



**Monthly Board Meeting
Wednesday August 13th, 7:30 PM
Danvers Polish Club**

Agenda: Monthly Board Meeting

- 1) Call to Order
- 2) Secretary's Report
- 3) Treasurer's Report
- 4) Registration Update
- 5) Team Formations & Coach Update
- 6) Required Documentation (coach applications, CORI, ins. waivers, birth certs.)
- 7) Equipment Distribution Update
- 8) Uniforms
- 9) Snack Bar Update
- 10) Team Pictures
- 11) Practice & Game Schedules
- 12) CPR & First Aid Training
- 13) CAYFL Coach & Roster Meetings
- 14) Coach Development (DHS, USA Football)
- 15) Game Day Operations
- 16) Cancellation Procedures
- 17) Other Department Reports
 - Football
 - Purchasing/Equipment
 - Administration
 - Operations
 - Publicity
 - Safety
- 18) Old Business
- 19) New Business
- 20) Adjourn

Minutes of Monthly Board Meeting on Wednesday July 9th, 2008

Attendance: (13) Tom Ladd, John Kobierski, Joanne Koen, Mike Mansfield, Tom Marden, Paul Wholley, Rich Smith, Dino Hatzelamprou, Mark Schutz, Kevin Tierney, Nancy Provenzano, Shawn Stone, Pat Vitale

1.) Call to Order

Tom Ladd, President, called the meeting to order at 7:34 pm.

2.) Secretary's Report

A motion to accept the Secretary's report for the June Regular Monthly Meeting was made by Mike Mansfield and seconded by Tom Marden with no amendments or exceptions.

A motion to accept the Secretary's report for the June Special Meeting on June 26th was made by Dino Hatzelamprou and seconded by Joanne Koen with no amendments or exceptions

3.) Treasurer's Report

The Treasury and Budget Report was presented by Rich Smith. The available balance as of Wednesday July 9th, 2008 was \$40,586.33. For more details on the Treasury and Budget Report it is on file with the league secretary and can be furnished upon request.

A motion was made by Tom Marden to accept the Treasurer's report with no amendments or exceptions and was seconded by Dino Hatzelamprou.

4.) Registration Update

As of July 8th the total registration numbers are 236. The grade levels are as follows:

Grade 3: 27

Grade 4: 36

Grade 5: 40

Grade 6: 57

Grade 7: 39

Grade 8: 37

The deadline for registration is July 15th. Any player who is not signed up by this date will be waitlisted and late fees will be applied.

5.) Coach Application/Appointment Process

Tom Ladd on behalf of Marc Palazola stated that there are still vacancies for the JVA and JVC teams. Tom asked for any candidates to please contact him or Marc Palazola so that they can consider these candidates for appointment.

6.) Equipment Distribution

Tom Marden stated that the equipment distribution times are posted on the DYF website. Tom asked for at least 8 volunteers per grade/team. Tom Ladd stated that all head coaches and one assistance coach per team need to be present during their respective distribution times.

7.) Snack Bar Update

Tom Ladd requested that Nancy Provenzano and John Kobierski coordinate a meeting with Tom Ladd and Mike Mansfield to go over the plans for the snack bar for the upcoming season.

8.) Game & Practice Schedule

Tom Ladd stated that the second Monday of August is the first allowable day for practice. Tom also asked for all head coaches to start thinking of a practice schedule. Tom will schedule a coach's only meeting in the next few weeks to finalize the practice schedule. Tom also mentioned that he will have the rest of the regular season team schedules by the end of July.

9.) A/B/D Evaluations

Tom Ladd went through the logistics of setting up the team evaluations. Tom suggested 8/11 for this event and will confirm with the head coaches during the coaches only meeting as mentioned above in section #8.

10.) Other Department Reports

Football: No updates to note

Purchasing/Equipment: Tom Marden purchased 65 new helmets and reconditioned 28. Tom requested some help to put decals on the helmets and will send an email out when it is scheduled. Tom also mentioned that there is a reconditioning service that will clean each set of equipment (Shoulder Pads and Helmets) for \$10 per set. Tom Ladd suggested that we try the service for one team, maximum of 25 sets as a trial. The turn around time from the service is 48 hours.

Tom Marden made a motion to have 25 sets of equipment reconditioned as a trial, Rich Smith seconded with no exceptions.

Administration: No updates to note

Operations: No updates to note

Publicity: Joanne Koen stated that the dates for equipment distribution that are posted on the website will be sent to the Danvers Herald 1 week prior to the distribution date.

Safety: Paul Wholley confirmed the date for the first aid class with Neal Hovey to be 8/6 from 6-10 at the Danvers Fire Station. Paul said that each team needs to send at least 1 representative from the coaching staff. Tom Ladd will send an email to all Head Coaches to remind them of the date. Paul also said that he will have the injury report form posted to the website in the next few weeks. Tom Ladd approved Paul Wholley to purchase the first aid kits for the 9 teams. Cost per kit is \$43.

11.) Old Business

No old business was discussed at this meeting

12.) New Business

Tom Ladd stated that he filed applications for all of field permits.
Tom Marden suggested that we close registration going forward to July 1st to give us more lead time to order the team jerseys. This will be discussed in more detail at a later meeting.

13.) Adjourn

A unanimous motion was made and seconded by all to adjourn at 8:20

Respectfully Submitted to the Board for Approval

Kevin R. Tierney

Secretary