

MINUTES OF LYA BOARD MEETING

January 8, 2017

Abraham Feters-White Schoolhouse

Attendance:

Board members present– Executive: Spallone, McSherry, G. Allen

Other: McHugh, Pusey, Marascio, Ryan, Byrnes, Gardner, Owsik

Absent: C. Allen, Jefferis, Ambrogi, Christy

Others Present: Amy Laughlin – LYA Administrative Assistant

I. Pledge of Allegiance

II. Approval of minutes from November 2016 Board meetings

K Ryan motioned to approve minutes, Owsik 2nd the motion. Board unanimously approved.

III. Treasurer's Report

Gehret presented the LYA Profit and Loss and the LYA Balance Sheet

IV. Presidents Report – Spallone:

Spallone discussed that he sent Downingtown Area School District an email about the issue of the field billing/payments. He is waiting for a response.

V. Sports/Operations Report – G Allen

Soccer – no new information to report

Baseball – Baseball is getting ready for spring Registration. It will be opening up soon.

Softball – Softball is getting ready for spring Registration. It will be opening up soon.

Basketball – The program ends in mid-March and things are going smoothly.

Lacrosse – Registration is open. Currently, the numbers are about 65% compared to last year. Early Registration ends in two days so hoping there is a surge in the next couple of days. There was a coach's meeting on Tuesday night where they discussed tryouts, evaluations, among other things. Laughlin mentioned to Marascio to make sure the coaches are working on getting their background checks.

Hillcats – Nothing to report

Track and Field – Nothing to report.

Field Hockey – Nothing to report.

VI. Administrative Report – Ambrogi

Nothing to report – Ambrogi not present at meeting

VIII. Old Business

- a. a. Outstanding Budgets for FY 2017 (Travel Softball, Travel Soccer, Track, Field Hockey, Baseball, Softball) – Various
1. Baseball presented their budget – Small increase from last year. Marascio motioned to approved. Ryan 2nd the motion. Board unanimously approved.
 2. Softball presented their budget – Budget is relatively the same from last year. Owsik motioned to approve, G. Allen 2nd the motion. Board unanimously approved.
 3. Travel Softball – G. Allen re-presented budget per person fees and income based on recommendations from last board meeting. Motion to approve by Ryan, Owsik 2nd the motion. Board unanimously approved.
 4. Travel Soccer – was delayed because of the difficulty of gathering data per team. Board indicated that the budget can be presented at a parent level. Pusey will give presentation next meeting.
 5. Track and Soccer did not present.
 6. Capital Budget – McSherry presented the Capital Budget to the board. Board unanimously approved.

- b. Website / Registration System Project (Blue Sombrero)

Laughlin presented the following on the meeting with Blue Sombrero. Decision was made to go forward with the new system:

Offers 4 different program types:

1. Recreational Program
2. Tryout Program
3. Team Coach
4. Camp Program

There is a six step process to setting up each program:

1. Determining program information (name, type, affiliation, etc) - NOTE no grade based registration available, but they are working on it - this affects girls lacrosse
2. Program Question (can add any open ended question; birth certificate and waivers would be created here)
3. Special Discounts/Fees (we can give coupon codes for Financial Aid/Scholarship)
4. Volunteer Roles (will have similar process of gathering data for background checks/concussion as we do now, but will flag volunteers who are flagged in the future and not allowed to register)
5. Program Email (upgrade from what we have now is the ability to attach files, send templates, and coaches can send to teams). Texting is also an option.
6. Team building - Multiple process included in this (can build out age specific/gender specific divisions, can assign late fees, payment plans, automatic billing)

Team Building using Blue Sombrero

1. Three options:
 - a. manually create teams
 - b. auto assign teams (can use field criteria when assigning - e.g. school)
 - c. add previous teams
2. Rosters are then posted. Different levels of security can be assigned depending on roles (i.e. read only, edit)

Administrative Capabilities

1. Reports
 - a. Billing Reports and Invoices
 - b. Summary Reports - payments based on program
 - c. Daily line item order reports
2. Orders
 - a. Cancel registration
 - b. Manually edit registration
 - c. Can deliver refunds
3. 2 Different Accounts available for payment - No Paypal, but could imbed a button if
 - a. Visa and MC (2.8% / transaction)
 - b. Visa, MC, and American Express (3.4% / transaction)
4. Can view open orders of those who payment is still pending
5. Can send out balance statements
6. Can manage installments
7. Scheduling.

Some Notes of Importance:

1. Every sport has access to make their own page and may have full control of our website. Multiple user roles are available.
 2. We will have access to our own Account Manager to help us set up.
 3. In order to grab old data, we will have to do that on our own, but we can do a data dump and import it into Blue Sombrero.
- c. Coach's shirts – Mark Spallone indicated that LYA will need to order about 600 coach's shirts for all of LYA, to include all coaches and board members. Laughlin did a survey and about half the sports wanted collared shirts and half wanted t-shirts. Some of the girl's sports requested women's cut t-shirts. Spallone indicated LYA would order appropriately. The estimate is \$20/shirt, although it may be less. Board discussed that since the board members are also coaches, that maybe they should order wind breakers for board members. The expense would come out of the General Expenses of the budget. Ryan motioned to approve this. Marascio 2nd the motion. Board Unanimously approved. Baseball indicated that they may want to order wind breakers for the baseball board, as well.
- d. Junior Hillcats \$ - Laughlin detailed that there was about \$29,000 originally missing from the Hillcats for Spring 2016. Most of the funds were recovered for Spring 2017. LYA is closing this out and has been reimbursed for the Spring season.
- e. Online Store – Laughlin indicated that Blue Sombrero offers an online store open year round and distributed directly to the person's address. We would get 7.5% back to LYA. We would need to do the work to set up the logos and apparel, but after that, Dick's pretty much does everything.

- f. Summary of Celtic Roots Meeting – The Executive Board met with Celtic Roots about the plan for next year’s field maintenance priorities. The Executive board detailed how much money we have to spend on field maintenance and Celtic Roots can manage priorities based on the total allowed. They will come up with a master plan and LYA and Celtic Roots will work together to achieve it. Discussion about having Celtic Roots move goals was had, as well. The Executive board will ask.

IX. New Business

- a. Picture Day Location and date – Laughlin asked if Picture Day and Opening Day could be on the same day, since Easter is on April 16th. Laughlin also asked if it was okay to have pictures inside again, as the weather could be an issue. Board approved both.
- b. Concession Stand – Laughlin emailed our vendor from last year to gauge interest for this year. She has not heard back.
- c. New Board Member Vote – There was a person interested in becoming a board member. Laughlin invited him to this meeting, but he was not able to make it. We will invite him to come in March.
- d. Registration – Looking to have a “Pre-Registration” rate going forward for early bird registration. We will do this going forward

IX. Adjourn

Marascio motioned to adjourn, Ryan 2nd. Board unanimously approved.