



# MINUTES

February 11, 2020  
6:00 pm  
Mogies

## Those Attending:

X	<b>Nadine Virag</b> (President)	X	<b>Shawn Mele</b> (Head Coach)	X	<b>Brandy Grieff</b> (Cheer Coordinator)	X	<b>Lisa Zaremba</b> (Director)	X	<b>Ericka Jones</b> (Director)
X	<b>Jami Jacobs</b> (Vice-President)	X	<b>Robb Cook</b> (Coach Rep)	X	<b>Michelle Provenzo</b> (Asst. Cheer Coordinator)		<b>Dana Speer</b> (Director)	X	<b>Nikki Watson</b> (Director)
X	<b>Misty Abraham</b> (Secretary)	X	<b>Chris Lowe</b> (Coach Rep)			X	<b>Stephanie Thompson-Furnier</b> (Director)	X	<b>Jennifer Reese</b> (Director)
	<b>Jen Alter</b> (Treasurer)						<b>Melanie Nuttall</b> (Director)		

## Guests Attending:

### Call Meeting to Order

#### Meeting Called to Order

6:05 pm

Nadine called the meeting to order and welcomed all members and guests. She asked that all board members try to sit together.

January 26, 2020 meeting minutes and special vote minutes approved. Nikki will add minutes to the web.

## Reports:

### President – Nadine Virag

- Approval to relocate the monthly meetings to Kinloch Fire hall
  - Nadine suggested relocating monthly meetings to Kinloch Fire hall. We are expanding and should have privacy as well as not impose others.
  - **Michelle motioned to move meetings to Kinloch Fire hall – Stephanie second – Vote did not pass with majority.**
  - A second suggestion was Burrell High school or Middle school.
  - **Shawn motioned to move meetings to Burrell High school or Middle school – Stephanie second – Vote passed in favor of moving meetings to Burrell High school or Middle school.**
  - Misty will contact the Athletic Director of Burrell school district.
- Majority vote to hold meetings on Monday or Friday.
  - Most executive board members are not available on the other days.
  - No specific day of the week received majority vote. As a result, the board will continue to meet on the first Monday of the month.
- Nadine approved Robb joining the Bylaws committee.
- Discussion and approval for registration dates
  - Registration can open ASAP
  - Registration can take place online or in-house
  - Nikki will have the online registration ready
  - Ericka will prepare the flyer, but needs additional information to do so.
  - Flyers will be sent out to the school and be sent home with students, blasted via email and team manager app.
  - Stephanie said she can have the flyers printed.
  - It was agreed that there will be an “early bird” rate that will start when registration opens and end on May 25, 2020. Early Bird rates are as follows: \$75 for first child then \$50 for additional child. Families with 3 or more children registered will have a capped fee of \$125.
  - Rate after May 25, 2020 will be as follows: \$90 for first child then \$60 for additional child. Families with 3 or more children registered will have a capped fee of \$150.



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- Update and approve code of conduct
    - Nadine will email code of conduct to all board members,
    - Review and send requested changes by Friday, February 14, 2020.
    - Nadine will revise and email changes back to the board by Sunday, February 16, 2020.
    - Brandy will send cheer code of conduct for board vote.
    - Brandy to draft dress code by March 2020 meeting.
    - Because the code of contact will be signed at registration, there will not be a board-parent meeting. Coaches can still have parent meetings, if desired.
  - Fundraising – reminder and discussion of any tickets that need printed now
  - Night at the Races – discussion and approval
    - Ticket sales were \$2,540.
    - Day of income was \$750.
    - 330 tickets were given to Flyers to sell. Not all tickets were sold.
    - Night at the Races decision tabled until next meeting.
  - Mascot
    - Michelle offered to buy the mascot.
    - There is no expense to the Flyers; therefore, the President approved.
  - Trial Balance – from previous years
    - Nadine is working to get this information.
    - Spreadsheets will be provided by Sunday, February 16, 2020.

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## **Vice President – Jami Jacobs**

- Approval to establish a form of online payment (paypal, Zelle, etc.)
  - Jami suggested that we implement an online payment platform to streamline all payments including fundraisers similar to the Super Bowl poll
  - Shawn indicated that there may be a fee.
  - Stephanie said we may be able to use this payment method for registration as well.
  - **Ericka motioned to move forward – Stephanie second – Vote passed in favor of researching online payment platforms.**
  - Jami will research and provide more information at the March meeting.
- Approval to invite vendors to equipment pick up
  - Jami suggests that a "table" fee be charged to area vendors. Tables can be set up during equipment pick up for vendors to display materials of their choice.
  - Brandy suggested that equipment pick be moved to a Saturday. Possible registration day. Registration and Fundraiser committees to work together on this.

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## **Secretary – Misty Abraham**

- No agenda items
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## **Treasurer – Treasurer’s report given by Nadine in Jen A.’s absence**

General Fund Balance – \$1,852.29  
Equipment Fund Balance – \$206.75  
Cheer Balance – \$307.56  
Total: \$2,366.60

- It was confirmed that a check sent to Laube Hall for the Gun Bash was cashed.
  - Expenses recently paid:
    - TLC
    - Water
    - PO Box
  - Nadine will sign the checks for bills approved for payment during last meeting.
  - Flyers received check payments for AA Performance. After depositing the checks, a Flyers organization check will be made payable to Shawn since he fronted the costs for the program.
  - Nadine asked what other finance items the board would like to see at each meeting. Misty suggested that Jen prepare a spreadsheet each month that includes the beginning account balance plus any income received and less any expenses paid resulting in the month end balance. Income and expenses should be detailed. Each account, equipment, cheer and general can be broken down.
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## Head Coach – Shawn Mele

- Equipment handout is July 8<sup>th</sup> and 9<sup>th</sup>
  
  - Flag Football
    - Flyer is ready. Nikki will ensure that the website is clear to avoid players signing up for wrong program.
    - Players will register via email. Nadine will create a spreadsheet to track registration.
    - Registration can begin ASAP.
    - Still seeking sponsorships.
    - Chris' contact will be used for T-shirts.
  
  - Fish Fry
    - Coaches meeting will be held on Sunday, February 16 to do a "run through".
    - Stephanie asked if any help was needed from the board. No. The coaches will take care of it for this year as it is a coaches fundraiser.
    - Begin February 26 through Good Friday.
    - Shawn asked that the board get the word out on social media – share posts.
    - Nadine indicated that Flyers could run a Facebook add. Let her know after first Friday Fish Fry if a boost in advertising is need. Jami said we may have a \$10 Facebook credit that can be used. Since this is an expense, this will need to be voted on.
  
  - Scoreboard and lights
    - The current scoreboard needs repaired.
    - Per Shawn, a new scoreboard can cost between \$6,000 - \$10,000.
    - Nadine suggested that the repairs needed or new scoreboard be proposed to the landowner, Bill Herman. Nadine and Shawn have an upcoming meeting with Bill.
    - Ericka asked what happens to sponsorship money if Flyers purchases the new scoreboard. This is to be determined.
    - Should seek sponsors to donate toward new scoreboard.
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## Cheerleader Coordinator – Brandy Grieff

- Cheerleaders were required to sign a code of conduct last year or they could not cheer. This was never enforced.
  - Seeking no-tolerance policy for bullying. Should anyone bully they will receive one warning. Should it happen again, the board would have the right to remove that person from the squad.
  - **Jamie motioned for approval to remove cheerleader from squad for bullying – Lisa second – Vote passed in favor of removal for bullying after first warning.**
- Cheer Mats and Competitions
  - Cheerleaders will not participate in competitions for 2020 season.
  - Cheer mats that were purchased are actually wrestling mats.
  - Shawn negotiated a deal with Burrell Middle School that they could use the mats. This was not a board approved negotiation. All future negotiations with any organization must have board approval.
  - Middle school currently has two mats until after February 23.
  - **Brandy motioned to sell the mats – Robb second – Vote passed to sell the mats after returned from Middle school February 23, 2020 event.**
  - Once sold, check will be written to Riddell to assist with paying last year's debt.
- Pom Poms and Cheer Uniforms
  - Brandy currently cannot find the Flyers yellow color for uniforms and pom poms. The color available is metallic gold.
  - It was agreed that metallic gold cannot be used. Brandy will continue researching other vendors for Flyers yellow.
  - Parents will purchase pom poms for their child.

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## Committee Reports:

**Chair  
in  
Bold**

### **Apparel & Awards – Jami**

- \$3,670 spent last year. This includes banquet gifts.
- Jami reported that Mel is going to a vendor show and can get samples made. That is not typically how apparel is ordered. Flyers orders directly from the printer.

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### **Banquet – Stephanie**

- \$11,235.60 net spent
- No committee report

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### **Concession Stand – Jen R.**

- \$9,673.35 spent last year. \$12,906 in income. \$3,232.65 profit
  - Jen R. presenting improvement ideas including streamlined functionality, request of donations using sign up genius, deep clear prior to season starting, limited concession during AA performance and Flag Football, possible dinner nights, order and pick up windows.
  - Requested start up budget is \$1,100 not accounting for donations that may be received.
  - It was suggested that a schedule be made to rotate board members for practice nights. Jami said she can be there every night.
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## Field Maintenance – Chris

- \$6172.85 spent last year.
- Seed planting can happen anytime, but the ground has to be ready.
- No additional needs from TLC.
- Nadine requested that Chris provide a budget for field needs at next meeting.
- Chris will sell the yellow lawnmower as it was approved last meeting.

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## Fundraising – Stephanie

- The mandatory family fundraising fee last year was \$380. Will this be the same for 2020?
- Several discussions, but a decision was not made
- A budget for the organization needs to be in place before this number can be determined.
- The idea of asking for a fundraiser deposit was discussed, but no decision was made.
- Ericka said we need to do more offseason fundraising.
- Bingo was presented as an idea.
- Suggested Fundraising and Sponsorships committees work together.

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## Gun Bash - Shawn

- Stephanie broke down expenses and income of 2019 Gun Bash
- Income: Gun Bash Admission Ticket \$21,662, Day of ticket sales \$11,528.90. Total Income: \$33,190.90. Expenses \$11,528.90. Net Profit: \$10,825.74
- Food was a huge expense that can possible change. An outside caterer or homemade food may be an option and approved by Laube Hall.

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## Grants/Sponsorships – Dana

- Dana and Nikki will be working together
- Dana researched grants – specific information is needed to apply. Information needed includes what is needed and why it is needed. 2 years of financial are also needed.

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## Special Event Days (Parent's Day, Senior Day) –

- \$300 spent last year
- No other report.

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## Picture Day – Jami

- No report

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## Advertising/Programs – Michelle

- \$1,086 spent last year
- No other report

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## Registration – Ericka

- No report.

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## Volunteers – Jen R.

- No report

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## Social Media – Nikki

- No report
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## Unfinished Business:

- Review and update code of conduct
- Share last year's trial balance
- Sell yellow lawnmower
- Amend Bylaws
- Prepare and send flyers for registration
- Secure Burrell High school or Middle school for March meeting
- Update website with registration rate and date information
- Night at the Races decision
- Online payment platforms
- Vendor day at equipment pick up
- Sell cheer mats

## New Business:

- Preliminary budget discussion – committees should be prepared to discuss ideas and recommend funds needed to be added to preliminary budget

## Wrap Up:

### **Meeting adjourned**

Next meeting is set for March 2, 2020 at 6:00 pm at the Burrell High School or Middle School, if secured. If not, meeting will be held at Mogies.

Meeting adjourned at 9:31 pm

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