

## Meeting Minutes January 20, 2015

<b>Team:</b> UMYA Board	<b>Date:</b> January 20, 2015
<b>Facilitator:</b> Matt Skekel	<b>Start Time:</b> 8:35pm
<b>Minute Taker:</b> Paula Fehlinger	<b>End Time:</b> 10:40pm
	<b>Location:</b> Upper Milford Township Building
<b>Members Present:</b>	Matt Skekel, Matt Mory, Liz Vogel, Lisa Amey, Rob Mutchler, Jason Boulrice, Barry Williams, Mike Naratil, Todd Reinert, Harry Marangos, Roxann Betz, Randy Fauri, Paula Fehlinger Guest: Ryan Hawkins
<b>Members Absent:</b>	Chris McNellis, Kathy Nowroozani
<b>Notes from Meeting</b>	
November's minutes were reviewed.	
Lisa made motion to approve minutes; Barry seconds – all in favor	
<b>Old Business:</b>	
- Holiday Meeting/Volunteer Appreciation Night held Dec. 2014- \$77.38 with 15 attendees	
<b>Executive Reports:</b>	
<b>President – Matt</b>	
- 2015 budgets - Preliminary budgets will be done before sport season and then Liz will put together actual budget after season (any sport multi season should combine to do annual report and not two seasonal); questions because there are differences in registration fees and participants in different seasons –Liz said you can split it up on spreadsheet but in the end it should be put together so that we can see how budget is for each sport and if money is being made; Barry wants to break it down to proposed fall and spring separate because seasons are very different – both seasons should be profitable; decision made to keep it the same but total will be done by Liz	
- invoice handling – make sure all invoices go to PO Box so Liz gets invoices. She will bring to meeting to be signed off by coordinator so she can pay	
- request approved for \$5000 from township (last year all was spent except \$11); Matt S. proposes that \$2200 goes to basketball to pay for Victory Valley; \$2000 go to Jasper Park field upgrade (base drops, sod/seed and fence); \$500 possibility LAX might need a set of new goals; \$300 for baseball and softball gym time for 3 Saturdays in March (Mike got pitching and catching practice approval) OR Alburtis rec hall can be used for \$25	

- hour – no hitting but pitchers and catchers or base running and drills; Liz will keep separate township breakout for \$5000; Barry makes motion to approve \$2200 basketball, \$2000 for Jasper and \$300 baseball/softball, Liz seconds ; all in favor
- Major coordinator position openings that need to be filled by April – Snack Bar Coordinator, Picture Day coordinator and Field coordinator (scheduling of practices for baseball and perhaps soccer, fill in game schedules and schedule field lining for all sports - done on Microsoft Excel spreadsheet)
- 3 potential board member spots open – there is some interest from individuals

#### **Vice President –Jason**

- pointed out everyone needs to be consistent with budgets - Liz will discuss further

#### **Treasurer – Liz**

- \$3034.02 balance as of today
- gave breakdown of 2014 monies – still waiting for invoice copies of unknown origins
- each individual sport has a breakdown for 2014 – profit listed at the bottom of every sport (does not include sponsorship or family registration fees)
- there may be some charges for 2013 that filtered in to 2014 numbers
- insurance policy runs from April to March (baseball doesn't start until April, soccer starts in April and we did not repay for fall soccer for those kids who participated in the fall)
- our budget runs the calendar year January - December
- 2015 budget will have invoices and charges broken down specifically for what that charge is for and be detailed
- approx. \$2700 charge for insurance for the year
- Matt M. questioned the lining of fields – charges seems expensive – we have already revisited – Matt S. would like to reduce fee that we pay to line the fields to:
  - \$5 for kindersoccer field
  - \$7.50 for U7 and U8
  - \$10 for U10 and U12
  - \$15 for 14 and up
- Matt S. will follow up on this
- Schuylkill Valley is still looking for information on receipts; Crown Trophy did not give any more information
- Jason has concerns about how to not get into any previous situations with budget and that everyone stays on their budget; discussion about how proposed budget can be close to final budget; bookkeeping was an issue with invoices being paid in the correct year and unknown monies
- Proposed budget should not contain sponsors – final budget will contain sponsors
- Snack bar cannot be added to proposed budgets
- Coordinators should spend money only covered by registration fees
- There is a \$500 threshold on spending - if amount is over \$500 approval needed (not including day to day items like uniforms – it would include things like goals or

unexpected expenses)

**Secretary – Paula**

- Nothing to report

**Coordinator Reports:**

**Baseball – Mike**

- registration is open – would like to get three sessions
- per Barry – Upper/Lower Macungie Knee-Hi League has downsized - Northwestern and South Parkland have left; 12-14 teams remaining from LYMA, EYA, Alburtis and Breinigsville and UMYA

**Softball – Matt M.**

- registration open (4 registrations at this point)
- Matt S. would like walk in registrations on Tuesday, Jan. 27 from 5-8pm and Saturday Jan. 31 from 9am -12pm (LAX, soccer, softball and baseball)

**Basketball – Jason**

- 45 kids registered
- teams for winter season: one 5<sup>th</sup> -6<sup>th</sup> grade boys team, two 3<sup>rd</sup> -4<sup>th</sup> grade boys, one 3<sup>rd</sup> -4<sup>th</sup> grade girls team
- 15 kids on first and second grade instructional team
- everyone is enjoying themselves since sessions have begun
- registration total for grades 1-2 = \$490
- registration total for grades 3-4 = \$1000
- registration total for grades 5-6 = \$400
- \$2000 budgeted for Victory Valley
- proposed expenses budget = \$600 for shirts, \$2000 for Victory Valley, \$220 for insurance, \$770 for referees, \$250 for medals, and \$150 for tournament
- possible sponsor for \$600
- Lisa wants to move money from PayPal to bank account – Liz will check

**Soccer – Matt S**

- Preseason budget coming soon

**KinderSoccer – Kathy**

- Not present

**LAX – Roxann**

- Ryan Hawkins helping with LAX; will coach and direct boys program (if we have teams);

Ryan coached with LYMA the past few seasons; he is an UM resident

- Numbers are low but registration is still open until Jan. 31
- 5 sign ups for each team – need at least 12 for each team; league has been accommodating not to go into A level as we develop start up of program
- Question - How can we get more interest? Possible solutions: yard signs are out (got 4 more); put signs in Emmaus to draw kids into program; no mailings sent out; cannot send flyers through schools; Ryan would like to have flyers handed out at current practices (even though they already get emails); can we start a farm type program to get kids interested in LAX to develop players; field availability is an issue as far as having kids see the sport; Matt M. will ask to have flyers distributed at St. Ann's School in Emmaus; Mike can ask about sending flyers out through St. Mikes; Matt M. will check with EYA to send out an e-mail blast about UMYA LAX
- Roxann sent out report in email – contact her with any questions

#### **Kickball – Harry**

- Would like a reminder at walk in registration that kickball is coming and possibly get email list to inform parents when kickball registration opens – Matt S. said to incorporate into Family Fun Day

#### **Volleyball – Todd**

- Nothing to report

#### **Registrar/Insurance – Lisa**

- 19 people registered for a sport in response to receiving a mailing
- reminder that when setting up registration – end date is midnight morning of that day it closes. (ex. if registration closes Jan. 31, people do not have all day on Jan. 31<sup>st</sup> to register...it closes at 12:01am)
- PayPal balance = \$4325.16
- receivables are \$0 (wait list option is working well for basketball and soccer)
- Once all registrations are done per sport, money gets moved from PayPal
- For Payment plans – please have payments sent to registration address and not PO Box
- Cash from registration - please encourage parents to write a check
- PayPal needs updated credit card expiration date – Liz will get to Lisa

#### **Sponsorship – Chris**

- Not present
- Per Matt S. coordinators need to jump on trying to get sponsors
- great leads were made for sponsors that should continue for future

**Equipment – Rob**

- nothing to report

**Website – Harry**

- nothing to report

**Snack Bar – OPEN**

- nothing to report
- Matt M. turned in keys, deposit slips to Liz

**New Business –**

- Jasper field
- Predetermine dates for meetings this year and distribute to eliminate conflicts for meeting attendance (third Tuesday of every month)  
January 20, 2015 @ 8:00pm  
February 17, 2015 @ 7:00pm  
March 17, 2015 @ 7:00pm  
April 21, 2015 @ 7:00pm  
May 19, 2015 @ 8:00pm  
June 16, 2015 @ 8:00pm  
No meeting in July  
August 18, 2015 @ 7:30pm  
September 15, 2015 @ 7:30  
October 20, 2015 @ 7:00pm  
November 17, 2015 @ 7:00pm  
December 15, 2015 @ 7:00pm
- Matt S. feels good about this year and thanks all for volunteering, dedication and support

Rob made motion to adjourn; Harry seconds; all in favor

Meeting adjourned at 10:40 pm

	<b>Who is responsible?</b>	<b>Completion Date</b>
NEED MORE SPONSORS	ALL	TBD
990 Form for Government	Liz	4/15/2015
Print By-Laws	Liz	2/17/2015
Donation to Breast Cancer	Liz	2/17/2015
Merchandise Website – Matt S discuss with vendor to see if we can get this up and running	Matt S	2/17/2015
Order New Checks with correct address	Liz	2/17/2015
Wish List for “Recreation Fees” received by Upper Milford Township	ALL	2/17/2015
Follow up on field lining costs	Matt S	2/17/2015
<p><b>Next Meeting Information</b></p> <p>Facilitator: Matt Skekel</p> <p>Minute Taker: Paula Fehlinger</p> <p>Date: 2/17/2015</p> <p>Start Time: 7:00 pm</p> <p>End Time:</p> <p>Location: Upper Milford Township Building</p>		