

PAL Board Meeting Notes
Wednesday, January 18, 2018

Called meeting to order at 1:00pm

In Attendance:

1. Rick
2. Ishmael
3. Joe
4. J
5. Tommy
6. Jamal
7. Jim
8. Chuck
9. Aaron
10. Richard
11. Doreen
12. Joanna

Captain Randy Schriefer addressing audit:

-PAL was selected for the City audit this year; highlighting the following:

- Financials
- SOPs
- Bi-laws
 - o Reach out to other PAL orgs across the country or within CA to see what they have in place and make appropriate changes
 - o Post signed copy on the website (unsigned copy is currently posted)

****NEED HELP from BOD** - *Biggest concerns:***

- 2011-2014
 - o Unqualified final determination from whomever did that audit (biggest issue)
 - o Need unqualified letter
 - o Books were never closed
 - o Want city to release liability of 2011-2014 audit info to new company to get this current audit completed
- BOD needs to look to hire some with CPA credentials 1X a month for a ½ a day and review Antonia's records to make sure everything is copasetic – **BOD is in favor**
- Tracking and record keeping of Livescans
 - o Put a policy and procedure in place to make sure all boxes are checked and nothing is missed
 - Every program/sport needs to follow that same system
- Audit needs to be completed 90 days from the Fiscal Year

November Minutes:

Vote to archive:

- Jim Ureta makes motion
- Joe G seconds

Turkey and Holiday food drive recap:

- \$2,600 raised
- 100 complete meals and 30 extra turkeys
- Short \$600 this year
- Need to raise \$3000-\$3200 each year or set limit to 100 for budgeting

Livescan updates:

- BOD NEEDS to have their Livescans complete ASAP
- Download document off of PALs website under the 'Documents' tab

- Possibility of doing Livescans onsite at PAL if the number of people needing them makes sense to bring them out

Nomination for Louis Garcia as a BOD member:

- Move to vote: Joe G.
- Rick Suarez seconds
- Unanimous vote of YES

Nomination for President/Vice President:

- Joe G makes motion to elect Jamal
- Rick Suarez seconds
- Motion carried
- Jamal Newborn elected President

- VP nominations on the floor: J Baca and Doreen Jatan
- Written vote: 8 to 1 in favor of J Baca
- J Baca named VP

- ***Jamal to send job descriptions of Treasurer & Secretary to BOD***

"Perspective from the field" Soccer coach Mike Williams:

- Referee staff – not prepared for games
 - o No stopwatch or whistle
 - o Tardiness
 - o Leaving early
 - o No introduction to the coaches
- BOD recommendation: coaches to meet with the soccer org. directly to see what they can do to work together

- Refs getting feedback from the coaches at the end of each game

- Mike to draft email and the BOD will follow up

Financials:

- Registration – Coaches paid upfront and then refunded
- Staffing: extra staff for Football games
- Admissions/Gate Fees: offsets the extra staffing costs
- Repairs & Maintenance: Football/Soccer field had to be repaired
- Everything was paid on time

Chuck asking about monthly tracking...if something is possible?

Goals 2018 & Committees:

- **Financials:**
- **Programs:**
 - o Jim Ureta
- **Fundraising:**
 - o Doreen Jattan
- **Events:**
 - o J Baca
- **Policy & Procedures:**
 - o Rick Suarez

- Possibility of inner governmental person that can be a POC and ensure smooth communication on all channels

Jamal to send follow up email on committees to BOD members

- 2 to 3 people per committee
- Members can be involved across the board, but we want to ensure each committee has a focal team

Adjournment:

Motion to adjourn: 2:40pm