



## Red Wolves Jr Football Association

### Meeting Minutes

3/11/18 @ 9:00am Duvall Fire Station

**Present:** Casey Mckeller, Sue Davenport, Tony Kevin, Andy, Burns, Nicole Dice, Ann Weber-Riley, Erica Ojeda, Adolfo Ojeda – Jack Madigan arrived at 9:11am

**Next meeting: 3/25/18 @ 9:00am Duvall Fire Station**

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#### I. Call Meeting to order

The meeting was called to order at 9:05am by Erica Ojeda. There were no previous minutes to review and approve. Procedures were discussed that this would be occurring every meeting.

#### II. Guest Speaker – Sue Davenport

Sue Davenport came to help the organization revisit and rewrite our Mission Statement. The mission statement will guide the decisions of the organization. The mission statement should be known by all stakeholders. This will help create buy in from participants and sponsors. A mission statement should be concise. Process will be a mission statement, a vision statement, and then strategies by which to accomplish the mission statement.

After much discussion and revisions the following mission statement was developed, "Provide an opportunity for youth in our community to grow and develop character and skills through participation in football and cheer."

The group then discussed the vision for the program. Visions from the group were:

- Increase numbers
- Team at every level
- More connected to our community

It was decided that the vision statement for the board is field a team at every level until it is revisited.

### **The strategies discussed to accomplish our mission and vision:**

- Coach candidate available at every level
  - Educated coaching staff
    - Conditioning
    - Practice
    - Sidelines
    - Positive environment
- Marketing and promotion of program for all ages
  - Reach out to schools
  - Duvall days
  - Mailers
- Being competitive
- Parent education
  - Guest speakers
  - Mandatory meetings
- Player Safety

### **Marketing and Promotion**

1. Flyers for the elementary – **Casey**
  - Constant contact - **Casey**
2. Visit Tolt Lunch – **Jack**
3. Friend to Friend outreach – **Ongoing by all board members**
4. Website – **Racheal/Ann**
5. Sandwich boards - **Andy**
6. ELL outreach – **Jack/Erica**
7. Update Facebook, look into Instagram –**Ann/Adolfo, Casey to give Ann the logos and add her as an Administrator.**
8. Event Informational open house
  - Duvall Days
  - SNVLL jamboree – May 12<sup>th</sup> **Andy/Erica**
9. Rookies
  - Jersey Fridays
  - Possible Parent Information night
10. Connect with PTSA – resource fair next year – **Erica**
11. Coach Candidate at every level - **Jack/Adolfo**
  - Analyze existing rosters
  - Coaches without kids in the program
  - High School kids/coaches
12. Educated Coaching staff
  - Shared practice plans
  - Regular and ongoing coaching meetings/trainings
  - Coaches clinics – mandatory
    - Board sourced
  - Code of Conduct

- **Sue Davenport** will send her previous parent/player/coach player code of conduct.
- Coaches manual-
  - Cheer has already put this together
  - Football – collaboration with coaches, provide guidelines vs micromanage - setting up a coaches meeting to get input to help develop manual – **Casey/Jack/Adolfo/Tony**
  - **Tony** will reach out to Kappie Ayers for Cedarcrest Select basketball manual to use as a model.
- Being Competitive and Player Safety will be revised at a later meeting. – Sue is willing and available for the next meeting.

### III. Accountability Reports – did not take place

#### IV. Treasurer’s Report

- a. Balance vs Actual
- b. EOY clean up
- c. 2018 Budget Forecast

Tony moved things around to the right categories and year. Tony is still unsure of where to put 930.00 family donations. Tony proposed that we don’t allocate it to football or cheer. **Tony and Ann** will revisit what to do with the credit of 760.08 in the cheer uniforms. **Casey** will give Tony the information for game day field and practice field facility costs. Nicole/**Racheal** will give Tony the cheer Practice facility costs. Last board meeting we anticipated numbers to go down so we decreased the budget from 32,000 to 30,000 budget for football.

Storage locker line item to remain the same.

Concession line item to remain the same.

Cheer would like to stunt train 3 additional coaches– proposed to change the item to 1,500.

Football uniforms: helmet refurbishment is every two years. We paid 5,200. Andy proposed that we still leave some money in the budget in case something needs to be repaired 500.00.

Other equipment: leaving it at 2,500 as we don’t know what other equipment could mean throughout the season.

Need to add in the 3,000 for the medical professional requirement from GEJFA.

We are projecting ending the season 50,000. At the end of the season we need to project out the cost of upcoming helmet replacement.

Cheer coaches clarification on the categories cheer coaches cost of 764.33 is for the coaches jackets. Nicole wants to increase the proposed budget from 800.00 to 1000.00 to purchase clipboards as well as jackets.

Football coaches: leaving coaches expenses at 1000.00 and for coaches' gear 2,500.00.

Expect net profit to go from 12,000 to around 8,000. It is mentioned that the board needs to find a way to bridge the gap and this is possibly through sponsorships.

**Andy** is going back to the storage to pick up the contract and address Casey not being able to get in.

**V. Registrar's Report – no time**

- a. April Registration- all documents ready to go
- b. Any behind the scene tasks to be completed

**VI. Website and Communications Report – no time**

- a. April Registration- all documents ready to go
- b. Any behind the scene tasks to be completed

**VII. Football Ops Report**

- a. Update on Coaches interviews
  - i. Interviewed 2 candidates this past week with 3 more interviews planned
- b. Update from GEJFA workshop – Adolfo

GEJFA is requiring a professional EMT, Nurse, Dr., to have at all home games. The question is do we look for volunteers in the community or do we hire someone. We will look within our community for volunteers. We will put 3,000 into the budget for this year and look at what the actual cost is at the end of the season to see if we need to raise fees for next year. Action item for all board members is to reach out to people that meet the requirements. Develop a list of names and numbers and a pool of people to pull from. Adolfo will follow up with GEJFA about the liability responsibility to the organization as well as providing a 1099 to paid employees. Ann proposed 3,000 to be added to the budget. Adolfo seconded the motion. Vote was passed by all present members. No members abstained from the vote.

GEJFA has authorized practice to start August 6<sup>th</sup>.

**VIII. Direct of Equipment Report**

- a. Need to do the inventory – Tuesday march 27<sup>th</sup> 5-8, Monday April 2<sup>nd</sup> 5-8pm
- b. Spreadsheets done for check out and turn in

- c. Andy is the interim director of equipment. Andy will be the point of contact for the coaches and parents. Board planned 2 dates and times to do inventory. Jack and Adolfo will handle gear handout.
- d. Cheer uniforms will be on 14<sup>th</sup>/15<sup>th</sup> of June

**IX. Cheer Report –**

- a. Update on Coaches interviews
  - i. All of last year coaches returning plus 3 new coaches interview.

**X. VP Report – no time**

- a. Bylaws updated

**XI. President's Report**

- a. Calendar of Events
- b. City of Duvall – field usage update
  - i. Meeting has been pushed out. Jack and Casey will meet with city the week of March 19<sup>th</sup>.
- c. Registration Fees & Opening Date
  - i. Push registration till 4/15 for returning and newbies to 5/1- Casey proposed these dates, Ann second. Motion passed by all members present.
  - ii. Leave registration prices the same
    - 1. Football 350
    - 2. Cheer 150

**XII. Secretary's Report –**

- a. PTSA opportunity – addressed in community outreach and organization promotion
- b. Recap of assigned actions items

**XIII. Future Planning/Action items**

- a. Next meeting 3/25 at the Duvall Fire Station at 9 am – this is a correction from the 3/11/18 meeting agenda
- b. Agenda Items for 3/25 due to Secretary by 3/18/18 at 7 pm
- c. Proposing to move the April 3<sup>rd</sup> meeting to April 2<sup>nd</sup> 6-8. First hour meeting and then 6-7 for meeting and 7-8 for storage locker.
- d. **Need responsibilities from football, vice president, president, director of equipment**

**Meeting adjourned 12:22pm**