

**Prince William Lassie League  
Board of Directors Meeting  
9 December 2019**

**Call to order:** The meeting was convened by Patrick Ware, President, at 7.34 pm on December 9, 2019, in the Ferlazzo Building meeting room.

Board members in attendance included Weela Arevalo, Pete Demeter, Kris Lewis, Lauren Newton, Bill Rutherford, Patrick Ware, Shannon Williams and Wil Yow.

**Minutes:** The minutes of the November 18, 2019 Board meeting were approved unanimously by the Directors present.

**Officer Reports:** The following officer and committee reports were given by, in the order of presentation:

- President: Patrick, with input from Weela and Lauren
  - Flyer Printing: Weela
    - Bill made and Pete seconded a motion:  
“The Treasurer is authorized to spend up to order 30,000 spring 2020 promotional flyers from McClelland Press for \$700 plus shipping to Weela’s house with a delivery date of no later than January 10, 2020.”  
  
Motion passed unanimously by those present.  
  
The Board will collate the flyers at its regularly scheduled meeting on January 13, 2020.
  - Uniforms (moved up from unfinished business): Lauren
    - All Star Sports remains our most cost-effective option both in terms of price and timing
  - Online Registration System (moved up from unfinished business): Lauren (for Tyler)
    - Per the Board’s November 18 direction, Tyler looked at the competing systems and confirmed the Stack Sports (formerly Blue Sombrero) system to be the most cost-effective to use in terms of simplicity of use and time and effort to migrate.
- Social Media Policy Committee (moved up from Unfinished Business): Pete (for Loren)
- Equipment: Kris
- Senior Division: Lauren
- Ways and Means: Shannon
  - Yankee Candle campaign is up and running.
  - Reported on the “Get Sneakers” shoe donation program, will provide more information to the Board and work on strategy to roll out within PWLL.
- Treasurer: Weela
  - Presented draft 2020 budget.

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- PWLL signage, field lighting for fall season, and obviation of need for lawyer discussed.
  - Wil will share with the Board the county requirements for placement of PWLL signage in the county.
- Fall 2020 field lighting budget will be increased.
- Lawyer not needed so funds will be moved in budget.
- Credit card processing fees discussed. Proposal made for the PWLL to absorb the 3.4% credit card processing fee but to pass the \$3 per transaction fee for a registration along to the registrant.
- Will amend budget per discussion and present for approval at January 2020 Board meeting.
- Umpires: Wil
  - Bill will ensure Wil has appropriate rights in online registration system to manage scheduling.
  - Umpire scheduling tools discussed.
- The rest of the officer reports were skipped.

**Unfinished Business:**

***Articles of Incorporation revision update:*** Bill

- Mr. Chester Banks, the attorney consulted for guidance on how to proceed with this, read the PWLL articles of incorporation and advised that the articles did not, in his opinion, require updating if the PWLL's bylaws are current and accurately reflect how the PWLL conducts its business and operations. He stressed the need to have the authorizing document – the minutes for the meeting at which the bylaws were approved – in the PWLL's body of records, to document the bylaws actually *are* current.
- The PWLL has minutes of the September 2016 Board meeting at which the bylaws were approved.
- Bill made and Pete seconded the motion:  
“The PWLL accept in whole Mr. Banks' recommendations and further, ratify that the bylaws as reflected in the current PWLL Operations Manual posted on the PWLL website at [www.pwll.org](http://www.pwll.org) are the current bylaws of the PWLL.”

The motion was passed unanimously by those present.

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**New Business:**

***Registered Agent:*** Bill

- As part of Mr. Banks' review above he advised the PWLL that our Registered Agent for the Commonwealth of Virginia is not current.
- After discussion, Pete made and Weela seconded the motion:

“The Treasurer’s duties shall include serving as the PWLL’s Registered Agent in the Commonwealth of Virginia.”

The motion passed unanimously by those present.

- Bill will research any bylaws and/or policy changes needed to implement this as well as how to change our Registered Agent and will report to the Board within one week.

***Cloverdale Shed Clean-up:*** Kris

Shed cleanup will take place on February 9, 2020, with a backup date of February 16, 2020. Details to follow.

***PWLL 2020 Calendar:*** Patrick

- Draft 2020 calendar was reviewed and numerous changes made.
- After discussion, Bill made and Wil seconded the motion:

“The presented calendar, as amended during this meeting, is approved as the PWLL’s 2020 operational calendar.”

The motion passed unanimously by those present.

- Patrick will incorporate the changes made at this meeting and will distribute the calendar to the board within one week.
- Discussion of changes to election dates undertaken with suggestion to move elections up by a month to July.
  - Bill will provide Board with election timeline that needs to be considered, within one week.

***Girl Scout Clinic:*** Wil

Wil made proposal to work with local Girl Scout service unit to run a clinic for the Girl Scouts that may serve as both a fund-raising and as a recruiting tool for the PWLL.

***Upcoming Meeting Dates:*** Patrick

- The PWLL can reserve space in the Ferlazo Building for 3 months at a time.
- Space will be reserved for the PWLL’s next three Board meetings on January 13, February 10 and March 9, 2020.

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***Board Member Resignation:*** Patrick

Patrick received Callie's resignation from the PWLL Board of Directors on December 8, 2019.

***Adjournment:***

Patrick made and Kris seconded a motion to adjourn which passed unanimously by the Directors present at 9:48pm.

v/r



12/9/2019

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William O. Rutherford  
Secretary, PWLL