



Regular Board Meeting of December 03, 2017

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

<u>Kim Fickett</u>	<u>Nick Buckley</u>	<u>Hillary Damon</u>	<u>Amanda Mclaskey</u>
<u>Jennifer Wescott</u>	<u>Alisha Bailey</u>	<u>Danica Rancourt</u>	<u>Brian Heal</u>
<u>Greg Violette</u>	Katy Rice	Corey Rancourt	Andy Davis
Jen Skinsacos			

Members excused: Wendy Mitchell Jared Kent

Members Absent:

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

1) Elections:

- a. President: Amanda Mclaskey is interested in the position of President. She vows that her hard work, organization and dedication to the league will make her a strong President. Hillary set forth a motion to nominate Amanda for the position of President. Jen Wescott 2nd. Blind Vote in favor, motion passes.
- b. Vice President, Flag Division: Jen W. would like to remain in this position for another term. She still has a son in the flag program and has enjoyed the flag program and learned a lot each year to continue to make it better. Nick set forth a motion to nominate Jen W. for the position of Vice President, Flag Division. Greg 2nd. Blind in favor, motion passes.
- c. Director of Equipment: Andy Davis would like to be considered for the position. He has 2 children in the league, one in pee wee and one in cheer. Interested in helping in any way that he can to better the league. Danica set forth a motion to nominate Andy for the position of Director of Equipment. Nick 2nd. Blind vote in favor, motion passes.
- d. Treasurer: Hillary is interested in remaining in this position. She now has a handle on the checking account and has worked hard to get the account balanced and is working in QuickBooks to bring up better reports to allow us all to see a clearer picture of where money is coming and going. Jen set forth a motion to nominate Hillary for the position of Treasurer. Danica 2nd. Blind vote in favor, motion passes.
- e. Concessions 1 year term: will remain an open position
- f. Concessions 2 year term: will remain an open position
- g. Registrar: Danica would like to remain in the position. Jen set forth a motion to nominate Danica for the position of Registrar. Hillary 2nd. Blind vote in favor, motion passes.

- h. Fundraising Chair: Jen Skinsacos is interested in the position. She has a background in fundraising and is on several different committees for this purpose. She feels she would be an asset to the program in bringing in fresh ideas for raising money as well as running programs we already have established. Danica set forth a motion to nominate Jen S. for the position of Fundraising Chair. Jen W. 2nd. Blind vote in favor, motion passes.
- 2) Brian Heal has issued in resignation from the position of Director of Marketing. He feels he cannot dedicate to the position like he needs to and has found a replacement for his position. Katy Rice would like to be considered for the Director of Marketing position. Marketing and Social Media are things that she works with in her job and feels she could help promote the program and work with the intern to help him complete his job as well. Jen W. set forth a motion to nominate Katy for the position of Director of Marketing. Danica 2nd. Blind vote in favor, motion passes.
- 3) Fundraising
 - a. Crop-
 - 1) Scheduled for January 20th.
 - 2) 15 Sign ups so far. A few raffle items so far.
- 4) Treasurer
 - a. QuickBooks is working well for Hillary to be able to keep our checking account squared away and up to date.
- 5) Concessions
 - a. 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 a 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. No more unapproved charges. At least the President needs to approve the small charges and big things need to be approved by the board.
 - b. 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.
 - c. 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)
 - d. 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.
 - e. 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).
- 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.
- 8) Adjournment **Motion** at 11:00 am by Jen /2nd Amanda – Vote: Unanimous all in favor

Next Regular Board meeting: Sunday **January 07, 2018 09:00 am-11:00 am** –
 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 12/03/2017 meeting or before:

- Kim – Create Presidents handbook
- Greg-
- Hillary – Work on checkbook and budget
- Jennifer W –
- Katy- Get account information from Brian for Twitter.
- Katy- Look into moving our website to a Dicks sporting goods offered website (coordinate with Amanda)
- Nick-
- Danica –
- Wendy- Create concessions handbook to pass on to new board member taking over for next year.
- Amanda - Coordinate Crop
- Alisha – look into high school or middle school for monthly meetings
- Alisha - Update email master list as needed

Items for next Agenda:
Discussion of Cheer program