

Tracyton Peewees Association
General Meeting Agenda
March 8, 2026
Round Table Pizza and Google Meet

1. **CALL TO ORDER:** Alyssa Gueverra (TPA President) call meeting to order at 1:07pm.
2. **MEETING MINUTES:** Motion to approve February Meeting Minutes by Becca Johnson and second motion to approve by Allison Miller.
3. **ATTENDEES:** Attended is Highlighted in Yellow.
Executive Board Members:
 - a. Alyssa Guevara (President)
 - b. Stephanie Morales (Vice President)
 - c. Melinda Guayan (Treasurer)
 - d. Shari (Registrar)
 - e. Shelby Gonzalez (Secretary)
 - f. Kaylie Setten (Communications Chair/Fundraising)
 - g. Allison Miller (Concession Coordinator)
 - h. Andrew Williams (Basketball AD)
 - i. Zachary Solaita (Football AD)
 - j. AJ Giles (Track AD)
 - k. Taylor Smith (Baseball AD)
 - l. Luis Aguiller (Facilities Director)
 - m. Becca Johnson (Cheer AD)

4. AGENDA:

Introduction to guest speakers. None present.

- a. Public Forum Discussion not to exceed 30 minutes.
 1. Opening Remarks from President and Vice President
 - a. Give the floor to Treasurer and Registrar for updated information
 2. Open Discussion for Athletic Directors and Chair Members.
 - a. Discuss old and new business for Concessions, Facilities and Communications/Fundraising for baseball season.
 3. Open Public Forum and discussion for action items and next steps.
 4. Adjournment.

5. OPENING REMARKS:

PRESIDENT RECAP- Alyssa Guevara

1. Welcome to Guest Speakers- **None Present**
2. Discussion about Baseball Season approaching.
 - a. Registration Details/ Scheduling- **Registration is already open. Cottonwood approved for baseball fielding for practices. Request ridgetop field since Fairview fields were denied.**
3. Discuss Old Business-
4. Discuss New Business-

- a. Help create a better system for spending accounts for each AD- [President Alyssa Gueverra has been added to our bank account to help process cheques and funds. Discussion about possibly getting a debit card or access for each AD to access funds- will follow up at the next board meeting with our treasurer, Melinda Guayan. Possibly having separate accounts for each sport so that each AD has their own allocated amount of funds for the season.](#)
- b. Conclude basketball season, prep for Baseball, and continue to progress with Football and Cheer starting up again.
- c. Help AJ find what will work best for our running program in the Fall season not the spring.
- d. Discuss meeting schedule/frequency- [Open forum Quarterly, Board members will still meet monthly.](#)

Action Items/Tasks to Complete

1. Using a “suggestion box” to place out in the public for people to leave their name and information to be used for inquiring families- [Peachjar flyer has been posted to promote upcoming sporting events. Discussion of posting flyers in staff lounge and PTA at local elementary schools.](#)
2. Response needed from Integrity about the shed being fixed- [Working on an estimate for us- move up from a tier 5 to a tier 6 sponsorship.](#)
3. Create a google drive to upload all board meeting minutes, allowing access for all members. Kaylie or Shari to update “Meeting Minutes” on Tracyton Peewees Website to allow the public to request access to meeting minutes. - [this is complete. February and March meeting minutes have been uploaded on our website, all prior meeting minutes can be accessed by reaching out to our league directly.](#)

VICE PRESIDENT RECAP- Stephanie Morales

1. Discuss Old Business-Four approved fields for baseball: Bunker field, Cottonwood, Woodlands and Fairview for baseball practices.
2. WSYFL Meeting Update:
 - a. Practices will start July 27th for football.
 - b. Registration closes on [Aug 2, 2026](#)
 - c. Shari will attend Registration meeting on [Aug 9, 2026](#)
 - d. Late registrations will need to be sent in the board league chat for transparency.
 - e. Field availability due 9/10
 - f. Playoffs will be 3 weeks long
 - g. Games will start the week of [Sep 12, 2026](#)
 - h. Jamboree will be August 29th in North Mason who will host- not required/voluntary (talk of doing it on a sunday because of the refs doing highschool jamboree)
 - i. Season will be 7 weeks long with 6 games (one bye week)
 - j. Playing down for inexperienced players was discussed due to size conversation
 - k. When the season starts- Move meetings to Mondays instead of Sundays to give time for information to be given and processed instead of doing Sundays.
 - l. National Coalition of Minority Football Coaches
 - m. 17-18 kids for lower level teams- discussion of doing 11 man for lower age groups. (We do not want to do this and rather stay 8 man)

- n. WSYFL- looking for one person extra for their board member positions, need help with minutes, game rosters, etc.
- 3. Discuss New Business-

REGISTRAR RECAP- Shari Encomienda

- 1. Baseball open 1.18, 2026- 3.15, 2026 (We will leave registration open until the levels are full, but would like to get jerseys ordered on time.)
 - a. Games start the 3rd Saturday in April (April 18th)
 - b. Practices can start the third Monday in March. Closed for Spring break, but Bunker is accessible to use.
 - c. Registration and prices per grade level:

T-Ball (140.00\$)	Registered <u> 24 </u>	HC : 1 coach Matt, need 1 more coach
Coach Pitch (165.00\$)	Registered <u> 24 </u>	HC: Kyle Setten, Ariel, looking for a 3rd coach
B Level (210.00\$)	Registered <u> 5 </u>	HC _____
C Level (210.00\$)	Registered <u> 26 </u>	HC: Daniel Schneider, Taylor Smith AC: Jerry England
D Level (210.00\$)	Registered <u> 18 </u>	HC: Zach Solaita, Adam AC: Grady Bashore, Junior

- d. We added the 150.00\$ Volunteer fee: we discussed cash only, but would like to open it up to checks again. (Keep track of checks that have bounced and then no longer accept it from that family). Needs to be sent out to parents again multiple times- sent through email, communications in gamechanger from kaylie, Signup Genius, etc.- [5 people have already opted to pay the full price and not volunteer.](#)
- e. Jersey discussion: Have we picked one out yet? Should we do a split order? Order the first of Jerseys by next month and the last set by March. [Jerseys ordered through BSN. Shari will send to Taylor via email to discuss options. Takes approximately 4 weeks to be produced.](#)
- 2. Running Registration
- 3. Football Registration
- 4. Cheer Registration- [Registration will run under the same registration as Football age levels. Age by August 31, 2026. Up to age 14.](#)

Action Items / Tasks to Complete

TREASURER RECAP- Melinda Guayan

1. Current account balance as of March 8, 2026- [\\$41, 895.01](#)
2. Form 990N will be filed no later than May 15, 2026.
3. Accounts Payable- Upcoming
 - [Basketball Assessments- Estimated 5,500.00-6,000.00\\$](#)
 - [CKSD Gym Facilities- Estimated 875.00\\$](#)
 - [Baseball Equipment- Estimated \\$2,000.00-3,000.00\\$](#)
 - [Baseball Uniforms- Estimated \\$7,000-7,500.00\\$](#)
4. Report on Funds available for 2026 spending:

Financial Reporting & Program Budgeting

The 2025 Profit & Loss (P&L) report will be presented at the April meeting. The report will include a detailed breakdown by QuickBooks Class, including Baseball, Basketball, Club, Concessions, Field, Football, Fundraising, and Running. This information will help establish an annual budget for each program, including proposed spending allocations for Board review and approval.

Bank Account Access

Individual programs will not have direct access to the Club's bank account. Authorized bank signatories are limited to the President, Vice President, and Treasurer.

Program Spending & Reimbursements

Programs may access their approved allocated funds through an electronic advancement processed by the Treasurer via Kitsap Bank's bill payment system. *All expenditures must be supported by submitted receipts or invoices for reconciliation and documentation purposes.*

[Going forward, expense reimbursements will also be issued electronically through Kitsap Bank's Bill Payment system. Individuals receiving reimbursement will be added as Payees and will receive a text message to activate their electronic payment profile.](#)

NOTE: For most sports programs, major equipment and uniform purchases are made through our BSN vendor, which invoices the club directly. For other significant purchases, the Treasurer may process payment directly to vendors upon receipt of an invoice or approved online order.

Cheer Program Start-Up

The Club's General Fund will support the initial startup of the Cheer Program based on an approved budget. Incoming registration fees will be applied toward reimbursing this advancement. Any program-specific fundraising will also be applied to offset startup costs not covered by registration fees.

Board discounts and scholarships will be supported by the General Fund until the Cheer Program becomes fully self-sustaining.

Action Items / Tasks to be completed

- Form 990N will be filed no later than May 15, 2026.
- Add President Alyssa Guevara to the Kitsap bank account.

FOOTBALL DIRECTOR- Zach Solaita

1. Registration opened March 1, 2026

Registered Players and Coaches

Player Caps: Sophomore, Junior and Senior level cap at 24 players

Flag Football (Kindergarten to 1st Grade)	1 registered	HC: AC: 1 Registered
Freshman (1st Grade to 2nd Grade)	6 registered	HC: DeSean Dixon AC: Kevin Smith
Sophomore (3rd Grade and 4th Grade)	14 registered	HC: Zach Solaita AC: Nicholas Flemming Tony Pasi
Junior (5th and 6th grade)	2 registered	HC:
Senior (7th and 8th Grade)	14 signed up	HC: Erwin Quitevis AC: David Selth Roger Rosado Tony Pasi

2. Football Pricing: Past and Current Pricing for 2026

Age Level	Prior Season Pricing	New Season Pricing (2026)
Flag Level	165.00	175.00
D (Rookie Tackle)	225.00	250.00
C and above	225.00	250.00

3. Discuss new name for WSYFL- [Olympic Trojans Youth Football](#)

4. Football practices will start July 27th for football. Registration closes on Aug 2, 2026. Games will start the week of Sep 12, 2026

5. Jamboree will be August 29th in North Mason who will host- not required/voluntary (talk of doing it on a Sunday because of the refs doing high school jamboree)- [Zach to discuss this with head coaches](#)

6. Discuss new name for WSYFL- [Olympic Trojans Youth Football](#)

7. Football AD is breaking down old equipment, will take inventory of what is needed for the next season.

Action Items / Tasks to be Completed

- Field availability due 9/10- [Zach put in for this and hoping to host a game in the playoffs and championships](#)
- Contact A Dentist 4 Children for sponsorship- meeting upcoming
- Inquiring about a new sponsorship for football gear- approx 7,500- 10,000 for football gear (shoulder pads, helmets, etc)
- Working with section 8 to discuss what they are willing to donate
- Fundraisers are in the works for upcoming season
- Working on blue pants still

BASKETBALL DIRECTOR- Andrew Williams

1. Things remaining to be executed:

- a. Playoffs/Championships- [Multiple games being hosted at Woodlands, RMS, and FMS. Board members will cover the entirety of playoff games and championship games at Fairview Middle School, Woodlands and Ridgetop Middle School. Championships are hosted by Tracyton Peewees at Fairview MS on March 14, 2026. Requested: 8:30am until 6:30pm for the use of the gym. Possibility of doing concessions for the championship.](#)
- b. Coaches Equipment and Uniform turn in- [Monday March 16th from 6:00-8:00pm, Wednesday March 18th from 6:00-8:00pm and Sunday March 22nd from 3:00-5:00pm](#)

[New Business: Need to re-evaluate the combination of A and AA for next year. Would recommend if the clubs want to continue to keep them combined for more competition/games that the teams be mixed up with 7/8th graders instead of 7th and 8th grade teams](#)

Action Items / Tasks

- Raise registration \$5.00 to compensate for -1 pair of shorts per team are being returned beyond reissue. Update our deposit policy that if shorts are issued and 2 parties verified to have no stains and they get returned stained beyond issue or damaged your deposit will be deposited. ***Board Members Voted on Number 2 and also implement number 3***

BASEBALL DIRECTOR- Taylor Smith

1. Discuss Old Business- [Baseball Meeting Recap](#) for next season: 1. Govern ourselves amongst the 4 clubs rather than having a governing organization. 2. Every club will bring their baseball AD to the governing board. 3. Hoping to have a meeting directly after the season to see what needs to be changed in the bylaws etc. 4. KPAPWA still needs a baseball board member to step up, otherwise there will be no KPAPWA governing baseball next year.
2. Discuss New Business- [Spreadsheet](#) created from Taylor for upcoming expenses for the baseball season.

Action Items/ Tasks:

- Plaques put up at Bunker - Holes need to be drilled and they need to be posted at the fields. The club agreed to take a photo with the family prior to putting signs up. Work with facilities and the Pond family to coordinate a date. Possibly closer to baseball season as the weather is better.

CHEER DIRECTOR- Becca Johnson

- A. Opening General Registration on March 1st - July 1st
 - a. Cost is \$250 for all ages with \$100 uniform deposit to cover warm up and pom costs as the program will own those.
 - b. [Registration will open March 1, 2026- Participants registered as of March 8, 2026- 9 participants.](#)
- B. Cheer Kick Off Rally
 - a. Home Run Derby- [Will coordinate with Taylor Smith to kick off the Derby. Inquire about raffle tickets and creating basket raffles. Spirit of the Park- Possible date: April 12, 2026 the event will start at 11:00. First Pitch will be at 11:30pm at Bunker. Home run derby on the top field and lawn games down on the lower field.](#)
 - b. Also kicking off the practice gear fundraiser - selling optional practice gear for cheerleaders to wear at practice or around town as they won't be allowed to wear their uniforms
 - [Advertise to entire community as cheer does not have boundaries](#)
 - [Using a "suggestion box" to place out in the public for people to leave their name and information to be sent to Becca to reach out for inquiring families.](#)
 - [Baseball games will start April 18, 2026.](#)

Action Items / Tasks

- Will need to order a Mat for stunting, uniforms in each size for cheer fitting.
- Got contact information for the OHS coaches and will be reaching out about the JR coach program and start building a feeder relationship with them as well to follow football
- Get the event details and flyer ready for Spirit at the Park

RUNNING DIRECTOR-AJ Giles

1. In touch with Jaguars at Mountain View Middle school and Kitsap flyers to coordinate competition matches
2. Looking at track uniforms at BSN.

Action Items / Tasks

CONCESSIONS CHAIR– Allison Miller

1. Purchase a new griddle- (Bella 12 x 22" \$64), warmer (amazon Commercial food warmer - \$279)
2. Food Permit- will send receipt to Melinda- completed on Feb 13, 2026
3. Applying for March to October for permit- Done
4. Asking parents and volunteers for donations.
5. Generate a Signup Genius for parents to volunteer to sign up to purchase items to be donated to the club.
6. Drop off during uniform drop off/pick up. Basketball uniform drop off as first drop off time (After March 14, 2026).
7. Donation amount- At least 1,000.00 needed
8. Make a purchase order for new items to re-stock. Costco Cart (\$595), Chef's Store (\$925), Amazon (\$193)

Action Items / Tasks

- During concessions, the person responsible for monetary amounts must be handled by board members only, such as someone performing cashier duties.

FACILITIES – Luis Aguilar

1. Order Windscreens for the fields- Might not be needed
2. Order new locks- Alyssa ordered two already
3. Power to the scoreboard- Ask neighboring house if they would consider allowing the scoreboard to be plugged in by using an extension cord- Alyssa will inquire

Action Items / Tasks

- Response needed from Integrity about the shed being fixed- will not be sponsoring this season
- Hanging of the plaques- Plaques are in the shack, could be hung up behind home plate. Take a picture in front of signs during the home run derby.

COMMUNICATIONS CHAIR – Kaylie Setten

FUNDRAISING – Kaylie Setten

1. Bluberry Froyo Fundraiser- Amount Raised: 267.43\$
2. Noah's Ark Fundraiser- Amount Raised: 121.57\$
3. Ohana Shaved Ice-

Action Items / Tasks

- Icecream truck for football events- The same lady that brought the ice cream truck to the first home football game has reached out and is interested in partnering with us (20% back to the club) for home baseball and football games. Need to get the baseball schedule to her once we have it available
- All out Athletix- Kaylie has a new possible company to use for ordering swag locally. 10 percent of profit goes directly back to our club.
- Started a Walmart Spark good account. Need to follow up with Melinda about clubs PayPal account to move forward with the grant application.
- MOVE and Modpizza for upcoming fundraisers
- “Trojan Rally” for football

7. PUBLIC FORUM:

1. Old Business:
2. New Business

8. ADJOURNMENT:

The Meeting Commenced at 4:28 pm.

9. NEXT MEETING: Will Commence on April 17th at location to be determined.