

# NLC Board Meeting Minutes

## Board of Directors Meeting Novato Lacrosse Club

**Date:** Wednesday, September 2, 2015

**Time:** 7:00 PM

**Location:** Ghiringhelli

**Present:** John Taylor, President  
Aurora Dillon, Treasurer  
Jinah Conroy, Communications Director  
Ryan Gilfillan, Boys Coaching Director  
Melissa Capanna, Girls Coaching Director  
Matt Rodgers, Equipment Director  
Brandi Duffin, Uniform Manager

**Absent:** None

- I **Call to order:** at 7:00 PM by presiding officer John Taylor.
- II **Quorum:** seven of seven Board members present (four required).
- III **Reading and Approval of Minutes:** Minutes of previous board meeting reviewed and accepted as previously published and posted on NLC website. (For next board meeting)
- IV **President's Report**
  - A. Event dates and NCJLA deadlines reported
    - i) September 26, 2015 NCJLA Delegates meeting
  - B. Report any specific issues requiring board attention.
- V **Treasurer's Report**
  - A. Cash position reported
    - i) \$53,744
  - B. A summary of the year's operating budget is reviewed along with any upcoming large expenses.
    - i) The operating budget for the year and 2016 season is \$100,000
- VI **Director of Communications Report**
  - A. Summary of current and planned events that are being promoted to the NLC community via the website, email and other channels.
- VII **Nominating Committee Report**
  - A. The committee has the requisite four members with President John Taylor acting as chair.
  - B. Jinah Conroy is nominated by John Taylor to join the board as Director of Communications and Secretary; Motion seconded by Aurora Dillon and voted in unanimously by board for the current annual term.
- VIII **General Business:**
  - A. Email Accounts and System Access

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- (1) Members' access to email accounts was discussed and it was determined that the only outstanding issues related to getting Jinah Conroy set up with email access and access to the NLC website.
- (2) Ryan Gilfillan committed to working with Jinah to get her set up on the systems and provided the appropriate access rights.

## B. Fall Ball

- (1) Fall Ball dates that were set in the previous June board meeting were reviewed as follows:
  - (a) Saturdays: Nov 7, Nov 14, Nov 21, Dec 5 and Dec 12
- (2) John and Ryan reported that they had met with Judge Taylor, the facilities coordinator for NUSD (Novato Unified School District) and were informed that many Saturdays are now being used for soccer games at the high schools; and therefore, the fall ball schedule will need to be modified.
- (3) The schedule of field availability was reviewed with the board and the following modified schedule was proposed, discussed and accepted by the board:
  - (a) Sat Nov 7; Sun Nov 15; Sun Nov 22; Sun Dec 6; Sun Dec 13

## C. Evaluations for prospective "A" teams

- (1) Evaluations would need to be conducted prior to the team registrations deadline, which suggests that evaluations be completed on Nov 15 & Nov 22.
- (2) Players must tryout to be on an "A" team.

## D. Field Availability

- (1) Ryan and John reported on the overall field availability for Fall Ball and the spring season and emphasized that there would be increased challenges in getting games and practices scheduled given the increased competition for field space.

## E. Recruiting Plan for New Players

- (1) A plan for reaching out to students throughout Novato schools was discussed and it was agreed that we would create 4,000 fliers and 1,000 posters by Oct 1 and distributed to schools by Oct 16 at the latest.
  - (a) Brandi Duffin signed up to the creation of the fliers and posters.

## F. Player Registration dates, pricing and Payment schedule

- i) The timing and a potential discount for early registration was discussed and it was determined that:
  - (1) Registration for both Fall Ball and the Spring season would commence on Oct 1, 2015.
  - (2) Fall Ball would be \$20 per session or \$80 for all 5 sessions.
  - (3) Registration for the Spring Season would be \$250 for U9 and \$450 for U11, U13 and U15 with a \$50 discount applicable to all levels – U9, U11, U13 and U15 – if registration is completed by Nov 1.

## G. Monthly Board Meeting Dates

- (1) The board discussed dates for future board meetings and settled on the first Wednesday of every month as the best date for future board meetings. John agreed to schedule the dates and send out calendar invites for the dates so they would be on the calendars of all Directors.

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- (2) The next board meeting and subsequent board meetings will be scheduled on the following dates:
  - (a) Wed Oct 7, 2015
  - (b) Wed Nov 4, 2015
  - (c) Wed Dec 2, 2015
  - (d) Wed Jan 6, 2016
  - (e) Wed Feb 3, 2016
  - (f) Wed Mar 2, 2016
  - (g) Wed Apr 6, 2016
  - (h) Wed May 4, 2016
  - (i) Wed Jun 1, 2016

### H. Open Positions

- (1) The board discussed open positions and the priority associated with filling them. The only position that represents a board voting position is the IT/Operations position. Each position includes one player credit. The open positions are:
  - (a) IT/Operations Director
  - (b) Team Manager Coordinator
  - (c) Scheduling Assistant for Boys
  - (d) Scheduling Assistant for Girls

### I. Mascot

- (1) The topic of selecting a mascot for Novato Lacrosse Club was discussed and the proposed mascots from the previous June board meeting were revisited. Other mascots discussed but not seriously considered, included: Yeti, Mountain Lions, Gophers and Turkeys. It was determined that a poll should be circulated with the NLC community with the choices as follows:
  - (a) The Rattlers
  - (b) The Night Hawks
  - (c) The Thunder
  - (d) Other: \_\_\_\_\_ (to be left blank and filled in by NLC member)
- (2) It was decided that Jinah Conroy would create the poll using Google Forms and circulate it to the NLC community for one week.
- (3) Board will consider the results of the poll to select a mascot for the club.

### J. Color Branding Change for the Club

- (1) The board discussed the decision made at the previous June board meeting.
- (2) There was a discussion relating to modifying the color combination and whether forest green or another color should be added to the existing black and yellow color branding.
- (3) Ryan approved for a budget of \$250 up to \$500 if necessary to complete logo design with online auction design service like 99designs.

### K. Branding Schwag

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- (1) The board discussed the plan for securing a range of branding items that could be distributed and sold to the NLC community, including stickers, magnets, colored bracelets, etc.
  - (a) Brandi Duffin reported that Harrow, the club's partner for the previous year, did not perform and recommended that the board look for a new partner. The board discussed and agreed to this approach.
  - (b) Jinah Conroy suggested that the board speak with Suzie Carter who works for a company that does this. Suzie is a parent of two players in NLC. Jinah Conroy can connect Suzie with Brandi if Brandi doesn't already know her.
  - (c) Brandi Duffin will identify various vendors and bring proposals to the next board meeting or circulate via email.

### L. NCJLA Dates

- (1) Delegates Meeting scheduled for Sep 26 2015 at Head-Ryce School in Oakland. Melissa Capanna and Ryan Gilfillan both committed to attending the meeting to learn about upcoming scheduling issues.

### M. NLC Event Dates

- (1) Upcoming NLC events were discussed and it was determined that dates would be set by the next board meeting in October. These events include:
  - (a) Parents' Night
  - (b) Rally Night – Feb
  - (c) LAXapalooza – April
  - (d) Awards Night - May

### IX Adjournment:

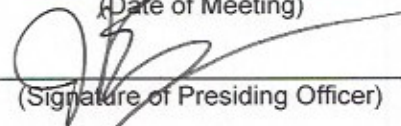
- A. There being no further business, President Taylor declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 9:31 PM.
- C. The next board meeting is scheduled for Oct 7, 2015.

Respectfully submitted by,

Jinah Conroy  
Secretary

Adopted by the Board in the meeting

of Oct 7, 2015  
(Date of Meeting)

  
(Signature of Presiding Officer)