

## Northeast Opportunities for Wellness, Inc.

### Minutes

Tuesday- July 19, 2011

**Call To Order:** 6:25 PM (waited for a quorum)

**Present:** Bruce Disco, Cindy Disco, Alissa Gladu, Troy Gladu, Sharon Kozey, David Lavoie, Josh Longiaru, Keith O'Hara, Allan Rawson, Kathie Rawson, Amy Williams

**Youth Advisory:** Jane Sconzo

**Absent:** Jack Burke, Mary Jane Burke, Jessica DiZazzo, Richard Loomis, Jeffrey Rawson, Jeff Rizer, Christine Rukstela, Kelly St. Laurent, Debbie Spinelli

1) Minutes: Motion made by Cindy to accept the minutes of the June 21st meeting. Seconded by Allan; approved by all.

2) Treasurers Report: Alissa reported as of 7/11/11 there was a balance of \$12,824.03 in the JCSB checking account. A current reconciliation of the account was distributed to all.

#### Committee Reports:

3A) Finance Committee: This committee plans to have a meeting to discuss future payments to the Youth Advisory Board (plus additional topics).

3B) Sports Committee: Dave passed out a Summer Camp July 2011 Recap. It included the positives, suggested improvements, recommendations, Youth Advisory info, etc. Dave told the Board that Chris Clarke gave NOW very positive feedback concerning Soccer Camp I. There will be a meeting on Sunday, August 21st (the night before Camp II starts), with all personnel involved with the camp, including the Youth Advisory Board. Dave said there will be training for the Youth Advisory to make sure everyone is on the same page. The Youth Advisory workers will stay with their group the entire camp, rather than leaving them for lunch or while they are at fitness or nutrition events. Kids who preregister for camp should be given a shirt and ball on the first day of camp. Balls and shirts will only be given to first time campers- they will not be given to children who received them at Camp I.

3C) Nutrition Committee: There will be a Nutrition Committee meeting on August 8th (4PM at Victoria Station) to discuss the program content, schedule and food to be served at Soccer Camp II. We will again be providing a healthy lunch to all full time campers and staff as well as snacks to every group.

3D) Fitness Committee: Amy Williams discussed staggering the groups differently to reduce the numbers she had at one time and to keep everyone better focused. She will work with the Sports and Nutrition Committees to make the classes run smoother and in a more time efficient manner. The fitness classes will be moved further away from the tent. An attempt will be made to get the kids more involved as a team.

The structure/makeup of the Fitness Committee was also discussed. Keith mentioned there are two kinds of people we need in our program: 1) quality people who are so excited that they come out, show interest and volunteer their talents without monetary compensation; and 2) people adding their skill sets who are paid a fair rate for their contributions.

Amy Williams resigned as chair of the Fitness Committee but will remain within the group as a member. The Nominating Committee needs to choose a replacement for her. It was also suggested that additional committee members be added to the group.

Keith mentioned all NOW Board members should be speaking with "One Voice". We need to be giving a consistent message to everyone who wants to know about our group. We should be able to uniformly answer questions such as how to add volunteers, handle guests at meetings, and discover/resolve "where are the holes and gaps within NOW".

3E) Scholarship Committee: Sharon reported that approximately \$1,100 was given away through scholarships at Camp I. There was very positive feedback from the public in regard to our generosity and program. Josh mentioned there were only two people who applied for a scholarship that did not receive assistance. Denied requests for assistance can be appealed to the committee, but must be done so in writing.

3F) Youth Advisory Board: Jane reported the board needed to have a meeting to review Camp I. She said she will try to get the group together but they hadn't discussed the camp or the fall program yet. She said there has not been much Facebook activity. The Youth Advisory group will be paid a stipend of \$70 for a full day and \$35 for a half day. Allan stated it was very important the individuals from Camp I share their info with the next working group who will be working at Camp II.

3G) PR/Marketing Committee: Keith (who recently became the NOW president) is no longer a co-chair of this committee. Josh will replace him at this position, which means Troy and Josh will now be the committee co-chairs. Josh discussed advertising options through the Shoppers Guide/Turnpike Buyer. He discussed pricing for inserts, fliers and printed ads of various sizes. Allan hopes for a high circulation within the 10 town area. Josh offered to research our options (including prices). There will be a PR/Mkt meeting scheduled. Alissa asked about NOW business cards. Josh said he has samples prepared, should the Board decide to purchase any. He is also working to finalize another NOW ad for our Camp II form, Fall 2011 Soccer Program and a

registration form for each program. This needs to be at the Shoppers Guide office no later than Noon on Friday, July 22<sup>nd</sup>, if we are to place ads for our selected dates.

3H) Legal Committee: Allan spoke for Jeff Rawson, who was absent. The Executive Committee will now consist of seven members. This includes the four officers and three committee chairs (whose names will be recommended by the Nominating Committee and are subject to Board approval).

The By-laws of NOW were discussed. Some of the topics mentioned: 1) Jeff and Jessica were recognized for the high quality and rapid completion of these documents. 2) All NOW policies have been written, with the exception of the Scholarship Determination and Award Policy- which will be done by Sharon. 3) Dave mentioned there is wording within the By-laws that specifically uses the term "co-chairs" (Article IX). Jeff is already aware of this, and will make the necessary changes. 4) Alissa mentioned Section 5.02. It states the President, Vice President and/or Secretary may sign checks requiring two signatures. It was noted that Allan (as a Rawson) would not be allowed to sign checks. Future Vice Presidents, however, would be allowed to do so. 5) Board members were reminded By-laws can be amended as needed. Dave made a motion to accept the By-laws with the exception of the co-chair section. Alissa seconded the motion. All in favor.

Allan mentioned that Keith, as the new President of NOW, will run the monthly Board and Executive committee meetings. Allan will be Keith's substitute, should one be required. Keith stated he was happy to be helping kids in the "Quiet Corner". He also reminded everyone to expect times during which we may not all agree. He stated all individual votes count and our main goal is always to help the kids.

Allan read an email about our general liability insurance from Jeff Rizer (who was absent due to illness). Jeff said he backed Gerardi Insurance 100%. He strongly recommended Philadelphia, stating they were the best option when it came to non profits. He felt the Gerardi Insurance quote was priced very competitively but did request we confirm with Gerardi that our coverage applies to all of our off site events. He volunteered to review whatever policy we select (for loopholes) and mentioned getting Taber TV to do some free advertising for us. Keith wants the NOW PO Box added as the mailing address for all insurance correspondence. Cindy made a motion to accept Gerardi Insurance as our carrier. Seconded by Sharon Kozey. All in favor.

Allan said the Legal Committee had been working on the 1023. He estimated they were about 3/4 finished. There will be a meeting in the near future with Don Sullivan (from Sullivan and Company in Providence, RI) to complete the more difficult sections and to review the entire document.

4) Sports: This committee will be meeting to coordinate/finalize plans for Soccer Camp II. Dave wants to discuss the locations of the tents, parking, etc. He plans to have a meeting the night before camp (Sunday, August 21st).

Fall Soccer Session: Challenger will be charging \$7,500 for a trainer (8 weeks of service). The fall session will start in September and serve children ages 3-14. It will include 1-2 practices a week, one local game and a game jersey. There was much discussion about what fees other organizations charge and what was an appropriate cost NOW should set for the first fall season. Most suggestions ranged from \$30-\$45. Everyone agreed the intent is to keep the price affordable for many, yet set a fair market price for the high quality product we offer. A motion was made by Dave to set \$45 as the fall rate. Motion seconded by Bruce. Approved by all.

Basketball Update: Amy Williams will be conducting two half hour educational sessions at the Putnam Girls Basketball Camp (44 participants). One session will be a fitness class; the other a lesson on nutrition. At the special camp review meeting (July 12<sup>th</sup>) the Board voted to pay for Amy's services (one hour) as a donation to the Basketball Program.

5) PR/Marketing: Per NOW policy, Josh contacted three vendors for the selection process of a web site designer (North East Web Design, a Woodstock company and a 3<sup>rd</sup> that chose not to bid on the project). Once the formal, written cost estimates are in he will forward a PR/Marketing Committee project recommendation to the full board for review/approval.

Josh handed out the results of an online survey from Soccer Camp I. The comments were very positive and extremely supportive.

6) Adjourn and Closing: A motion was made by Cindy to adjourn the meeting at 8:50 PM. Sharon seconded; all approved.

7) The next **regular monthly BOD meeting** will be held on **Tuesday, August 16<sup>th</sup> @ 6:00 PM at United Services** in Dayville.

Minutes respectfully submitted by Kathie Rawson