

Central Valley Li'l Warriors General Board Meeting Agenda

4/24/2023 @ Center Stage

Type of Meeting: General Board Meeting
Called to Order at 7:05pm by Kayla Eller, President

1. Approval of Minutes from last meeting
 - a. Accepted by: Eric and Bill
2. Treasurer's Report: 105,793
 - a. Monthly Financial Report: Attached
 - b. Current Balance: \$116,239.02
 - c. Treasurer Updates: We started out with \$105,781.93. Total income was \$26,774.38. Total expenses were \$16,317.29. Jordan Whitehead check has been deposited. Kayla will touch on Audit at the end. Submitted sales tax exemption, 3-5 weeks to get back. Will meet with CPA for taxes. We have to file tax return to keep non-profit status. Our tax return won't be due till June.
 - d. Accepted by: Mike Leonard and Ashley Leheny
3. Committee Reports:
 - a. Football
 - i. BCYFL Report/Updates:
 1. Any proposed by-law changes:
 2. Other: Tickets are done. Quip and Beaver Falls have yet to pay. They will be a 4-digit ticket, 4-\$500 winners based on the July 1st evening number. "Picnic idea" instead of the traditional coaches luncheon being proposed by Chris Trent. They will determine a field, coaches clinics for all kids of BCYFL with multiple stations set up. The head coaches would stay afterwards to receive their books. National Sports ID is open, new kids need report cards, we received word we can take report cards now and not have to wait till end of year. Quaker Valley has left the BCYFL. Still waiting for the Ironmen of North Catholic to make their pitch for membership. Hopefully a schedule will be ready to go in the next couple of weeks. Giving copies of the BCYFL bylaws that have passed. Harv from Aliquippa didn't send any notices for age change for by laws so nothing for that. By laws amendments need to be submitted October November December and will be voted on in January to try to help move issues along quicker. They are making changes to allow more flexibility and try to create more balanced schedules.
 - ii. Organization Report/Updates:
 1. Registrations are open & will continue through June 30th pending numbers. Registration is up and numbers look like they normally do with Mighty Mites leading the numbers off the bat.

Current numbers as of 4/24:

Mighty Mites - 21

Termites - 14

Twerps - 8

2. Head coaches:

MM – Doug Rowe, Termites – DJ Fink, Twerps – Matt Morgan

3. Talk n Toss updates: May 20th 1-3 approved by the school at the high school field. High school kids should be able to come. Jess would like to buy water and chips. No one opposes.

4. Workouts update: in process of talking to coaches about availability for work outs to start at Todd Lane field.

5. Other: Twerps will workout with Termites until numbers are up.

iii. Accepted by: Brandon Checketts and Jess Rapisardi

b. Cheerleading

i. General Report: Some mistakes from emails. It is a learning curve it will be better next year. If you registered comp but made gameday then you got charged wrong – fixed.

1. Total Numbers after Tryouts

Competition: Mighty Mites:20 Termites:20 Twerps:20

Gameday: Mighty Mites:15 Termites:23 Twerps:25

Total Cheerleaders: 123

2. Important upcoming dates:

Cheer Fitting: April 29th, 9am-2pm @ Todd Lane Field Sent out sponsor my season to help families raise money to buy their accessories. It is going well. Lots of positive feedback.

Mandatory Parent Meeting: May 3rd, 6pm @ Center Stage They will get lottery tickets and will turn in volunteer checks. May 23, 24,25 mandatory mini-camp. Not sure who is going when due to chorus concerts at the same times. Some one coming to teach routines during camps. Carey center haven't heard back. He would do \$25 and hour. Haven't heard back from the school. Carey Center we need to know what happens if we find somewhere else and not need them since the school would not have a cost attached to it. Kayla thinks we should find out what the deposit is and what happens if we pull out. What do we lose. Justin asked if we reached out to STM, they are booked. Bill asked why we are doing sponsor my cheer. It is for the families to offset the prices of accessory package. Cheer families pay over \$300 in accessories. Why doesn't football do something to offset their costs? They actually do have that opportunity with the hoagie sales and other fundraisers the organization has for the families to make costs back. Ambridge did this sponsorship first Kayla saw it, thought it was a great idea and sent to Ashley because of knowing the expense of expense of cheer. Cheer has to buy very specific things compared to football. Football could do other things to make money back they would just have to organize like Ashley did for cheer.

ii. Accepted by: Mike Leonard and Thomas Howard

c. Fundraising

- i. Bingo Report: Bingo is doing good! Brought in \$6,676.51 last month.
- ii. General Report: Spirit wear, we put a google doc out for people who want to do anything. Sports Factory interested, Breanne doesn't want to do it. We decide profit for Sports Factory. There are different options as far as shirts, hats etc. Shannon Coley is interested 15% profit. She can do custom things at games and practices. 2-3 week turn around. Aspen and Moose will do it. 15% back to organization. Crafty Pugs signs will start the week of the Cheer meeting. They have new designs and is looking forward to doing more for the organization.
- iii. Accepted by: Bill Guntrum and Bryan Marsh

d. Equipment

- i. General Update: Getting back new helmets. Still waiting on reconditioned ones.
- ii. Football Uniform Update: Fitting yesterday. Jerseys were ordered. Have to order pants still. Ms. Whitehead dropped off the check to help offset the uniform costs. The camp wants to possibly provide spikes for the kids. They are having trouble finding spikes though. If no spikes Justin brought up paying for something else. Kids that showed up for sizes, they will get that out this week. Some discrepancies were found with the sizing for the pants. Justin talked to Dave about the issues. We will figure out the pant sizes to get ordered.
- iii. Accepted by: Jenny Fink and Dana Coluccio

e. Grounds

- i. General Update:
 - 1. Scoreboard update: part for scoreboard has been removed. Waiting for Varsity to call him back with address to send it to for repair.
 - 2. Shed Project: nothing to report on at this time. Weather is warming up so hopefully work can begin soon
 - 3. Other: grass cutting has begun for the year. Would like to spend roughly \$280 on 4 bags of fertilizer for the field, the weeds are getting pretty bad. Water will be turned on within the month (May). \$92.80 for exhaust fan to keep air moving. Fertilizer & exhaust fan approved.
 - 4. Tick issue? Up for discussion. We will never get rid of the all ticks. Spray now it will be getting worse and will have to keep spraying and spending more money. \$100 to spray regular field. Ticks are a problem everywhere and it is school property. Jenn is contacting school to see what they are going to do since right now Li'l Warriors is not using the field
- ii. Accepted by: Josh Russell and Mitch Javens

f. Concession Stand

- i. General Report: Jess has nothing. We need to set up clean up day. Possibly end of May beginning of June. Will they have porta potties for the kids for workouts? No. We will have them for conditioning.

- ii. Accepted by: DJ Fink and Lara Leonard

4. Open Issues

- a. 2023 Scholarships – names have been given to the school & plaques have been ordered by Mr. Trophy. Mike & Jaycen will be presenting the scholarships & plaques to the recipients at the awards ceremony on Thursday, May 4th at 8am. The recipients will remain anonymous until the awards ceremony.
- b. Clearances: Reminder - ALL football coaches & cheer sponsors must have clearances on file before they participate in any practices (no exceptions). Kayla will have Notary equipment at all meetings. She will also be at the cheer parent meeting to notarize clearances.
- c. CRP training – when should we schedule for? Bryan Marsh's girlfriend can do it whenever. Bryan will get three dates and we will do a google form to see who is interested and when they can come. Possible schedule around heat acclimation week. Coaches and board members can do it for free and pay \$17 for card.
- d. Update on Monaca Firehall- Eddie talked to Monaca leaders including Dave Kramer and Antoline. So they are aware that we are interested in a space to help us store things and for cheer practice space. If they do decide on a space they would sell we should be in a good place to acquire it.

5. New Business

- a. Volunteer discussion: Anyone wanting to volunteer to Coach Cheer or Football can register on the website as they register their participant. Cheer coaches who haven't signed up but are still interested can talk to Ashley. Football coaches please register and the head coaches will reach out once they see who has all signed up and made their decisions. Someone will reach out to you if you even if do not get selected to coach to see if you are interested in helping in any other way. All coaches must have volunteer clearances. First year coaches must fill out the coaching application. We also have a number of committees that help us get through the season. They include Fundraising, Homecoming Program, Community Service, Spirit, Banquet, Concession stand and Grounds. As volunteers are needed we will send out sign ups electronically. If you know you are interested in anything in particular now you can see Jenn or Jenny and give them your info and we will get ahold of you. They are working out a system to where volunteers will get their check/cash back as soon as they complete their hours.
- b. Audit/Trustee report (maybe): We have never done an audit that Kayla has seen. We were quoted \$25,000 for an actual audit. We did an internal audit instead. Kayla, Jenn and Bill were audit trustees. We got through most of 2022. Kayla still has August to get through and 2021. So far we haven't seen anything too crazy. No blatant wrongdoing noticed. Some things made us adjust the way we handle finances in our bylaws. If you have budget for a particular thing that doesn't mean you have to spend it. How many organizational debit cards are issued was cut. Nothing alarming. Kayla will have full report for next meeting.
- c. By-laws:
Kayla: The Executive Board has been working collectively as a group to revise our By-laws since February and it's something I've personally wanted to tackle for about 3 years now. I'm very proud to announce that this morning, the Executive Board voted to pass the

revised By-Laws. 12 out of 13 members voted with a vote of 12-0. I feel like these revised by-laws fix mistakes found in the old ones & help cover situations that were maybe not thought of during the writing of the original ones. They also put in to writing rules that we've gone by but didn't have written down. Helps protect the kids & organization.

1. Page 1 – Article II – define “General Board” as anyone who has their 6 meetings and when they vote vs. the Executive Board
2. Page 3, Article 4 (IV), Section 2 (A) – Terms for all officers, HOF & HOC, and all executive board members are now 1 year. Previously all were one year except for HOF & HOC which were 3 years.
3. Page 3, Article 4 (IV), Section 2 (B). Now allows for electronic nominations in addition to nominations at both October meetings & the November meeting. Nominations can be made by emailing the President & Secretary due one week prior to the nomination meeting. Electronic nominations will be read at the following meeting. Also adds that any nomination not accepted prior to the end of the November meeting will not be on the election ballot & all acceptances must be in person by the person nominated.
4. Page 5, Article 4 (IV), Section 4 – cleaned up the previous responsibilities for executive board members & also added expectations.
5. Page 8, Article 5 (V), Section 2 – added that all head coaches are to be approved by the Executive Board. Added how many maximum coaches each team can have. Added coach applications – this is to be used as a tool to help head coaches make informed decisions. Head coaches retain the right to pick their assistants.
6. Page 9, Article 5 (V), Section 4 – Added how BCYFL representatives are chosen & what's expected of them.
7. Page 10, Article 5 (V) Section 6 & 7 – added protocol for choosing senior bowl & all star games. 7 – added responsibilities of football players & parents
8. Section 6 (VI) has most of the same changes as football. Page 12, changed gameday squads to 25.
9. Page 14 – Article 7 (VII) – Sections 1 & 2 – added that equipment manager & head of grounds must be executive Board members unless otherwise approved by the executive Board
10. Page 15 – Article 8 (VIII) – changed how many are registered on the checking account & has debit cards. The bylaws & appendix II contradicted themselves prior which lead to 7 being on the bank account. Added a reimbursement form. In section 2 – spelled out how approvals are to be made. Having a budget does not exempt getting approval from executive board prior to making purchases. Page 16 – (C) purchases not approved by the proper manner can be declined for reimbursement or if paid by debit card, risk being required to repay the organization or being taken off the account. This is due to the recent audit we had. Added if a check is to reimburse an executive board member or made out to cash must have two signatures & no executive board member can write themselves, a family member or member of their household a check.

11. Appendix I – deleted trial entirely. Never seen one done. If any member of the eboard is deemed to be behaving ...etc in (E), they can be removed with a majority vote. Right to appeal. Added ethics section.
12. Appendix II – volunteer checks – coaches & team parents – will be assessed annually based on registration numbers. If required to give a check, it will only be \$100 (regular is 200) for 2 volunteer hours/1 activity. New equipment signout form coming.

d. Open Floor: None

e. Accepted by: Matt Morgan and Mike Leonard

6. Meeting adjourned @ 8:17pm

a. Accepted by: Bill Guntrum and DJ Fink

/s/ Jenn Checketts, Secretary

**Central Valley LII Warriors
2023 Financial Worksheet
APRIL 24, 2023**

Expense Description	2023 Actuals	2023 Budget	Expense Variance	2022 Budget	2022 Actuals	2022 Profit/Actual Expense	Income Description	2023 Income	2023 Budget	2022 Actuals
Electric	468.76	4,000	(3,531)	4,000	3,823.61		Bingo	20,580.63	50,000	70,298.25
Lawn		1,000	(1,000)	4,200	-		Lottery Ticket (offset by exp)		10,000	20,000.00
Medic		2,600	(2,600)	2,600	2,175.06		Registrations	19,152.86	6,000	7,382.16
Porta Johns		4,000	(4,000)	4,000	3,056.00		Spirit Wear		1,500	300.00
Ref Fees		4,000	(4,000)	3,100	3,375.00		Homecoming Programs (offset by exp)		-	850.00
Security		500	(500)	500	-		Sponsorship Donations	350.00	3,000	1,400.00
Trash (put on standby Nov-May)	386.41	3,500	(3,114)	4,000	4,965.43		Concession Stand		13,000	38,281.09
Business Supplies	165.94	2,000	(1,834)	2,000	1,582.60		NCAA Bracket Fundraiser	105.00	3,000	1,215.00
All Star (Cheer and FB)		1,200	(1,200)	1,000	1,125.00		Tagging		3,000	-
Beravement/Injury		500	(500)	200	438.00		Misc Income	11.46	-	8,403.51
Insurance	575.00	5,750	(5,175)	4,000	5,496.80		Banquet Income (50/50 & Auctions)		-	4,087.00
Homecoming (income offset)		1,200	(1,200)	500	1,179.15		Banquet Ticket Income		-	7326.90
Executive Dinner		750	(750)	500	1,149.77				-	
BCYFL Fees/Fines	1,025.00	1,000	25	1,000	675.00					
Banquet		12,500	(12,500)	12,500	18,431.68	\$ 7,017.78				
Loss (bounced checks)		200	(200)	100	30.00					
Grounds		5,000	(5,000)	5,750	4,139.39					
Football Equip	4,415.95	10,000	(5,584)	10,000	10,706.28					
Capital Investments	10,229.95	20,000	(9,770)	35,000	21,146.79					
Cheer/Camp & Comp Fees	500.00	10,000	(9,500)	10,000	6,181.77					
Spirit (Paint/ Treats)		1,500	(1,500)	1,500	112.22					
Registration Shirts/Expenses	444.91	3,500	(3,055)	2,500	3,247.79					
Scholarships/Donations		3,100	(3,100)	2,000	3,074.20					
Talk & Toss Event		100	(100)	100	-					
Line Painting		2,500	(2,500)	2,000	1,987.50		Savings Transfer (Helmets/ Capital Invest)	10229.95	10,300	
Community Game		400	(400.00)	300	417.54					
Concession Stand Expenses		income offset	-	income offset	24,946.77	13,334.32				
Lottery Offset by Income expenses carried over from 2021	130.00	income offset	-	income offset	7,021.50	12,978.50				
Expenses carried over from 2022	-	-	-	-	2,097.00					
	1,428.28	-	-	-	-					
Total	19,770.20	100,800.00	(81,030)	113,350.00	132,581.85		Total	40,199.95	89,500	159,543.91

Outstanding Checks	Amount
Ashley Leheny -Reburst	
Check #13108 Cheer	
Tryout Judge Food	\$ 145.85
	\$ 145.85

Riddell Unpaid Football Invoices
Paid 2/6/2023

\$1,317.93
\$110.35
<u>\$1,428.28</u>

Starting Balance 2023	as of 2/7/23	85,440.22
Funds moved into CD's (6 mo.) 6/2/22		15,000.00
Funds moved into savings 2/28/22	future projects	
* \$10,229.95 Helmets 3/20/23		\$ 9,883.86
Current Bank Balance	as of 4/24/23	\$ 116,239.02
Outstanding Checks/Expenses		145.85
Outstanding Deposits		160.00
Total Recon Balance	as of 4/24/2023	116,253.17

Outstanding Deposits	Amount
Threadz N Ink fundraiser	\$ 160.00
Totals	\$ 160.00

Central Valley Li'l Warriors Financial Report
Covering Period for: 3/27/2023-4/24/2023

Cash on hand at beginning of fiscal year (2/1/23)		\$ 85,440.22
Cash on hand at beginning of period per last report.....		\$105,781.93 *
ADD CASH RECEIVED DURING PERIOD:		
Bingo.....	\$7,726.52	
Lottery Tickets.....		
Registration.....	19,152.86	
Spirit Wear.....		
Homecoming Programs.....		
Sponsorship Donations.....		
Concession Stand.....		
Fundraisers.....	(105.00)	
Tagging.....		
Banquet		
Refund/Credit.....		
Saving Transfer		
Misc Income.....		
TOTAL RECEIPTS.....		\$26,774.38 *
TOTAL TO BE ACCOUNTED FOR.....		\$132,556.31
DEDUCT CASH DISBURSED:		
Football Equipment.....	\$4,415.95	
Cheer/Camp & Comp Fees.....		
Registration Expenses.....	\$ 317.99	
BCYFL Fees/Fines.....	\$1,025.00	
Lottery (Offset by Income).....	\$130.00	
Concession Stand Expenses (Offset by Income).....		
Capital Investments.....	\$10,229.95	
Scholarships/Donations.....		
Electric.....	\$156.51	
Trash.....		
Business Supplies.....	\$41.89	
Security.....		
Medic.....		
Porta Johns.....		
Lawn.....		
Grounds.....		
Line Painting.....		
Referee Fees.....		
Insurance.....		
Talk n' Toss.....		
Spirit Committee (Treat Bags/Signs/Paint).....		
All-Star Game.....		
Community Service Game.....		
Homecoming.....		
Banquet.....		
Bereavement/Injury.....		
Executive Dinner.....		
Bounced Checks.....		
2022 Banquet.....		
TOTAL DISBURSEMENTS.....		\$16,317.29 *
CASH BALANCE AT END OF THE MONTH.....		\$116,239.02 *
Pending Receipts.....		\$ 160.00
Pending Disbursements.....		\$ 145.85



 Jenny Fink, Treasurer

4/24/2023

 Date