



# FALLBROOK POP WARNER



**FALLBROOK POP WARNER Board of Directors - Meeting Minutes for: the 30th of November, 2021**

Meeting Location: Fallbrook Public Utility District Meeting Room

**1.) CALL TO ORDER: 18:05**

**2.) ROLL CALL:**

**a. Members Present:**

- ☐ President, Douglas Berger
- ☐ 1<sup>st</sup> VP Player's Agent, Raquel Ruvacalba
- ☐ Asst. VP Player's Agent, Jasmine Roman
- ☐ VP Coaches Agent, Guy Roman
- ☐ VP Volunteer Coordinator, Mayra Berger
- ☐ Treasurer, Ericka Payne- arrived at 19:00
- ☐ Secretary, Deah DeVries
- ☐ Fundraising Chair, Steve Peppard
- ☐ Fundraising Chair, Danielle Peppard
- ☐ Little Scholars Chair, Vickie Ahrberg
- ☐ Cheer Coordinator, Alicia Swinney
- ☐ Equipment Manager: [open position]
- ☐ Board Member at Large, \_\_\_n/a\_\_\_\_\_
- ☐ \_\_\_\_\_,

**3.) APPROVAL OF PREVIOUS MEETING MINUTES- not applicable**

**4.) ORDERS OF BUSINESS:**

**Unfinished Business: 2022 SEASON ITEMS AND PRIORITIES**

***PRESIDENT:***

- **Introductions** – Pass out contact list for approval-
- **Roberts Rules of order.** *Reviewed and discussed*
- **Mission statement:** *On National Pop Warner Site for reference*
- Discuss board member behavior, social media scrubs, etc. *Emphasis on board as role models, refrain from conflict.*
- **2022 Meeting Schedule:** *Next meeting Tuesday January 25th 6pm FPUD mtg room. Increase in frequency after Jan, 1, 2022, minimum monthly. Goal for 2 hour duration. Future to have both open and closed meetings. Encourage as many board members as possible to attend open meetings.*
- **New Board Member Positions** – *Assistant VP/Player's Agent, VP Volunteer Coordinator-motioned in and passed (see role descriptions following minutes)*
- *Motion to change position title and vote in Mayra Berger as VP Volunteer Coordinator-passed*

- Motion to change position title and vote Jasmine Roman as Asst. VP/player's agent-passed, Raquel Ruvacalba is 1st VP/player's agent-passed
- **By-Laws** – Future Review, Update (Form Committee-Mayra Berger)
- **Registration/Community PR** – utilize PR Firm, obtain 3 bids for vote by Board, goal to increase awareness to community and project positive image of Fallbrook Pop Warner. PR FIRM DUTIES: update/maintain social media, recruitment, AVOCADO FESTIVAL [APRIL 24TH]- BOOTH -FLYER FOR SCHOOLS, ETC, est. budget approx. \$2500.00.
- **Signers on Bank Account-** Determined and accepted by:
  - Ericka Payne, Raquel Ruvacalba, Jasmine Roman for Football account
  - Ericka Payne, Raquel Ruvacalba, Alicia Sweeney for Cheer account
  - (Create budget committee- Mayra Berger) goal to create efficient internal process for this board in regards to money handling, reimbursement for spending, balances, banks statements, ledgers, etc.
- **Admin Convention:** put on by conference, encouraged all board members to attend, date TBD by conference in 2022. Goal to learn the processes of bookkeeping, financial responsibilities, registration, little scholars, etc. for league and pop warner national.
- **Equipment Manager** - current open position: proposed Luis Ruvacalba, [addressed during coaches portion of mtg.]
- **FIRST AID/CPR** - Goal: all board members be certified, [coaches used Hansen Family used for 2021- see contact info when information handed over by 2021 board] [AMR contact-Vicki Ahrberg]
- **EMT** for all games- add to budget, acquire personnel [AMR-Vicki Ahrberg] anticipating bids of \$100-300 per/game
- **Bowl/Championship Game:** Goal to host and/or attend, PR benefits, Fundraising benefits, player/parent satisfaction. ['Avocado Bowl']
- **Practice Fields:** Current Potter Junior High School, possible other options: Fallbrook High School, Boys and Girl's Club, Boys and Girl's club gymnasium for cheer. [Doug Berger for follow up]
- **High School - Contact Boosters** - Rebuild relationship, contact is Stephanie Jones, foster community cohesion and preparedness for kids transitioning from pop warner to FBHS football, touch base on fundraising and PR.
- **High School Contacts & Facilities** - Contact FBHS President, Athletic Director, and Head Coaches for FB and Cheer to foster community cohesion and preparedness for kids transitioning from pop warner to FBHS football through Pop Warner night, camps, playbook sharing, etc.

#### TREASURER

- **Financial Status** - TBD at 2021 Board turnover, Google Drive for templates as reference, funds left over, debts reviewed
- **Program to be used** - Preferred is Excel. [Ericka]. Admin Conference for reference and attorney present for clarifications, rules, etc.
- Current budget – Acquire from 2021 board, Review for Jan. 25th, 2022 [Create: Budget committee for 2022 Board- Mayra Berger]

- *Excerpt from current B.O.D Meeting, headed by Pedro Nieto & Natalie Peet, 11/8/2021:*
  - Current Outstanding Registration Balances 2021: Four families owe money: \$1702.00 total outstanding balance (\$250, \$415, \$175, \$387). One family is currently making payments.
  - 
  - Funds Available: Total \$16,730.36 in Football Account
  - Total \$5270.77 in Cheer Account
  - (Available scholarship funds approx. \$500-600 per Pedro.)
  - Current Board still needs to pay out money to teams for fundraising and pay out for field
  - Approximated \$9,000 to be left in account (Football) after settlement, current board voted not to remove cheers percentage owed for field due to minimal enrollment of number of girls.
  - Banking through Chase for FBPW accounts
  - 2 current Credit Cards- 1 allocated to Cheer, 1 allocated to football. Separate accounts.
  - Quick books in processes currently
  - FBPW checkbook and receipts turnover

#### *PLAYERS AGENT*

- Raquel Ruvacalba as 1st VP/Player's Agent
- Jasmine Roman as Asst. VP/Player's Agent
- Training: *Pop Warner Administrative Conference 2022, Resource: possible meeting with Temecula or Murietta for Registration Site Training-[Doug Berger to contact]*
- *To Do: Determine how duties will be split amongst two positions, discuss team book prep, [create Team Book Committee-Mayra Berger]*

#### *COACHES AGENT*

- Discuss Coach Coordinator Responsibilities- Follow up 01/25/21 mtg. *[Create Coach Interviewing Panel/Committee-Mayra Berger] Read, review, and understand Pop Warner rules, mission statement, coach registration process, duties.*
- Background Checks, CPR, First Aid Cert- mandatory - *[Hansen Family, AMR]*
- Registration (Ideas, Plan, etc.) - *Admin conference for reference*
- Coach Meetings and Clinics - *TBD*

#### *VOLUNTEER COORDINATOR:*

- PR Firm for Registration and Social Media Management- *research companies, bids, proposal, duties, cost - Outreach goal to recruit from Fallbrook/Camp Pendelton community.*
- **Committees to be formed:**
  - *PlayerReg/TeamBook Committee*
  - *By Laws Review/Update Committee*
  - *Coaches Hiring Panel/Committee*
  - *Budget Committee*

- *Future League Wide Event Committees*
- *Calendar Committee*
- *Registration/Promotion events Committee*
- *Equipment committee*

#### *SECRETARY*

- Agendas- minute/ attendance template reviewed and implemented, request for topics submitted by Board member week prior to future meetings for agenda timeline compilation
- Taxes – Hire new Accountant- *not discussed, TBD*
- State and Federal Entity Status -*not discussed, TBD Jan. 2022*

#### *CHEER COORDINATOR*

- Assistant Cheer Coordinator position needed
- Registration- *PR Firm to include with FB promotion, possible events to advertise quality of new program, camps, clinics, etc. Following up on contacts with FBHS, Booster, etc.*
- Practice Location -*proposed Boys and Girls club*
- *Training with Amy Leon, Deputy Commissioner for Cheer: reference for rules, hiring for clinics, uniform supply options, etc. [Doug Berger]*

#### *LITTLE SCHOLARS*

- Training -*Administrative Conference for reference, Pop Warner Rule book, committee in future if needed.*
- Overall Responsibilities-*discussed with Doug Berger*

#### *FUNDRAISING*

- Discuss upcoming fundraising ideas/events- *Ideally 2 EVENTS on calendar by MID-SPRING, at least 1 league wide fundraiser prior to the beginning of season,*
- *ideas: “family fun day,” SNAP RAISE, ‘CAR WASH,’ RAFFLE TICKETS MANDATORY (with buyout).*
- *Verify option/limitations to sell/fundraising during practices at current and potential options at games [teams/parents hosting snack bar vs. food truck options- food handling certification?]*
- Sponsors Past and Future- *Get list from current 2021 board, look through google drive history for any ‘lost’ sponsors when available, 2022. [Doug Berger]*
- Work with Mayra on Upcoming Annual Events -*PR use and committee formation, volunteer coordination, etc.*
- *Budget Meeting in January to include figures for fundraising and goal*

#### *EQUIPMENT MGR. - open position.*

- Uniforms- *option to recycle old jerseys owned by league, preference to have new ones as keepsake for kids. Inventory in beginning of 2022. Priority to assess cheer's needs and new uniforms. Goal: to adopt same graphics/logos from the High School for community cohesion*
- New Shoulder Pads -*current pads old and in poor shape, budget planning to include new inventory.*
- Helmet Certification- *most certified in 2021 inventory, need review and send out as needed for recertification, check on sizing availability and quantity for anticipated larger turnout.*
- First Aid Kits -*quantity and quality assessment needed 2022*
- *Suggested Assistant Equipment Manger Position and recruitment for 2022*
- *Equipment Committee- inventory day, check out/sizing, turn in*

#### *COACHES MEETING - open portion of the meeting commenced at 19:35*

- Introduce: In attendance: Austin Moss (current 14u coach), Luis Ruvacalba (current flag coach), Ruth Munoz (Current Cheer Team Mom).
- Next Year's goals:
  - *establish and clearly goals for coaches - define in Jan. 2022.*
  - *High School program to be adopted for play calling and uniform style*
  - *First Aid Kits, On Field EMT, CPR certified Board member on site*
  - *Luis Ruvacalba volunteered as equipment manager, discussed potential need for Assistant Equipment manager*
  - *Ruth Munoz volunteered to take an Assistant Cheer Coordinator position*
- *Coaches dismissed at 20:00-closed portion resumes at 20:06.*

#### **2022 Proposed By-Law Changes (Additions)**

Note: We will need to go over and do a complete overhaul of the existing bylaws in 2022

#### **NEW BOARD POSITION JOB DESCRIPTIONS:**

**Asst. VP Player's Agent** Job Description: To carry out and assist with all the 1<sup>st</sup> VP Player's agent responsibilities. The Assistant Vice President/Players Agent shall assist with the management of the registration and certification process, all league registration payments and for the management of the business managers. The Assistant Vice President/Players Agent shall be responsible for assisting with the accuracy of the football coach's books, and for the insurance certification process The Assistant Vice President/Players Agent shall also help manage the business managers, act as a liaison between the business managers and the Board of Directors, be responsible for all football roster preparation, act as an advocate for players and parents and, in conjunction with the President, manage players and parents complaints. In the absence of the 1st Vice President/Players Agent, The Assistant Vice President/Players Agent shall perform all duties of the 1st Vice President/Players Agent and when so acting shall have all the powers of the 1st Vice President/Players Agent

**VP Volunteer Coordinator** Job Description: Recruiting, training, and managing all volunteers for FPW sanctioned events and committees. Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training. Preparing and issuing codes of conduct and operating procedures to league volunteers, parents, and participants. Collecting volunteer information, availability, and skills, and maintaining an up-to-date list. Ensuring the organization's purpose is conveyed to the public. Coordinate board sanctioned committee meetings and volunteer events. Events that will require Volunteer Recruitment and Management are classified as follows:

- Game Day (Stadium)
- Snack/Food for Games, Practices, etc.
- Bowl Games
- Play-off/Championship Games
- Out of town events and games
- League Wide Events (Xmas Parade, Family Fun Day. Etc.)

### **New Business:**

- **Board Positions:** Equipment Manager and Assistant Cheer Coordinator
- *Motion to vote in Luis Ruvacalba for Equipment manager*
- *Motion to create position of Assistant Cheer Coordinator*
- *Motion to vote Ruth Munoz as Asst. Cheer Coordinator-passed*

### **Future Action Steps:**

- Transition all accounts, programs, keys, information, etc. from current 2021 Board of Directors to this convened 2022 Board of Directors
- Get current and projected budget info prepared and dispersed to 2022 board members for review and adjustments prior to first meeting in Jan. 2022.
- Organize committees listed under VP Volunteer Coordinator
- Pull together info and bids from outside entities such as PR Firm, EMT and CPR certification programs
- Secure field locations
- Check state/federal compliance for league is up-to-date, regarding taxes, letters for fundraising, 501c3.
- Check with attorney on responsibility related to outstanding debts timeline and write-offs

### **4.) ADDITIONAL ITEMS FOR DISCUSSION**


- Philanthropy ideas,
- mandatory events for teams,
- food vendors
- food handling certifications for snack bars

**5.) CLOSING: motion to close at 20:50. Next meeting January 25th, 2022 at FPUD meeting room at 18:00.**

Respectfully Submitted by:  
DEAH ANN DEVRIES

\_\_\_\_\_  
Deah DeVries, Secretary  
Date: \_\_\_\_\_ 12/3/2021 \_\_\_\_\_

Adopted by Board in the Meeting  
of: 11/30/2021

  
\_\_\_\_\_  
Douglas Berger, President, Fallbrook Pop Warner  
Board of Directors  
Date: \_\_\_\_\_