



Regular Board Meeting of April 9, 2017

Board Members/Public present: (Underlined – voting members/coaches)

<u>Kim Fickett</u>	<u>Nick Buckley</u>	<u>Hillary Damon</u>	<u>Sarah Catalano</u>
<u>Carrie Carter</u>	<u>Amanda Mclaskey</u>	<u>Jennifer Wescott</u>	<u>Danica Rancourt</u>
Corey Rancourt	Bob Harvey	Ann Harvey	Nick Dorazio
Greg Violette	Joe Dorazio		

Members excused: Alisha Bailey

Members Absent:

Kim Fickett, President, called the meeting to order at 9:00 am at the Conference Room in the Westbrook Community Center. Items listed not necessarily in order of discussion:

- 1) Fliers
 - a. Nathan (SMYFL President) notified Kim that the winter flag program flier was never sent to SMYFL. All off-season opportunities must be given to all players within SMYFL since we are not allowed to coach our players off-season.
 - b. Going forward we need to be certain that we are sending the proper information to SMYFL (members@SMYFL.com).
- 2) SMYFL update
 - a. SMYFL meeting April 27th at the Ramada Inn in Saco.
 - b. SMYFL bylaws indicate that we are allowed a 7 day camp (instructional only, no pads or helmets) in June.
 - c. Kim is the new treasurer for a 1 year term.
 - d. Dues have risen to \$175 annually from \$100 annually.
 - e. The potential is there for Westbrook middle school to join SMYFL.
 - f. It takes \$13,000 per year to run the SMYFL program.
 - g. Start dates: 8/7 middle school, 8/14 Pee wee and Mites,
 - h. Jamboree will be 8/26 at Massabesic
 - i. New rule: everything that is provided for one team must be provided for the other so that the sidelines are both even. (i.e. Pop ups, heaters, headsets) Coaches will need to communicate in advance of the game to ensure everything we have, they have as well.
- 3) Registration
 - a. Last year's numbers: 5th grade- 21, 6th grade 15 totaling 36 for Pee Wee. 3rd grade- 13, 4th grade 11 totaling 24 for mites.
 - b. Mites- 16 kids coming in for this year, 13 kids are questionable. Jen and Amanda will reach out to current 2nd grade families to find out if they will be moving up to the tackle program.

4) Discussion of the Tackle Program

- a. Corey found in our by-laws that 4th grade (9 years old) can play pee-wee. They must play on the B Squad only.
- b. Nick-Concerned with size of 6th graders vs 4th graders. He is opposed to 4th graders playing up to pee-wee.
- c. Bob- questions pad play at the flag level (blocking and bags) NO- flag program doesn't allow tackling or touching.
- d. Train contact with 3rd grade (current 2nd graders) to allow them to be ready for moving to tackle.
- e. Cape Elizabeth holds an open house Q & A with players and trainers to address concerns of safety. Amanda motioned for Westbrook Youth Football to hold an open house before our May board meeting. Sarah 2nd. Unanimous in favor, motions passes. Kim to set up open house at the community center before May 7th.
- f. Kim's Rule: Safety, have fun, and learn a little about football.
- g. Jen- concerned with the timing of this and that we are running out of time to make a decision and implement a change for this year.
- h. Sarah motioned to have an A team mites with possibly only 14 kids. Nick 2nd. Favor-2 Oppose-
- i. Amanda motioned to table the discussion of the tackle program until our May board meeting. Carrie 2nd. Opposed-motion fails.
- j. Kim has moved to table this discussion to May board meeting because there were no other motions presented.

5) Winter Flag

- 1) Registration Numbers: 36 total for all levels.
- 2) \$3900 in registration fees, \$3200 paid to 207, \$200ish paid for shirts.
Sarah-correct numbers for winter flag from Danica
- 3) Profit of roughly \$380 from Winter Program
- 4) Jen will be meeting with Josh Tuesday March 21 @ 7pm @ Portland Pie for a discussion about next year's Winter Flag Program.

6) Coaches Clinic

- a. Jeff will hold clinics for our coaches this spring. 3 dates, Kim to confirm with Jeff and the coaches about the possible dates.

7) Fundraising

- a. Mites need 2 sponsors this year.
 - 1) Jen- reach out to Mr. Bagel and Brewer Tree for sponsorship
 - 2) Kim sent a donation request to Sappi hoping for the mites sponsorship.
- b. Banner sales (Bronze level) were low this year – only 6 sold
 - 1) Push next year for banner sponsors that we already have the banners made up for.
 - 2) Everyone jumps on board with banners for this year. Possibly bring players in uniform to businesses.
- c. Comedy night-
 - 1) Amanda knows a teacher that opens for Bob Marley. Request is into PAC for June 23 (Friday night)
 - 2) Ideas- Family night, getting Trevor Bates, Jeff to speak for 30 minutes. Possibly change locations-Eagles, Goldroom. Possibly move to the fall

- d. Fall fundraiser-
 - 1) Fall raffle instead of the subway books. Prizes to include (if we are able to get them): 100 gallons of heating oil, Patriots tickets, Hannaford gift card.
 - 2) Any company that donates for this fundraiser will get a banner. Remind businesses that because we are a 501c3 organization, their donation is a tax deduction for them.
- 8) Westbrook Together Days
 - a. Kim has offered to pull the trailer again for the float in the parade.
 - b. Booth- for Friday night (4-9pm) and all day Saturday (10am-9pm). \$75 for the booth rental.
 - c. Idea has failed because there is not enough help to run the booth for the entire event.
- 9) Advertising
 - a. Registration opens March 1. Prices will remain the same. Early bird discount and multi-child discount for tackle.
 - b. Handing out fliers at other sports team practices (basketball, baseball)
 - 1) Alisha and Amanda to hand out fliers to baseball.
 - 2) Amanda to hand out fliers to community center.
 - 3) Put into Congin Thursday folders.
 - 4) Jen fliers to daycares.
 - 5) Community boards-Hannaford, Shaws, Mr. Bagel
 - c. Banner at O'Brien field?
 - d. Posters- Elementary schools (Ann-Canal, Jen-Congin, Corey- Saccarappa) Nick D-middle school, Nick B-O'Brien, Jen-Hannaford, Sarah, Hillary-Saco St,
 - e. Flier in Thursday folder
 - f. American journal for registration.
- 10) Miscellaneous items
 - a. Equipment –
 - 1) Need to come up with a spreadsheet for the budget to be able to anticipate when major purchases need to be made
 - 2) Need to implement an end of year equipment system to better track who has turned in equipment and who is still outstanding.
 - 3) There is still 1 family with equipment outstanding. Amanda has been in touch with the family and will be collecting the equipment so the final deposit can be returned.
 - b. Clothing Vendor-
 - 1) Using extreme but now Sarah has started her own company.
 - 2) Carrie motioned to continue using Extreme for equipment, Jerseys and Flag, and using Sarah as our vendor for fan apparel at concessions and for a fundraiser throughout the season. Danica 2nd. Unanimous in favor, motion passes.
 - c. Background Checks
 - 1) National Center for Safety Initiatives
 - 2) We are using the standard 9 questions set out by NCSI.
 - d. Field Improvement Project
 - 1) The impending project was discussed. At this time there is no new update from the city as to the timeline of the project.
 - e. Summer High School Clinic
 - 1) Time change to 5-6:30. Week of July 24th at the High School
 - f. Jersey-Every Friday players should wear their jersey to school to promote WYF and show their football spirit.

- g. Sponsorship-Let Kim know to determine who is eligible.
 - h. Coaches
 - 1) We will be in need of more coaches for the coming season for all levels. We would like to see new coaches come in this year so they can work alongside the current coaches and get a good feel for how the program runs. We would like to see 2-3 more coaches in both Mites and Pee-Wee and coaches for flag.
 - 2) PeeWee- Bryan Harvie, John Young, Nick Buckley, Greg Violette, Nick Dorazio, Joe Pilsbury
 - 3) Mites- Bob Harvey, Corey & Danica, Amanda, Tyler Howes, Joe Dorazio, Tony Cook, Justin Sherburne, Marc Leclerc
 - 4) Flag- Pete Wescott, Joel Arnold, Brian Heal
 - i. We are still in need of a VP of Tackle and Director of Publicity if anyone knows of anyone interested in joining the board.
- 11) Adjournment Motion at 11:30 am by Danica /2nd Amanda – Vote: Unanimous all in favor

Next Regular Board meeting: Sunday May 7, 2017 4:00-6:00 pm – Location: Westbrook Community Center – Conference Room

Meetings will be held generally on the Second Sunday of each month however the board reserves the right to schedule mid-month meeting as necessary.

(Minutes stated are in summary form and not verbatim)

Action Items from 04/09/2017 meeting or before:

- Kim – Updates from SMYFL meeting
- Kim – Reach out to Mike Dillon about the Cribbage tournament he has done.
- Kim – Reach out to Stockhouse and Kozetti’s about possibly using their space for Cribbage tournament
- Kim – Set up open house at Community Center
- Kim- Set up coaches clinics with Jeff
- Kim- Sponsorships
- Kim-
- Sarah – Prepare to present budget at May meeting
- Sarah – Annual filings, state and federal
- Sarah – meet with Danica for NFL insurance for the flag program
- Jennifer W – Update on Winter Flag program meeting with Josh
- Jennifer W – Reach out to Brewer Tree and Mr. Bagel for sponsorship of a mites team.
- Jennifer W- Handout fliers to local daycare centers.
- Jennifer W- Reach out to current 2nd grade families about moving up to tackle program.
- Nick- Start coming up with a system for tracking who has equipment as well as who returned equipment and who has not.
- Nick – Input all equipment information into Dropbox acct
- Nick – Create a spreadsheet of all league equipment to have for the end of the season to be able to put with all equipment so we know what we had at the end of the season. Additionally, expand spreadsheet to create the need for major purchases, i.e. helmets, for future budgeting.
- Nick – Coordinate delivery of the helmet to reconditioning vendor at end of season.

- Danica – Incident reports from Gorham and York game.
- Danica and husband: work on folder of plays and information from Damian.
- Danica- Reach out for Patriots tickets and Hannaford gift card for raffle.

- Hillary and Carrie- Reach out to BJ's, Sams club, Hannaford, shaws, Dunkin Donut for donations for the snack shack.
- Hillary- Work on oil donation for raffle.

- Amanda - Set up comedy night. Location? Comedian?
- Amanda- Pick up last 2 sets of equipment.
- Amanda- Hand out Fliers

- Alisha – Send out Clynk information to all Facebook pages and email parents
- Alisha- Get Fliers to Baseball teams
- Alisha- Email American Journal- registration information
- Alisha- Contact Sacarrappa and Canal for poster in front of building
- Alisha - Update email master list as needed
- Alisha- Backup files to another system
- Alisha – Reach out to WLL for information about how they hold their raffle and who does their tickets.
- Alisha- Sort Gmail by age of player (long term goal)
- Alisha - Send out emails:
 - Need to send out email
 - Next meeting
 - Next Board meeting date – May 7, 2017 4-6 pm

Items for next Agenda:

Advertising & discussion for getting better registration numbers

Update from SMYFL and Open House

Send out specs for clothing vendor

Clynk bags to businesses

Reports from Treasurer, Registrar, and Fundraising