



Board of Directors Meeting Minutes

July 27, 2019

1. Call to order
2. Record Attendance
 - a. Present: Nick Rook, Erica Howard, Kevin Camasi, Julie Camasi, Donnie Moyer, Bethany Wilson, Derrick English, Kyle Cook, Beth Cook
 - b. Absent: Mike Mehaffey, Eric Richardson
3. Acknowledgement of public and/or prospective board members/volunteers
 - a. Felicia Rodrigo– Schedule Manager
 - b. Cory Gaye – Girls Program Director/Travel Coach
4. Prospective Board Member/Volunteer Discussion, Vote and Informing Prospect of Results
 - a. Felicia Rodriguez – Schedule Manager – Unanimous vote
 - b. Cory Gaye – Girls Program Director/Travel Coach – Unanimous vote
5. Board Member Updates
 - a. President
 - i. Newly created position, Boys Players Division Manager, upon Board approval
 1. Moving Derrick to that upon Board approval – Unanimous vote
 - b. Vice President - None
 - c. Treasurer
 - i. Finance Reports handed out
 - ii. Current Balance - \$10,422.72
 - d. Secretary - None
 - e. Boys Program Director
 - f. Girls Program Director
 - i. Organizational mission and goals?
 - ii. Coach development? Guide, online training, skill development drills
 1. Mike doing that with Scott Slayton next week for boys' side
 - iii. Director of Coaching? – oversee coach development/coach conduct. Create position in future.
 - g. Boys High School Coach - None
 - h. Girls High School Coach - None
 - i. Schedule/Referee Manager
 - i. Look into apps for scheduling (Team Snap costs money vs. Blue Sombrero which is free)
 - ii. Going to stick with Blue Sombrero
 - iii. Will do the building requests
 - iv. Scheduling Referees
 - j. Communications and Member Relations Manager
 - i. Jess Elder has expressed interest as potential Board Member
 - k. Concessions Manager
 - i. Need more organization
 - ii. Budget
 - iii. Inventory – start at the beginning of the season and look at the end of the week
 - iv. Hot dogs and pretzels were big sellers
 - l. Web Manager
 - i. Configured RLYBL website so it doesn't show Blue Sombrero URL
 - ii. Changed Favicon from Blue Sombrero to RLYBL icon
 - iii. Removed domain from FABELSOURCES blacklist
 - iv. Implementing Domain-based Message Authentication, Reporting & Conformance (DMARC) Protection*; DNS Record & DMARC Record published but DMARC Policy not enabled yet; Quarantine or Reject
 - v. Modified links to Home, About Us, Programs, Registration and Team Central
 - vi. Added links with icons to Facebook, Twitter, Instagram and YouTube

- vii. Added Facebook and Twitter feeds
- viii. Added Field Status
- ix. Made Team Central viewable to public to support Summer Leagues
- x. Tracked summer leagues schedules and standings through Team Central
- xi. Created info@rlybl.com and fundraising@rlybl.com
- xii. Tag @westshoreschooldistrict on social media to go to Rhonda Fuhrman
- xiii. Need to get parent permission to post photos of children
- xiv. Create RLYBL Hashtag?
- xv. Emails for positions instead of personal emails – table for future meeting
- m. Fundraising Manager
 - i. Email: fundraising@rlybl.com
 - ii. Pancake Breakfast: 11/9, Fairview Township Fire?
 - 1. Donation requests sent
 - iii. Sponsorships?
 - 1. Jersey sponsorships?
 - a. Julie needs local business names to call
 - 2. Banner with sponsors to hang in the gym?
 - a. Can do but must take down at the end of every day
 - 3. Foul Shoot-A-Thon
 - iv. Team Pictures?
 - 1. Bishop – 15% back to teams, online ordering
 - 2. ZimPics – no cutback
 - v. Fundraiser Ideas
 - 1. R & K Subs
 - 2. Patriot Pizza Night
 - 3. Color Me Mine?
 - 4. Poinsettia or Wreath Sales?
 - 5. Texas Roadhouse?
 - 6. Yankee Candles?
 - 7. Sizzle and Chill?
 - 8. Golf in the spring?
- 6. RLYBL Spirit T-shirts
 - a. Dy Rook can make shirts if she can get reimbursed (budget)
 - i. Beth recommended to use Heat Transfer Warehouse for vinyl
 - ii. Beth recommended to use Epic Sports for clothing.
 - iii. Board approved reimbursement
- 7. Girls Winter Travel by Grade or Skill?
 - a. Will be decided at Travel Tryouts based on girls available
- 8. Email Phone Access and Checking Frequency
 - a. Board needs to check daily
- 9. Phishing Occurrence (attachment)
 - a. Reviewed what to look for
- 10. Microsoft One Drive for Document Sharing on Cloud
 - a. Everyone has access
 - b. Minutes will start going into it
 - c. Nick has already posted most documents there already
- 11. Board Member & Travel Coach Contact List (attachment)
 - a. List was sent via email to Board on 7/29
- 12. Board To Do Checklist (attachment) – COPIED BELOW MEETING NOTES
 - a. Other Organizations:
 - i. Cedar Cliff rec. girls' ages don't align with our age groups
 - ii. Susquenita interested in integrating
 - iii. Maybe a rec. tournament at the end of the season?
- 13. Open discussion
- 14. Scheduling of board meetings moving forward
- 15. Goals:
 - a. Balance Workload
 - b. Complete cross training ASAP

- c. Fill open board positions
 - d. Create Committees
 - e. Create formalized processes, schedules, and records
 - f. Find and secure additional gym spaces
 - g. Complete and publish by-laws
16. Adjournment

ACTION ITEMS BY BOARD POSITION

President

1. Reach out to Susquenita about playing games during rec season – 8/1
2. Update and send out By-Laws for Board review - 8/5
 - a. Any new rules changes to make prior to season starting
 - i. High screens above foul line
 - ii. Formalize sub-timing
3. Send Registration (rec & travel) and Clinic Flyers to WSSD for Approval – 8/15
4. Complete and Finalize for Board Vote the By-Laws – 8/15
5. Fill Communications & Member Relations Manager Role – 8/15
6. Need to secure additional gym space – 9/1

Vice President

1. Clearances folder now created in One Drive
 - a. Please populate with everything you have now
 - b. Create spreadsheet with checklist for currently on record, each document we have and when they expire, save to One Drive – 9/1
 - c. Nick populated folder with any background checks he had from LY
2. Replenish First Aid Kits for travel coaches –10/1
3. Buy scorebooks and whistles for winter season –11/1
4. Create rec rules sheet and laminate 4 copies –11/1
5. Ask Planet Fitness and Classic Dry Cleaners for water –9/1

Treasurer

1. Complete bank switch as soon as all outstanding checks cleared – ASAP
2. Publish to Board process for spend approval, receipt turn in and reimbursement – 8/15

Secretary

1. Provide meeting notes to President within 1 week of meeting date – 8/4
2. Schedule a time to cross train with Beth, CMR Manager, President and VP on uniform and spirit wear purchasing – 8/20

Boys Program Director, Boys Players Division Manager & Girls Program Director

1. Schedule meeting with Basketball Sub-Committee (Pres, VP, Directors, Players Div Managers, HS Coaches) to review all of the below – 8/1
1. Do a Grade 2-6 Beginner Players Clinic

- a. Book for end of Sept?
- b. Rules, terminology, positions, foul shot protocol, court layout, etc
2. Do a travel and rec coaches clinic prior to season starting (winter and summer)
 - a. What age groups/teams need recruitment for coaches?
 - b. Cover same day as Rec Evaluation Day?
 - c. Need a write up completed
 - i. What are the expectations?
 - ii. What are they responsible for?
 - iii. Get current/past coaches to help draw up a checklist
 - d. Create coaches binder for each coach
 - i. Directors present binder to board for approval prior to handing out – Due 9/1
 1. What to include? Rec and Travel? Same or different?
 2. Expectations & Responsibilities Sheet above
 3. Who to contact on the Board for different circumstances/needs
 4. Game and rules and contact information of Board and the other coaches
 5. Instructions for coaches if they are cancelling practice or games
 6. What else?
17. Travel Tryouts Mid-Sept, practices start immediately after
18. Travel and Rec Tryouts Process and Grading Panel of People?
 - a. Draft in pairs the flights? Snake draft again?
 - b. Formalize in writing
 - c. Coaching partnerships ok, but not guaranteed based on balancing teams
19. Book Rec Evaluation Day for Late September?
20. Start rec practices mid-October?
21. Plan rec end of season playoffs prior to season starting
22. Allowing high school players to ref players division games
 - a. “Pay” the kids with their pay going to high school boosters
 - b. Need to do a referring clinic for high school players
 - c. Directors (or other Board members) will need to keep HS student refs, parents and coaches in check during game days
23. Find or create Travel League(s) for 3-4 grade for boys and girls
 - a. If we host, what is the plan for recruitment?
 - b. Tournaments
 - c. Summer League 2020 if Grade 3/4 girls teams can’t be found, replicate boys with RL Pride
24. Any rules changes for 2019-20
 - a. Summer League 2020
 - i. Press full game? unless up 20 points or more
 - ii. Transition Defense is ok, no set pressing if we keep only the 2nd half
 - iii. Cut back registration fee
 - iv. Sundays 2-7PM
 - v. Look at evaporate cooler rental for back gym
 - vi. Plan end of season tournament prior to season starting (get medals)
 - vii. Stop clock 2 & 4 quarters for last 0:30
 - viii. Half time 3:00
 - b. Only play up if you are a top 3 player overall in the higher grade
25. 6th Grade Travel Coach
26. Tournament and Travel Uniform Supplements (set budgets for teams)
27. Buy balls, whistles, whiteboard, makers, etc for coaches
28. Head coach stand only for rec games
29. Formalize clock and score keeping. Book keepers MUST sit at table.
30. Fun Day 12/21 (Skill Comp and Coaches Game)
31. Register for clinics get a discount on registration
32. Patriot of the Week

33. Picture Day Date

High School Coaches

1. Plan dates for boys and girls youth nights – ASAP once HS schedules are set
 - a. Kids play game at half time? Which teams?
2. Book dates for Fall Skills Clinics (work with Directors) – 8/15
 - a. Sunday evenings again?
3. Need 2020 Summer League Flyer to hand out at Winter travel games to area coaches – 11/1
 - i. And get all email addresses from CPTL
 - b. Uniform art work for travel and rec – 10/1
 - c. Sign Up and Fall Clinic flyers to Send to schools – 8/15
 - i. Add mail in a check to PO Box payment option
 - ii. Add take your kids picture disclaimer
 - 1.
 - d. Evaluation T-Shirts – 9/1
 - e. Pancake Breakfast Flyer and Tickets – 9/1
 - f. Spirit Wear – 10/1

Schedule & Referee Manager

1. Cross train with Beth (practice and game schedule) & Kyle (referee service) for overall scheduling – 10/1
 - a. Track practice conflicts for players
 - b. Include Pres, VP and Web Manager for cross training (Scheduling Sub-Committee)
2. Work with Web Manager to build out schedule in Blue Sombrero – 11/1
 - a. Game scheduling notes from LY
 - b. No games weekend before Xmas if falls before a Wed
3. Formalize volunteer and Board coverage on rec game days – 11/1
 - a. Sign Up Genius worked great for Summer
4. Review WSSD Calendar and identify potential district calendar conflicts – 10/15
5. Work with Directors to finalize key dates and book facilities requests as early as possible – 8/15
6. Facility request need to be extremely detailed down to what time will everything have to be set up by, which bleachers need to be pulled out and how far, which scores tables need to be set up, the training room needs opened, the girls basketball closet needs opened, and the boys basketball closet needs opened etc

Communications and Member Relations Manager

1. Take over majority of announcement communications to RLYBL members – 9/1
 - a. Cross train with President
2. Get emailing lists from President – 9/1
3. Schedule a time to cross train with Beth, Secretary, President and VP on uniform and spirit wear purchasing – 8/20

Concessions Manager

1. Create Inventory Sheet to be recorded at the start of the season and end of every game week – 11/1
 - a. Work with Treasurer for stats from summer – 10/15
2. Open business account at The Restaurant Store – 10/1

Web Manager

1. Scores and Standings Process for Rec – 10/15
 - a. Create process for hand-in during games days, recording sheet at concessions
 - b. Put process in coaches binder
2. Cross train with Beth on Blue Sombrero payments – 10/1
 - a. Electronic payment process – What is the epayment service charge?
 - b. What else can we collect electronically?
 - i. Travel Fees, Uniforms, Spirit Wear, etc
3. Cross train with Beth on Eventbrite – 10/1
 - a. Electronic payment process tie in with Blue Sombrero
 - b. Use for clinics and anything else
4. Cross train with Scheduling Sub-Committee – 10/1
 - a. Work with Schedule Manager on building out the schedule in Blue Sombrero – 11/1
5. Continue to build out rlybl.com and social media - Ongoing
 - a. Get CMR Manager added to get able to answer social media questions
 - b. Get info@rlybl.com added to social media sites
 - c. Board Meeting Notes section
 - d. By-Laws Section
 - e. What else do we want or need?
6. Tag WSSD for their promotion on social media – on going

Fundraising Manager

1. Get quotes from photographers for Team and Individual Pictures – Due 8/15
 - a. Need to choose a day and process to do pictures.
2. Book Pancake Breakfast date and location – 9/1
3. Solicit Pancake Breakfast donations – on going
4. Solicit uniform sponsorships – on going
5. Get storage shed quotes and rent one – 8/15