

# Methuen Pop Warner Board Meeting Minutes February 7, 2024

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## Executive Board in Attendance:

- ❖ PJ Eason, President\*
- ❖ Ida Cruz, Vice President
- ❖ Erica Garon, Secretary
- ❖ Joleen Knox, Treasurer
- ❖ Lauren Leopold, Cheer Coordinator
- ❖ Patrick Shaughnessy, Athletic Director

## Voting Members in Attendance:

- ❖ Allyson McCormick\*
- ❖ Eleni Pedrosa
- ❖ Jacqui Drapeau
- ❖ Jay Houston
- ❖ Kaitlyn Grullon
- ❖ Keri Kucharski
- ❖ Maria Lopez
- ❖ Natalie Lopez
- ❖ Steven Silva
- ❖ Kristen Maxwell\*

\* late arrival, member may not have been present for all voting matters

The regular meeting took place at Ranger Clubhouse located at 49 Pleasant View Street. A quorum was established and the meeting was called to order at 7:09 pm by I Cruz. The floor was opened for a public forum, at which time no one opted to speak.

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## **Topic: EBoard Reports**

### January Meeting Minutes (7:10PM)

Motion to approve the January meeting minutes made by I. Cruz.

Motion seconded by M. Lopez

Unanimous vote to approve minutes

## President Report

- ❖ Summary of recent President's meeting
  - Football will be going all odd, with the exception of U6 pilot program (TBD if it will be flag or rookie)
  - National Pop Warner would like to transfer everyone to online registration which could limit use of team books or eliminate all together
    - Chelmsford used as example for online registration; they were able to fully certify books at the first book check in 2023 because online does not allow you to submit without all required information
    - Not sure how report cards and birth certificates will be handled
    - Software used would be Sports Connect Club which has helpful features like quickly print roster, MPRs, and other helpful things

## Secretary Report

- ❖ Annual report needs to be updated with the state; has not been done since 2021.
- ❖ Principal address needs to be updated; it is currently the home address of previous president (2020)
- ❖ Registered agent address is former president's address (2023) and also needs to be changed
- ❖ We want to avoid personal home addresses as much as possible
- ❖ We do not have a lot of information on taxes done in previous years but E. Garon and J. Knox working to figure out taxes for this year; will file for an extension if needed

## Treasurer's Report

- ❖ Paid invoices for police details
- ❖ All checks written by former treasurer have cleared
- ❖ Banquets were a net negative, but this was expected

- ❖ Invoices from LCW accounting firm
  - The \$500 retainer was paid and was subtracted from the first invoice
  - Were these invoices sent to the former president? His name is on it, however the address is the former treasurer's and she did not pay them or bring them to the board for approval.
  - Is there an option to do a payment plan? Unfortunately it is not an option. We need to pay the full balance so we can end the issue.
  - Can we look into other accounting options for the future? Yes, we can look up other organizations on the IRS website and see who they have used. An accountant's review is required if gross receipts are over a certain amount
  - Motion made to pay the full balance by P. Shaughnessy. Motion received 2nd from I. Cruz
    - Motion passes with unanimous vote.
    - J. Knox to contact attorney of LCW to inform the payment is coming
  - Still do not have access to old accounts at Santander
    - Records can be requested by any member listed as an officer of the organization with the Secretary of State
    - We plan to get all available records
- ❖ Invoice from BadaBing
  - Invoice is for the total food at all three banquets
  - Motion made by J. Knox to pay in full, 2nd from E. Pedrosa
    - Motion passes with unanimous vote

### Football Report

- ❖ USA Football coaches certification not open as of meeting date
- ❖ 5 or 6 applications in for coaching positions, some for head coach some for assistant coach (deadline was 2-7-2024)
- ❖ A handful of football uniforms need to be returned by athletes, P. Shaughnessy to arrange for pick ups/drop offs

### Cheer Report

- ❖ Head coach applications for A, C, and D teams have been submitted. E and F are still open.
  - We stick to 5 teams to match up with football, would only do a B team if the registrations would require it
- ❖ 10-15 uniforms need to be turned in from athletes
  - We will invoice for uniforms not turned in, there will be late fees if not paid, and can not register for next season
    - If athlete is not registering for the next season they could be taken to small claims
- ❖ Space made in the hut to be able to hang uniforms instead of keeping in boxes (old football uniforms were removed)
- ❖ Mats have been moved from CGS back to the pod

### **Topic: Committee Reports (7:42PM)**

#### Bylaws Committee

- ❖ Met January 24th and are splitting into teams
- ❖ Next meeting will be on Tuesday February 13th
- ❖ Hoping to present at the March meeting
- ❖ K. Maxwell leaving committee

#### Fundraising and Events Committee

- ❖ J. Drapeau to take over fundraising from J. Knox
- ❖ Reached out to Texas Roadhouse about dine-in event on February 29th
  - Have not received a response from them yet, date subject to change based on availability from restaurant
- ❖ Custom Blankets Fundraiser
  - J. Drapeau shows fabric sample for blankets
  - We would need to order at least 100 blankets at cost of \$14.75
    - We can run a pre-order to limit the potential up front cost to the league
  - Blankets are not direct ship, they would all be sent to one address
  - We can sell two designs if we would like, but need to guarantee 50 of each design

- We should do a generic design (not label Pop Warner) so that we can market to other Methuen sports and high school
- Planning to have pre-ordered blankets on sale for \$25, blankets bought at the hut will cost \$30
- Pre-sale to launch after football squares and we will end the campaign on March 31st, may extend if needed
  - If the campaign closes on March 31st, we plan to order on April 1st.
- Funds will be dedicated to reconditioning football equipment
- Motion made by E. Garon to approve up to \$1475 to be paid by the league to cover the difference between pre-orders and 100 blanket minimum. 2nd by E. Pedrosa
  - 11 in favor, 2 against. Motion passes with majority vote.

#### Coaches Committee

- ❖ Updates given by L. Leopold and P. Shaughnessy during cheer and football updates

#### Disciplinary Committee

- ❖ Committee made up of M. Lopez, K. Maxwell, S. Silva, and B. Teichfuhs
  - K. Maxwell was nominated to this committee last meeting but can not commit to it due to other obligations. Will need to step down from by-laws committee as well
- ❖ No pending disciplinary actions
- ❖ K. Kucharski may join

#### Scholarship Committee

- ❖ K. Kucharski only member as of January meeting
- ❖ K. Grullon and E. Pedrosa will help
- ❖ Need to find the scholarship form from last year
  - Awarded to 1 football player and 1 cheerleader

- ❖ Scholarship winners and their school should be notified by end of April per current by-laws
- ❖ Clarified that Little Scholars is not run by MPW and would not be the responsibility of the scholarship committee

### Culinary Committee

- ❖ P. Brown only member as of January meeting
  - ❖ J. Houston will help
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### **Topic: Banquet Review (8:13 PM)**

- ❖ Should be separated for each team banquet
  - ❖ Consider increasing cost of banquets, other organizations charge more per person than what we had as a family cap
    - If we charge more, we need to offer more i.e improvements on location, end of year gifts, etc
    - Goal of banquet is to celebrate our athletes, not to make a profit
  - ❖ Possibly do banquets in one day with different time slots if there is a cost advantage to doing so
  - ❖ Irish Cottage recommended as potential location
  - ❖ Banquets should be handled by the Fundraising and Events committee
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### **Topic: Registration Costs (8:21 PM)**

- ❖ Cost to Play
  - Currently at 250/350/400 for one child, two children, and family cap and have not increased since 2018 season
  - Compared to other local PW organizations, we are priced lower to middle of the range.
  - Will do an early bird price through the end of May which will be at current costs, afterwards it will increase to 300/400/450. No sign ups after August 15th.

- Even if the league allows later, we are able to set a stricter deadline
  - Payment plans will be available, with full balance to be paid before August 1st.
  - Low income families can apply for hardship which will require them to provide documentation
- ❖ Calendar Requirements
  - Required to sell at least 5 calendars if one child is registered, required to sell at least 10 calendars if multiple kids are registered
  - Calendars will be paid upfront at registration
  - Prize given to the football player and cheerleader that sell the most calendars
- ❖ Volunteer Fee
  - Fee will be \$100, no increase since last year
  - Minimum number of hours will increase to 6 hours
    - Will consider assigning volunteer dates for each team
      - Concerned that if we assign to home games, we won't get the help for competitions
  - We should provide a list of ways you can cross off hours
    - P. Eason, K. Kucharski, I. Cruz, E. Pedrosa, and A. McCormick to get together via GoogleMeet to put something together
  - Overall we need better communication between coaches, team moms, and parents
- ❖ Registration Dates
  - Waiting on more information to be provided at the presidents meeting in March, we will wait to set registration dates.

**Topic: General Member Attendance (8:55 PM)**

- ❖ Per the by-laws, if a member is absent for 3 consecutive meetings their voting rights may be removed. The following members have had their voting rights removed by unanimous vote. They are still considered general board members and able to speak on topics during meetings
  - K. Concheri

- C. Rao
- C. Dietrich
- ❖ Members will be notified by the secretary regarding their voting rights
- ❖ Suggestion made to change by-laws regarding quorum due to lack of member attendance and having to wait to start meetings. Suggested quorum be 10, rather than 50%+1 of voting members
- ❖ Note that our by-laws address the removal of voting rights, but nothing regarding full revocation of membership

**Meeting adjourned at 8:59PM**  
**NEXT MEETING MARCH 13TH 2024**