

Merrimack Cardinals Football and Cheer
Meeting Minutes
6:30 PM

Board Members Present:

Gerry Marshall
Shayna Beaulieu
Jen McCormick
BA Taylor
Greg Miller
Chandra Miller
Melissa Dalton
Lynsay Hooven
Martha Gagnon

Board Members Absent:

N/A

Call to Order: 6:30pm

Public Input:

Jim Demas

Board Member Updates:

President - Gerry Marshall

- 1-16-2022 Meeting minutes- Chandra motions to approve- Greg seconds, vote 7-0-0 approved
- Volunteer coordinator, Jim Demas interested- Greg motions to appoint Jim Demas as Volunteer coordinator- Martha seconds, vote 7-0-0, approved
- Coaches reviews- Lynsay to send out links to coaches
- Bylaw reviews – board members to review as we go through overall agenda
- Thank you letters and or plaques for sponsors- any sponsor for \$500 or more will get plaques- Gerry makes a motion to spend up to 500 on plaques- Chandra seconds, vote 7-0-0 approved
- Update on MYA-
 - \$10,000 from MYA (annual)
 - Parks and rec have winter carnival next weekend, in past Cardinals have had table, carnival has a large out-of-town turn out;
 - No one able to commit on short notice
 - will aim for easter/4th of July town events;
 - Checks for refs: Cardinals requesting 5 checks without names to be able to provide checks, MYA to be checking with auditors and will get back to us
 - Holly needs revenue for football- Jen sent today

- Basketball had recent successful fundraising at Thirsty Moose; would be worth a try closer to season
- Update on coaches and projected teams
 - Flag has had low numbers: people do not consistently show up to all games
 - Flag challenge game schedule with multiple siblings is hard
 - Shayna mentions possible clinic instead of flag- would have to carry separate insurance since it would not be affiliated with leagues
 - Would an increased price ensure parent consider the league as a commitment and better cover cost to run? \$120 would be break even
 - Whether there are separate 8U and youth teams will be determined based on sign up numbers
- Registration opening dates
 - To open mid-end of april
 - Payment methods- no longer use square; switch to QuickBooks for invoice
 - Can we collect post July 1? No; hard to push sale before July but then search payment after
 - Close registration by July 1; anyone after late fee \$50-\$75
- Outstanding equipment- we are unable to request check upfront for equipment as other towns have
- Contact info for board members
 - Jim, Shayna need to be added- Lynsay to look into
- Background checks for board members
 - Gerry to send links to new members
- Upcoming clinic in Newport-
- High school coach to become more involved
 - Clinics in the spring (april/may)- group with athletes; Tomahawk run
 - Coaches provide clinics

Vice President – Shayna Beaulieu

Treasurer – Jen McCormack

- If there are upcoming known expenses- predetermine and bring to meeting so can be approved up to amounts at meeting and included in minutes
- Pandadoc- app will be used to initial/sign cost approval (can download app or will be send an email)
- Any expense must be approved
 - Under 500- President/Treasurer
 - 500+- all board must vote/approve
- Reimbursement form must be used with receipt
- Cash counting/deposit form- must be used for any events with cash coming in
 - Treasurer/President should receive after any event
- For fiscal year purposes, create list of known typical costs between now and June 30- provide to Jen as soon as possible

- Trainings and travel- provide fees to Jen for costs

Program Coordinator - Chandra Miller

Spirit Coordinator – Martha Gagnon

- Cheer clinic: Looking to grow Cardinals Cheer
 - \$1575- 7 weeks of facility space for Cheer Clinic (Mid March-April)
 - Martha needs to give payment in 24hrs
 - Martha needs to follow up on insurance coverage
 - \$70 per child- will invoice separately Martha to provide names and emails
 - If completed possible discount to registration
 - Martha made a motion to pay \$1575 to the bedford sportsplex for 7wk Cheer Clinic- Chandra seconds, 7-0-0 approved

Football Coordinator – Greg Miller

- JHL Meeting
 - League is looking to switch to 8v8 for youth; they are to discuss further at next month's meeting (Cardinals would vote against)
 - Registration fee increased by \$100 per level per team
 - Need insurance payment by May 26: \$526
 - Teams need to have registration for USA football
 - League looking to put together 7v7 tournament- for 6,7,8 grade during off-season
 - Aug 15 can have 1st padded practice
 - Conditioning 3hrs/week starting June 1
 - Jamboree Aug 28th-29th
 - Youth-junior @ tri-town
 - Senior @ location TBD
 - Debate to remove weight limit for teams (Cardinals would vote against)
- Glazier clinic
 - 5 coaches attended from Cardinals program

Equipment Coordinator - BA Taylor

- Helmet reconditioning
 - Cost has increased 50%- now \$6,300
 - Federal regulations helmets required every 2 years, Cardinals program have been reconditioning every 1 year
 - Will go through helmets and review to determine need for reconditioning
 - Board members offer to assist with cleaning of helmets
- Outstanding gear- approx. 11 football athletes have not turned in gear
- BA to work will work with Gerry for ancillary purchases of needed equipment

Volunteer Coordinator – Jim Demas

- In registration- parents sign that they are required every 2hrs

- Discussed some ideas on how to ensure parents' volunteer
 - Possibly to restart mandatory parent meeting to review

Assistant Program Coordinator – Melissa Dalton

Fundraising Coordinator-

Photographer- up to 12% return this year if used same company

Concessions Manager-

Member at Large – Lynsay Hooven

- High school selling bricks- \$100 for large brick. Will purchase one with “Merrimack Cardinals” – Lynsay motioned to have board purchase one large brick for \$100 with “Merrimack Cardinals” on it- Greg seconds, vote 7-0-0 approved

New Business:

By-laws Review- members to send by-law change requests to Chandra to be compiled for final draft and approval vote

Old Business:

New board members added to contacts-

Shayna not receiving messages- Lynsay to look into

Jim to be added

All others receiving messages

Adjourn: 8:50pm Gerry motions to adjourn- Greg seconds, 7-0-0 approved

Next Meeting Date:

3-20-22 at 6:30

Plan to cover at next meeting:

Registration cost and dates to open (when are Hawks open)

Follow-up:

Coaches reviews

Background checks

All board members now receiving emails

JHL Needs: insurance fees, USA football registration