

**Rheems Athletic Association
Board Meeting - April 6th, 2014 - Meeting Minutes
Lucky Ducks, Elizabethtown, PA**

President Mike De Stefano called the meeting to order at 7:08 PM with the following board members in attendance:

Sean Burton (vice-president), Heather Hassinger (treasurer), Mark Weissend (lacrosse commissioner), Joe Carter (soccer co-commissioner), Mike Hamilton (softball co-commissioner), Rick Knowlton (volleyball commissioner), Brian Heffleger (softball co-commissioner), and Brian Bell (secretary).

Sarah Hoffman (fundraising commissioner) arrived at 7:25.

Craig Hummer (soccer co-commissioner), was not in attendance.

- Special business/guests –Kellie and Michael Peters and Jen Heffleger
- Prior meeting minutes review and approval

Mike De Stefano asked if there were any objections to March's meeting minutes. No one indicated any. **Sean Burton made a motion to approve the meeting minutes which was seconded by Rick Knowlton. The meeting minutes were approved unanimously by the board.**

- Finances – Heather Hassinger

March Finances - Subsequent to the meeting, Heather emailed the financial statements and check Registrar for March. Heather Hassinger provided an overview of the March finances and indicated specific information could be provided in the emailed financial statements along the with check registrar.

Jen Heffleger indicated she closed out the EGSA account and asked Heather what to do with the check. Heather indicated to sign the check and make it payable to Rheems. Heather indicated she would take the check and deposit it.

There was a discussion about the administrative fund and there should be a break-down of each sport to see if they are contributing equally. The \$5 fee also needs to be looked at to see if all of the administrative costs are being covered.

Mike Hamilton asked Heather for specific utility bill usage to determine an hourly charge for field usage when the lights are being used.

Action Item #1: Heather Hassinger to provide Mike Hamilton with specific utility information for the softball fields.

There was a discussion about the \$6,000 invoice from Tony Becker for providing field maintenance from the previous year. Heather asked weather to make partial payments or another payment option. Heather indicated that large bills should be set up with more frequent billing. **Mike De Stefano indicated to pay 1/3 of the bill each month over the next three months.**

Heather indicated there were still registrations coming in and commissioners should check the list of non-payments. Brian Heffleger asked about Rheem's policy for refunds. The board indicated at present, there is no official policy. Mike De Stefano indicated common sense should be applied to refunds and that the board would support commissioners' decisions. Heather indicated that a check box could be added to the website in the future about refund policy along with a date for a refund cut-off.

- Previous business - Action Items - April

1. Sarah to contact Wenger Feeds in August for fall donations. **CLOSED**

Update - Mike De Stefano indicated he and Sarah met with Jamie Rowley. Sarah indicated the goal with Wenger is to have a large sponsor and give them as much recognition as possible. The goal for Wenger was to have them sign a five year contract for \$25,000 (payable in 5 annual installments). After meeting with Jamie, he agreed in principle to provide a five year sponsorship and the details would be worked out at a later date. There were discussions about Robinson Field; about the history of the field. Sarah was able to talk to the mother of the child who the field is named after. The brother and West Donegal Township also had concerns about keeping the name of Robinson field. It was agreed that there should be a meeting with the Robinsons to provide an open discussion about the future of the softball complex and Wenger sponsorship.

Sarah indicated that Wenger Feeds should be placed on as many uniforms as possible. Their logo can most likely be placed on the sleeve of all sports uniforms. Sarah reiterated the need to follow up with Jamie and finalize an agreement with signatures. There was also a discussion about working Wenger Feeds in with the snack stand signing. One concern about providing a mural or anything else at the snack stand is vandalism.

- Previous business - Action Items – January

1. Brian Heffleger to coordinate locks with Joe Carter and Joe will contact locksmith.

Closed - Brian Heffleger indicated he still needs to figure out what to do with the softball equipment. *No update. Brian Heffleger still needs to figure out equipment. Corey Dehmey indicated there may be a need for additional boxes at the soccer fields. The boxes may need to be moved to different locations. Brian Heffleger to coordinate with soccer to determine if there is a need for the boxes. Sean Burton indicated the shed at Wolgemuth should be coordinated with Mount Joy Township. Brian Heffleger indicated he will attend the next Mount Joy Township meeting. Brian Heffleger indicated there may not be a need for the locks. There are two boxes behind field 4 and Brian Heffleger is considering leaving a box for the Elizabethtown Boys Club at Fairview.*

Mike Hamilton indicated that the concession stand locks will need changed. Mike indicated he is moving the lock with the coaches' key and moving it to the woman's bathroom. An additional

lock and key set will need to be provided for access into a portion of the snack stand. Mike Hamilton to coordinate with Joe Carter.

Action Item #2: Mike Hamilton to coordinate new locks and keys with Joe Carter.

2. Craig Hummer to contact the high school about borrowing a mound. **Open** *Craig not present at the April meeting. Update to be provided at the May meeting.*
- Previous business - Action Items – March
 1. Mike Hamilton to get Rheems AA book to Mike De Stefano. *Closed*
 - New and Ongoing business
 1. Fundraising and sponsorship - Sarah Hoffman -
Update - Sarah Hoffman indicated the swing set at Greentree is a hazard. She indicated Corey Dehmey is talking to Penn Partners about removing the backstop and swing set. She also mentioned that Ed Hoffman talked to Tim Taylor about removing branches.

Sarah indicate the following:

- She is ordering new banners for soccer with the new logo.
- She is also ordering more yard signs at \$7-\$10 a piece. Rick Knowlton indicated to he would like 10 signs for volleyball. Joe Carter indicated he was working on a new logo for volleyball and would give the designs to Rick.
- The logo was updated for Rheems AA (removal of baseball from logo).
- Passed out a folder with the new sign sponsorship program.
- Went over dates for R&K sub fundraiser.
- Discussed getting business cards for board members from Kelly Seaman.
- Discussed cash and gift card prizes for R&K sub fundraiser.
- Indicated she got a call from a U-6 parent looking for the fields. Sarah indicated board member phone numbers should be added to the website.

There was a discussion about the 50th anniversary of Rheems AA and planning something for September. A golf tournament or a chicken barbeque was considered. Brian Heffleger indicated that a golf tournament is a lot of work to run and there is a lot of soliciting for prizes. Mike Hamilton discussed providing more of a fair atmosphere with ideas like bringing out coaches for a dunk tank. Mike indicated the softball complex would be a good location. Mike De Stefano indicated Sarah should take the lead for organizing.

Mike Hamilton brought up a discussion about placing one of the signs at the Black Gryffin which they could use during the offseason. Sean Burton to follow up with Mike Hamilton's contact. There was a discussion about the company maintaining and providing the letters. Also discussed was using Barton's Signs to make a strip to slide in in lieu of letters.

Action Item #3: Sean Burton to follow up with Mike Hamilton about placing sign at Black Gryffin.

2. Softball - Mike Hamilton/Brian Heffleger

News/updates - Mike Hamilton indicated Kellie and Mike Peters have volunteered to manage the concession stand. Mike Hamilton indicated practices started in April and that all the teams were set up evenly. Mike Hamilton stated that the concession stand was almost ready to reopen. Mike De Stefano indicated that Members 1st has the snack stand account and Rheems is funding it with \$1000 to start. Kellie Peters indicated there are tournament games this weekend (April 12th) with a one hour break for all teams for lunch. The snack stand will be open for the games. Kellie summarized the deals on food and drinks for the snack stand and that they were keeping the menu simple. Kellie indicated that the snack stand needs another refrigerator. Mike Hamilton indicated he will try to get a donated refrigerator. Brian Heffleger indicated the aforementioned tournament will be a good dry run for the snack stand. Mike Hamilton indicated they are getting quality food and that it will be prepackaged. Mike Hamilton also indicated that the health inspector will not come unless there is a complaint. Mike Hamilton stated that his father will help out with the health certification.

Mike Hamilton indicated clean-up day had 30-40 volunteers. Brian Heffleger indicated there are about 154 girls signed up for softball in all the age groups. Brian Heffleger provided the numbers at each age group. Brian Heffleger stated the season starts April 22nd and that he coordinated the schedule and practices.

Mike Hamilton indicated that Rick Martin uses Protect Youth Sports for background checks for Elizabethtown Boys Club. Mike Hamilton indicated he will set up an account that coaches pay for the check. Mike Hamilton will also set up a website so coaches do not double pay if they are coaching multiple sports. Sean Burton indicated that Protect Youth Sports keeps all the records. Sean also indicated Protect Youth Sports checks every two years and everyone can use it. Mike Hamilton needs Bob Meuser to add Protect Youth Sports to website.

Action Item #4: Bob Meuser to add Protect Youth Sports to website.

Sean Burton indicated that there needs there needs to have a discussion about what to do if there is a red flag in the background checks. Mike Hamilton indicated the username and password for Protect Youth Sports. Mike Hamilton can be contacted for this information. Sean Burton indicated that all concession stand workers will need to be certified. Kellie Peters indicated the parent of child is the only one allowed in the snack stand and all workers have to be older than eleven.

Rick Knowlton asked how many softball teams there are and if the medical kits would be needed for teeth. Mike Hamilton asked how long the kits lasted and Rick indicated three years. Mike Hamilton indicated to get thirteen kits.

Action Item #5: Rick Knowlton to provide Mike Hamilton with 15 teeth medical kits.

3. Lacrosse - Mark Weissend

News/updates - Mark indicated on Elizabethtown lacrosse day there were games all day and a team opened up for Elizabethtown College. Mark indicated a team lost \$175 for a tournament due to not being able to attend. Mark indicated that K-2 lacrosse was starting today, April 6th. Mark stated that Jeremy Adams runs the program and he is the high school lacrosse coach. Mark indicated that a team will be playing after the college game at Lebanon Valley College.

4. Soccer - Joe Carter/Craig Hummer

News/updates – Joe Carter indicated soccer started and there was a big turnout for field day. Joe indicated the number of sign-up for the spring exceeded the fall. Joe indicated there may be two parents interested in helping out the commissioners. Joe stated that Corey Dehmei is in charge of fields and would like more volunteers. Joe stated there are several travel teams in need of coaches next year. Joe indicated there are a lot of intramural teams. Joe indicated they are considering making a change to the travel program where a travel player will keep a roster spot on the travel team the following year.

Joe indicated that everyone is good with Herb Miller to continue mowing the fields on the same time period as the Fall.

5. Volleyball - Richard Knowlton

News/updates – Rick Knowlton indicated he is getting ready to start registrations. Rick asked if any fall sports wanted to do any collective advertising. There were no other sports at this time to share advertising. Joe Carter indicated soccer will be using yard signs and passing out flyers. Rick stated that if it is only volleyball for the fall, he may not advertise. Rick indicated that he could do the Lancaster newspaper for free and get flyers for the schools. Rick indicated volleyball is mainly for the fifth through ninth age groups so he would need flyers for Bear Creek and the middle school. Rick indicated he needs to talk to Bob Meuser about mass emails. Rick indicated that no one from Rheems AA attended the clinic with the Penn State women's coaches. Rick asked Joe Carter to send his designs for volleyball and Sarah to send the signs.

Action Item # 6 – Joe Carter to send Rick designs for Volleyball and Sarah Hoffman to send Rick signs.

6. Facility/Field Maintenance – Mike De Stefano indicated that he and Mike Hamilton attended the West Donegal Township meeting and met with Gene Oldham and Jeff Templin. Mike De Stefano indicated they went over a “wish list” of items for West Donegal Township (WDT) to provide. Mike De Stefano indicated that the Rheems AA board was invited to the next West Donegal Township board meeting on April 14th at 8:30. Mike De Stefano summarized that Gene indicated that vehicles should not be driven on the fields and that WDT is willing to pay for repairs.

7. Field Usage - Rick Martin indicated to Mike De Stefano the sharing of fields was working out well.

8. Miscellaneous

- Tax Filing - 990 form for 2013 - Mike De Stefano indicated the form is finished and is due 5/15/14.
- 50th Anniversary of Rheems is 9/1/2014
- Future Meeting Dates - Mike De Stefano indicated the next couple meetings may be moved to Sundays. **Mike will coordinate dates moving forward.**
- Non-profit status - Mike De Stefano indicated the application is moving forward and he will tackle the majority this summer.
- Build a Master Calendar for all Rheems AA Activity - Mike De Stefano indicated soccer needs to get West Donegal Township a schedule of soccer activity and provide a copy to Mike Hamilton and Mike De Stefano.

Action Item # 7: Soccer Commissioner to provide a soccer schedule to West Donegal Township and copy Mike Hamilton and Mike De Stefano.

- Names of volunteers in each sport - Mike De Stefano indicated he would like a list of all major volunteers by this summer.
- Sue Smith, incoming Treasurer starting this summer - Mike De Stefano reiterated Sue Smith will be starting this summer.
- Rheems AA wish list of items - Mike indicated he would like the commissioners to provide a wish list of Rheem's needs and put it on the website.
 - Storage shed for soccer equipment
 - People interested in getting involved
 - Volunteers to line fields
 - Benches for sports - Brian Heffleger indicated he has additional benches not being used from EGSA. Brian Heffleger stated that some of them may need some maintenance done. The board decided that Greentree location could use the benches. Sarah Hoffman indicated the shed at Greentree needs to be cleaned out. The benches could possibly be stored in the shed or beside the shed.

Sean Burton made a motion to end the meeting which was seconded by Heather Hassinger. The meeting was adjourned at 9:42.

Next meeting date and location to be determined. Subsequently determined to be at Lucky Ducks on May 18 at 7:00 PM