

Methuen Pop Warner  
Board Meeting Minutes  
March 13, 2024

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Executive Board in Attendance:

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|----------------------------|--|
| ❖ PJ Eason, President      | ❖ Joleen Knox, Treasurer                 |
| ❖ Ida Cruz, Vice President | ❖ Patrick Shaughnessy, Athletic Director |
| ❖ Erica Garon, Secretary   |  |

Voting Members in Attendance:

- |                      |                   |
|----------------------|-------------------|
| ❖ Allyson McCormick* | ❖ Maria Lopez     |
| ❖ Eleni Pedrosa      | ❖ Natalie Lopez   |
| ❖ Jacqui Drapeau*    | ❖ Keri Kucharski* |
| ❖ Kaitlyn Grullon    |                   |

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

The regular meeting took place at Ranger Clubhouse located at 49 Pleasant View Street. The floor was opened for a public forum at 7pm, at which time no one opted to speak.

A quorum was established and the meeting was called to order at 7:30 pm by I Cruz.

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**Topic: EBoard Reports**

February Meeting Minutes

Motion to approve the February meeting minutes made by P. Shaughnessy

Motion seconded by E. Pedrosa

Unanimous vote to approve minutes

President Report

- ❖ Nothing to report at this time

### Secretary Report

- ❖ Annual report and principal address have been updated with the state; still need to do registered agent
- ❖ LCW did send over some tax information for tax year 2022, we are still working on finalizing those
- ❖ Working on taxes for 2023 fiscal year, will file extension if need to. They are due on May 15th.

### Treasurer's Report

- ❖ LCW has been paid - we should be free and clear
- ❖ Opened 3rd bank account for championship fund to keep things separated (others are general fund, and a savings account for volunteer fees)
- ❖ Would like to get phone and hotspot for the league to help with payments and to get everything off personal accounts
  - Discussed costs for T-Mobile, AT&T, Verizon
    - P. Eason motions to move forward with T-Mobile, I. Cruz seconds the motions - Unanimous approval
- ❖ Discussed a fee for "don't ask me to volunteer" but it was a no go
- ❖ Received ST-2 form from the state to show our tax exempt status

### Football Report

- ❖ 216 shoulder pads went out to Riddell for reconditioning - the cost will be \$3,304
- ❖ We would like to purchase 45 new helmets this year so that we don't have to pay for reconditioning and new helmets
  - Sponsor my helmet to cover the cost, similar to last year sponsor my uniform
  - Helmets have lifespan of 10 years
  - Motion made by P. Shaughnessy to order 45 helmets at a cost of \$12,537.95. Motion seconded by E. Garon. Unanimous approval.
- ❖ Football coaches are:
  - J. Saunders 7U
  - T. Casey 9U
  - D. Marsan 11U
  - C. Smith 13U

- ❖ Working to set up scrimmages, hoping to only go against division 2 teams
- ❖ Subscription we have for football camera ends in august - we will not renew as the software is actually meant for soccer.
  - There is another service we are considering that would be \$2500 for a two year subscription and will break down games/plays like we need.
  - Would need to purchase a "pixellot" camera - potentially sell current camera to methuen youth soccer

### Cheer Report

- ❖ Will be setting up clinic(s) with ECE - nothing set yet
- ❖ Head coaches will be:
  - L. Leopold - Varsity Cheer
  - E. Garon - PeeWee Cheer
  - M. Lopez - Jr. PeeWee Cheer
  - Still need coach for Mitey Mite and Tiny Mites
- ❖ F Team cheer does not get the same experience as other teams (less games, less mat time, no custom music, etc.)
  - E. Garon motioned to reduce single athlete F team cheer cost by \$50 to \$200, and volunteer hours to 3 hours (still pay full \$100 fee and same calendar requirement).
    - 2nd by M. Lopez, unanimous approval

### Hut Report

- ❖ Hut completely emptied of food
- ❖ Cleaned out and got rid of anything we don't need
- ❖ Will have another shelf built for football equipment and make room for cheer uniforms
- ❖ Construction will be starting soon - update to bathrooms, floor, etc
- ❖ Will want to reach out to BJS, manager of Chillis, and see if they can do anything for us fundraising/donation wise
- ❖ Hut should be left to board members, head coaches, anyone else needs to be supervised
- ❖ We now have an order form for the hut and should be able to create a budget

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## Topic: Committee Reports

### Bylaws Committee

- ❖ Standing meeting on Monday's
- ❖ E. Pedrosa stepping down, does not fit her schedule
- ❖ N. Lopez and K. Grullon joined the committee

### Fundraising and Events Committee

- ❖ No amount from Texas Roadhouse yet
- ❖ 26 blankets sold, need 24 more to cover the cost of the 100 minimum
- ❖ 445 eggs sold for EGGstravaganza
  - 100 eggs donated but we will need to fill them
- ❖ Comedy show April 13th at RaeRock's. Tickets sold ahead of time for \$20, not sold at the door
  - Hoping to not spend money on donations so we would like everyone to donate something
- ❖ Working on getting canning dates for April - looking at Walmart, MB, One Stop - Open for suggestions
- ❖ C. Dietrich reached out about an apparel table for games. Anyone else interested should reach out so we can discuss options
  - We would like 25% to the league
  - We need detailed reports about vendor cost, profit, etc/

### Disciplinary Committee

- ❖ First meeting on 3-11 to establish roles and responsibilities

### Scholarship Committee

- ❖ Scholarship sent out to schools
- ❖ Applications must be received to PO box with postmark by April 15th
- ❖ All will be uploaded for review with the names blocked out

### Culinary Committee

- ❖ No updates to report

### Volunteers Committee (1 time meeting)

- ❖ Suggest multiple team parents, someone that focuses on paperwork and then someone to be in charge of getting the volunteers
    - Instead of sign up genius, the team parent is responsible for managing volunteer hours and they are responsible to fill the voids
    - Try to assign time slots to every team
  - ❖ Whoever is on the board should show up in the morning to assist with set up
  - ❖ Eboard members should be focusing on the officials, and making genuine connections with the public instead of working the hut etc.
  - ❖ If parents are bringing kids early to warm up, they can do volunteer hours during the warm up time .
  - ❖ 2nd team parent does not have to be on the roster
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### **Topic: Registration**

- ❖ Potentially could do online registration - we need to set up with sports connect+ and they will waive the \$500 fee
    - Directly uploads to roster software
  - ❖ Payments taken will be cash, check, or credit card via square.
    - Will be charging a fee on card payments
  - ❖ Dates are Monday the 25th and Thursday the 28th - we need all the help we can get, these count as a meeting.
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Motion made to end the meeting by M. Lopez, 2nd by N. Lopez

**Meeting adjourned at 9:15 PM**  
**NEXT MEETING APRIL 10 2024**