



MINUTES

March 2, 2020
6:00 pm
BHS Cafeteria

Those Attending:

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

Guests Attending:

Call Meeting to Order

Meeting Called to Order

6:00 pm

Nadine called the meeting to order.

February 11, 2020 meeting minutes and special vote minutes approved.

Reports:

President – Nadine Virag

- Field maintenance dates to prep for flag
 - March 22 and March 29 will be field prep days for flag.
 - Start time is 10:00 am, but volunteers can come at 10:00 or any time after to help. End time is 3:00.
 - Nikki will post on web and Facebook.
- Registration packets - content
 - Packets to included cheer and football waivers, fundraising information, code of conduct, coach-parent partnership and volunteer information. Season schedule is not available yet, but will be by the first day of flag. Important dates can be added at that time.
 - Mandatory fundraisers are needed by April board meeting.
- Flag schedule – concession workers and exec board for registration
 - Nadine will not be available during flag
 - 2-3 concession people and 1 executive board member to answer questions. Misty and Jami will be at all flag days. Melanie N. and Amanda K. will be in concession on 4/26 and 5/3. Jennifer R. and Amanda K. will be in concession on 5/17 and 5/24.
- Printing and filling registration packets
 - Lisa Z. and Jen A. will print and fill packets.
 - Shawn to send waiver to Nadine.
 - Registration is not yet live, but can go live as soon as Nikki and Ericka finalize all information.
 - Nikki to send text to board group when registration goes live.
- Final budgets – amounts only
 - Must stick to budget amount to avoid overspending.
 - Gun Bash
 - 2019 Expenses: \$13,931 – Profit: \$7,000
 - 2020 Budget: \$25,000
 - Banquet & Awards
 - 2019 Expenses: \$13,384.26 (hall, food, gifts)
 - 2019 Admission ticket income: \$3,400
 - 2020 Budget: \$15,000



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- Football
 - 2019 Expenses: \$12,750
 - 2020 Budget: \$20,000
 - Property Maintenance
 - 2019 Expenses: \$7,627
 - 2020 Budget: \$2500
 - Note: concrete work is needed and there is a roof leak in the paint roof
 - Apparel
 - 2019 Expenses: \$5,046
 - 2019 Income: \$3,800
 - 2020 Budget: \$1,000
 - Cheer
 - 2019 Expenses: \$4,040.92
 - 2020 Budget: \$4,000
 - Concession
 - 2019 Expenses: \$11,739 (includes \$4,800 for change)
 - 2019 Income: \$9,230
 - 2020 Budget: \$12,000
 - Insurance
 - 2019 Expenses: \$2,624
 - 2020 Budget: \$3,000
 - Note: Jami will verify that policy premium will not increase this year
 - Fundraising
 - 2019 Income: \$23,275
 - 2020 Budget: \$5,000 (ticket printing and possible hall rental/event expenses)
 - Advertising
 - 2019 Expenses: \$1,350
 - 2020 Budget: \$6000 (billboard/programs)
 - Special Events
 - 2019 Expenses: \$494
 - 2020 Budget: \$400
 - Fees (PO Box, safe deposit box)
 - 2020 Budget: \$200
 - League Dues
 - 2019 Expenses: \$250
 - After-season Party
 - 2019 Expenses: \$200
 - Miscellaneous
 - 2019 Expenses: \$5,753
 - Includes Mats, t-shirts, Ford City donation and CPR class
 - Flag concession start-up
 - 2020 Budget: \$600
- 2019 Income from specific sources
 - Registration income: \$9,600
 - Admission at gate: \$5,000
 - 50/50: \$1,300
 - Night at the Races decision tabled until next meeting.
 - 2020 Income Categories and what they will cover
 - Sponsorships – property maintenance, concession, advertising and possibly a fence
 - Registration – insurance, league dues, after-season party, banquet



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Vice President – Jami Jacobs

- No agenda items

Secretary – Misty Abraham

- No agenda items

Treasurer – Treasurer's report given by Nadine in Jen A.'s absence

General Fund Balance – \$1,908.95
Equipment Fund Balance – \$206.75
Cheer Balance – \$647.56
Total: \$2,763.26

- Expenses recently paid:
 - Nadine signed checks for Ace Hardware and Bradley Services
 - \$300 paid to Shawn for AA Performance program (he fronted the costs)
- \$50 was received from J.E.T Salon for a sponsorship
- Shawn can go to bank to sign to be added to football account

Head Coach – Shawn Mele

- Fish Fry
 - Fish Fry being held at New Ken #4.
 - First two dates have been successful and more profitable than last year.
 - Flyers' profit will be available at the end of the Fish Fry.
 - Nikki will post Fish Fry details on Facebook.
- Gun Tickets
 - \$1,100 profit on Ticket One.
 - \$1,100 profit on Ticket Two.
 - Profit for Ticket Three is to be determined.
 - June ticket is raffling off a \$3,500 gun with a \$6,500 profit.
 - Coaches are going to continue to sell gun tickets.
 - Goal is to pay off debt with Riddell and purchase equipment for Recruits and Cadets.
- Scoreboard
 - The scoreboard still needs repaired.
 - Brandy G.'s husband is going to look at it.
- Coaches Clinic
 - Seven coaches attended a clinic to learn about multiple facets of football.
 - All coaches will attend at least one clinic this season.

Cheerleader Coordinator – Brandy Grieff

- Cheer tag day is scheduled for May 23, 20.
 - Poms need to be replaced.
 - New uniforms will be needed at some point as the current uniforms are not suited for warmer weather.
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Committee Reports:

**Chair
in
Bold**

Apparel & Awards – Jami

- Upfront money needed for hats
- Apparel will be sold in concession stands
- Non-customized shirts will have sponsors' names on the back

Banquet – Stephanie

- No committee report

Concession Stand – Jen R.

- A Keurig will be in the concession stand this year. Multiple board members willing to donate.
- Jen R. to purchase signs for concession (ex. "order here", "pick up here").

Field Maintenance – Chris

- Coaches spent 12-14 hours clearing logs from creek.
- Rooms inspected for needed repairs.
- Roof leaking.
- Cleanout of rooms is needed.
- Mower not sold yet.
- Tractor will need serviced.
- Nadine requested list of items from Chris.

Fundraising – Stephanie

- Vacation ticket is at the printer. 1,000 tickets to sell @ \$10.00 each. Board to help. Drawing date July 4.
- Tag days
 - April 11 and June 20/10:00 – 4:00
 - 2 hour timeslots – 4 kids per slot with 2 adults
 - Melanie to finalize letter and seek out approvals from businesses
 - Jennifer R. offered to create sign-up genius
- Mandatory fundraising
 - **Shawn Motioned \$400 per family/\$550 per family with second child. Family can choose additional \$150 fundraiser to sell. Vote passed.**
 - **Vote passed to continue with Night at the Races event as a fundraiser.**

Gun Bash - Shawn

- Saturday, November 14. Time: 12:00 – 6:00
- West Leechburg Fire Hall
- Coaches to provide food.
- 1,000 tickets @ \$25 each
- Gun dealer: Mischak
- **Jami Motioned to approve Gun Bash details – Misty second – Vote passed.**



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Grants/Sponsorships – Dana

- Sponsorship letter reviewed.
- Tiers added in addition to T-shirt sponsorships
- Platinum package name changed to Champion package
- Dana requested a sponsors' email address rather than use her personal email.
- Sponsors will be pursued door-to-door, Facebook, and web.
- Possible Facebook spotlight for Champion package.
- It was suggested that team pictures be sent to sponsors as a "thank you". For example, Recruits picture be sent to those who purchased a Recruits package.
- **Jen motioned to include sponsors on back of t-shirts that are not customized – Shawn second – Vote passed.**

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

- Opening day events planned
- Veterans to attend at no cost
- History of Flyers to be read over PA system

Picture Day – Jami

- Picture day is August 2
- Will Jones is the photographer

Advertising/Programs – Michelle

- Weekly program idea to include a \$100 raffle each game
 - Sell price is \$5.00
 - Idea for Player of the week from home and visiting team – it was recommended that a group of players be highlighted to allow all players to be highlighted at some point (example, quarterbacks)
 - Sponsors and stats to also be included
- Yearbook idea for mid-season

Registration – Ericka

- Ericka has draft of Flyer
- Nadine to review after meeting
- Registration can open ASAP after all information is available

Volunteers – Jen R.

- Field maintenance to count toward volunteer hours
- Sticks will be added back as a volunteer duty

Social Media – Nikki

- Guest Speaker: Anthony – Penn State New Ken student working with Nikki on some marketing ideas for Flyers.
 - Challenge for youth football is safety.
 - Anthony recommended adding a "questions & answers" page about safety to our webpage
 - Concussion statistics should also be added
 - Anthony to do research and send to Nadine
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Unfinished Business:

- Gather all necessary information needed to open registration – Nikki to send text once ready to go live
- Sell yellow lawnmower
- Shawn to send football waiver to Nadine
- Printing and filling of registration packets
- Jami to verify insurance rate premium
- Chris to send Nadine list of field maintenance items
- Some coaches' bios need sent to Nikki for website
- Sponsors email address for Dana
- Nikki remove following sponsors: State Farm, Allegheny Lumber, Mattern, Steve Bianco
- Nikki to add following sponsors: New Kensington DQ Grill n Chill and EIG Services
- Safety and concussion information to be researched by PSNK student Anthony and sent to Nadine

New Business:

- Mandatory fundraisers need to be presented at next meeting

Wrap Up:

Meeting adjourned

Next meeting is set for April 6, 2020 at 6:00 pm at the Burrell High School cafeteria.

Meeting adjourned at 8:16 pm
