

## Meeting Minutes October 21, 2014

<b>Team:</b> UMYA Board	<b>Date:</b> 10/21/2014
<b>Facilitator:</b> Matt Skekel	<b>Start Time:</b> 7:35 pm
<b>Minute Taker:</b> Liz Vogel	<b>End Time:</b> 10:27 pm
	<b>Location:</b> Upper Milford Township Building
<b>Members Present:</b>	Matt Skekel, Matt Mory, Liz Vogel, Lisa Amey, Roxann Betz, Rob Mutchler, Kathy Nowroozani, Jason Boulrice, Barry Williams, Mike Naratil, Harry Marangos, Guest: Paula Fehlinger
<b>Members Absent:</b>	Todd Reinert, Chris McNellis
<b>Notes from Meeting</b>	
<p>September's minutes were reviewed. Mike had concerns, discussed about the statement of Matt S coaching for Swain on why this was in the minutes. Explained that he just wanted to let everyone know as it is in the same realm of what he does with UMYA. Other concern was why Matt M had said about not purchasing any more items such as pretzel warmer, cash register etc for the snack bar. Explained that it was a discussion had for a while, and it was on the action items and due to no profit in the snack bar this year those purchases wouldn't be made.</p> <p>Harry made motion to approve minutes; Rob seconds – all in favor</p>	
<b>Old Business:</b>	
<ul style="list-style-type: none"><li>- Kim has stepped down as Treasurer, and Liz has accepted handling this position in the interim and Paula has shown interest in the Secretary position. There are some other interested people in other possible board member positions in the future.</li><li>- Required Government Form 990 – not yet completed. Matt S needs additional information</li><li>- Action item list was reviewed and updated</li> <li>- <u>Tournament Recap</u></li><li>- Over 800 kids and 58 teams and 18 clubs who participated in the Columbus Day tournament</li><li>- Tournament revenue handed out: see attached</li><li>- Roughly made about 1250.00 in profit</li><li>- Vendor came out and made shirts on site, he made about 1280.00 in two days, he may possibly be interested doing more with us in the future. We received 10% commission \$128.00; Just a few shirts left over selling for \$10.00 each</li><li>- Concessions: Jasper on Saturday \$330.00 Jasper Sunday \$404.00 and Lenape Saturday \$531.00</li><li>- No major issues, One broken wrist, One red card U14 boys.</li></ul>	

- Donation will be made to Breast Cancer Awareness, Barry makes motion to give 10% of our Profits to Breast Cancer Awareness, Rob Seconds, All in Favor, Motion moved. Liz will find out where we can send this money to.
- LMYA teams received a discount because we used their fields. They received a 50% discount
- Lisa received a comment from a parent that was at Lenape on Saturday that the field lines were confusing because there was orange and white lines, due to Kindersoccer fields being lined the week before. Matt S stated that the kindersoccer lines were not supposed to be done the week before so they should have been more faded, this was an error.
- Merchandise Website
- Corporate Images went through an employee change and they lost the person who was to be doing the Merchandise Website for us, this has dropped off. Matt S will discuss with them to see where we are and if we can get this up before the holidays. Will let us know by November meeting.
- Liz to order new checks tomorrow with address change to PO Box instead of Kim's home address
- Schuylkill Valley form was submitted for sales tax exemption purposes
- Fall Festival at Hausman's Fruit farm on October 5<sup>th</sup> went well; those that went were able to show their UMYA shirts/uniforms received a discount for their purchases while there

## **Executive Reports:**

### **President – Matt**

- Nothing at this time

### **Vice President –Jason**

- Nothing at this time

### **Treasurer – Liz**

- Liz discussed the Jan-Oct 2014 check register spreadsheet that she distributed Tuesday morning via email. This is to catch up for the current year; going forward financial info will be presented on a monthly basis
- Explained the plans moving forward with keeping everything up to date and manually entered which could eliminate having to pay for QuickBooks moving forward. She also discussed that there are some older items on the register that are still in question such

as missing checks, not showing in the checkbook or within the bank statements. Liz is requesting any helpful info to fill in the blanks or highlighted areas. Digital images of checks are available on line or from the bank, but the info on there is sometimes incorrect or incomplete. Some of the missing check numbers on this document were written in 2013, still yet to be reconciled

- Past deposits are an issue as there is no breakdown to show what went with what sport
- Going forward all deposits and invoices paid will state clearly what sport they go to and all amounts will be very clear. This will make things easier for budgets and actual sheets and end of the year P&L statements for future
- Lisa made motion to stop using Quickbooks since Liz will be handling manually, Jason seconds motion
- A P&L annual statement for 2014 will be needed for January meeting
- Only one debit card previously issued is still active – the one for Laura Mory to use for the snack bar. Bank only wants to issue debit cards to those who are signers on the bank account. Liz was sent a new debit card. Lisa asked which debit card she should use when submitting insurance payments; either one will be acceptable.
- Liz discussed the email she received from Chris McNellis before the meeting with questions he had in regards to the financials everyone received
- Chris stated that he had two sponsorship checks for deposit that he will get to Liz, they are Spark Orthodontics and the other is IBEW Local #126
- Chris did say that he did not see the deposits for the 3 individual sponsor checks he gave Kim at the last meeting totaling 875.00 that were from sponsors, Matt S did not have these and Liz will contact Kim to find out where these are
- Chris questioned where the \$5000.00 deposit is from the township. The answer was that the township does not actually give us a 5K check, they allot these funds to UMYA and pay out as needed

**Secretary – Liz**

- Nothing at this time

**Coordinator Reports:**

**Baseball – Barry –**

- January 1<sup>st</sup> is when baseball registrations will be open
- No sponsors for the upper teams
- Barry heard that he is not supposed to use snack bar profits in budgets any longer with that said he needs to figure out if he needs to raise fees for the season in order to stay within budget
- Snack bar did not make a profit this year so this cannot be used in the budget moving forward
- Have to have a fee schedule by 1/1/15 for Baseball – do we want to raise the fees? Suggested not to take into consideration snack bar and sponsors and run budget without it so raising the fees would be the solution.

- Other added spring sports like soccer and lax have made it more difficult to track what snack bar generates for each sport
- Discussion as to what any extra profits might be used for-- capital expenditures? New equipment?
- Matt S asked Barry to put together a projected budget for spring season to show with sponsor and snack bar and without so we can see where we are with numbers and then make a decision from there on how/if to raise the fees at November's meeting
- Jasper field overhaul, discussed with Parks & Rec, to make this a A, AA and AAA ball field. No major field. If they were to do this they would have to modify the current field. It is a very cheap move/addition. We would be able to have baseball and Soccer at the same time. This would eliminate having to build any new fields.
- This field could also be used for softball
- This could also solve a lot of problems with LAX and Soccer moving forward
- Looking for a 235' outfield
- Biggest expense would be outfield fencing
- Rox makes motion to modify the field dimensions at Jasper to be used for A, AA and AAA baseball, Mike seconds, all in favor
- Question of how much of the bill would UMYA be responsible for? Barry stated that we would be responsible for paying for this, the township would supply the labor.
- Still need a baseball coordinator by end of 2014
- Upper Milford has a stake in Indian Creek, neighborhood is going in, as houses are built in there the township receives "recreation fees" which have to be spent by Parks & Rec. Barry suggest we make a wish list for how we would like to spend this in the future
- Question asked if we are land locked – Jasper yes, Lenape no – discussion had about a pole barn, some kind of multipurpose building/indoor facility for all sports and possible renting to others.

#### **Softball – Mike**

- New sponsor from IBEW for \$250.00
- Ponies have one game left for Fall season
- Barry is remaining on UMYA Board for 2015, but is stepping down from Baseball Coordinator. He is willing to be a resource for the new Baseball Coordinator in 2015.
- Mike will step down as Softball Coordinator in 2015, Matt Mory will be willing to step in and be softball coordinator. Matt is the nomination
- Mike would like to assist with Baseball coordination in 2015

#### **Basketball – Jason**

- Opened registrations today 10/21 and will be open thru Dec 1st
- Anticipating good numbers for 3<sup>rd</sup> and 4<sup>th</sup> grade, possibly 3 teams mid Dec start
- Should have enough kids for 5<sup>th</sup> and 6<sup>th</sup>, possibly 2 teams mid Dec start
- 1<sup>st</sup> and 2<sup>nd</sup> grade, possibly another 20-25 kids, late Dec start

- Jason thinks we would get very good numbers for kinder basketball – but would need someone to run this
- Tues and Thursday at Macungie Elementary, Saturday's at Victory Valley for gym time
- Jason will send an email around to a few people to see if he can get some help with volunteers to run kinder basketball and make a decision from there on if he will open this up
- Question asked if we needed the addresses for the facilities for insurance purposes? Matt S stated that we only need to put Emmaus High School address and that covers all of East Penn facilities

#### **Soccer – Matt**

- Nothing at this time

#### **KinderSoccer – Kathy**

- Kathy has all of her numbers and will get an expense report for this year, and will have a budget for next year by last meeting
- One broken arm this year in kindersoccer
- 61 players this season

#### **LAX – Roxann**

- Final Budget - overall deficit of \$1500.00
- More than half way thru start up costs
- Feb 6<sup>th</sup> is when final counts for teams are needed, discussion on opening registrations in December
- 2014 Family registration fee will be attached to those who register in 2014; Lisa will open 2015 family registration fee to attach to those who register in 2015
- Ryan Hawkins is a UM resident who has interest in helping with LAX, and Rox's hope is that he would be willing to take over LAX for her as she does not see much luck with a girls team and only boys moving forward, so this would be ideal for him to handle.
- Games will be able to be played at Kline's Lane for U11 and U9 field will be kept at Jasper
- A decision has to be made on raising fees, we will definitely need a second set of goals which is another \$500.00 if we have two teams moving forward, looking to raise fees to \$100.00 from \$60.00
- Have an interested sponsor
- Ryan is requesting indoor time for pre season practice, Victory Valley is available and there really is nothing else available. One place we could get is Iron Lakes up by Parkland High School but it is \$135.00 an hour to rent

#### **Kickball – Harry**

- Nothing at this time

### **Volleyball – Todd**

- Nothing at this time

### **Registrar/Insurance – Lisa**

- 415.00 in receivables – family registration fees, kickball, and soccer; Lisa gave a list to Matt who will follow up
- 596.58 Paypal balance
- 2015 registrations Lisa would like to look at making things consistent, if people are registering late after the original close date, that they pay the registration fees in full. We have had instances where we have reopened people have registered and then never paid.
- Enforcement on making sure people are paid before they play is an issue. Matt S stated this should be a coordinators job to handle; however, this is not being enforced and some kids are practicing and playing without making payments or requesting financial assistance
- Discussion had on how we could possibly update the website to require payments upon registration. Or if they do not pay then the players does not get put on a team until they are paid.
- Harry will see if the website is capable of doing this

### **Sponsorship – Chris**

- Not present/discussed in treasurer section

### **Equipment – Rob**

- Out of lime, Rob will shop around
- Possibly look into cleaning out the building at Jasper to open as snack bar
- Rob purchased baseballs for spring, he had heard that baseball prices are going up soon, he purchased 10 dozen and t-ball items as well
- Not being able to purchase from Schuylkill Valley has been lifted

### **Website – Harry**

- Harry asked if fee for our website was being paid. Liz is paying this.

### **Snack Bar – Laura**

- Nothing at this time

### **New Business –**

- Board Member Nominations in November; elections are in January; email will be sent to invite all of UMYA members to attend our “annual” meeting in January

- Elections will be for President, Vice President, Treasurer, and Secretary all coordinator positions are done internally after this election
- December will be an informal “dinner”/holiday gathering
- In an effort to make UMYA meetings shorter, Matt S would like to propose a new format for UMYA meetings moving forward; Suggestion of not discussing the out of season sports, and if the coordinators do not wish to attend these meetings during their off season they do not need to. Liz also brought up what she was trying to do to save time by having all the reports from coordinators a week before the meeting so she can distribute and everyone can review and compile questions if any.
- Kindersoccer destroyed some of the pop-up goals, Matt will not be buying any more, if they break them they will be going back to cones

Kathy made motion to adjourn

Mike seconds

Meeting adjourned at 10:27 pm

	<b>Who is responsible?</b>	<b>Completion Date</b>
NEED MORE SPONSORS	ALL	TBD
990 Form for Government	Matt	11/18/2014
Soccer Budget Completed	Matt S	11/18/2014
Print By-Laws	Liz	12/30/2014
Donation to Breast Cancer	Liz	11/18/2014
Merchandise Website – Matt S discuss with vendor to see if we can get this up and running	Matt S	11/18/2014
Order New Checks with correct address	Liz	10/24/2014
Reconcile 2013 Bank Statement	Liz	11/18/2014
Annual P&L Statement	Liz	1/20/2015
Contact Kim about sponsor checks not deposited	Liz	10/24/2014
Projected Budget for Baseball to see about raising fees	Barry/Matt S	11/18/2014
Wish List for “Recreation Fees” received by Upper Milford Township	ALL	1/20/2015
Baseball Coordinator needed	All	1/1/2015
Email to get assistance with Kinder Basketball	Jason	10/24/2014
Expense Report and 2015 budget for Kinder Soccer	Kathy	11/18/2014
Open LAX Registration December	Rox	12/1/2014
2015 Family Reg fee open for LAX	Lisa	12/1/2014
Outstanding Receivables Follow Up	Matt S	11/18/2014
Website Capability to not allow registration without payment	Harry	11/18/2014
Purchase Lime	Rob	11/18/2014
Website Fee payment needed	Liz	10/24/2014
Email to invite all UMYA Members to Annual Meeting in January	Matt S	12/1/2014
Holiday Gathering Plan	ALL	11/18/2014
<b>Next Meeting Information</b>		Date: 11/18/2014
Facilitator: Matt Skekel		Start Time: 7:00 pm
Minute Taker: Liz Vogel		End Time:
		Location: Upper Milford Township Building