helping Kim with this task. Julie suggested multiple reminders go out during the week to parents so we have enough volunteers on Game Day.
- A decision to charge game admission of \$2 per person was made on Opening Day by Jean, and was subsequently posted on the league's website. The league needs this revenue due to scholarships and uniform/equipment costs; last weekend we collected \$824 in admission for the 4 home games. Val shared feedback from parents about charging admission. Some parents/families were upset. It was suggested that we implement a family cap of \$5 for admission.
- ***Jean Baross motioned to officially adopt game day admission of \$2 per person, with a \$5 family cap. Mike Gazzillo seconded. Everyone was in favor, so the motion was approved.***

- **Scholarships / Outstanding 2014 Registrations (Fees & Online Registrations)**

- All Scholarship Applications are submitted to League President for consideration. No player will be turned away. Scholarship Applications are posted on the website; a copy of the form was shared during the meeting. There is a volunteer requirement for scholarship recipients which must be enforced. It was suggested that a letter should be sent by the President or Board to parents reminding them about the volunteer commitment they made when they completed the application. All applications remain confidential. It was suggested that, at a minimum, at least three Executive Board members (President, V.P. & Treasurer) should review and approve scholarships going forward. Partial & Full Scholarships are available; registration fees can be paid in installments. If a parent knows his/her son or daughter will be playing football or cheerleading, he/she can fill out an application well before the season begins and make weekly or monthly payments if needed. Scholarship recipients should also be fundraising to help fund their registration fee.

- **Cheerleading Concerns**

- Uniforms came in and look great. Cheer would like to go to Pine Forest Cheerleading Camp next August. The camp is 5 days and four nights. The cost is \$500 per person, which will be raised by each cheerleader through fundraising. More discussion is needed about this in future meetings. One new cheerleader needs to register online. Christy/Paula to follow-up. Next year's registration deadline needs to be earlier in the year so the girls can start practicing well before the season begins. Cheer selected Cheerleader of the Week. Paula asked for help posting this on the Cheer tab on the website.

- **Upcoming Events – Discuss Dates, Planning, Budget & Venues**

- **Pep Rally** –Julie Mendez, Event Coordinator, is organizing this event, with assistance from other committee members and parents. Date has been changed to 9/27 due to the Eliot Dodge Ball Tournament conflict on 9/19. There is no rain date. Volunteer Sign-ups are online and have been communicated. Flyer was distributed via email using the website. Dennis Donovan offered to come and speak at our rally. He spent many years on CTC Board and will share some of CTC's history. Julie also created and distributed a detailed Pep Rally Schedule. It was suggested that Morgan Football be invited to CYF&C's Pep Rally.
- **Team Pictures** – Kim made arrangements with Mike Nunan from Bear Sports to have pictures taken on Sunday, September 28th. The team picture schedule has been communicated to parents via email and is also posted on the website. Kim received picture order forms from Bear Sports which need to be distributed to the teams next week. Kim gave Jean the box of

order forms which Jean will give to coaches or Team Managers. A reminder email will go out to all parents next week. In the event it rains, pictures will be taken in the Joel School cafeteria on same day.

- **Beach Bonfire** – Julie will coordinate. Tentative event date: Friday, October 10th or Saturday, October 11th. Julie will complete a field request form and send to Park & Rec for approval. She will also contact the Fire Marshall. Paula offered help with getting wood/pallets to beach for this event. Once approval is obtained, information will go out to the team managers & parents. No league money will be spent on food; it will be Pot Luck only. Julie will ask Palmieri's if they are willing to make a pizza donation. Apparel and jewelry will be there for sale. Morgan Football Team/Families will be extended an invitation to this event.
 - **Banquet** – Date & Venue is TBD. Clinton Youth Soccer Dance is on Saturday, November 8th, so the league will look into having the CYFC banquet on Saturday, November 15th. Julie will research and cost out two options: Clinton Country Club & Morgan Café (catered by Jon Siciliano). Julie will contact Jon to see if he is willing to cater this event again. This year, the event will not be free; we will need to charge for tickets. More information about the banquet will be shared at the October Board meeting.
 - **9/11 Golf Tournament Update / Outcome** – No update. Chris indicated around 25 people attended. Jean has not heard back from Willie.
- **League Logo** – Kim shared Amy's Carse's league logo submissions. There are ten of them, plus Lise Gazzillo's. This week, Kim will send the Board and Committee Members each image via email for voting. Bear Sports needs the logo no later than October 1st if we want to include it on the photo frames. Once we adopt a logo, we can use it on other items & apparel.
 - **Fundraising Update (Candy & Pie Sales)** – Paula brought up the fact that there is some confusion amongst coaches and parents as to when the fundraising packets (Gift Collection, Ashley Farms Pies & Broadway Café) are due. Some parents received different packets for their children. CYF&C needs someone to be in charge of fundraising so this effort can be better coordinated next year. Jean confirmed that packets are due October 1st. A communication to all parents may be necessary. Jean has candy boxes for sale. Candy is being sold at the concession stand. If parents want a box, they can also sell them.
 - **Field / Facility Requests** – Forms must be completed for all practice, game and event requests and submitted to Park and Rec for approval. Jean is meeting with Bo Potter on 9/17 after work to discuss use of game field for walk-throughs on Friday evenings and Saturday mornings when the field is not in use by Morgan. She will also discuss the 5th Grade OSW Games that the SYFC league scheduled at Peters.
 - **Financials / Treasurer's Report**
 - Per Val, the "envelope system" on Game Day is working out well and we should continue that practice. Total game day deposit from 9/14 was \$2,591, which is much higher than "normal", due to 4 home games. Game Day expenses were around \$769, excluding apparel costs. We'll need factor in apparel cost to determine true net revenue. Jean suggested that game day deposits be made on Mondays.
 - **Account Balance** – We currently have \$13,140 in our bank account but still have several invoices to pay; we may have around \$8,000 in our account after all outstanding bills are paid. Val shared a CYF&C budget report/spreadsheet. She needs additional information (insurance costs, website fee, helmet refurbishment, socks, etc.) to complete the report. Mike to send Val some additional information. Kim furnished Val with website fee (\$450).
 - **Outstanding Invoices / Payments** – items included in financial report that was distributed. We still owe Herb's for helmets and shoulder pads. Final price being negotiated by Jean.
 - **PayPal Update** – Val set up the Pay Pal account for CYF&C and Mike linked it up to website during our meeting. Val also purchased a "cube" to accept credit card payments; it will initially be used at the apparel table for games and events. Paula suggested we purchase another cube for use at the concession stand. Cubes are attached to a person's cell phone. There are also companies willing to donate tablets for Point of Sale use by organizations.

- **Debit Card** – Bank needs Jean’s personal information if we want a league debit card. More discussion needed on whether or not league needs to have a debit card.
- **Filing Status**
 - Val indicated there are 25-30 pages of paperwork that have to be completed and filed in order for us to become an official 501-3c. She provided a copy of this document for Colleen to review. We are officially an LLC in the state of CT and have a Federal tax ID. Next step is to find someone to help us with IRS paperwork and file By-Laws & document Board members once approved. Val came across a Kids Athletics Programs organization online that helps youth organizations like ours file for non-profit status, but there is a \$400 fee associated with this. There is also another fee (\$400?) associated with filing with IRS. We need to set aside at least \$800-\$1,000 for this initiative. Annual filings will need to be submitted to the IRS for tax purposes.
- **Website – Security Access, Updates & Communications**
 - Kim asked board and committee members if everyone has the website access they need. Some recent account website access/ password issues have had to be resolved by League Athletics. Paula offered that this might be the result of caching by one’s computer. Clearing one’s browser may resolve these types of issues.
 - The league will continue to try to minimize the number of CYFC Board communications that are released each week. Parents are also receiving communications from Coaches and Team Managers. It is best to share these with board/committee members before releasing.
- **OTHER ITEMS:**
 - Jean made arrangements with Xavier coach Sean Marinan and Xavier football players to come to CYF&C practices this Thursday (9/18) at 7pm, to work with our coaches & teams. She will be communicating this to all coaches via email tomorrow.
 - A few 5th Grade OSW Games were inadvertently scheduled at the Peters Complex even though no Clinton children play on that team. Jean is discussing this with Bo Potter / Park & Rec. Decisions will need to be made about Volunteers for the concession stand if those games will indeed be played at Peters. Some night game requests must also be discussed with Bo.
 - Jean would like Pete Nye to mention our league’s website (www.clintonfootball.com) during his announcements at home games. There is a lot of information on the website and we would like all parents to go there to obtain information in case they missed any email communications.
 - There was a discussion about where and when players & cheerleaders will register online next year. Mike suggested we open up registration as soon as this season ends. CYF&C needs to start recruiting early and set up registration tables during basketball season. SYFC voted earlier this year to require all league members to use a different website for registration. More information to follow in the coming months. Hopefully our CYF&C website will be able to interface with this other website, so we do not have to duplicate registration information.
 - Mike Gazzillo raised an objection with Joe being allowed to assistant coach the 6th Grade football team without receiving complete certification training. Jean Baross, Player Safety Coach, told Joe that in addition to the online Heads-Up Certification Course, he must be trained by the PSC like all other coaches. Mike informed the league his child will not play unless Joe is properly certified. Joe should not be permitted to coach or be on the field until he completes this SYFC requirement. All present at the meeting were in agreement. Chris or Bob need to inform Joe.
 - Official Thank You’s need to go out to all Hoedown Sponsors. Mike sent a letter to one of the Hoedown Sponsors. All sponsors are verbally recognized at all home games during announcements. Julie suggested also thanking sponsors in the newspaper. We will need to think of other ways to thank them at our yearly banquet. Gift ideas?.

At 9:50 pm, Jean motioned to adjourn and Peggy Abbott seconded the motion.

Minutes submitted by Kimberly Inglis
CYFC Secretary