

# **GREEN MOUNTAIN JUNIOR FOOTBALL ASSOCIATION**

## MINUTES OF BOARD OF DIRECTORS REGULAR MEETING

Held: Thursday, June 4, 2009 at 7:00 p.m.  
at Faith Mountain, Lakewood, Colorado

The above-referenced meeting was called to order at 7:05 p.m. The following individuals were in attendance:

Mike Munden, President; Nancy Kramer Marion, Secretary; Kathy Haller, Treasurer; Dave Tyler, County Rep; Brian Temple, Equipment Manager; Craig Ramirez, Fields Manager and for GM-8; Lorrie Stanker, Team Mom Coordinator; Jay Thomas for GM-2.

The following executive board members were not in attendance: Eileen Weinand, Vice President; Brian Jarvis, Team Manager Coordinator; Tammy Rob, Sponsorship Director; Cindi Wisor, Webmaster. The following teams were not represented by a team manager: GM-1, GM-3, GM-4, GM-5, GM-6, GM-7, GM-9; GM-10. The following teams are currently eligible to vote: GM-2, GM-5, GM-7, GM-8, GM-11. There were sufficient members in attendance to constitute a quorum.

The meeting opened with a presentation by 365 Athletics.

### ➤ MINUTES REVIEW & APPROVAL

Review of May, 2009 minutes. Motion to approve by Temple. Second by Haller. Minutes approved.

### ➤ TREASURER'S REPORT

By Kathy Haller: See Treasurer's Report attached hereto.

- GMJFA balance of \$27,000; ahead in registration revenue compared to this time last year, as well as total net income.
- Informal audit complete and books officially in good order; see attached report of Steve Shafer.

### ➤ COUNTY UPDATE

By Dave Tyler:

- Only two JMFA board members were in attendance; verbal financial report only as treasurer had resigned.
- Addressed that all County board position terms expire this year; County to consider changing rule to allow area coaches to serve on JMFA; possibility of several paid positions.
- Rule change regarding 2<sup>nd</sup> grade playoffs (2009-12) PASSED; rule change affecting 3<sup>rd</sup> grade bracketing (2009-13) PASSED; rule change redefining D-3 playoff structure (2009-14) PASSED; rule change specifying party responsible for initiating waivers (2009-15) PASSED; rule change granting JMFA President independent authority to change rules/bylaws (2009-16) Not PASSED; rule change regarding registration deadline (2009-17) NOT PASSED; rule change segregating 15% rostering requirement (2009-18) NOT PASSED.
- Reported continued search for system to better track and pay officials.
- Areas' preliminary lists of teams and fields due to JMFA at next County meeting.

➤ OLD BUSINESS

- BYLAW REVISIONS - ARTICLES 1-6
  - Motion by Temple to table discussion and voting. Second by Stanker.

➤ NEW BUSINESS

- None.

➤ ROUND TABLE

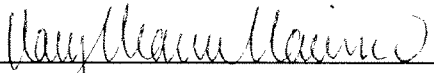
- COMMITTEE REPORTS
  - Vice President: Update given on registration totals and scholarship requests. CU player/coach planned to speak at camp.
  - Secretary-by Nancy Kramer Marion: Reported no new teams eligible to vote. Decided draft minutes to include attachments when circulated to board for review.
  - Treasurer-by Kathy Haller: Reported above.
  - County Rep-by Dave Tyler: Reported above.
  - Fields Manager-by Craig Ramirez: Confirmed equipment remaining at Lakewood; Ramirez and Munden to attend City of Lakewood meeting. Advised effort will be made to limit practice times and fields.
  - Equipment Manager-by Brian Temple: Mass e-mail to be sent informing parents of Riddell helmet reconditioning scheduled for June 13. Discussion of inviting 365 Athletics to equipment sale. Munden had prepared inventory of jersey sizes and numbers/players; revisited discussion of jersey proposals; initially decided to purchase all new jerseys next year and build cost into registration fee; agreed to only purchase new jerseys for seniors, possibly from new vendor; put used senior jerseys into inventory for 6<sup>th</sup> and 7<sup>th</sup> grades.
  - Team Manager Coord.: Munden noted discussions regarding preparation of team manager handbook and team manager mentoring.
  - Team Mom Coord.-by Lorrie Stanker: Requested authority to purchase additional hats. ImageTek inquired as to picture date; suggested Tues/Wed during practice times at Dunstan a week before or after Labor day, possibly week of September 12.
  - Sponsorships: No issues to report.
  - Webmaster: No issues to report.
  - President-by Mike Munden: Informed that GMHS calendar shows possibility of Ram VIP and Appreciation nights. Reported is purposefully waiting to instate insurance for flag division to make renewal date later in year. Agreed to use small jerseys in inventory for flag players. Preliminary discussion of moving July board meeting date.

- OTHER ISSUES

- None.

Motion to adjourn by Haller. Second by Tyler. There being no further business to be conducted, the meeting was adjourned at 9:20 p.m.

The foregoing minutes were approved by the Green Mountain Junior Football Association Board of Directors on the 1<sup>st</sup> day of July, 2009 as constituting a true and accurate account of the above-referenced meeting. The undersigned further certifies that a quorum was present.

  
\_\_\_\_\_  
Nancy Kramer Marion, Secretary  
GREEN MOUNTAIN JUNIOR FOOTBALL ASSOC.

5:40 PM  
06/03/09  
Cash Basis

**Green Mountain Junior Football Association**  
**Balance Sheet**  
**As of June 3, 2009**

	Jun 3, 09
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Time Deposit	5,500.00
Certificate of Deposit	5,102.83
Checking	792.70
Savings	13,820.91
Team Accounts	1,796.87
<b>Total Checking/Savings</b>	27,013.31
<b>Total Current Assets</b>	27,013.31
<b>Fixed Assets</b>	
Computer Software	463.08
<b>Total Fixed Assets</b>	463.08
<b>TOTAL ASSETS</b>	<b><u>27,476.39</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	20,000.00
Unrestrict (retained earnings)	3,036.98
Net Income	4,439.41
<b>Total Equity</b>	27,476.39
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>27,476.39</u></b>

**Green Mountain Junior Football Association**  
**Profit & Loss**  
**May 6 through June 3, 2009**

	May 6 - Jun 3, 09
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Scholarship fund</b>	
Scholarship donation	370.00
<b>Total Scholarship fund</b>	370.00
<b>Registration</b>	
Flag Registration	170.00
Camp Registration	765.00
Player Registration	7,120.00
<b>Total Registration</b>	8,055.00
<b>Other Revenues</b>	
Apparel/Snack Sales	262.00
<b>Total Other Revenues</b>	262.00
Interest Earned	2.91
<b>Total Income</b>	8,689.91
<b>Expense</b>	
Registration service charge	211.21
<b>Equipment</b>	
Apparel for sale	1,014.08
<b>Total Equipment</b>	1,014.08
<b>Other Expenses</b>	
Change	200.00
<b>Total Other Expenses</b>	200.00
<b>Total Expense</b>	1,425.29
<b>Net Ordinary Income</b>	7,264.62
<b>Net Income</b>	<u>7,264.62</u>

**Green Mountain Junior Football Association**  
**Profit & Loss Prev Year Comparison**  
**January 1 through June 3, 2009**

	Jan 1 - Jun 3, 09	Jan 1 - Jun 3, 08	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Scholarship fund</b>				
Scholarship donation	370.00	0.00	370.00	100.0%
<b>Total Scholarship fund</b>	370.00	0.00	370.00	100.0%
<b>Registration</b>				
Flag Registration	170.00	0.00	170.00	100.0%
Camp Registration	765.00	0.00	765.00	100.0%
Player Registration	7,120.00	5,671.00	1,449.00	25.6%
<b>Total Registration</b>	8,055.00	5,671.00	2,384.00	42.0%
<b>Business Sponsorship</b>	0.00	400.00	-400.00	-100.0%
<b>Other Revenues</b>				
Apparel/Snack Sales	262.00	145.00	117.00	80.7%
Team Fundraisers	433.12	2,003.00	-1,569.88	-78.4%
<b>Total Other Revenues</b>	695.12	2,148.00	-1,452.88	-67.6%
<b>Interest Earned</b>	59.05	65.61	-6.56	-10.0%
<b>Total Income</b>	9,179.17	8,284.61	894.56	10.8%
<b>Expense</b>				
Registration service charge	211.21	146.84	64.37	43.8%
Reconciliation Discrepancies	0.00	302.75	-302.75	-100.0%
<b>Fundraising Expenses</b>				
Team Account Disbursements	1,412.00	5,037.17	-3,625.17	-72.0%
<b>Total Fundraising Expenses</b>	1,412.00	5,037.17	-3,625.17	-72.0%
<b>Office Expenses</b>				
Office Supplies	96.04	72.17	23.87	33.1%
Post Office Box Rental	0.00	40.00	-40.00	-100.0%
Telephone / Internet	77.92	167.47	-89.55	-53.5%
Postage	137.70	0.00	137.70	100.0%
<b>Total Office Expenses</b>	311.66	279.64	32.02	11.5%
<b>Equipment</b>				
Apparel for sale	1,014.08	0.00	1,014.08	100.0%
Banners	468.31	381.08	87.23	22.9%
Jersey's	0.00	0.00	0.00	0.0%
<b>Total Equipment</b>	1,482.39	381.08	1,101.31	289.0%
<b>Other Expenses</b>				
Education	20.00	0.00	20.00	100.0%
Change	200.00	200.00	0.00	0.0%
Room Rental	0.00	196.00	-196.00	-100.0%
Awards/gifts	550.00	0.00	550.00	100.0%
Association Insurance	240.00	0.00	240.00	100.0%
Bonding Insurance	0.00	340.00	-340.00	-100.0%
Field Expense	100.00	2,796.00	-2,696.00	-96.4%
Bank Service Charges	12.50	0.00	12.50	100.0%
Other Expenses - Other	0.00	179.00	-179.00	-100.0%
<b>Total Other Expenses</b>	1,122.50	3,711.00	-2,588.50	-69.8%
<b>Total Expense</b>	4,539.76	9,858.48	-5,318.72	-54.0%
<b>Net Ordinary Income</b>	4,639.41	-1,573.87	6,213.28	394.8%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Donation	200.00	600.00	-400.00	-66.7%
<b>Total Other Expense</b>	200.00	600.00	-400.00	-66.7%
<b>Net Other Income</b>	-200.00	-600.00	400.00	66.7%
<b>Net Income</b>	<u>4,439.41</u>	<u>-2,173.87</u>	<u>6,613.28</u>	<u>304.2%</u>

To: Board of Directors, Green Mountain Junior Football Association (GMJFA)

From: Steve Schafer, Team Manager, GM-11

Regarding: GMJFA Financial Statements Ending December 31, 2008

Date: June 4, 2009

This letter is to confirm that I have reviewed the financial statements and associated records of the GMJFA for the year ending December 31, 2008. This review was not intended to be an audit. Rather, this review was simply an informal evaluation of the financial records by a non-board member. This review did not evaluate any internal controls related to the method of recording transactions or processing payments.

During the review, I confirmed the assets identified on the December 31, 2008 Balance Sheet against bank statements and Balance Reconciliation forms, and I found no problems. The assets confirmed include:

Certificate of Deposit;  
Checking Account Balance;  
Savings Account Balance; and  
Team Account Balance.

Several reports were provided to me for this review, including Check Detail (January through December 2008), Profit & Loss Detail (January through December 2008), and Expenses by Vendor Detail (January through December 2008) reports. I randomly selected several expense transactions from these reports and found that each selected transaction was supported by appropriate documentation, such as a receipt or vendor statement. Each selected expense transaction was also found to be accurately reflected on a bank statement.

During my review, no problems with the financial records came to my attention. Revenue and expense receipts, bank records, and other transaction records appear well organized and complete. My overall impression is the 2008 financial records have been assembled and maintained with a great deal of care.

This report is intended solely for the use and benefit of the GMJFA Board of Directors and Officers. It should not be distributed or relied upon by any third parties.

Sincerely,



Steve Schafer