



Regular Board Meeting of October 11, 2017

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

Kim Fickett Nick Buckley Hillary Damon Amanda Mclaskey
Jennifer Wescott Alisha Bailey Danica Rancourt Brian Heal
Greg Violette

Members excused: Wendy Mitchell Jared Kent

Members Absent:

Kim Fickett, President, called the meeting to order at 7:30 pm at Ruby Tuesday's in Westbrook. Items listed not necessarily in order of discussion:

1) Fundraising

a. Fall fundraiser-

1) Raffle brought in \$6,175.75. Top sellers to be announced at End of Year Banquet.

b. Crop-

1) Scheduled for January 20th.

2) 5 Sign ups so far. A few raffle items so far.

c. Movie Night-

1) Made about \$400.

2) Eric Dudley (Director of Engineering & Public Services) -need to talk to the city in the future and have this sort of event cleared with them before we proceed.

3) Idea to save cost of projector next year is to use Greg's equipment and our new PA system.

4) Next year we need to promote come early and eat so more people will buy from our snack shack and also no outside food brought in.

2) Treasurer

a. Hillary has begun using a QuickBooks account to work on getting our checking account squared away and up to date. This is \$10 per month. Hillary has put forth a motion for WYF to being paying for a QuickBooks account at \$10 per month. Alisha 2nd. Unanimous vote, motion passes.

b. Our first 2 home games brought in roughly \$1600.

c. Account ending balance for September is \$23,040.49

d. There has been a \$970 charge to the account from last year that is possibly fraud but at this point there's no real way to tell.

3) Flag

a. 2/3 had a tournament (2 weeks prior to this meeting) that went very well.

- b. K-1 tournament is 10/29. There are 16 teams registered (3 Windham, 2 Cumberland, 3 Westbrook, 1 South Portland, 2 Scarborough, 4 Portland) Extreme is making the shirts for the tournament.
 - c. Jen put forth a motion to purchase field signs for use during flag games/tournaments to help elevate confusion of field locations. Brian 2nd the motion. Unanimous vote, motion passes.
- 4) Community Charity Idea
- a. Idea is for Westbrook Youth Football to come together as a league and give back to our community.
 - b. Community cleanup day on 10/28 beginning on our field, then moving to the park or other surrounding areas. Kim to check with Eric Dudley about projects needing completion in our community.
- 5) Concessions
- a. Concessions have been going very well this season. In the future, we need to have a better tracking system in place to be able to tell exactly how much we are selling and how much we are spending to restock.
 - b. Concessions person needs to have a debit card and make purchases with that not cash. With receipts going to the Treasurer for accountability.
- 6) Miscellaneous items
- a. Step up days- went well with good feedback from parents. Current parents talked with younger kids parents about the transition, the kids ran through practice (all players did not wear pads). Next year idea, break into smaller groups and rotate through stations to help keep the kids interested and have less stand around and wait time.
 - b. P.A. System- Install has started; the speaker will go on the light pole by scoreboard.
 - c. No more unapproved charges. At least the President needs to approve the small charges and big things need to be approved by the board.
 - d. The fence around the field is not coming down.
 - 1) Banners are no longer allowed to hang on that fence as permanent fixture, will need to be removed after each game. Possibility of using S hooks to hang.
 - e. Next Season- POD and bleachers will need to be in a different location. There also needs to be a box painted onto the field for the away team (coordinate with city for this)
 - f. Discussion of moving our board meetings to weeknights instead of Sunday mornings. Alisha will look into using a room at high school or middle school starting in January.
 - g. Fan apparel- Next year we should move to an online provider such as Atlantic. Parents can order direct through website, removing need for board to coordinate.
 - h. Communication-Gmail- anyone who checks it, if you read it you're responsible to handle it. If you aren't going to respond and take care of the email then mark it unread. Please also be checking to ensure someone else hasn't already responded (people don't need to get more than 1 response).
 - i. End of Season Banquet: November 2 @ 5:30. At either Middle School or High School (depending on which we can book) (Board should be there by 4pm). Pizza should be ordered from Portland Pie this year. Nick to order 125 medals including 15 for cheer. Also trophies and sweatshirts for 6th graders.
 - j. Coaches meeting: November 6 @ 6pm. At Stockhouse. Food provided (alcohol is not paid).
- 7) Board of Directors

- a. **Each member** of the board needs to create a handbook or cheat sheet for your position. There also needs to be coaches handbooks created with concussion information in it.
 - b. By-laws discussion- Decided that 1 year of service, within the last 3 years, is required for the position of President. Also removing the 1 year of service requirement for the position of VP (tackle and flag).
- 8) Adjournment Motion at 9:30 pm by Jen /2nd Amanda – Vote: Unanimous all in favor

Next Regular Board meeting: Thursday **December 10, 2017 10:00 am-12:00 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 10/11/2017 meeting or before:

- Kim** – check with Eric Dudly about possible projects for community cleanup.
- Kim- Create Presidents handbook
- Greg- Injury reports-written up and signed by coaches and parents. Get to Alisha for dropbox.
- Hillary** – Work on checkbook and budget
- Jennifer W** – Coordinate Fall classic
- Brian**- Remove personal emails from the website.
- Brian- Look into moving our website to a Dicks sporting goods offered website (coordinate with Amanda)
- Nick**- Send spreadsheets of equipment to Alisha to put in dropbox
- Nick – Get Jake Mitchells injury form to Alisha as soon as its complete.
- Nick- Order medals, trophies and sweatshirts for Banquet
- Danica** –
- Wendy**- Create concessions handbook to pass on to new board member taking over for next year.
- Amanda** - Set up comedy night. Location? Comedian?
- Amanda- Coordinate Crop
- Alisha** – Change by-laws for President and VP positions
- Alisha- Schedule EOS banquet and coaches meeting
- Alisha- look into high school or middle school for monthly meetings
- Alisha- Draft Director of Cheer position for by-laws for vote in November.
- Alisha - Update email master list as needed

Items for next Agenda:

Elections