

## Northeast Opportunities for Wellness, Inc.

### Minutes

Tuesday- May 15th, 2012

**Call To Order:** 7:03 PM

**Present:** Sarah Desjardin, Bruce Disco, Cindy Disco, Jessica DiZazzo, Troy Gladu, Dave Lavoie, Josh Longiaru, Richard Loomis, Keith O'Hara, Allan Rawson, Jeff Rawson, Kathie Rawson, Christine Rukstela, Debbie Spinelli

**Committees:**

**Youth Advisory:**

**Guests:** Clare Simpson (Challenger)

**Absent:** Jack Burke, Mary Jane Burke, Alissa Gladu, Ed Higgins, Sharon Kozey, Jeff Rizer, Kelly St. Laurent

1) Minutes: Motion made by Jeff to accept the minutes of the April 17th, 2012 meeting. Seconded by Josh; approved by all.

2) Committee Reports:

2A) Finance: The balance in the Jewett City Savings Bank account as of May 15<sup>th</sup>, 2012 is \$6,609.97. Alissa will send the checking account details via e-mail to Board members. Kathie reported that taxes were not filed by the May 15<sup>th</sup> due date because an extension was filed. All the needed NOW tax information has been sent to Sullivan & Company; who will complete and file the NOW tax returns. Dick made a motion to accept the treasurer's report pending the account detail. Allan seconded this motion; all approved.

2B) Nutrition: Currently the committee is looking for a certified kitchen to hold the "Parents Night Out" cooking classes. Sarah will e-mail the Board with specific information as to what the location requirements are, in case any Board member may know of a place that could accommodate our needs. Sarah will be attending the June 3<sup>rd</sup> football clinic to represent nutrition.

2C) Fitness: Jeff (Rizer) was unable to attend the meeting but did submit an e-mail with several items to be discussed. Jeff reported that we have 2 Fitness committee members who are willing to donate their time to the spring soccer clinic and the committee is working on

dates with them. Amy and Leia will be attending the June 3<sup>rd</sup> football clinic. There will be a fitness workshop for both cheerleading and football participants.

The September 16<sup>th</sup> Road Race is being advertised through the distribution of fliers at various gyms and businesses. Fliers will also be placed on cars at local events. Runners can register for the race on Active.com. Currently there are 20 registrants. Jeff will be asking for volunteers to help out on race day as well. Amy researched and selected several items of fitness equipment to be purchased and Fitness is requesting a Board vote for the approval of these items. The Board asked the Fitness committee to address the following items and report back to the Board with their findings. Once the questions are answered, the Board will take a vote.

- The board would like to see the other quotes for these items. It is required that 3 quotes be obtained for items purchased.
- Board members would like to know what the Deluxe Activity Pack includes.
- An approved Purchase Requisition Form should be submitted to the Finance Committee before the next Board meeting. This is required for any items purchased which are \$250 or more.
- The Board is questioning why NOW would be paying sales tax. As a 501(c)3 we should not be charged sales tax; although some businesses are much stricter than others concerning proof of being a 501(C)3. Other companies are just the opposite, offering generous discounts to organizations such as ours. Jeff Rawson suggested the sales tax topic be turned over to the Legal committee.

2D) **Facilities:** The committee has selected the entrance signs to be installed at Blackwell Field in Canterbury and the new NOW Fields at Logee Park. They will cost \$670 each, which includes the posts. Allan will do the installation. The committee had previously submitted a purchase request to Finance and also obtained several quotes. Other quotes were similar in price but did not include the cost of the posts. Allan made a motion to approve the purchase of the entrance signs at a cost not to exceed \$1,500. Dick seconded this motion; all approved. Allan mentioned a guard rail would have to be opened up for the Logee Park entrance. He will obtain cost info on this before the next NOW meeting. Troy re-worked the Facilities budget and was able to cut the cost to a total of \$15,000 for both fields (\$10,000 Logee, \$5,000 Blackwell) . The University of Rhode Island is donating seed for the planting of a new field at Blackwell. Dan St. Laurent will plant the seed. The URI plans to do a seed study once the seed is ready.

2E) **SPORTS Committee:**

2Ei) **Football/Cheerleading:** There will be a football & cheerleading clinic held on June 3<sup>rd</sup> at Bentley Field in Woodstock. Advertisements went into the Shoppers Guide and Turnpike Buyer this week. In addition to a few members of the Fitness and Nutrition committees, several NOW Board members will also be in attendance.

2Eii) Soccer: The numbers for the soccer program have risen to 55 participants. David is working with the Soccer committee to get organized for the summer camps. Dave said he would be reaching out to some of the parents to get involved/ help out.

2Eiii) Basketball: Keith has been working with local coaches to invite them to Board meeting to learn more about NOW. Our intent is not to duplicate services. We hope to add fitness and /or nutrition to support existing programs.

2Eiv) Tennis: Keith has offered to work with Dena O'Hara, the Tennis coach at Pomfret School, to host a NOW tennis clinic this summer. All instruction and equipment will be provided at no cost to NOW. There are several locations available for the clinic. The Board was in total agreement this would be a great idea and asked Keith to look into it further and report his findings back to the Board.

2F) Scholarship: Sharon was unable to attend the meeting, but did send along an e-mail. For the spring soccer program, NOW has offered 20 scholarships (2 were for 40%, 2 for 60% and 16 for 95%).

2G) Legal: Ed has written up a formal agreement with the Canterbury Athletic Association for the use of Blackwell Field. The agreement is the same as in the past, but NOW would like to formalize the agreement. It was requested the agreement be sent to the Board for review before sending it to the CAA. If the CAA accepts the agreement, this will be voted on at the next Board meeting.

2H) Fundraising: The invitations for the NOW Open House went out last Friday. The Open House is being held on Thursday, May 31<sup>st</sup> at The Gold Eagle from 5-7:00 PM. All Board and Committee members should have received an invitation via e-mail. Please make sure you RSVP either on the website or to Jeff Rawson directly. The estimated cost per person will be about \$10.00. Dick commented that he has been hearing numerous positive comments about NOW from others so the word about the organization is definitely getting out there. The Fundraising Committee is hoping to get 100% Board giving by the Open House event. Currently we are at 85% Board giving and we had our first official corporate match!

2I) Marketing: Josh will be preparing ads to be handed out at the Open House event as well as fliers for the September 16<sup>th</sup> race. Clare has been going out to the schools and working with different organizations. While she is there, she has been handing out ads for NOW's upcoming events. Josh brought up the reoccurring topic of an Annual Report. The Board agreed this would be nice to get out to our supporters but thought it would be best if we waited until our first year financial reports are complete.

2J) Nominating: Nominating met last week to discuss the upcoming Board elections and has been reaching out to prospective new Board members as well as approaching existing Board and Committee members to fill vacant positions. The Committee will meet again before the next Board meeting. Allan suggested the terms for the members who serve on the Boards be in agreement with the fiscal year. This led to a discussion of changing the term in which the officers serve to start in January as that is the new fiscal year for NOW. This will be discussed further when the new slate of officers are selected.

2K) YAP: The NOW girl's soccer team (coached by Allan) is registered to play in the CT State Cup on the weekend of May 19<sup>th</sup>. Allan is trying to recruit younger YAP's as several of the existing YAP's will be leaving for college this summer. Dave asked that Keith put together an e-mail outlining specifically what is expected of Kelli and Holly who have volunteered to lead the YAP committee.

2L) **EXECUTIVE Committee**:

2Li) Budget: The need for a budget for the Executive committee has been discussed several times as a place to put capital expenses. The Executive committee will revisit this topic at their next meeting. NOW wishes to thank the Thompson Board of Education (through Deb Spinelli's help) for donating two soccer goals to NOW.

2Lii) Stewards of Children: The Board has expressed an interest to participate in this training program which deals with children who are being sexually abused. Josh will send out a survey with dates to the Board so we can set this up. The members of the Board would prefer this be done on a Tuesday night; in addition to the regularly scheduled monthly Board meetings- not in place of. This training takes about 2 ½ hours and costs \$10-\$15 per person.

2Liii) NOW Field Opening: There have been several discussions about the grand opening event for Logee Park. The Board agreed this should be a fundraising and marketing event to be held the weekend before the summer soccer camp (which starts on Monday, August 20<sup>th</sup>). The Board would like a save the date sent out for this event.

2Liv) Memberships to the PBA & Chamber of Commerce: The Board agreed that it would be beneficial to become members of these two organizations so NOW could do more networking with people we would not normally connect with us in the sports area. A membership to the Putnam Business Association is \$75 for a non-profit. The meetings are held on the second Wednesday of the month at Victoria Station Café at 8:30AM. A NOW rep should be at the meetings, although it does not always have to be the same person. A membership to the Chamber of Commerce is \$185 for a non-profit. The Chamber does not require any regularly scheduled meetings be attended but our membership in the organization will put us on the guest list for several networking events which will give us access to their mailing list. Jeff made

a motion for NOW to become a member of both the PBA and COC. Cindy seconded this motion; all approved. Jessica will complete these applications sometime during this month.

2Lv) Danielson Rotary: This organization has discontinued their yearly soccer event and would like to donate 150 soccer balls to NOW. Jeff will speak with them to set up a press release.

2Lvi) Summer Retreat: Previously NOW held a retreat led by Caleb Rick. With his guidance, we established our name and mission; as well as our short and long term goals. Keith suggested another summer retreat take place again to re-evaluate and set new goals for the future. The Board thought this was a great idea and, if possible, would again like to meet with Caleb. Keith will look into this and follow up. Josh will send out a survey for this as well- to see which Saturday morning would be best for the majority of the Board members.

2Lvii) Sign Program: Fundraising and Facilities Committee would like to begin selling signs to local businesses which will be placed on the 2 soccer fields. Jeff suggested this wait until after the Open House event as businesses that come to the event might be more interested in purchasing a sign.

2Lviii) Recruitment of Board: As discussed previously by Cindy, the Nominating Committee is in the process of asking people to join the NOW Board. If anyone has a suggestion for a candidate to become a new Board or Committee member, please let Cindy know.

2Lix) Healthy Kids Day Report: Several NOW Board members attended the Healthy Kids Day event put on by the YMCA. The attendance was much lower this year than last year, although NOW was still able to hand out several promotional items.

3) Old Business: None

4) Next Meeting Date: The next regular monthly Board meeting will be held on Tuesday, June 19<sup>th</sup> @ 7:00 PM at United Services in Danielson. The next Executive Committee meeting will be held on Tuesday, June 5<sup>th</sup> at 6:00 PM at Victoria Station Café in Putnam.

5) Adjourn and Closing: A motion was made by Dick to adjourn the meeting at 8:46 PM. Cindy seconded; all approved.

Minutes respectfully submitted by Jessica DiZazzo and Kathie Rawson.