

# **Tracyton Pee Wee Sports Association**

## **Board Meeting Minutes – December 2025**

**Date: Sunday, January 4, 2026**

**Time: 3:00 PM (Meeting called to order at \_\_\_ PM)**

**Location: 10308 Yates Ln NW, Bremerton, WA 98312**

### **1. Roll Call**

#### **Board Members Present:**

- **Alyssa Guevara, President**
- **Stephanie Morales, Vice President**
- **Shari Encomienda, Registrar**
- **Melinda Gauyan, Treasurer**
- **Suzanne Waters, Fundraising**
- **Zach Solaita, Football Director**
- **Andrew Williams, Basketball Director**
- **Tyler Pierce, Baseball Director**
- **Becca Johnson, Cheer Director**
- **AJ Giles, Running Director**
- **Allyson Miller, Concession Chair**
- **Kaylie Setten, Communications Chair**
- **Luis Aguilar, Facilities**

#### **Vacant Positions:**

- **Executive Secretary**
- **Assistant Executive Secretary**

**Guest: Shelby Gonzalez**

### **2. Opening Remarks – President (Alyssa Guevara)**

- **Provided a recap of 2025 activities and outlined visions for 2026.**
- **Discussed updates and maintenance needs for the Bunker Field, including facility upkeep and family plaques.**

- Confirmed licenses were updated and sponsor outreach completed (logos to appear on jerseys).
- Volunteer hours have been tracked and uploaded to Google Sheets.
- Reviewed the “Tasks Assigned” document and identified ongoing needs from the President’s role.
- Presented the Cheer Program Budget for approval and discussion.

### **3. Vice President Report – Stephanie Morales**

- Provided a year-end summary and set expectations for 2026.
- WSYFL meeting scheduled for January 10, 2026, to discuss football merger proposals.

### **4. Public Forum**

- Reviewed the Financial Assistance Documentation process for scholarships.
- Recommendation: Align Tracyton’s policy with the KAFC Player Grant Assistance Policy (2024 version).
- Discussed vendor options: BSN vs. other apparel companies for upcoming uniform orders.

### **5. Registrar Report – Shari Encomienda**

- Raised question regarding organization Gmail phone number setup.
- Confirmed registration timelines for Baseball and Cheer:
  - Registration to close one week before practices begin (exceptions for teams with open spots).

### **6. Treasurer Report – Melinda Gauyan**

- Motion to include Running in the Scholarship Program.
- Introduced two-point authorization process for concessions.
- Opened a Walmart Spark Good account; follow-up needed on the club’s PayPal access for grant applications (to be coordinated with Kaylie).
- Current Financials (as of Nov. 15, 2025):
  - Account balance: \$29,981.25
  - Outstanding receivables:
    - \$2,500 – Kitsap County Fair & Stampede
    - \$1,218.04 – McTakeOver fundraiser

- Incoming basketball registration and concession proceeds pending
    - Anticipated expenses (~\$20,000) for uniforms, equipment, facility rentals, and assessments for the basketball season.
  - Emphasized importance of renewing insurance and keeping accounts current.

## 7. Fundraising Report – Kaylie Setten

- Discussion on Grant Writing and expanding sponsorship outreach, including community partnerships and Scouts collaboration.
- Washington State Gambling Association: raffle license pending; approval expected 150–180 days post-application.
- Upcoming Events:
  - *Round Table Fundraiser*: Jan 19, 2026, from 5–8 PM.
  - *Ohana Shaved Ice Partnership*: two fundraising options under review (event takeover or gift card sales with potential movie night).
  - *McTakeOver 2026* application submitted Nov 26, 2025.
- Additional Opportunities through Walmart Spark Good:
  - Local grants (\$250–\$5,000)
  - Round-Up donations and registry features for product-based fundraising
  - Space reservation options for community campaigns
- Buffalo Wild Wings Fundraiser application submitted; awaiting response.
- Approved \$150 sponsorship for Bremerton Trees (Jonah Kirang Marketing) — 6-month website logo placement.

## 8. Football Director Report – Zach Solaita

- Discussed new travel banner design.
- Need for purchasing and replacing helmets.
- Plans to dispose of outdated gear.

## 9. Basketball Director Report – Andrew Williams

- Acquired 8–10 new basketballs (sizes 5–7) approved by Treasurer.
- KPAPWA Updates:
  - Discontinued issuance of Coach Badges; clubs may issue their own.
  - Combined Boys AA and A into Boys A (ages 12–13).

- Revisions to rules include free throw line distances, game length, and defensive play guidelines.
- **Facilities Update:**
  - Woodlands Gym updated with a red perimeter line for community use.
  - Awaiting confirmation from the school for official game use.
- **Upcoming Key Dates:**
  - Coaches shirts arrival: Jan 8
  - KPAPWA Coaches Meeting: Jan 10 (TBD)
  - Uniform pickup: Jan 12–14 (5–8 PM)
  - Team Pictures: Jan 15, 6–8 PM at FMS
  - Boys Peewee Night: Jan 16 at OHS
  - Girls Peewee Night: Jan 30 at OHS
  - Games start Jan 20 (after MLK holiday)

#### **10. Baseball Director Report – Tyler Pierce**

- No new updates at this time.

#### **11. Running Director Report – AJ Giles**

- Plans to engage with other local running clubs.
- Ongoing work on program development and merchandise options.

#### **12. Cheer Director Report – Becca Johnson**

- Working to set up communication tools (email, Slack, etc.).
- Received initial budget to begin program planning.
- Exploring fundraising opportunities to support squad growth.

#### **13. Concession Chair Report – Allyson Miller**

- Planning to renew Temporary Food Permit in February.
- Will conduct full shack cleanup and disposal of expired food during spring field cleanup.
- Need to purchase new grill equipment (flat tops no longer functional).
- Developing new concession menu and planning March restock.

#### **14. Communications Chair Report – Kaylie Setten**

- Continuing Peach Jar communications for current events including toy and food drives.
- Working on website photo uploads and field signage:
  - Holes need drilling, and a photo with the Pond Family planned before installation (likely near baseball season).
- Discussed initiating Volunteer Deposit process during baseball season (amount and tracking method TBD).
- Reviewing potential rescheduling for basketball photos due to uniform delays.

#### **15. Facilities Report – Luis Aguilar**

- Updates on repairs and projects:
  - Scoreboard electrical check
  - Fence, gate, and sprinkler maintenance
  - Coordination with Integrity contractor regarding cost differences

#### **16. Guest Presentation – Shelby Gonzalez**

- Presented input and shared feedback related to ongoing projects.

#### **17. Action Items / Next Steps**

- Develop “To-Do” list for Bunker Field and finalize sponsorship plans.
- Continue promoting and filling vacant board positions.
- Expand sponsorship and grant efforts.
- Update website photos and content.
- Ensure financial updates and budget allocations across programs (Cheer, Concessions, Football, Maintenance).

#### **18. Adjournment**

**Meeting adjourned at 7:14PM.**

**Next meeting scheduled for February 2026.**