

RYFC Board Meeting 9/2/2021 Minutes

Location: EMAIL

Recipients: Amanda Wiriya, Gene Lavigne, Chuck Burkhardt, Candice Smith, Christina Kostant, Gina Bourque, Todd Case, Katelyn Gagliardi, Stacey Chism, Betsy LaRose, James Knight, Tanya Miner. Chris Clark

Hi Everyone,

Please see below for the requested updates on the pep rally and game day. I will also be sending out covid guidelines for the season shortly. If you have any questions or contributions, please let me know. I have highlighted things by each person's name in bold as well as bolded items that need a response.

If I neglected to mention anything feel free to chime in. If it is something that does not need to go to the whole group please spare everyone the reply alls and responded directly to me.

Thanks,

Amanda

Pep Rally

- DJ is confirmed. The DJ and Amanda will handle announcing everyone.
- DJ will draw raffle prize winners
- Amanda will order Pizza and handle picking up ice cream
- Pizza and ice cream Sunday tickets have been selling online
- Prep Rally committee will be helping with setting up, working pizza and ice cream sundae bar and some prep work like blowing up balloons prior to Friday for the balloon arch.
- We will be selling some spirit items like cowbells, pom poms and mega phones.
- Christina is working with Betsy to have apparel to sell at the pep rally and first game.
- **Tanya** - please make sure the snack shack is stocked with drinks
- Meg Kokofski will be taking the group picture as well as pictures throughout the entire night.
- I will have an event script out to everyone next week with the final timeline for everything that night

Game Day Prep

- As of right now we still need food trucks for our 9/26 and 10/3 game. I am trying to lock down Greekin Out for both games. If they are able to help then we only need to get breakfast food as they do not provide it. Christina has already looked at food warmers if we need to get breakfast sandwiches from a local restaurant and resell.

- **Derek** - Christina will touch base with you tomorrow about what items we need to stock for game day concessions.
- **Gene** - have you been able to reach to the storage container and scaffolding company?
- I have ordered new speakers to go on the scaffolding so we do not have the problem we had last year.
- I will reach out on Tuesday and reconfirm that we are all good with the EMT.
- **Parks and Rec will be lining the Burnt Hill on Tuesday morning and they have asked for volunteers. Please let me know if you can help.**
- **Matt** - I will reach out to you over the weekend so we can chat on the phone about game day and I will send over the game day setup outline that I have.
- We still have tickets and the bucket for the 50/50 raffle so we are good.
- **Katelyn** - can you give the first two games one more look through to see what slots we may be missing that we need to recruit for?
- I will make sure that the announcers binder is done.
- I have some COVID safe practices signs to hang up for liability reasons.
- I will be getting the scoreboard remote from lacrosse next week.
- The refs are confirmed and all set.
- Sponsor banners have been ordered.
- Everything else we need to setup the field is in the storage unit and will be brought over once the storage container is delivered.

Game Day

- **With announcements for the d game starting at 8:45am we all need to plan to arrive to setup for the first game by 6:30am. With Matt's game day setup committee we will only need half of the board at setup and half at breakdown. Please let me know whether you will be assisting with setup or breakdown. Please remember that as a board member assisting with game day will be mandatory.**
- **Christina** - is going to help me get the inventory list for concessions and apparel setup in the square so we can take credit cards as well as track inventory. We will have a tablet that has internet on it in the concession stand.

Fundraising

- Families have been selling raffle tickets left and right which is fantastic! Todd ordered more since we have been getting asked for extra tickets and they will be available at the field tomorrow.
- We are going to make another push for the UCONN game and pep rally tickets this week. **Gina** - let me know if you are oaky helping with this.
- I am going to do a labor day fundraiser this weekend only to sell some spirit gear along with Rham camping and stadium chairs that they can pickup at the pep rally.
- So far we have sold 32 tickets.
- If you have any additional fundraising ideas please pass them onto Todd.

Volunteer Duties

- We will have a volunteer table setup behind the concession stand where all game day volunteers need to sign in. If people have not signed in for their scheduled shift that Sunday we can give them a call or text that day if we need them. **Katelyn** - will make sure that we have contact info for them. If we do not need them **Katelyn** can send them an email letting them know they need to make it up during another game or they will be voluntold to help at playoffs, awards or the cheer competition.
- The system does automatically send everyone reminders to the email address they have on file. I know that it does go into some peoples spam.
- As far as the snack shack, here would be my piece of advice. Katelyn hung a very nice calendar on the wall in their with everyone's cellphone numbers that are scheduled in September. **Tanya** - I would send them a text every week to confirm that they are still available for their shift. I would also place a sign-in sheet in the snack shack that they need to fill out each time they work their shift. If they do not show up and do not respond to you by Monday afternoon we can reach out to the committee and find someone else and Katelyn can send them an email letting them know what their other volunteer options are. If I need to support with any of this please let me know.

Addendum to Minutes:

Game guidelines for football and cheer coaches have been issued to their respective coordinators.

COVID Guidelines Issued – Please note the requirement for a dedicated COVID Coach and that kids not on the field of play are required to wear a mask. It's recommended the Coaches Coordinator discuss this with all the head coaches and ensure they have a plan.

Katelyn and Matt Gagliardi are taking care of the scaffolding for the game.

Mike Zotta and Matt Gagliardi are handling food prep.

Currently there is no update on jersey delivery. Christian and Jim need to plan accordingly! Please adjust jersey issue as if we will not have the new jerseys in time for the game on September 12th. First pick of jerseys go to A Team, next to pick is B Team, etc.

Only three board members have let Amanda know whether or not they will help set up or tear down the field. If you are not one of those three people, let Amanda know ASAP.

Food trucks have not been finalized.

Volunteers are still needed to help line the field tomorrow. If you can help, please let Amanda know ASAP. As of the writing of this document ZERO board members have volunteered to help.