

PAL Board Meeting Notes  
Wednesday, May 16, 2018

**Called meeting to order: 1:00pm**

**In Attendance:**

1. Ricky
2. Richard
3. J
4. Tommy
5. Jamal
6. Ishmael
7. Luis
8. Doreen

**April Minutes:**

- **Motion to accept:** Luis
- **Second:** Richard Sexton

**Financials & Accountant:**

- **Accountant status:**
  - Jess has been selected and Jamal/Tommy are working to get him scheduled to come in and review the books and begin setting up all the policies moving forward.
    - *Phase 1: Review and implement Policy & Procedures (10-15 hours)*
    - *Phase 2: Weekly and/or Monthly review and upkeep (1-2 hours)*
    - *Phase 3: Breaking it down by sports and events (community outreach)*

**Wire theft at Baseball fields regarding the lights, progress report**

- 4-6 weeks out in terms of the City repairs at no additional cost to PAL
- Tommy to follow up with Oscar from RFI regarding possible security cameras
  - *Loop Jamal in to the communication*

**Football Field:**

- Working with the City may do some major repair and shut down in June
- Mower has been purchased
  - Stays stored on PAL property

**Audit, potential meeting with Auditor, COP designee on **Monday June 4<sup>th</sup>, 1:00pm @ PAL****

- Overview of the findings
- ***Jamal to send out calendar invite to BOD***

- Chief Knox to be in attendance as well

### Formal agreements with various leagues and clearly defining roles

- **Need to create formal agreements with PAL BOD and each League BOD (Football, Baseball, etc.)**
  - Agreement will need to encompass all teams within the specific league
- Follow up with the City on what exactly they are looking for

### TB Testing for Concessions:

- *Anyone working in concessions must have completed TB test and be cleared.*
  - Roy has all paperwork of his team

### Old Business:

- **Slack** – Communication tool for BOD
  - Everyone will be invited **Accept invite.**
  - Will provide demo once everyone is on
- **Committees & Sub-Committees: (Not set in stone)**
  - **Fundraising: (Special Events)**
    - Doreen J.
    - Ricky S.
    - Jamal N.
    - Luis G.
    - Chair is always Treasurer
    - *ALL BOD members will be apart*
      - “Give or Get” listed within by-laws
  - **Financial:**
    - Joe G.
    - Chuck S.
    - Jim U.
  - **Community Outreach: (PR)**
    - Aaron R.
    - Tam N.
    - Doreen
    - Aaron
  - **Process & Policies:**
    - Tommy
    - Ricky S.
    - Jamal N.
    - Richard
  - Tommy, Jamal and J will be involved with of all of them
  - **Membership: BOD member vetting (full cycle/due diligence/Live Scan)**
    - Richard S.
    - J Baca

- Aaron
- *Number of members is set in by-laws*
- Need Bios for BOD Members
  - What is your 'why' of being on PAL?
- LinkedIn Profile – update (accessed via website)

**New Business:**

- ESL Tutor for the Fall – free of charge
  - Would just need to utilize the PAL facility
- Community Outreach Series
- Maximizing Marketing around PAL property – R. Sexton working on it
- Moving to Mac allowing for backups to the cloud -
  - ***NEED: 2 desktop systems and 1 13" laptop for Tommy to be able to have access***
  - Jamal to contact Valley Fair Apple for pricing

**Adjournment: 1:57pm**

- **Motion to adjourn:** J Baca
- **Seconds:** Ricky