

December 12, 2023 Meeting Minutes



Attendees:

Jodie Clark, Jon Ebel, Elene Fornella, Ryan Fornella, Jody Lazzini, Joe Milharcic, Carrie Opaska, Joe Petruska, Megan Petruska

AGENDA

1. **VOTE IN NEW BOARD MEMBERS** (Current Members Only 6:30pm – 6:45pm)
 - Treasurer – Joe Petruska
 - *Jody Lazzini motioned to elect Joe Petruska as Treasurer. Elene Fornella seconded the motion. All were in favor.*
 - VP of Boys – Ryan Fornella
 - *Jody Lazzini motioned to elect Ryan Fornella as VP of Boys. Carrie Opaska seconded the motion. All were in favor.*
 - Fundraising Committee – Megan Petruska
 - Megan will be a committee member. No voting needed.
 - Social Media – Jon Ebel
 - *Jody Lazzini motioned to elect Jon Ebel for Social Media position. Joe Petruska seconded the motion. All were in favor.*
 - Boys Scheduling – Joe Milharcic
 - *Jody Lazzini motioned to elect Joe Milharcic for Boys Scheduling. Elene Fornella seconded the motion. All were in favor.*
2. **CALL TO ORDER**
 - Meeting called to order at 6:36pm.
3. **APPROVAL OF MINUTES** – November 13, 2023
 - *Joe Petruska motioned to approve the meeting minutes from the November 13, 2023 meeting. Jody Lazzini seconded the motion. All were in favor.*
 - Jodie Clark will send a pdf version to Jon to post to the website.
4. **FINANCIAL STANDING REVIEW**
 - Financial summary
 - Joe Petruska shared the current balance and outstanding checks that have not been cashed.
 - Short term Payments
 - Joe asked for approval for the following upcoming payments. Final payment to Vernon Neal and payment to BSN.
 - *Jody Lazzini motioned to approve these payments. Elene Fornella seconded the motion. All were in favor.*
 - Short-term financial proposals/controls
 - Once Joe is on the bank account, he would like to get other board members access to the account to view transactions. More to come on that.
 - Are November payments complete?
 - All payments approved at November meeting have been paid.
 - Look at bonding board positions

- Jody Lazzini and Joe Petruska attended the training at the township. It was recommended that we explore this option. Another sports team uses Erie Insurance and costs about \$600 per year and covers \$100,000 per board member (usually just President, Vice President and Treasurer are needed).
- We discussed in the past to have each board member complete background checks. Background checks would not show civil situations.
- Jody will explore getting a quote from Erie insurance, as well as other companies for quotes.
- Endorse checks immediately
 - The township shared a lot of ideas to avoid risks, mitigate and accept. Endorsing checks immediately was an idea to avoid a risk. Another recommendation was if you can't have dual reporting then you shouldn't have it (i.e., Venmo).
 - Cash is not recommended but this is something we really need to think through if we are going to have concession. Kids come to concessions with cash.
 - It is necessary to have multiple users and oversight control over the bank account.
 - Joe will bring a formal recommendation to our next meeting regarding Quick Books. The cost is \$60 per month.
- Do we get a credit card? Set up Corporate Accounts (i.e., Dicks)?
 - This is a good idea so that no one has to put their own money out.
- Look at other non-profit support
 - Applying for 501C is a good idea for the organization but some cons are it entails a lot of paperwork, takes a lot of time, includes filing fees and could take a while after applying. We will table this and look into this more in the future.
- Get another square account
 - We used to have one. We can look into this in the future.

5. BOARD OPERATING CALENDAR REVIEW

- Last month/Current Month/Next month major activities review
 - Reviewed calendar
 - November – all complete but equipment and coach trainings.
 - December – Carrie will start scheduling girls games. Gold league is delayed due to a family emergency for the director.

6. REGISTRATION UPDATES

- Current registration results
 - 42 current registrations. 19 girls – 3 new and 23 boys – 6 new.
- Out of SF Township player registration (i.e., Crafton)
 - For girls, you do not need to be in a touching district for youth.
 - For boys, WPYLA has a new rule that if you border line a township that has a team then you must go there. You can skip a township to go to another one.
- Have Paula send out information regarding registration
 - Elene will send information to Paula and ask her to send out to all South Fayette Township.
- Try-it Day Update
 - Dates are January 15, 2023 and January 22, 2023 5:30pm – 7:30pm at IS Gym.
 - We need updated insurance through USA Lacrosse.
 - Joe will ask Andy about this and provide to Elene to give to the school.

7. VP OF GIRLS UPDATES

- Dick's Grant \$ Spend
 - We received \$400 gift card but we have to buy from the Dick's equipment room. We can get buckets of balls.
 - Dick's also sent 7 pairs of cleats.
 - Try to sell raffle tickets for boys shoulder pads and cleats (3 boys and 4 girls).
 - Megan will get pictures of the shoulder pads and Elene will get pictures of the cleats and will send to Megan.
 - Megan will create an auction to sell raffle tickets for the cleats and shoulder pads.
- Lifting at HS for U14 Teams
 - A U14 parent reached out asking if they can lift with the high school girls. Jody Lazzini will check with Mr. Keener.

8. VP OF BOYS UPDATES

- Parent meeting prior to start of the season, but after the evaluations in February
 - We will conduct evaluations at Vernon Neal practices.
 - Send info out now letting families know dates of evaluations.
 - Would like to have a parent meeting during a practice to remind parents of parent behavior and code of conduct.
- Registration/Team Roster/Coach Roster Due Dates
 - WPYSLA want rosters at the beginning of March. We can discuss this at our next meeting. We will have to provide coaching staff and any kids names that will play up.

9. PRESIDENT RESPONSIBILITIES TRANSITION UPDATE

- Need to task out
- Priority is sending Board Member contacts to all needed (EMT's/Refs/WPYLA/Township, etc – Joe has list)
 - Joe will email Andy for contact list.
 - Jodie Clark will be the owner of the google distribution link. Jodie will update with distribution list with new board members.

10. FUNDRAISING UPDATE

- Blanket Fundraiser Update
 - Elene shared that we sold 220 blankets.
- Are we doing a Rock Nite, Yard Signs, Superbowl Block?
 - Megan shared updates on fundraisers.
 - Keystone fundraiser is ongoing. Jody shared the PO Box address and who to make checks payable to.
 - We have sold 42 golf package tickets to date.
 - Elene will send yard sign information to Megan.
 - Jody Lazzini discussed Rock Night event. We will discuss this at our January meeting. Feel free to bring any other ideas in place of this event.

11. SOCIAL MEDIA UPDATE

- Photo Consents
 - Is photo consents part of registration?

- Elene will give Jon Facebook and Instagram access.

12. EQUIPMENT/FIELDS UPDATE

- Shelf Size of Fairview Shed to fit nets
 - Paula is having Public Works build shelves in the new shed. Lacrosse will have a side and football will have a side.
- Any equipment updates
 - No updates
- Any field availability confirmations?
 - No update

13. BY-LAW UPDATES

- Nothing states that if your child doesn't show they don't play. USA Lacrosse has a code of conduct that parents sign.

14. NEW BUSINESS

- Indoor Practices Updates
 - Vernon Neal contract signed & deposit sent
 - Finalizing the dates/times for indoor practices for girls & boys
- Sponsorships
 - Letter complete & sent other ideas
 - Jody shared the letter. Please send any updates or recommendations to Jody.
- Coach Clearances
 - We need to do a better job at capturing coach clearances prior to Vernon Neal practices.
 - VP of Boys and Girls to reach out to their coaches regarding updating/completing their clearances. Joe Petruska has a great one page document that he can share.
 - Jodie Clark will send to Jody and Ryan what clearances are expiring for coaches.
 - All coach clearance updates to be sent directly to Jodie Clark.

15. OPEN DISCUSSION

- Next meeting is scheduled for Tuesday, January 9, 2024

16. ADJOURNMENT

- Meeting adjourned at 9:01pm

ACTION ITEMS

Jodie Clark:

- Get google distribution list for Andy
- Add new board members to distribution list

Jon Ebel:

- Update website with board members

Elene Fornella:

- Send registration information to Paula to send out to township
- Take pictures of cleats and sent to Megan
- Give Jon access to website and sports engine

- Send Jon contact information for board members
- Give Jon Facebook and Instagram access

Ryan Fornella:

- Contact coaches regarding clearances

Jody Lazzini:

- Will email Mr. Keener regarding lifting for U14
- Will buy balls with Dick's gift card
- Will look into bonding options
- Contact coaches regarding clearances

Carrie Opaska:

- Will start girls scheduling

Joe Petruska:

- Ask Andy for USA Lacrosse insurance contact
- Ask Andy for all contact to send emails with our updated contact information
- Get access to Bank Account
- Make approved payments

Megan Petruska:

- Take pictures of shoulder pads
- Create auction for cleats and shoulder pads