



**Monthly Board Meeting
Wednesday September 10th 8:00 PM
Danvers Polish Club**

Agenda: Monthly Board Meeting

- 1) Call to Order**
- 2) Secretary's Report**
- 3) Treasurer's Report**
- 4) Registration - Roster Meeting, Release of Liability**
- 5) Apparel Sales**
- 6) Coach/CORI Update**
- 7) Team Pictures**
- 8) Schedule & Results**
- 9) Cancellation Procedures**
- 10) Home Game Operations (set up, chains, announcers, rosters, clean up)**
- 11) Snack Bar**
- 12) Practice Schedules (Keys)**
- 13) Banquet**
- 14) Danvers Youth Football Night - Oct. 10th**
- 15) Other Department Reports**
 - Football**
 - Purchasing/Equipment**
 - Administration**
 - Operations**
 - Publicity**
 - Safety**
- 16) Old Business**
- 17) New Business**
- 18) Adjourn**

Minutes of Monthly Board Meeting on Wednesday August 13th, 2008

Attendance: (9) Tom Ladd, John Kobierski, Joanne Koen, Mike Mansfield, Paul Wholley, Rich Smith, Nancy Provenzano, Rich Capodilupo, Ed Henry

1.) Call to Order

Tom Ladd, President, called the meeting to order at 8:10 pm.

2.) Secretary's Report

A motion to accept the Secretary's report was made by John Kobierski 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 August 13th, 2008 was \$38,176.72. Still waiting on a few registration checks. There was \$410.00 in Apparel Sales and we expect to sell about \$5000.00 in total Apparel Sales this year. Hoping that we are on budget for the yearbooks. Tom Ladd said he would call Steve Zolondick about the yearbooks for DYF budget planning purposes.

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 John Kobierski to accept the Treasurer's report with no amendments or exceptions and was seconded by Mike Mansfield.

4.) Registration Update

The final registration number for the 2008 season is 267 players. 2008 Registration is officially closed.

5.) Team Formations & Coach Update

Continuing JVA evaluation for A and B team. Still open for Head Coaching position.

6.) Required Documentation (Coach Apps, CORI, Insurance waivers, B-Certificates)

All assistant coaches need to submit applications to Marc Palazola. All CORI's need to be sent to Mike Mansfield.

7.) Equipment Distribution Update

Tom Marden stated that the distribution went well with no issues.

8.) Uniforms

Head Coaches need to have all player #'s and sizes submitted to Tom Marden by Saturday 9/16.

9.) Snack Bar Update

Nancy Provanzano said the menu will remain the same for this season. There will be 5 home games all on the weekends. The Ice Man will coming and she will need the debit card to pay him. Nancy would like to train 2-3 people this year to take over the snack bar next year. Nancy will post this request on the web site.

M. Carleo will visit the snack bar see how the operation runs. Will make suggestions on operations and process improvements. A box of rubber gloves will be "on hand" at all times. Nancy stressed the importance of needing assistance in setting up and breaking down the equipment.

10.) Team Pictures

The photo packs will be in next week and John will try to get them to all Head Coaches two weeks prior to picture day. The schedule for picture day is still not available.

11.) Practices & Game Schedules

Pat Vellieux lined the following practice fields, Plains Park, Highlands, and the Band practice field at the High School.

Tom Ladd will get practice schedule out by 8/14. As soon as he receives the regular season schedule he will get that right out.

12.) CPR & First Aid Training

Paul Wholley said that 10-12 coaches took the class and that Neal Hovey did an excellent job teaching the class. The coaches who took the class will be certified for 2 years.

Paul needs to get rubber gloves to all Head Coaches. Paul worked on the injury report and will present the final version at the next meeting.

Time of concussion group training at Beverly Hospital will be announced soon and all Head Coaches are encouraged to attend.

Tom Ladd said the training was very informative and a great deal of material was covered. Tom said this will be an on going training program for DYF going forward and thanked Paul for all of his efforts.

13.) CAYFL Coach & Roster Meeting

Tom Ladd stated that DYF Head Coaches do not need to be at the CAYFL meeting.

Tom did request that all DYF Head Coaches attend the Roster meeting on September 3rd at Danvers High School at 7:30pm.

14.) Coach Development (DHS, USA Football)

Tom Ladd stated that DYF will become members of USA Football. This will benefit coaches by being trained with basic fundamentals which will be a good baseline for all coaches.

John Sullivan is going to arrange for the 8th grade team to perform drills with the Varsity players. Date TBD.

15.) Game Day Operations

Tom Ladd stated that the first team on the field needs to set up the pylons, score board etc. The last game team needs to clean up all trash and put the aforementioned equipment away.

16.) Cancellation Procedures

Tom Ladd said that he will send out an email to all Head Coaches on the details of the cancellation procedure. Anticipates a decision within 2 hours prior game time. Tom suggested that Head Coaches use Phone Tree or another method to notify the players on their respective teams.

17.) Other Department Reports

Football: No updates to note

Purchasing/Equipment: No updates to note

Administration: No updates to note

Operations: No updates to note

Publicity: Joanne Koen will be meeting John Farmer and Karen Mansfield at practice on Saturday 8/16 to take head shots. Joanne will update the Board at the next meeting.

Safety:

18.) Old Business

There was no old business to discuss at this meeting.

19.) New Business

Tom Ladd will bring scale in to get calibrated. Stereo in press box is broken. The Boosters and DYF will split the cost of repair which is approximately \$150.00

Tom Ladd, on behalf of Marc Palazola nominated Ed Henry for the JVC Head Coaching position. Mike Mansfield seconded the motion. There were no exceptions. Tom thanked Ed for accepting the position.

20.) Adjourn

Tom Ladd made a motion to adjourn the meeting at 9:20pm, a motion to accept was made by Mike Mansfield and seconded by John Kobierski.

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Respectfully Submitted to the Board for Approval

Kevin R. Tierney

Secretary