

Minutes

Tuesday- June 21, 2011

Call To Order: 7:03 PM

Present:

Jack Burke, Mary Jane Burke, Bruce Disco, Cindy Disco, Jessica DiZazzo, Alissa Gladu, Troy Gladu, , Sharon Kozey, David Lavoie, Richard Loomis, Keith O'Hara, Allan Rawson, Jeffrey Rawson, Kathie Rawson, Jeff Rizer, Kelly St. Laurent, Christine Rukstela

Youth Advisory: Jane Sconzo

Absent: Josh Longiaru, Debbie Spinelli, Amy Williams

- 1) Minutes: Motion made by Dick to accept the minutes of the May 17th meeting, seconded by Keith; approved by all.
- 2) Treasurers Report: Alissa reported as of 6/21/11 there was \$2,991.31 in the JCSB account and there was to be a deposit from the Rawson Family for \$10,000 to be made. Alissa distributed the JCSB Operating Log that has activity dating back to 3/11/11.
- 3) Board Member Resignation: Craig Heuitson sent a letter of resignation after the last board meeting. Jack made a motion to accept HIS resignation and Kelly seconded; all approved. Allan introduced two Youth Advisory Committee members, Jane Sconzo and Sara Gilloran, who were elected by their group to represent them at the board meetings.
- 4) Update of Committee Assignments: Jack made a motion that Jeff (Rawson) be moved to chair of the Legal Committee and step down as chair of the nominating committee. Keith seconded this motion; all approved. Dick made a motion to move Cindy to chair of the Nominating Committee, Keith seconded this motion; all accepted. Sarah Desjardin is now a member of the Nutrition Committee.
- 5A) Finance Committee: A motion was made by Alissa to add the Secretary as a signer on the checking account in the event that the President or Treasurer were unavailable. Bruce seconded this motion; all approved. Alissa suggested that for all purchases over \$250 members must fill out a purchase requisition form. She also circulated a sample form. Members suggested the NOW contact information be added to the form. Alissa made a motion to have all members submit a requisition for purchases over \$250 and use the form suggested after the changes were applied. Two finance committee members will need to approve the request. A

response will be sent within two business days after the request is received. Kelly seconded the motion; all approved. The purchase requisition form should be sent to the NOW PO Box or can be e-mailed to Alissa with a subject of: Purchase Requisition. It was discussed that we might not always go with the best price if the quality of the purchase is less or the higher price will create and/or support a local business relationship.

5B) Legal Committee: Jeff (Rawson) submitted a draft of the by-laws for review. Dave would like the Sports, Fitness and Nutrition Committees to be written into the by-laws as standing committees rather than ad hoc committees. There was discussion about the positions of Co-Chairs instead of President. Jeff Rawson proposed to eliminate the Co-Chair position and turn it into a President and Vice President position as well as reconsider the term limits for these positions. There will be a policy written that the Legal Committee will keep track of documents such as background checks. Jack suggested some additional changes. Sharon suggested we add a section to the by-laws specific to the procedures for giving scholarships. Jeff Rawson will make the suggested updates to the by-laws and will redistribute them electronically once approved by the Legal Committee. Once these are voted on, the Legal Committee will work on the policies and completing the 1023.

5C) Youth Advisory Committee: Jane spoke to the Board about the separate Youth Advisory Group meeting. They will be working at the camps this summer and will also be helping out and giving input for the fall program. The Youth Advisory Committee would like to see a “report card” given to each child at the end of the camp that would tell them their strengths and also areas for improvement. Jane created a Facebook group and invited the other Youth Advisory Committee members to join in the hopes this would facilitate more open discussion. Dave ordered 250 string bags- which will be given to each child on the last day of camp.

5D) Public Relations & Marketing Committee: Keith gave an update on the activity within the PR& Marketing Committee. Camp fliers were distributed to the local schools over the last two weeks and they are also having signs made that we will be able to hang at the camps, games & other NOW functions. Stationary, brochures and Thank You cards with the NOW logo are being shipped soon. Christine suggested sending a news letter out monthly to the Board and those who are on the NOW mailing list. Cindy suggested we keep a checklist of the things we are doing and need to do. Keith shared some feedback about previous advertisements we had done- the Shoppers Guide was a good investment but would like to add the registration form to the ad, there were some online registration issues as well. Next time we would like to send more e-mail blasts as well as pay attention to the timing of when we distribute fliers to the schools. The committee will be looking into getting a web design firm to design the NOW website. Also discussed was newspaper coverage at the camp and WINY radio.

5E) Nutrition Committee: G-Seven will be providing the food for the first camp. NOW has worked with G-Seven before and they did a great job. G-Seven will prep the food and deliver it every day to the camp site. They will allow us to use their food permit and will also provide the snacks at their cost. Bruce made a motion that all the full day kids and staff should receive a lunch. Every camper (including the full day) will get a snack. The cost is not to exceed \$3.50 per person per day. Kathie seconded this motion; all approved. Sara Desjardin will teach a nutrition lesson at the first camp on three of the five days. The success of these classes will be evaluated before the next camp.

5F) Fitness Committee: Amy was not present to give an update but she has been in contact with Dave about the camp. She will do fitness training every day (except Wednesday). Her two Youth Advisory assistants will conduct the training on Wednesday and any other time they are needed.

5G) Scholarship Committee: Sharon reported that there were several parents who had checked off on the registration sheet that they were interested in scholarships. Those parents were contacted by Sharon and are required to provide proof of income to get the scholarship amount promised. Scholarships are good for one year. The scholarship amount was based on income and number of dependents. A maximum of \$12,500 will be available for scholarship use during 2011. We will re-evaluate the scholarship process in the future.

5H) Sports Committee: The committee is focused on getting the first camp organized and they have also been thinking ahead to the fall program.

6) Camp: Dave reported there were 39 kids registered so far for the first camp and they were a variety of ages. Dave had put together an agenda that will be posted at the camp so it will be easy to find the kids if needed. Fitness would be held at two different times and nutrition would be held during the break between sessions. Sunday there will be a meeting at the field with Challenger to go over camp specifics. Dave questioned whether the Board felt it was necessary to have an EMT onsite. The Board felt this was not necessary if any personnel already at the camp was CPR and First Aid certified. Dave will call the local fire departments and make them aware of the camp. Cindy and Bruce donated material for a first aid kit. A box trailer or school bus will be obtained for storage and/or protection from storms.

7) Insurance: Jeff (Rizer) stated we needed to have insurance in place before the start of camp. He said he found a complete policy with liability and D & O insurance for \$1,502. Gerardi and Archambault Insurance are also preparing quotes for NOW. A BOD e-mail vote will be taken once all the quotes have come in and Jeff (Rizer) makes his recommendation.

8) New Field Update: The preparation of the field is slightly behind schedule. A fence will need to be put up before seeding can take place to prevent vandalism. The field is ready for the installation of irrigation. Topsoil is now being screened.

9) YMCA Update: Allan reported that on Thursday there will be a public vote for the site of the YMCA in Putnam. Currently the town would like to locate the YMCA off of Kennedy Drive.

10) Foundation of Eastern CT Seminar: Allan and Jeff Rawson attended a presentation given by Caleb Rick of Legacy Giving. The presentation focused primarily on money left to organizations through wills, 401K's, life insurance policies, etc. There will be presentations in the future about donor solicitation.

11) Head-Start/EASTCONN year end program: Allan and Jeff Rawson attended the event at Head-Start where they were able to connect with a few target families and also network the organization. NOW set up a booth there where people could come and ask questions and get fliers. Next time we will need to bring signs, additional handouts and nutrition and fitness information.

12) NOW Board Picnic: There was discussion that we have a picnic- which will take place at the end of the summer. We hope that time period will coincide with us possibly receiving our non-profit status. The picnic might be a fun way to meet NOW family members and also give us the opportunity to celebrate obtaining a non-profit status.

13) Fall Program: Dave would like to set our teams up as 4 v 4 as this is the new trend in soccer. If possible, NOW would also like to find other organizations to play against. There was a discussion about hiring a Challenger employee to run weekday practices and weekend games. There will need to be a multi committee meeting held to discuss how the fall program will integrate all three areas into the new season.

14) Open Discussion: There was discussion about the co-chair position not being the best organizational structure for NOW. It was decided Keith will become the NOW president and Allan the vice president. Josh was appointed chair of the PR/Marketing committee. Also Jeff Rawson brought up that there are several conflicts with board members holding officer positions as well as committee chair positions. Keith thanked the Rawson Family for their second generous donation to NOW.

15) Meeting Schedule: **Please Note: There are 3 separate meetings announced below:**

15A- The **Executive Committee** will meet on **Tuesday, July 12th** at **United Services** in Dayville @ **5:30 PM** to set the agenda for the regular July BOD meeting.

15B- There will be a **special July Board meeting** immediately following the July 12th Executive Committee meeting. This meeting will focus on Soccer Camp I. **It will begin at 6:00 PM (also at United Services)**. We would love feedback from everyone- especially people who worked at the camp.

15C -The next **regular monthly BOD meeting** will be held on **Tuesday, July 19th @ 6:00 PM at United Services** in Dayville. Josh was able to reserve a room for us for all of these meetings plus additional future dates over the next few months.

16) Adjournment: Jeff (Rawson) made a motion to adjourn the meeting at 9:40 PM. Jeff (Rizer) seconded; all approved.

Submitted by Jessica DiZazzo & Kathie Rawson