

NOW Minutes
Tuesday- April 19, 2011

Call To Order: 7:04 PM

Present: Jack Burke, Mary Jane Burke, Craig Heitson, Sharon Kozey, David Lavoie, Josh Longiaru, Richard Loomis, Allan Rawson, Kathie Rawson, Christine Rukstela, Debbie Spinelli, Kelly St. Laurent

Absent: Bruce Disco, Cindy Disco, Jessica DiZazzo, Troy Gladu, Alissa Haeseler, Rick Oenning, Keith O'Hara, Jeffrey Rawson, Jeff Rizer, Amy Williams

1) Secretary's Report/Minutes: Motion made by Dick to accept the minutes of the March 15th meeting, seconded by Mary Jane; approved by all. Craig requested that once minutes are accepted they be signed and dated by the secretary. He also wanted it noted that the secretary should not be making motions or voting.

2) Treasurers Report: There was no Treasurer's report due to the illness of the treasurer (Alissa).

3A) Status of New Field Construction: Tabled

3B) Legal Committee: The members of the Legal Committee will set a date to work on the the by-laws and the 1023. The Certificate of Incorporation and Organization and First Report will receive a final revision and be filed very soon.

4A) Youth Advisory Board: Allan mentioned that the young adults involved in the two soccer clinics were very enthusiastic and enjoyed working with the younger kids. He suggested one member of the Youth Advisory Board be placed on the NOW Board of Directors. This will be discussed further at a later date. Sharon mentioned we should be sure all the youth members are on the board for the right reasons. Dick mentioned there are two great sources for candidates; The Rotary Club and the Fresh Program at Woodstock Academy.

4B) Scholarship Committee: Sharon has been doing research on Income/Poverty Levels. She feels that confidentiality is critical. We must protect the families we serve. This committee will maintain client files and make decisions/determination of need. Confidential information should be shared on a "need to know basis". Further discussion needed on how to maintain confidentiality. Sharon suggested there be a permanent committee established with just a few committee members. Only those people will have access to confidential information. Sharon stated she is qualified to evaluate incomes to determine financial need and volunteered to be chair of the committee. Josh agreed to become a member. It was suggested that Keith be

included on this committee. If Keith approves the position, the three member committee will include Sharon, Josh and Keith. A motion was made by Jack to create a permanent Scholarship Committee; seconded by Craig. All in favor. None opposed.

4C) Summer Camps: Dave mentioned the NOW summer camps should contain segments on Fitness, Sports and Nutrition. After some discussion about which segments Challenger could provide to us, Deb mentioned that Challenger advertised they were all PE certified teachers which gave them an advantage over other groups- and why we wanted them in the first place. It was agreed that another joint meeting should be held between Challenger, Fitness, Sports, Nutrition and PR/Mkt to discuss all these topics as well as camp costs, Challenger expectations of us, scholarships and family discount rates.

There were a lot of great questions raised during this discussion on summer camps. Allan mentioned having two large tents. Deb asked about our providing shelter from bad weather/storms for the kids and about whether NOW board members would be insured while working at the camps. Mary Jane was concerned about a medical person being available during camp. Josh mentioned transportation, offering the group a book he has access to titled, "Transportation in the Northeast corner". Dave is leaning towards offering to be the summer camp director. Kathie mentioned that the Northeast District Dept of Health was interested in meeting with the Nutrition Committee. She suggested that perhaps the NDDH would be willing to present one of their highly successful nutrition programs during the camps.

4D) Website: Josh told the group he had reached out to 8 groups to help us and had very little interest. One group from Hebron is interested in meeting with us. After some discussion, this topic was sent to PR/Mkt for further study. It was suggested that everyone be invited to this meeting to discuss what they believe are important features/details for our website. One important point Dave mentioned was the need for our website to be "user friendly".

4E) Review of clinics: The group was very pleased with the two free clinics (which were held on April 9th (77 kids) and April 16th (149 kids). Craig told the group that the U10's posted the largest numbers. It was also suggested that some of the clinics could be fitness and nutrition based- rather than a particular sport. Josh handed out the results of the survey he had sent out after each clinic. He mentioned that most of the comments were very positive and many people planned to attend additional NOW sponsored events. Dave thanked everyone for their help (and was also thanked for all his work organizing the clinic). One of the biggest areas of improvement needed seems to be the check out process. We all agreed to look at it further and to make it better the next time. The answer to the "What's next" question is: summer camps. Debbie mentioned the background checks and requested it be verified that all NOW Board members had one done and were on the Canterbury list as meeting the requirements to work

with children. Kathie asked if the members of the Youth Advisory Board also needed background checks and was told by Dave that anyone over 18 was required to have one done.

4F) Meetings with other sport groups: It was decided the Executive Committee should determine which direction NOW will follow. Allan mentioned the Lacrosse program in Woodstock. Jack volunteered to be our liaison to the YMCA.

4G) Clarification of the purchasing policy: Over \$1,000 requires two signatures. There was some discussion of budgets and eligible purchases. Further discussion was turned over to the Finance Committee although it was agreed that our by-laws will help resolve many of these questions.

4H) Changes in the structure of committees: It was suggested we add new committee members to the NOW organization. These committee members would not be a part of the NOW Board but would be a tremendous asset to us. Hopefully their addition to our committees should reduce the number of committees that many of the Board members serve on. Each new candidate for a committee appointment must first be introduced to the entire Board, fill out the proper form (a blend from the personal questionnaire form from Caleb Rick and a CJSA form). Craig volunteered to create a form. Once reviewed and accepted by the Board, a background check on new committee members will be performed. Upon passing the background check, the candidate will be accepted as a NOW committee member.

4I) Publicity: Linda Lemon is planning to do an article on NOW in the Town Crier in a few weeks.

5) Open Discussion: Kelly asked about us beginning to discuss a fund raising program. A Taste of Putnam was mentioned. There was more talk about the Putnam Armory and the scheduled public hearing on May 4th. Allan has been appointed the chairman of Putnam's Facility Study Committee.

6) Set Date for Next Meeting: **The next NOW monthly meeting will be held on Tuesday, May 17th at 7 pm at JD Coopers Restaurant.**

7) Adjournment: 9:35 PM. Dave made a motion to adjourn the meeting. Craig seconded this motion; all agreed.