

**Prince William Lassie League  
Board of Directors Meeting Minutes  
14 November 2022**

**Call to order:** The meeting was called to order by Patrick Ware, President, at 6:32pm on 14 November 2022, at the Dr. A.J. Ferlazzo government building.

Board of Directors (BoD) in attendance included Marvila "Weela" Arevalo, Brandy Hall, Mike Holmes, Walter Kelley, Stacie Monroe, Marcus Moyer, Bill Rutherford, Pat Sowers, Dave Tyler, and Patrick Ware. Kimberly Pond was absent.

- ***Motion to accept the draft minutes from the September Board Meeting – Bill***

Mike seconded the motion. The motion passed with unanimous consent of the Board members present.

**Officer Reports:**

- **President – Patrick W.**
  - Patrick W. requested Prince William County provide itemized invoices for fees.
  - Cloverdale Park is undergoing renovations to improve compliance with the Americans with Disabilities Act (ADA).
  - Season opening will be the first weekend in April due to the renovations. That weekend also happens to be the Prince William County School Spring Break week.
  - In Spring, field lights were billed at \$10/hr. This season the rate is \$12/hr. The rate will be increasing to \$15/hr.
- **Vice President – Mike**
  - Mike sent an email to coaches regarding jersey colors for next season due to increased costs for non-standard colors.
  - Mike sent an email to all parents reminding them to stay off the field during games.
- **Senior Instructional Division Director – Mike**
  - NSTR
- **Junior Division Director – Marcus**
  - Marcus reached out to several home school families to determine potential interest across a larger home school audience. Initial feedback was encouraging.
- **Pigtail Division Director – Brandy**
  - Brandy provided an explanation of an issue arising during the tournament.
- **Instructional Division Director – Kimberly**
  - No report received
- **Sponsor Coordinator – Kimberly**
  - No report received
- **Equipment Director – Dave**
  - Dave confirmed all gear has been consolidated into the shed for storage.
  - Dave will proceed with repairs to the shed door.

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- The shed floor has not been properly maintained throughout the Fall season. Coaches have a responsibility to keep the shed clean even if they aren't the source of the mess. Dave found a lot of line chalk been dumped on the floor and gear improperly stored. Dave stated the shed needs to be cleaned out and inoperable items repaired or discarded.
- **Treasurer – Weela**
  - Weela paid all invoices received with the exception of a newly received invoice for October field lights. She will pay the invoice.
  - Weela brought 10,000 flyers for the Spring season to the meeting for sorting. The printing company generously priced the printing and cutting at \$365.
  - Due to a complication with a non-league order by a coach, All Star Sports will now require pre-payment for all team gear.
- **Ways & Means Director – Stacie**
  - Stacie hosted the concession stand which was well received.
  - Stacie started a discussion on ways to generate income.
- **Director of Umpires – Pat S.**
  - Pat S. will need to actively recruit umpires for Spring season.
- **Publicity Director – Pat S.**
  - Pat S. received several submissions of pics and short movies. He requested details about the events captured and requested additional content.
- **Secretary – Walter**
  - NSTR
- **Registrar/Parliamentarian/Webmaster – Bill**
  - Bill requested pics and content for the website.
  - Bill provided an update on the Fan Store portion of the website.
  - Bill requested each Board member validate website functionality. The action was assigned to each Board member.

**Old Business:**

None

**New Business:**

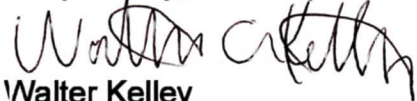
- **Board Member Etiquette**
  - Patrick W. reminded Board members filling multiple roles to consider what role is being exercised when communicating with parents, other Board members, or external organizations. Additionally, electronic communications need to originate from the email account of the role. Board members need to follow protocol / chain of command when raising concerns, questions, or issues. Finally, Board members are expected to know the details associated with the role they fulfill.

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- Resignations.
  - Brandy Hall and Dave Tyler submitted their resignations due to competing priorities. Patrick W. recognized both for their many years of dedicated and faithful service. He presented each with a token of his appreciation for not only what they provided but the way they provided support. The Board members present also shared their appreciation.
- Flyer Distribution.
  - Weela provided the 10,000 flyers advertising the Spring season.
  - Patrick W. provided details on how to sort the flyers for distribution among the various Prince William County elementary schools surrounding the Cloverdale Park.
- ***Motion to adjourn the Board meeting – Mike***

Pat S. seconded the motion. The motion passed with unanimous consent of the Board members present. Meeting adjourned at 7:48pm.

Respectfully,



Walter Kelley  
Secretary, PWLL