

12/14/16

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	N	VP Finance	Y	Joanna Cortes-Alier
N	VP Athletics	Y	Amy Hatchett	N	Crystal Allen
Y	Michele Nichols	Y	Barry Nichols	Y	Mike Gray
N	Kevin Bonner	N	Softball	Y	Rhonda Smithbey
Y	JaBari Scott	N	Adrienne Scott		

**Fatima Bonner, President** called the meeting to order at 6:31 pm.

- Minutes – Posted, Approved and Accepted.
- Treasurers Report – In process, will be emailed in a few days.

**Amy Hatchett, Treasurer**

- We are now following the check request rules. Anyone that has questions, please ask.

**Basketball, Kevin Bonner at Practice, details via Fatima Bonner**

- If families did not make the deadline, or missed the \$\$ cutoff, children will not be on PAA Teams.
- We have 3 Teams, Cubs, Minors and Intermediates. All 3 are practicing and all 3 have Shutterfly sites that coaches and director are able to access and have started using.

**Cubs**

Head Coach - Marchello Moore

Assistant Coach - Nate Grechan

**Minors**

Head Coach - Tim Weathers

**Intermediate**

Head Coach - Mike Moore

Assistant Coach - AJ Nenni

- Sign-Ups are closed. Post message on PAA Sports Site – **JABARI** (completed)

**Football, JaBari Scott**

- CQL updates from the last meeting. A few changes are coming up for next season. Age limits will be changing and rules regarding playing up vs playing down in age brackets are forth-coming. Proposed cutoffs will effect children with birthdays between 8/1 to 9/30. Children will not have to choose up/down, able to switch as necessary.
- 9 other misc bylaws are in process.
- They will begin fining coaches if they have been ejected during a game.

### **Webmaster, JaBari Scott**

- Basketball Calendar is in process.
- **MICHELE** – Add JaBari to the Shutterfly sites. (completed 12/22)

### **Membership, JoAnn Cortes**

- We will keep the current Board until Feb-17. *Voting held later in evening.*
- Fatima will work on Basketball membership over the 2-week holiday.

### **Baseball, Mike Gray and Barry Nichols**

- Researching Fundraising/Sponsorship opportunities locally (businesses). Looking for scholarship donations, or pay for Banners with the company logo, or have them purchase baseballs and perhaps put the company logo on the website?
- HISTORY: PAA has done this in the past – when we get a sponsor it has to be for the entire sport organization, not just 1 team within the sport.
- IF we decide to hold a BBQ at the river it would have to be a donation to the sport and not a PAA Sponsored event (Insurance liability issues). And b/c it's a donation, they can write it off b/c we are a 501C. We should provide a written receipt.
- Baseball wants forms removed from the website (completed 12/13/16 MN)
- In 2017, end of season - going with Pins, no Trophies.
- Late fees will be imposed if paperwork is not completed prior to the due date.
- Opt-Out fee as a fundraising option (basketball thinks about ~35% of membership paid the opt-out fee).
- Would like to provide an itemized fee document at sign-ups (similar to basketball) so that membership is aware of Baseball registration versus PAA Membership Fees. \$20 PAA Membership fee must be paid prior to the first game. (\$20 PAA Membership Fee goes toward payment of Insurance, PO Box, Website, Paper, First Aid Kits etc...)
- YARD SIGNS – We see them all over the place.. just not for PAA. We would like to create a sign and have them printed to cover all sports. (sign in process, MN) Get pricing for signs, use Vista Print or Local Fed Ex/Kinko's. If we designated for just 1 sport, then that sport pays.
- Storage Shed... Todd Rosa has offered to assist with the building of a shed. (We pay for materials and \$75 move fee.) Money earned during the Spring Fling money was earmarked for this shed. We need to go back and discuss with County and Insurance. We will need estimates furnished by the Jan Meeting (Mike Gray).

**MultiFamily PAA Membership Discount** – Board has proposed to discontinue ALL Multi-Family Discounts. This decision effects all sports. **The Board Voted, Second, Motion Approved.**

**Coaching/Sports Director/Board Member Discounts** – *this has not been done in a while, but in order to make it clear, we are adding this note to the minutes.* Absolutely NO Discounts will be provided to Coaches, Sports Directors, or PAA Board Members. **The Board Voted, Second, Motion Approved.**

All paperwork will need to be updated regarding the above motions.

### **Cheering, Rhonda Smithbey**

- 2 of 3 teams are using the Shutterfly program to coordinate practices/game schedules/snack sign-up. Flags, while they have a program, choose not to use it. Reason: too many emails are generated, which is a simple program modification.
- Photographer said they will put the fundraiser check (20% of sales) in the mail by December 28<sup>th</sup>.
- BSN fundraiser check mailed last week.
- 38 Cheerleaders registered for the Winter Season.
- Just placed new cheer uniform orders with Disco Sports – invoice to come for the 10 new cheerleaders.
- Only one outstanding unpaid balance from football season (\$45 or \$50). What do I do next about this?
- Parent who owed \$173 from two seasons ago paid balance (with money order) and rejoined cheering.
- Bylaws discussion topics: discount for coaches, end of season gift giving, angel fund/discounts for athletes.
- Need volunteer to run some kind of cheer fundraiser.
- T-shirts for girls were not a part of the budget. Not in registration fees. Want girls to wear the T-shirts for practice and special events. Cheer will ask the parents to pay for the girls' shirts. Fundraiser from the extra shirts ordered for family members. \*May be a combined fundraiser with Basketball... Details to come.
- Item to be included in the Cheer Budget will be a fee that Cheer will pay for use of an external practice facility. This facility will be necessary for 2 days when we lose Cafeteria practice space and they need a space to practice tumbling/stunts. Fee is \$5 per girl.

**Coaches Shirts:** In general, coach shirts are capped at \$10 each, IF the sport can afford it. Director's discretion if the shirt is more than \$10 to ask coaches to pay the difference. **The Board Voted, Second, Motion Approved.**

All spending that we do as an organization for our sport teams must be approved by the board. (Exception: first aid kits.) All agreements and contracts with third parties should be approved by the Board.

**2017 PROVIDENCE ATHLETIC ASSOCIATION NOMINATIONS:**

<b>Position</b>	<b>Nomination</b>
President	Fatima Bonner ( <i>running unopposed</i> )
VP Finance	
VP Membership	Joanna Cortes-Alier ( <i>running unopposed</i> )
VP Athletics	
Treasurer	Amy Hatchett ( <i>running unopposed</i> ) / potential Asst Treasurer: Joanna Cortes
Secretary	Michele Nichols ( <i>running unopposed</i> )
Member at Large/Concerns	JaBari Scott vs Adrienne Scott
Baseball Director	Co-directors, Barry Nichols & Michael Gray ( <i>running unopposed</i> )
Softball Director	
Cheering Director	Rhonda Smithbey ( <i>running unopposed</i> )
Football Director	JaBari Scott ( <i>running unopposed</i> )
Concession Chairperson	
Homecoming Chairperson	
Basketball Director	Voted on in Aug-2017, position currently held by Kevin Bonner
Webmaster	JaBari Scott ( <i>running unopposed</i> )
	Yellow = vacant position... looking for someone to step-up

**2017 Board of Directors – voting was unanimous:**

President, Fatima Boner  
 VP Membership, Joanna Cortes-Alier  
 Treasurer, Amy Hatchett  
 Secretary, Michele Nichols  
 Member-At-Large, Adrienne Scott  
 Baseball Directors, Co-Directors Barry Nichols & Mike Gray  
 Cheering Director, Rhonda Smithbey  
 Football Director, JaBari Scott  
 Webmaster, JaBari Scott

**Old Business:**

- Topic from 10/12 meeting - Coach Crystal from Cheering has a question: can a student from Henrico come to PAA when part of the family lives in PAA District? Kevin Bonner will look into for Basketball. No.
- Topic raised by Rhonda 11/9 – Cheer gifts to Kids/Coaches – PAA has not paid for them in the past. Coaches would have to pay out of pocket? Tabled discussion to future meeting. Discussion tabled to future meeting.
- Question from Treasurer 11/9: PAASports.com – we pay \$76/year for this domain name or the webserver. Is that normal? JaBari to research. Yes, \$76/year is normal.
- Topic raised by Rhonda 11/10 – do we change the meeting day from Wednesday to another day? (PTA is 2<sup>nd</sup> Tues of each month.) No change to the schedule due to Sport Practices on Mon/Tues.

New Business:

**Visitor: Prospective basketball parent**

Grievance presented to the board. Her children have played with PAA in the past (cheer and basketball). Her son wanted to participate in the 2017 Winter Basketball season. Their family recently moved. They have a waiver for their 2 children to continue at Providence Elementary. Issue: fees needed to be paid that night and they wanted until the morning to pay the necessary fees. Parent is questioning the consistency within the PAA organization. (Child is now a free agent because Providence is not his home school and will play at (?) Crenshaw.)

Discussion: Per Fatima Bonner, PAA President, was assisting the basketball organization on the evening in question. The Basketball Director stayed 30 minutes after practice to accommodate parents who needed to travel to take care of requirements.

Additional discussion from members of the board: over the course of nearly 2 months PAA sent home flyers, posted the program on Facebook and PAASports.com and was highlighted on the weekly call from Dr. Rucker (Prov Elem Principal) communicating 5 sign-up dates. All families had an equal opportunity to visit or contact the sports director, and discuss any necessary special arrangements (i.e. payment in installments if necessary). At any time, Kevin Bonner - Basketball Director, could have/would have met to discuss the situation had he been made aware of it. A simple email would have kept this from becoming an issue.

All of our Directors must report registrations to their respective Chesterfield County Oversight Programs. Individual organizations have cut-off dates set so that Directors/Coaches are allowed ample opportunity to provide the necessary reports and player documentation to each program.

Showing up, unprepared, on the last day of registration - we feel that we were consistent with the handling of the situation.

**In the future, should parents have an issue with one of our programs, those grievances should be presented to the VP of Athletics. At this time, we do not have a volunteer in that position. In the event that a position is not filled, the PAA President will oversee grievances.**

Meeting adjourned at 8:18 pm.

11/9/2016

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	N	VP Finance	Y	Joanna Cortes-Alier
N	VP Athletics	Y	Amy Hatchett	N	Crystal Allen
Y	Michele Nichols	N	Barry Nichols	N	Mike Gray
Y	Kevin Bonner	N	Softball	Y	Rhonda Smithbey
Y	JaBari Scott	N	Adrienne Scott		

**Fatima Bonner, President** called the meeting to order at 6:30 pm.

- Minutes – Posted, Approved and Accepted.
- Treasurers Report – Sept & Oct Posted, Approved and Accepted.

**Amy Hatchett, Treasurer**

- Email sent out 11/8 with Sept and Oct reports.
- Sent around a sample check request form and how it should be filled out. Check request form is on the Google Group site, ProvBoard, pinned to the top of topics. All areas need to be completely filled out (excluding check #). Descriptions must be completed in full.
- Voided checks will be added to the November Bank Reconciliation.

**Rhonda Smithbey, Cheerleading**

- Winter Cheer season to begin at the end of Nov.
- All done with cheer competitions for this season! The squads did awesome!
- Next CCL meeting will be held on 11/10/16. Have already notified CCL that PAA will be doing Basketball Cheering. Also requested gym practice time at Providence Elementary. Hopefully will find out assigned practice dates at the meeting.
- A handful of outstanding cheer balances; total \$144. Will tell them they need to bring payments to the Saturday, November 12th basketball registration. No pay, no play.
- All ready for new cheer signup dates; basketball cheer practices to start the week of November 28<sup>th</sup>.
- Have ordered and received new sample cheer uniforms from Disco Sports for sizing new cheerleaders.
- Photographer: Cheer is still waiting on 20% \$\$ back check.
- Cheer banquet on 11/11. Have requested a check from Amy for related purchases.

**Kevin Bonner, Basketball**

- Registration coming up this Saturday.
- Lots of interest.
- 2 Coaches signed up.
- Practices start the week of Nov 13<sup>th</sup>.
- Dr. Rucker will continue to provide sign-up dates on the Sunday evening calls.

- RICHMOND SPIDERS (Jan 25<sup>th</sup>) - PAA Basketball will play at The Richmond Spiders Stadium *under the jumbotron!* Not yet determined which age group will play. Will be against xxx. Tickets will cost \$5 for parents.... Kid costs – TBD.
- Recruiting suggestions:
  1. Post PAA Flyers at the various daycare centers (EAA has their posters up).

Child Time (1220 Alverser Dr)	Learning Playhouse (208 N. Providence Rd)
Child Time (4201 Mallard Landing Cr)	Little Leaders (1020 Clearlake Rd)
Cloverland (3100 S. Courthouse Rd)	Martial Arts World (9401 Midlo Tpk)
Kids World (931 S. Providence)	Rainbow Station (7411 Boulder Springs Rd)
Kindercare (2621 Pocoshock blvd)	Victory Tabernacle (11700 Genito Rd)
Mighty Oaks (@ Prov Elem)	YMCA (7450 Hull St Rd.)

2. Board Members have volunteered to make calls to last year’s basketball families that have not yet signed up. Kevin/Fatima – please review membership and provide board members with name/numbers of families to call. (Michele, Rhonda, Jabari, Barry, Fatima, & Kevin – have all offered to assist with calls.)
3. To advertise PAA Basketball - Kevin will post Jim’s old White/Blue PAA Boards in front of school and at the corner of Courthouse and Providence.
4. Missy Moore will print out flyer (sent to her 11/10/16) and hand them out at the EAA Football Banquet for children that played EAA but should be PAA.

**Michele Nichols, Secretary**

- Do you need a shutterfly site for winter cheer program? YES
- Do you need a shutterfly site for the basketball program? YES – need one for Juniors/Seniors
- We will begin sending out the Meeting Minutes to the PAASports.com Website for anyone/everyone to be able to view. Should be public knowledge, *learning as we go...*

**JaBari Scott, Football Director**

- Evergreen Seniors made it to the first round of playoffs.
- Football banquet is Friday, Nov 18<sup>th</sup> at Evergreen Elem School. (*Big thank you from PAA Cheer that they did not schedule their banquet on the same day as ours, Nov 11<sup>th</sup>.*)
- Photographer – families were NOT happy with the team pictures and the company was not responsive to emails/calls. Jabari will continue to call them. In future, a suggestion was made that we go back to TSS.
- PAA will need to begin scouting for a New Football Director. JaBari will not be able to commit going forward.
- Fall football registration will be earlier in 2017.
- CQL – new bylaws to include 14 year olds to increase interest and numbers.

**Visitor: Flag Football Parent, Warra Foster**

- Concerned parent representing the PAA side of the football program.

- \$ / Register Early.
  1. CQL has moved up date for registrations – July 31, 2017.
  2. PAA can accept registration payments up to the last practice, prior to the first game.
  3. Payment Plans? – PAA had (and will continue to have) payment plans set up with families. The earlier that you register, the longer that you have to pay off the balance. In order to play, all payments must be complete prior to the first game.
  4. Can there be a discount for multiple kids? No, if we did this for one sport, we would have to do it for all of our sports.
  5. \$\$ - PAA is already the cheapest organization in Chesterfield County. (For example: our football jerseys do not have player names – which cost more \$\$ when you're buying new gear each year.)
  6. Most of the registrations happened at the last minute in August.
  7. In 2017, we hope to start football registration in May, prior to the kids' summer break and WE WILL NEED A DIRECTOR!
- Concessions – Perhaps a Fish/Chicken sandwich would sell better and raise more money? Could we sell Papa John's/Krispy Kreme Cards to raise funds?
  1. The main problem with Concessions is that no one steps up to help. For instance, 2015 Football Home Games – Amy Hatchett (Cheer Mom/Coach/Treasurer) would purchase the all of the food the day before, then she spent ALL Day in the trailer selling food, essentially by herself from before the first Flag Game until after the Senior Game. PAA asked (begged) for volunteers... people might sign-up, but then would not show up to work.
  2. Food has an expiration date. We cannot guarantee that the food will sell out. Then PAA is stuck with the tab.
  3. We have a policy that families are expected to either assist with fundraising, or be required to pay a fee. In the past, we have not adhered to the policy. Evergreen has this program and we will be using it with Spring Baseball. In the beginning of the season, families will pay the fundraising fee. If they work as required during the season, the money will be handed back to them at the end of the season. If not, post-season, the check or cash will be deposited by PAA.
  4. The board just learned about the Papa John's/Krispy Kreme Cards and are looking into details. Yet again, we are in need volunteers... right now our VP of Finance position has gone unfilled for all of 2016.
- Fundraising to help pay for kids' registration fees?
  1. We tried this in the past and it bombed. PAA worked with a company to sell candy and when the families did not turn in the inventory or the money... PAA was stuck picking up the tab. And in this case, a \$5,000 bill that had to be absorbed by our non-profit program and PAA was banned from future sales with that company.

#### **JaBari Scott, WebMaster**

- JaBari to transition to full WebMaster Role (take burden off secretary shoulders).
- Question from Treasurer: PAASports.com – we pay \$76/year for this domain name or the web server. Is that normal? JaBari to research.



**Joanna Cortes-Alier, Membership**

- Nothing to report

**Barry Nichols/Mike Gray, Baseball**

- Nothing to report

**Fatima Bonner, President**

- Amazon Smile - continue to use - need to earn minimum of \$5 to get donation - rolls over until you earn at least \$5.
- Dicks Day - please support this upcoming weekend – we want to keep their sponsorship of our programs.
- No Barnes and Noble book fair night – instead PTA is planning a movie night in December - opportunity to advertise PAA and maybe sell dinner.
- Leveraging Chamber of Commerce and BBB to find sponsors - need responsible companies since we are tied to kids and non-profit.
- Working with small business owners to create proposals for sponsorship.
- Monthly newsletter - do we want to do it? Goes home with students.
- December meeting - need list of items that we want to change for 2017 - vote in January meeting - send to Michele

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Secretary	Michele Nichols ( <i>running unopposed</i> )
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Baseball Director	Co-directors, Barry Nichols & Michael Gray ( <i>running unopposed</i> )
Softball Director	
Cheering Director	
Football Director	
Concession Chairperson	
Homecoming Chairperson	
Basketball Director	Voted on in Aug-2017, position currently held by Kevin Bonner
Webmaster	JaBari Scott ( <i>running unopposed</i> )
	Yellow = vacant position... looking for someone to step-up

**Meeting Adjourned at 7:32**

10/12/2016

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	N	VP Finance	Y	Joanna Cortes
N	VP Athletics	N	Amy Hatchett	N	Crystal Allen
Y	Michele Nichols	N	Barry Nichols	N	Mike Gray
Y	Kevin Bonner	N	Softball	Y	Rhonda Smithbey
Y	JaBari Scott	N	Adrienne Scott		

**Fatima Bonner, President** called the meeting to order at 6:30 pm.

- Minutes – Posted, Approved and Accepted
- Treasurers Report – not yet available.

**JaBari Scott, Football Director**

**Visitor: Flag Football Parent, Stephanie Brooks**

- Stephanie’s son has played flag for 3 years with ‘us’. This year with EAA. She (and other parents) are very upset with the program. Constant bickering on the Google Meet site. Example: child is acting up and sitting out of games (as they should). Still a feeling (on Flags) of EAA v PAA.
- Parents in Mallard Cove wanted to play and felt left out “High and Dry” because a date was not set/communicated to visit their apt complex.
  - Fatima addressed concerns:
    1. Volunteers – we need more volunteers, need parents to step up and coach. Could be parents, relatives, older brothers/sisters... they do not need to know the fundamentals of the games. Just need to be around and assist the coaches as necessary.
    2. Fundraising – parents continue to balk at the cost of the football program. PAA was the cheapest in Chesterfield. It’s costs PAA \$6k to participate in the CQL program and we must field a full 4 teams. PAA is trying to gather more support from local businesses. Dr. Rucker is trying to help us. Parents can sign up to use Amazon Smile (we get .5% cash rewarded back from those purchases)!
    3. Communication –
      - a. Emails - question to JaBari – are the Football parents on the all-encompassing ProvSports email program? **JaBari will add Football families to the ProvSports Google Group** (MN gave JS Owner privileges after meeting 10/12).
      - b. Dr. Rucker will start adding our messages to the Sunday night weekly recordings.
      - c. Social Media – have parents stay informed with PAA Facebook and Dr. Rucker on Twitter.
      - d. We will be handing out flyers to the kids at school.
  - Pictures – EAA used Personal Touch photography and parents that Jabari spoke with were very pleased. EAA took the trophy option.

- Parent opinions seem to be very mixed about the combination program.
- Shed Re-Arrangement Time – Early November? Basketball stuff is sitting in Kevin’s living room (*getting washed & cleaned*). Grill is coming back from EAA.

**Kevin Bonner, Basketball**

- Budget presented, seconded and approved by the board.

PAA 2017 Basketball Budget						
Projected Expense	Quantity	Cost each	Total Amount	Projected Income Item	Quantity	Amount
Youth game balls	4	\$35.00	\$140.00	Registration Fee (\$120)	44	\$5,280.00
Supplies			\$100.00	PAA Family Membership Fee (\$20)	44	\$880.00
Chesterfield Basketball League Fee	1		\$1,975.00	Fundraiser Opt Out Fee (\$30)	15	\$450.00
Uniforms	22	\$70.00	\$1,540.00	Spirit wear	22	\$110.00
Regular game balls	4	\$35.00	\$140.00	Late Registration Fee (\$10)	10	\$100.00
Homecoming	44	\$10.00	\$440.00	<b>Total</b>		<b>\$6,820.00</b>
Coaches shirts	10	\$15.00	\$150.00			
Trophies	44	\$8.00	\$352.00			
End of season celebration	44	\$10.00	\$440.00			
<b>Total</b>			<b>\$5,277.00</b>			

- Registration for last year - 44 kids.
- Fundraiser – BSN Sports (sports gear, in process). Krispy Kreme Gift Cards
- Uniforms are on the high side \$\$\$. There are 2 tubs of basketball gear in the shed. May need to order more. They have practice balls, may need some game balls for each team.
- Coaches – Basketball has 2 coaches signed, needs more coaches. (+ order of coach shirts)
- Fatima has last years’ membership forms. **Fatima will create a membership list using the forms and get those families into the Google Groups for Basketball and ProvSports.**
- **Michele can create new on-line automated forms, Kevin to provide to Michele.**
- Bev has volunteered to create Basketball Flyers!!!
- Games will not be at Prov Middle School (renovations). Location TBD.

**JaBari Scott, WebMaster**

- Needs access as an “Owner” on all Google Group sites. (Completed post-meeting by Michele)

**Joanna Cortes, Membership**

- Still working on Football and Cheer final membership numbers.
- Coach Crystal from Cheering has a question: can a student from Henrico come to PAA when part of the family lives in PAA District? **Kevin Bonner will look into for Basketball.** – FOLLOW-UP, CHILD MUST BE A CHESTERFIELD COUNTY RESIDENT TO PLAY.
- Suggestion: Flyers would have been more helpful with the prices for BSN to get more orders.

**Fatima Bonner**

- Met with Dr. Rucker, Amy Barnett (PTA Pres) & Michele Nichols 10/5/2016 regarding opportunities to partner up with PTA and PAA:

- Watch Dog Kickoff 10/19 – 8:15am – Fatima will be at event hosting a table for Basketball sign-ups.
  - Trunk or Treat 10/28 – do we want to host a truck? YES
  - Trunk or Treat 10/28 – host a table for Basketball sign-ups? YES
  - Sunday evening calls/emails – if we have anything that needs to be added, forward to Dr. Rucker by Thursday of each week. *(Up until Sunday ONLY if absolutely necessary.)*
  - Barnes and Noble – Beg of Dec – do we want to Gift Wrap as a fundraiser? YES
  - Sponsorships... start before the end of the year with local businesses (local Ruritan club? Car dealerships, restaurants etc...)
  - Going forward, PAA and PTA will meet once a month to discuss with Dr. Rucker.
- Trunk or Treat – Mike Gray WILL allow PAA to use his vehicle for Trunk or Treat. Board suggested that we decorate his truck with PAA Gear and Trophies and colors! We will also have a table set up for Basketball registrations. **We need all Board Members to contribute to the candy stash!**

### **Rhonda Smithbey, Cheerleading**

- Ordered some last minute items from Disco Sports so expect invoice to arrive any day now.
- Made \$85 in fund raising from BSN spirit store (will think about more fund raising opportunities after cheer competitions and exhibition is over (basketball season)).
- Cheer competitions on 10/23 and 10/30. Flag exhibition on 10/24.
- Would like to **coordinate with basketball director to setup registration dates** for new cheerleaders and basketball players.
- Haven't decided which fundraising option to choose from Personal Touch Photography: 20% of sales or trophies. Will decide in the next day or two.

**Meeting Adjourned at 7:20**

9/15/2016

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	N	VP Finance	Y	Joanna Cortes
N	VP Athletics	Y	Amy Hatchett	N	Crystal Allen
Y	Michele Nichols	Y	Barry Nichols	Y	Mike Gray
N	Basketball	N	Softball	Y	Rhonda Smithbey
Y	JaBari Scott	Y	Adrienne Scott	N	Clinton Phillips
N	Bev Hamme				

**Fatima Bonner, President** called the meeting to order at 6:35 pm.

- Minutes – Posted, Approved and Accepted
- Treasurers Report – Posted, Approved and Accepted.

**Michael Gray, Baseball Co-Director**

- The one missing item between Baseball’s budget and previous Treasures report was the \$180 returned service item. This was the check cut on a closed account. Thus, Mike is now clear on his funds.

**JaBari & Adrienne Scott & Clinton Phillips, Football Directors**

- 2 PAA Coaches remained with the Flag Team at Evergreen.
- Junior/Senior Coaches left the program – no reason stated.
- 2 Directors are coaching the Senior Team.
- On Saturday, 9/10, Flag parents were upset b/c some children did not have an opportunity to play. (Too many kids on the team.)
- Check requested for Evergreen.
- Another deposit to be made (\$1,450).
- Inventory of the Shed resulted in about \$13,720 of equipment. (We are insured up to \$35k.)
- Evergreen wants to borrow Grill, Heat Lamp, etc... For this week – okay. After this week, they must get their own equipment. (In process.)
- JaBari will get Missy’s shed key.
- And no, Evergreen CANNOT use PAA’s Sam’s Club card.

### **Amy Hatchett, Treasurer**

- Basketball – outstanding check from last season. Fatima will meet with Jim and get that resolved.
- Football – Missy, outstanding check to her. Michele will contact Missy and ask about it.

### **Barry Nichols, Co-Director Baseball**

- Looking for fund raising ideas... thinking of a Brunswick Stew, maybe a Halloween haunted house.
- Membership - 48 memberships were listed as Paid – Joanna's #s were correct. 47+1 ss.

### **Michele Nichols, Secretary**

- Mail – Insurance documents, went to Amy Hatchett. If we do not have a Football program in 2017, our insurance fees will remain the same - \$990/year. This is paid from PAA Membership \$.
- Bank signature cards – going to let it roll into early 2017, once the new board is announced.
- Need to do: Add Kevin Bonner as Basketball on PAA Site, Email list, & Google Groups owner.
- Concessions – water and snacks – Michele to ask Missy Moore (now Evergreen Football) if they want to buy our concessions at cost.
- Also – Michele to ask Missy about outstanding check.
- Going forward, Michele will send out email (provsports gg) and FB reminders to PAA population regarding upcoming board meetings. Invites will be sent out the Web before a meeting, with a follow-up reminder the day before the meeting (Tuesday).

### **JaBari Scott, WebMaster**

- New WebMaster - Voted and Approved.
- JaBari is getting up to speed and accessing PAA accounts and programs.

### **Fatima Bonner, President**

- Motion to approve Kevin Bonner as Basketball Director – Voted. Passed.

### **Basketball, Kevin Bonner**

- Kevin Bonner will take over the position as Director for the PAA Basketball program.
- Fatima will serve as his assistant.
- Next steps – find coaches and start recruiting and get equipment/forms from Jim.
- Fatima spoke with a Cheer mom willing to work on a fund raising event. Car Wash or Chick Fila Fundraiser.
- Fatima will speak with Dr. Rucker and Amy Barnett to see if there are any programs where PAA can assist.
- Amazon Smile – Fatima will send out a Facebook Post. We get .5% of proceeds.
- PTA Trunk or Treat – opportunity to recruit for Basketball.
- Shed – project on hold again. IF we do not have a Football program next year, the inventory will have to be trashed. Equipment has an expiration date. *CQL has put a new date on program sign-ups – July 31<sup>st</sup>, 2017... too early for most programs, most teams will not even start practicing by this date.*

- Fatima to talk to Dr. Rucker about gathering sponsors for our team (football) so that we can bring down costs for all players.

### **Rhonda Smithbey, Cheer**

- Next CCL quarterly meeting on Sept. 21st. We will need to pay for CCL competition (minor, junior and senior) then as well as for flag exhibition. I assume I can pay CCL with one check so will need a check from Amy for \$460. (*given*)
- We plan to participate in 2016 Cheer Challenge County battle this year. So we will need another check for that by the 21st also (Rhonda to double check on the amount due).
- BSN store should be open today, or by Thursday at the latest!! We are only planning to have the store open for 5 days that way we'll get out orders by the end of September.
- Also we are still considering the Krispy Kreme fundraiser
- Most cheer uniforms were handed out last week, but still waiting on a few miscellaneous items. The Invoice should be sent from Disco Sports to PAA any day now.
- Had our first game on Sept. 10th. It went well. We are working with Evergreen and the CCL commissioner. Had no complaints about how we are handling sharing the sidelines
- Cheer pictures on Sept 15th. Haven't decided which fundraising option to go with as offered by personal touch photography (trophies or percentage back).
- We have several deposit registers and receipts for Amy (deposits completed since last PAA meeting).
- We have 2 PAA membership packets for Joanna.

### **Joanna Cortes, Membership**

- Final Membership numbers submitted to Board.
  - Softball- Total Players-16 = 15 memberships paid + 1 Family Membership
  - Baseball- Total Players-55 = 48 memberships paid + 7 Family Memberships
  - Cheering (still in process)- Total Players-42 = 38 paid + 5 Family Memberships

**Meeting Adjourned at 7:30**

08/10/2016

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	N	VP Finance	N	Joanna Cortes
N	VP Athletics	Y	Amy Hatchett	N	Crystal Allen
Y	Michele Nichols	Y	Barry Nichols	Y	Mike Gray
N	Basketball	N	Softball	Y	Rhonda Smithbey
Y	JaBari Scott	Y	Adrienne Scott	Y	Clinton Phillips
N	Bev Hamme				

**Fatima Bonner, President** called the meeting to order at 6:30 pm.

- Minutes – Posted, Approved and Accepted
- Treasurers Report – June and July on hold until Baseball (Mike Gray) can confirm funds.

**Amy Hatchett, Treasurer**

- June and July Treasurers Report has been updated.
- A \$250 transfer has been made from Football to Baseball.
- PAA membership fee amounts will come out of the Cheer account at the end of the season.

**JaBari & Adrienne Scott & Clinton Phillips, Football Directors**

- Football Conditioning and Practice has begun.  
3 coaches for Flag, 1 coach for Minor, 0 coaches for Juniors and 2 coaches for Seniors
- Still low participation numbers. We could participate with less than 4 teams. Kids across the state are just not choosing football.
- Parents are trying to go to other programs. Rylan Douty will handle within CQL. He cannot intervene when kids move to a metro-league.
- Aug 16<sup>th</sup> is the CQL imposed deadline for sign-ups. CQL could choose to merge teams with low player counts. At this point: 8 flags, 3 or 4 Minors, 2 Juniors, 5 Seniors.
- The Board has offered to call parents from last years’ membership list and the baseball kids (if not already participating in Fall Baseball). Michele, Barry, Rhonda, Fatima (& Joanna offline) have offered to assist.
- We need to change the reputation of our organization to make it positive!
- A parent and grandparent (Rebecca Kemple + Mom) have volunteered to do the seasons concessions full-time.

**Joanna Cortes, VP Membership**

- Everyone needs to validate their information with Membership.

**Fatima Bonner, President**

- Concussion Policy – will be put to an official vote.



- Amazon Smile program details to come via email as soon as Fatima is able to set the program up for PAA.
- Capital One parents – start spreading the word that volunteer time will equate to \$\$ for PAA. We cannot publically advertise such programs.

#### **Rhonda Smithbey, Cheer**

- Fund Raising – Krispy Kreme – details to come
- CCL Angel Fund – Rhonda wants to nominate for the Angel Fund. The scholarship covers the full uniform and PAA will waive Registration Fees. Does not include Camp or Dues (?) - the Board voted and the motion passed.
- Cheer registrations are good. The Junior and Senior Teams have been merged due to low Senior turnout.
- Cheer camp is this Saturday.
- Arika is in process of setting up BSN Sports. We may have to do either Cheer or PAA.

#### **Barry Nichols and Mike Gray, Baseball**

- End of year parties are in process.
- Pins have been purchased and well received.
- Each team was allotted \$50 for their team party.

#### **Softball**

- No Fall Ball at this point because final numbers are due and we do not have a director.
- We need a softball director for the spring - Jim Laughlin attended the meeting and is interested in helping with the Spring Season. \*\* Fatima is going to put Jim in touch with Bev Hamme to see all that is involved and see if he is still interested.

#### **Basketball**

- Fatima still needs to get the Basketball membership information.
- There is a father of a JV Coach for Monacan Cheer that may come in and serve as our director/or coach.
- 8U team won the program championship last year.
- Season starts in Nov-16.
- Dr. Rucker is willing to help us out with announcements.

#### **Old Business**

- Shed – Building and Insurance – we need to add a shed to the insurance policy.
- Directors need to provide an approximate \$ amount of their inventory – Email those amounts to Amy Hatchett & Fatima Bonner.
- School Reservations of Cafeteria – Michele to see if we have the cafeteria reserved for new school year. Verified on 08/11/16 – all of 2016 has been reserved.

**Meeting Adjourned at 7:31**

7/13/2016

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	N	VP Finance	Y	Joanna Cortes
N	VP Athletics	N	Amy Hatchett	N	Crystal Allen
Y	Michele Nichols	Y	Barry Nichols	Y	Mike Gray
N	Basketball	N	Softball	Y	Rhonda Smithbey
Y	JaBari Scott	Y	Adrienne Scott	Y	Clinton Phillips
N	Bev Hamme				

**PAA STORAGE SHED CLEAN-UP  
WILL TAKE PLACE SATURDAY,  
7/16/2016 @ 9AM**

**Fatima Bonner** called the meeting to order at 6:36 pm.

- Minutes - Approved and Accepted
- Treasurers Report – Not yet available.

**JaBari & Adrienne Scott & Clinton Phillips, Football Directors**

- \$185 deposit in question was made by JaBari for a Football registration. \*In the future, Amy would like all deposits texted to her in advance.
  - The below notes are from Missy Moore via email:
    - **Dicks Sporting Goods** – Fall Appreciation Event, July 30<sup>th</sup>, 10-4pm @ Midlo Chesterfield Towne Center store. 20% off purchases. Link to print coupon. **Fatima will call Dick's Sporting Goods and change email address on account from VP Finance (open position) to PAA President.**
    - **Football Equipment** – Missy still has gear. She'd like to deliver it – Jabari – address to drop it? **Follow-Up: Missy will meet with JaBari on Saturday, 7/16, 9am, at the Storage Shed.**
    - **Opening Day – Questions?** Asked Missy. In the past, we have run it 10-12, and MANY parents will sign up and pay that day (you'll need some volunteers, I'd say 3 or so). We've done the player breakout both by age and just split them up into a few stations, so the littles are with the bigs. It's really up to you, but the coaches seemed to prefer by age/team. You'll likely need both water coolers with ice water, and lots of cups (check the shed!). I would plan for coaches and directors/other volunteers to arrive by 9, to set things up, hand out gear bags to coaches, etc. Each age group will need cones. If you can arrange to get tires to/from the field, they are GREAT for conditioning.
    - **Football Director Handbook** - This was something Will came up with - some of it was helpful, some stuff has changed, etc. I think I gave it to the football directors, but I'll attach it again, just in case. **Fatima will provide to JaBari, Adrienne and Clinton.**
    - **Gear Ordering** - I'm still getting some calls (and directing them to email the [football@paasports.com](mailto:football@paasports.com) account). I know you'll need some game pants - integrated dazzle royal blue. You'll need some of the very smallest and very largest they make. If you go through All Pro they are good about stuffing the box full, I think 15 or so fit in the box (shipping is charged by box). They are also the cheapest I've found for mouth guards. The last couple of years, we have provided a mouth guard to

each player (these are the ones that will loop on the helmet), in royal or gold (all same price). Put extras in your game day bag - you'll definitely need them.

- Waivers – Board decided that we will NOT allow children to waive to other teams until our teams are full. Otherwise, child will not play.
- Interest – Football is having problems recruiting children to play. Poor past year programs may be the reason for current problems. As of meeting date: 9 signed up/7 paid.  
PAA – suggestion to put up more signs in heavily populated areas. Perhaps place a sign at Courthouse Road/Providence Intersection. Or in front of local gyms (Amfam)? Check shed.  
Rhonda suggested Football joins Cheer when she heads over to Providence Middle School to recruit during summer school drop off. 2 Weeks to get this done.  
FACEBOOK – provide Michele Nichols with a posting and I will be sure that it is posted to the PAA FB site.  
FYI – Per Fatima – She checked a few local programs and all teams are looking for players, we're not alone...

### **Rhonda Smithbey, Cheerleading Director**

- We have a football/cheer family that would like to be removed from PAA and get a refund (due to family issues). So how do we do that? Amy will write that family a check for \$75 (\$95 excluding PAA \$20 fee).
- First cheer practice held on 7/11. Team Participants:
  - Flag = 18
  - Minor = 16
  - Junior = 12
  - Senior = 2 (*need at least 4 to have a team*)
  - Total = 48
- Need to recruit Senior cheerleaders or we will not have enough for a squad. Noticed that AM Davis has put up a sign that says they are doing sign-ups at Manchester Middle. We should do that too!!!! Maybe hand out flyers or do sign ups one morning when the kids start summer school?
- Will need a check to CCL to pay for cheer camp by July 21<sup>st</sup> – Rhonda emailed Amy to let her know check will be needed.
- PAA membership spreadsheet is ready to give to Joanna as well as membership (*rec'd via email 7/14*) / parent code of conduct forms. Joanna will update the ProvSports site with new email addresses. Let Rhonda know about any email addresses that bounce back.
- Last day to sign up for cheering tentatively scheduled for August 11th.
- Fatima and Rhonda will meet/review Budget vs Actuals for Cheer program.

### **Xxx, Softball Director**

- Last game was 07/13/2016. Team made it to playoffs.
- No longer have a Softball Director as Karla Aaery resigned. **Fatima – follow up with Crystal to get overall details/ideas for a new director.**
- Softball will need a director prior to the start of Fall Ball Season.
  - Michele follow-up with Bev:

- Practice normally begins in Late July/August.
- Games are on Saturday's in Sept/Oct.
- More laid back. Do not need "new" game balls. No Scoring.
- Spring Softball practice usually begins the first week of March.

#### **Barry Nichols & Mike Gray, Baseball Directors**

- Season is over. All eligible teams made playoffs.
- Pee-Wee team had a good season.
- Next year – they want to get started on everything earlier (recruiting, fundraising, budgets, etc...)
- Question to the board – Can we do a Fundraiser like a "BBQ Down By The River" to raise funds for our sports? Board agreed: as long as it's legal... go for it. + PAA is a non-profit – all contributions are considered charitable giving. \*We can always use school facilities by signing up a Facility Use Form (Michele Nichols, Secretary, has that access).
- Concession Stand – thank you to all that participated. Our \$\$ will not be determined until early next year. That \$\$ is applied to next year's field fees.
- Goals for next year include: Shed and 2 teams for 9/10 age group so that we do not have to waiver any children next year. *(2 decent players 'got away' b/c our team was full.)*

#### **Xxx, VP Athletics**

- Tiffany had to resign position as she did not have enough time to devote to association.

#### **Joanna Cortes, VP Membership**

- Joanna will discuss final #s for baseball with Mike Gray.

#### **Fatima Bonner, President**

- Fatima will start attending games/practices to recruit parents.
- Fatima will arrange meeting with Jim Kaneer to gather Basketball paperwork (begin contacting parents), pick up gear, and ask for recommendations on potential directors.
- Shed – Permission to Mike Gray to proceed with getting/building a new shed on the property. **Fatima will get an updated Treasurers Report and then will provide how much \$\$ can be spent on a new shed. Emails to come.** Fatima will ask that the board approve the expenditure for the shed after viewing the treasurer's report.
- Amazon Smile Program – 2016/2017 fiscal year – funds are available to non-profits. Quarterly donations are made direct to organization account. \*certain rules will have to be followed for advertising program. Everyone sounded interested!

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**amazon**smile

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- Fatima needs to update the Bylaws to institute a Concussion Program (CDC Program). Fatima will draft the bylaws update and route it for approval via email.
- A few local associations (as seen on their websites) get sponsorships from local stores. Fatima will put together a Form Letter that we can use to solicit sponsorship.
- Thank you for the updates for the monthly newsletter. Fatima would like to make this a monthly project and send via Email and Facebook.
- Capital One – track volunteer hours for funds donation.
- Offer – perhaps we work as a team to make calls on behalf of last year’s Football roster to find out if children will be playing this fall. If not, why?
- Clinton would like to hold a Town Hall Meeting for the football families.

Meeting Adjourned: 7:54pm

6/8/2016

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	Y	Missy Moore	Y	Joanna Cortes
N	Tiffany Sneed	N	Amy Hatchett	N	Crystal Allen
Y	Michele Nichols	Y	Barry Nichols	N	Mike Gray
N	Jim Kaneer	N	Karla Aery	Y	Rhonda Smithbey
Y	JaBari Scott	Y	Adrienne Scott	Y	Clinton Phillips
N	Bev Hamme				

**Fatima Bonner** called the meeting to order at 6:38 pm.

- Minutes - Approved and Accepted
- Treasurers Report - Approved and Accepted

**Fatima Bonner, President**

- Rylan Douty (sp?) is easily accessible by calling or texting him (not reliable via email). Football Voting rights have been reinstated. We should not have to pay the \$50 fine, and we are not on probation.
- Football budget has been approved via email reviews.
- We will participate in the Football registration at Rockwood.
- Fatima will send an email to all PROVSPORTS again at the end of July to remind group about Open Roles and Future Meetings. As of today, no response for our open roles.

**Missy Moore, VP Finance (?)**

- We need to push the Dick’s Appreciation Day coupons to anyone, not just Providence Families. We can hand out to random shoppers in the store.
- Coaches Cards – We must keep in compliance and must monitor it locally. We must be wearing our coach card when participating in practice or games.
- Even asst coaches and team parents/guardians need to have coaches cards too if working on the sidelines.
- Teen coaches do not need coach cards.
- Joanna needs the names and info of all coaches. (Baseball gave coach info at meeting)

**Michele Nichols, Secretary**

- Spring Fling, great job. Netted \$800 profit all for the shed. Prov Board voted that this is an event that we would like to do next year. 2<sup>nd</sup> & Approved.
- Shed – letters to 84 Lumber, Home Depot and Lowes were created and given to Barry Nichols and Mike Gray. Our hope is that some of the money could get donated by the business to assist in the purchase or perhaps we could get a co-sponsorship?

### **Joanna Cortes, VP Membership**

- Joanna will be adding coach membership info to the membership tracking program.
- All team paperwork goes to membership for storage (Baseball/Softball need to give their forms to Joanna). Joanna will use these forms to update the membership directory and the Google Groups- ProvSports site.

### **Barry Nichols, Baseball**

- As of Sunday we are out of regular season and into playoffs. All of our teams (5) will be participating in playoff games.
- This week baseball families are in charge of the Rockwood Concession stand. We are hurting for assistance in the stand on Saturday/Sunday due to games. Any assistance is appreciated! Michelle Meyer-Gray is coordinating the schedules via Sign-Up Genius
- Banquet/Trophies – working on it. We may just give PeeWee group a participation trophy. Barry and Mike will communicate their decision to the board. It takes approximately 1 week to turn around trophies.
- Pictures – \$148 profit
- SpiritWear - \$140 profit while using BSN Team Shop – Barry used Mickey West (MWest@BSN.com)
- Visors – \$48 profit. Sold out of all 12. Simple visor- blue with yellow/white P. May get more.

### **Missy, as outgoing Football Director**

- Suggestion: between Sept 1<sup>st</sup> to Nov 30<sup>th</sup> hold a craft fair to raise shed money. Last year they made about \$1k. Anyone can do the work and Missy will be available to assist.
- Missy will get with Jabari and Clinton to do paperwork, hand over gear including speakers and cooler.
- Dick's Sporting good day is coming up. Registration day – kits will be there for pickup.
- Dick's – we need to renew agreement with them.
- Missy has a deposit for Football.

TO DO – Set up a [FINANCE@PAASPORTS.COM](mailto:FINANCE@PAASPORTS.COM) web address. Put Fatima as the contact for now until a new person takes the position. **This was already done in the past and is already going to Fatima.**

### **Mr. Phillips / JaBari & Adrienne Scott, Football**

- Free Football Banner was created for our registration table
- (A Cheer Banner has been suggested and we'd like to add "Like us on Facebook" and "PAASports.com")
- Sign-ups on Saturday
- Football will create a Google Group for their Coaches, similar to one created by Cheering for their coaching staff.
- Question – how long does PAA hold a check? We'd like to see a quicker turnaround.
- Football wants to create installment payments for families, if necessary. All payments must be in BEFORE the first game. Must stay consistent with all families. Everyone has the same timelines. But if a person registers earlier, they may have more time to pay.

- Jabari wants to clear out and reorganize the shed. Date suggested: Sat, July 16<sup>th</sup> @ 9am.
- CQL will do the schedules once all forms are filled out, complete, and turned in.

### **Rhonda Smithbey, Cheering**

- Introduced Aika Phillips as the Asst Cheer Director
- Q: who will keep copies of the membership forms – Membership Director (Secretary, Michele, has the old forms in our attic b/c last year Bev held both positions).
- Cheer made a deposit to the PAA Account on 5/21 and will make another on 6/6 and will provide all deposit slips to Amy.
- First Cheer Practice is July 11<sup>th</sup>.
- Reaching out to coaches for new season status.
- Q: Should members re-fill out new membership forms? Board suggested not to worry about it.
- Fund Raising – cheer spirit wear. Online is a great option and used by baseball. BSN Team Shop. Barry's Contact is Mickey West at BSN.com ([MWest@BSN.com](mailto:MWest@BSN.com))

### **Softball Update, Bev/Karla unable to attend:**

- Softball Season is going well. Last game is on schedule for July 7<sup>th</sup>. May extend due to make-up games.
- Planning Softball Banquet and will place a trophy order soon.
- Added a 2<sup>nd</sup> asst coach, Cierra. She plays for the Manchester Varsity Team, 17 yo, has given team a sliding lesson and a great addition.
- Team picture on Friday, June 10<sup>th</sup>, with the new photographer that Mr. P brought to previous meeting.
- Game schedule has been added to the PAA Sports Calendar. Games start 30 mins after the listed arrival time.

7:50 Meeting Adjourned



5/11/2016

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	N	Missy Moore	Y	Joanna Cortes
Y	Tiffany Sneed	Y	Amy Hatchett	Y	Crystal Allen
Y	Michele Nichols	Y	Barry Nichols	N	Mike Gray
Y	Jim Kaneer	N	Karla Aery	Y	Rhonda Smithbey
Y	JaBari Scott	Y	Adrienne Scott	Y	Clinton Phillips
Y	Bev Hamme				

**Fatima Bonner** called the meeting to order at 6:33 pm.

- Minutes - Approved and Accepted
- Treasurers Report - Approved and Accepted

**Rhonda Smithbey, Cheer**

- Flyer has been created and approved by Chesterfield County.
- Plan is to drop copies of the flyer at Reams, Jacobs Rd & Prov Middle.
- Ready for sign-ups on May 20<sup>th</sup> @ Spring Fling.
- Expected fees for a brand New Cheerleader will be ~\$338.

**Mr. Phillips / JaBari & Adrienne Scott, Football**

- Visit from Personal Touch Photography. Displayed their program for sports pictures (both formal shots and action pics) and explained their Fund Raiser program.
- Budget was presented with many questions. The Budget will be reworked and re-presented. Carryover funds should not be in the budget. Goal is to be nearly flat to a little over on budget. Be conservative and use last year's actual revenue/expenses to budget 2016.
- Football needs to start looking into Fund Raising opportunities. Parents that wish to opt out will need to write a check for the "opt out fee" to the organization.
- **Concession Stand Revenue – they need to recruit a person to chair this position.** (In the past, Amy Hatchett was there from early in the day until late at night running the concessions. She will not be able to do that this fall.)
- Football will get their flyer together and update their forms.
- Football must have 4 teams as part of the CQL. (\$5,500 fee)
- Helmets should be reconditioned every other year (and be budgeted). It was believed that 100% of the helmets were reconditioned in 2015.
- Mr. P wanted to see if Coaches children could play at a free/or discounted rate. According to members, it is in the by-laws that everyone pays for participation. No discounts.

**\*ACTION ITEM – Fatima - Message the ProvSports families to be sure they are aware that our positions are NOT paid positions.**

**Joanna Cortes, VP Membership**

- Coaches Cards - a few board members need to have this completed.
- **ACTION ITEM – Fatima to follow-up with Karla.**

**Tiffany Sneed, VP Membership – no updates**

**Amy Hatchett, Treasurer**

- Now that Missy Moore has stepped down, we need a new signer added to the account. Joanna Cortes, who lives locally, has stepped up as a signer.
- Sam's Club Membership – need to renew membership. When Michele Nichols visits Sam's Club (to pick up the spring fling concession stand goods) she will pay the membership fee.
- 2 checks issued to Michele Nichols for Spring Fling: Papa John's and Sam's Club (#1719 & #1720).
- Jim Kaneer has deposits to provide.

**Crystal Allen, Member at Large - No updates**

**Michele Nichols, Secretary**

- Spring Fling, next Friday May 20th, PAA will have 3 tents (2 for Food and 1 for PAA Program Information). More information to come via email over the weekend. Waiting on final details from Sam's Club.

**Barry Nichols, Baseball**

- Teams are playing. A few games were cancelled due to rain.
- BSN Team Shop was set up. Orders via website. Fundraiser: All purchases are marked up \$5. Open until the 16<sup>th</sup> and we can open it again later.
- Plan is to use Disco Sports to order some visors for sale.
- Concession Stand at Rockwood was a weather wash-out. Luckily, a team could not get participation, so we have been reassigned the week of June 6<sup>th</sup> to 12<sup>th</sup>. A new sign-up genius will be sent.
- Picture day – May 18<sup>th</sup> for Baseball Teams. (TSS Photography) Softball will not participate b/c they will not have uniforms in time. (TSS provides a % kickback as a fundraiser.)
- Budget – Wendy presented it prior to the season. **(ACTION ITEM: Michele Nichols to find it in Minutes and report back to baseball directors. As of 5/14/2016 only budget found in secretary box was for 2015 Spring Season. Text out to Wendy for more info.)**
- Next year the Sibling Discount will be discontinued.

**Jim Kaneer, Basketball**

- Resigning his position as his son ages out of the league.

- **ACTION ITEM:** Fatima – send out recruiting note for VP Finance & Basketball Director.

**Bev Hamme, Softball**

- Practices are in process.
- Rosters are in and looking for game schedule prior to May 25<sup>th</sup> season start.

**Fatima Bonner, President**

- Working to get the Football Voting Rights reinstated.
- Karla will attend the May 18<sup>th</sup> Football meeting to discuss reinstatement.

7:50 Meeting Adjourned

4/12/2016

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	N	Missy Moore	Y	Joanna Cortes
N	Tiffany Sneed	Y	Amy Hatchett	Y	Crystal Allen
Y	Michele Nichols	N	Barry Nichols	N	Mike Gray
N	Jim Kaneer	N	Karla Aery	Y	Rhonda Smithbey
Y	JaBari Scott	Y	Adrienne Scott	Y	Clinton Phillips
Y	Bev Hamme				

**Guests:** Amy Barnett, Providence PTA President  
 Lisa Mallory & Juli Leonardo (YAY! Youngsters and Yoga)

**Fatima Bonner** called the meeting to order at 6:35 pm.

- Minutes - Approved and Accepted
- Treasurers Report - Approved and Accepted
- Program Presentation: YAY! Youngsters and Yoga. Looking to bring six 1-hour sessions to Providence under the PAA program. Program was declined by the Board based on our schools Title 1 status and class cost was \$25 per session. (Too expensive for our students.) Lisa and Julie were given many suggestions to expand their base including discussing with Chesterfield County and doing a “Mommy and Me” introduction program to gain interest. (Luckily, PTA President was at meeting and able to provide contact information.)

**Bev Hamme, Softball**

- Softball plans to sell Spirit Wear and Hoodies as their fundraiser.
- 17 girls are signed up for our single 14U team.

**Michele Nichols, Secretary**

- Introduced Amy Barnett, PTA President. Amy wanted to join us to thank us in advance for our participation in the Spring Fling (Fri May 20<sup>th</sup>) and provide an open door of communication between the two programs.
- Working with the CPA to file taxes. They will contact us for details after the Apr 18<sup>th</sup> income tax deadline.
- Spring Fling, PAA will have 3 tents (2 for Food and 1 for PAA Program Information).
- *Post-Meeting discussion on Food Costs/Tables/Etc. Very insightful!*

**Missy Moore, VP Finance**

- Unable to attend, but is resigning her position due to life circumstances. We will post her position on PAA Facebook page and PAA website. Anyone interested should contact Fatima Bonner.

- Offer to continue to assist with the Spring Fling and be a source of information to the board as necessary.

**Joanna Cortes, VP Membership**

- Coaches card review is in process and she will revisit in 2 weeks.
- Looking for the Baseball Membership list. (Michele Nichols to send. It's been updated in Excel and should be a simple copy/paste to her list.)

**Amy Hatchett, Treasurer**

- Keys to the shed were handed out. Baseball has their keys, 2 more to Football handed out and 2 left over. Kept by Fatima.

**Crystal Allen, Member at Large**

- No updates

**Rhonda Smithbey, Cheering**

- Unable to attend, presented by Crystal Allen.
- Proposed Fall-2016 Cheering Budget was presented. Motion to accept / approved.

Projected Income		Providence Cheering 2016	
Registration	35	\$75.00	\$2,625.00
Fundraising			\$500.00
<b>Total Income</b>			<b>\$3,125.00</b>
<b>Expenses</b>			
Socks	35	\$3.00	\$120.00
Banquet	35	\$15.00	\$525.00
Trophies	35	\$8.00	\$280.00
Coaches Shirts	10	\$15.00	\$150.00
Hairbow	40	\$7.00	\$280.00
Homecoming	35	\$10.00	\$350.00
CCL Dues			\$300.00
Supplies			\$50.00
<b>Total Expenses</b>			<b>\$2,055.00</b>
<b>Total Projected Balance</b>			<b>\$1,070.00</b>
<b>Parents Expenses</b>			
PAA Dues	1	\$20.00	\$20.00
Camp	1	\$30.00	\$30.00
Competition	1	\$20.00	\$20.00
Uniform	1	\$70.00	\$70.00
Socks	1	\$3.00	\$3.00
Head Top	1	\$15.00	\$15.00
Body Suit	1	\$16.00	\$16.00
Lollies	1	\$7.00	\$7.00
Boy shorts	1	\$8.00	\$8.00
Hair bows	1	\$7.00	\$7.00
Warm up	1	\$55.00	\$55.00
Shoes	1	\$15.00	\$15.00
Cheer bag	1	\$12.00	\$12.00
Raincoat	1	\$7.00	\$7.00
Headband			\$338.00
<b>Total Parent Expenses</b>			<b>\$338.00</b>

**Barry Nichols/ Mike Gray, Baseball**

- Barry / Mike unable to attend, presented by Michele Nichols

- CBC has all teams selling Raffle Tickets (winner gets \$1000 first prize, \$500, \$300, \$100)  
All 5 of our PAA Teams have to sell 40 tickets each (200 tix total from PAA \* \$5 each will be \$1000 that PAA needs to give to CBC.
- Removable Bases have been installed at Prov Elem School field.
- Uniform bill will be coming from Disco Sports.
- All baseball families must sign up for concession stand times the week of June 13<sup>th</sup>.
- CBC has been paid half of season fees as of Thurs, 4/7. Final Installment due: TBD.
- Games start April 16<sup>th</sup>.
- After this weekend all PAA baseball teams will be sharing Prov Elem BB Field as other fields will be 1<sup>st</sup> come/1<sup>st</sup> serve basis.
- Mike is still getting quotes for the Shed. Will be cheaper to purchase a kit and have volunteers build it. IF it happens – does PAA object to constructing the second shed along the tree line of the baseball outfield, near the outhouse? Closer for baseball equipment and to the parking lot. Discussion: need more research. Fatima would like to discuss with Dr. Rucker and need approval from Chesterfield County as well. We can “propose” it, but it’s their final say. Plan is to use funds raised at Spring Fling to assist in the purchase.
- Mike will be requesting a check for the baseball equipment purchased and will be providing Amy with deposit copies.

**Mr. Phillips / JaBari & Adrienne Scott, Football**

- Displayed pants and other game gear were shown to the group.
- Do we have Last Year’s Budget? A budget must be presented and approved by the Board prior to recruiting.
- Need coach information from Missy.
- Football believes that we should be able to recruit from Reams/AM Davis/Jacobs Road students. If we get them early enough we can get them waived in before another school scoops them up.

7:50 Meeting Adjourned

03/09/2016

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	Y	Missy Moore	Y	Joanna Cortes
N	Tiffany Sneed	Y	Amy Hatchett	Y	Crystal Allen
Y	Michele Nichols	Y	Barry Nichols	Y	Mike Gray
N	Jim Kaneer	Y	Karla Aery	Y	Rhonda Smithbey
Y	JaBari Scott	Y	Adrienne Scott	Y	Clinton Phillips
N	Bev Hamme				

**Fatima** called the meeting to order at 6:35 pm.

Minutes - Approved and Accepted

Treasurers Report - Approved and Accepted

**Missy Moore, VP Finance**

- Rec'd softball and baseball kits from Dicks Sporting Goods (DSG). Includes Balls, Scorebooks, and Certificates for Spring Sports (~\$350) which will be allocated to spring teams.

**Joanna Cortes, VP Membership**

- Coaches card review is in process.
- Joanna will meet with Jim Kaneer to get Basketball Contact List. (and PO Box Key)

**Tiffany Sneed, VP Athletics**

- No updates

**Amy Hatchett, Treasurer**

- All bank signatures are now done.
- Check Request Form (Michele will post to ProvBoard Google Group).
- Request for a more timely update of the PO Box Mail. Agreed that Joanna and Michele will visit the PO Box and Scan/Email/or Text her copies of mail to get it there ASAP. (Follow-Up – Michele and Joanna came up with a calendar and will trade off visits to PO Box each Tuesday.)

**Crystal Allen, Member at Large**

- No updates

**Michele, Secretary**

- Prov Elementary PAA Cabinet has been fixed and updated and back in the front entrance of the school. (TY to Mike Gray for his handy work!)

### **Barry / Mike, Baseball**

- All Teams are now set
- Middle School students were not aware of the PAA program. Currently recruiting!
- Pee Wee (little team) is still open.
- Stallions (older team) should be able to get a full team based on recruiting at middle school.
- Teams will be submitted on Sunday.
- Uniform order is out to Disco. As more come in, will be updated. Should be complete before beginning of the season.
- Bases – Providence Elem – request for movable bases for each teams (various distances based on age level, 50, 60, 70 feet). They want to coordinate with the Softball Team before they do their field work so that their base is not ripped up. Mike to discuss with Bev. Approx cost \$300 to \$400. They will get costs and make sure that it's in the budget. Getting estimates from Batters Choice and Dicks.
  - ✓ Motion approved by board and accepted.
    - Amy explained the "Budget".
    - Chesterfield Field Use Fees deduct the Concessions revenue.
    - Spirit Wear is a form of fund raising.
- Missy – correspondence with one family that owes past due PAA funds. Family has until 3/10 (midnight) to pay or we will: 1. file in court and 2. kids will not play this season.
  - ✓ Motion approved by board and accepted.

### **Jim, Basketball**

- One of the BB Teams won their division! Details on Facebook! New Trophy!

### **Karla, Softball**

1. Softball will have a 14U team (ages 12-14 as of 12/31/15).
2. One last sign-up at Paint Night 3/10/2015.

### **Rhonda, Cheering**

- Nothing new for Cheer

### **Mr. P / JaBari / Adrienne, Football**

- Attended CPL Meeting this week. We rec'd a message that he hadn't attended, missed rollcall, but was there.
- Rec'd a Promo box from League Outfitters. They will look into whoever is cheaper and must be exact uniform colors that we currently use.
- Football would like to recruit earlier and more often! Would like to go to Jacobs & Reams road to recruit before the end of the year. (May have to share with Davis Teams.) Perhaps host a "Family Fun" event to invite families out and make them aware of our programs. Post Flyers and hand outs.
- Mr. P proposed that the Payment Plan be revised from 8 payments to 4 with 1/3 payment due up front. "Pay before you Play"



- Question came up about the “Square Program” - a charge card program via Smart Phones. Requested that members do their own research and see if we want to consider it as a payment option. \*Pass fees along to customers... Will NOT be absorbed by PAA.

**Fatima, President**

- SHED!
  - Need a new lock with enough keys for each director.
    - ✓ Motion approved by board to purchase a new lock and accepted.
  - Need something big enough to store more than just Football Gear. (Currently most programs pass gear on from house to house.)
  - Fatima to check with Bev regarding previous discussions - Elem School Approval of a 2<sup>nd</sup> Shed?
  - JaBari will measure current shed and provide measurements to Mike. Mike will get \$ estimates for a new shed.
  - Rhonda mentioned outsourcing to off-season storage units, see if it’s a viable option.
- Fundraising
  - Each sport must do their own individual fundraising.
  - Note: Spirit Wear is already funded by the parents.
  - Craft Fair is a viable option, but a lot of work. Vendors pay up front to attend. Last years, held at the Manchester Track on a nasty, cold, rainy day.
  - Corporate Sponsorships? Missy / Karla will research and work together.
  - SPRING FLING!
    - PTA would like for PAA to cater (Hot Dogs/Chips/Soda/Water) event.
    - Is it in the bylaws that we can’t collect money?
    - Anyone volunteering will have to take a Food Prep Course.\*
    - We have 2 propane tanks, if we can cook out.
    - Need to understand PTA’s rules and regulations.
    - Need more info. Michele to follow-up with PTA President, Amy Barnett.
    - ✓ Motion approved by board to cater Spring Fling and accepted.

7:30 Meeting Adjourned

**\*Follow-Up regarding Food Handlers:** Michele called the Dept of Health/Environmental - 3/10/2016, spoke with Page. There is a course that anyone handling food will have to take prior to the event:

April 6<sup>th</sup>, 6-8pm (next class is June 9<sup>th</sup>) – Location TBD

\$12.00 (exact change or check made payable to “Chesterfield Health Dept”)

For a 1 day event (Spring Fling) just need to notify Mr. Scherra @ 748-1696 (currently out of office) prior to the event. A formal permit is not required.

02/10/2016

**PAA Monthly Meeting Minutes:**

Present:

Y	Fatima Bonner	Y	Missy Moore	Y	Joanna Cortes
Y	Tiffany Sneed	Y	Amy Hatchett	N	Crystal Allen
Y	Michele Nichols	Y	Barry Nichols	Y	Mike Gray
Y	Jim Kaneer	Y	Karla Aery	Y	Rhonda Smithbey
Y	JaBari Scott	Y	Adrienne Scott	Y	Clinton Phillips
Y	Bev Hamme				

**Fatima** called meeting to order at 6:33 pm.

Minutes - Approved and Accepted

Treasurers Report - Approved and Accepted

**Amy Hatchett**

- 2 checks not yet cashed. Members are in touch with those people.
- Amy would like the Check Request Form automated and stored on ProvBoard Google Group. Any members wishing to request a check, have form completed prior to the meeting so that checks can be distributed.
- 2016 Check Signers – need to visit the BBT at Hull/Genito to sign the Signature Card within 1 week of Amy’s visit:

Amy Hatchett	Crystal Allen
Missy Moore	Fatima Bonner

**Fatima Bonner**

- General Introduction / Get to know each other with new members present.

**Joanna Cortes**

- 2016 Excel File is in process. Format has been created.
- Coaches Cards for all BOD, Directors, & Coaches – must go to website, download forms and visit approved location for finger prints and background check. Word of caution: do not let your coaches card expire – you’ll have to fill out forms again.

Please note that a picture identification and the attached Police Release Information Form will be required at the time of fingerprinting (the form can be completed in advance)

Location:

Chester Library, 11800 Centre Street Chester VA, 23832

<http://www.chesterfield.gov/coaches/>

Upcoming dates and times:

February 17th, Wednesday 5-7 pm February 20th, Saturday 10:30 am - 12:30 pm February 24th, Wednesday 5-7 pm March 2nd, Wednesday 5-8 pm March 9th, Wednesday 5-8 pm	March 12th, Saturday 10:30 am - 1:30 pm March 16th, Wednesday 5-8 pm March 23rd, Wednesday 5-8 pm March 26th, Saturday 10:30 am - 1:30 pm March 30th, Wednesday 5-8 pm
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Or, please visit the ProvBoard Google Group for access to the forms posted 2/10 by Joanna Cortes.

### **Rhonda Smithbey**

- According to Cheer Leagues all Directors, Coaches and Parent Helpers must complete the concussion program each year and remain current. (Other sports should check with their respective leagues for terms.)
- Rhonda is being solicited by companies trying to get our uniform business. The board agrees that we will continue working directly with Disco Sports .
- Cheer Tumble Session is underway at Richmond Olympiad. Rhonda would like to email all families. It was recommended that we use the ProvSports (the all-inclusive email google group) to gain access to all PAA families.

### **Michele Nichols**

- PAA Meetings at Providence Elem Cafeteria, for the year, have been reserved.
- Reached out to Tax Accountant, William Satchell, no reply yet. May-16 will be the important time to get a hold of him for tax paperwork.
- Display Case – pictures are in process. Any pictures would be appreciated (especially Basketball)! It was mentioned that the base of the display case in the Providence Elem is rotting and about to fall over. A couple of members said they would keep their eyes out to see if we can find a new display case.
- Need help updating the pictures on PAASports.com site – suggestion was made to call Blue Sombrero, they have excellent help desk.
- PAA link on Providence Elem website is not working – suggestion was made to call the Chesterfield County IT Help Desk.

### **Barry Nichols / Mike Gray**

- Registration was on Sat 02/06. Baseball had about 18 register.
- Next registration will be on 02/20 10am-4pm. Broadcast using ProvSports all-inclusive Google Group to promote registration within PAA Families. Broadcast this week (completed 02/10) and immediately before 02/20 registration. Direct families to PAA Sports for updated forms.
- New dates coming for Monacan Baseball Clinic. Potential Dates: 3/12 & 3/19. Cost – TBD.
- Baseball rec'd 3 checks from Amy (Team, Baseball and missed meetings fine)
- Practice starts 3/5 (weather dependent).
- Working with Chesterfield Rec to gain access to Middle School fields / Construction.
- May have a Stallion Team if more join. At this point, 1 child registered.

**Bev Hamme / Karla Aery**

- Introduction of Karla as the new Softball Director.
- Signups were 02/06 and accommodations were small (half table?) as set up by Dicks. May want to discuss with them prior to next registration.
- Looking for ideas to drum up players. (email blast may help, maybe post signs similar to signs done by Basketball routing them to the PAASports site?)

**Jim Kaneer**

- 4 Teams are all doing well.
- CBL does not want programs to broadcast game dates (child safety reasons)
- Off-Season Clinics / 3-3 Clinics to come.

**Missy Moore**

- Missy is getting out of Football program.
- Working on getting the gear and money situated.
- Need to order gear for next season.
- Introduction of new Football Co-Directors: Clinton Phillips, JaBari & Adrienne Scott. (Phone # and Email addresses given to Michele Nichols for inclusion on the google groups and Board of Directors forms.)

**New Business**

- Jessica Hamme (Bev's daughter) is working on a Capstone leadership program. Needs help doing a fundraiser – paint night. The fundraiser will go towards new dirt for the softball fields. We agreed (motion accepted / approved) we'd help with broadcasting the message after the program has been approved.
- Check/Letter rec'd from the IRS, \$230. We will not cash the check until we know what it is for. Michele Nichols to call IRS.
- Post-Meeting Discussion: purchase of a new shed (~\$1,100, budget should be ~\$4k) because the old shed is packed with (primarily?) Football Gear. Approvals? Table for next meeting.
- Michele to send out reminders prior to next meetings. Suggested reminders Wed/Monday before Wed meeting.
- P.O. Box – need to get other key from Amy Boswell. Michele Nichols has first key and will begin checking mail regularly. (MN Email out to Amy 2/11, cc: FB.)

7:30 Meeting Adjourned