



NAVARRE YOUTH SPORTS ASSOCIATION

8840 High School Blvd.
Navarre, FL 32566
850-939-5202

M26-06 NYSA BOD Meeting Minutes December 17th, 2025

I. Call to Order -

The meeting was called to order at 6:05 PM with all Board members present except for one excused absence and one late arrival.

II. Attendance:

Commissioners for baseball, T-Ball, and lacrosse were present.

- a. Board Member:
- b. Commissioners:
- c. Members:

III. Minute approval – M26-05 Dec 3rd

Approval of the December 3, 2025 minutes (M26-05) was tabled due to accessibility issues and will be revisited at the first meeting of the new year.

IV. Treasurer's Report –

Financial reporting relied on finalized October balances with November–December figures provided as estimates due to timing of reconciliations. Several programs maintained positive balances, while softball reflected a temporary deficit expected to resolve with December deposits. Significant expenses included approximately \$16,000 in annual insurance premiums and substantial umpire fees. The Treasurer outlined plans to transition to more frequent internal bookkeeping with CPA audit oversight to improve accuracy, timeliness, and budget visibility.

The Treasurer reviewed program balances using finalized October figures and estimated November–December data. Most programs remain solvent, with softball temporarily negative due to timing of deposits. Major expenses included approximately \$16,000 in annual insurance premiums and significant umpire fees. Plans were discussed to move toward more frequent in-house reporting with CPA audit oversight.

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V. Commissioner Updates/Reports (as required for 2nd month)

Baseball discussed safety and competitive concerns related to the 15U division and recommended returning to a 14U cap to reduce risk to younger players. Facility needs, including concession stand repairs, were noted. T-Ball confirmed alignment of opening day scheduling and discussed adding a seafood boil fundraiser. Lacrosse reported slower early registration typical of the holiday season with anticipated increases after Christmas. Football, basketball, flag football, and softball provided updates on registration numbers, drafts, equipment returns, winter workouts, and calendar coordination.

Commissioners provided sport-specific updates. Baseball discussed age-division safety changes and concession facility needs. T-Ball confirmed opening day alignment and explored a potential seafood boil fundraiser. Lacrosse reported slower holiday registration with expectations of post-Christmas growth. Football, basketball, flag football, and softball also provided operational updates.

- a. Baseball
- b. T-Ball
- c. Softball

V26-25

- d. Tackle Football
- e. Rec/NUFC Soccer
- f. Lacrosse
- g. Cheer
- h. Basketball
- i. Flag Football

VI. Calendar Update

VII. Old Business

The Board confirmed the election of John Crossley as Travel Baseball Commissioner at the prior special meeting, noting that tryouts had already been completed and operations were underway.

- a. From Special Meeting – Travel Baseball Commissioner Elected (John Crossley)

VIII. New Business

- a. Baseball Mounds Information (Adam Lollar)

Discussion included the condition of existing mounds, options for refurbishment versus replacement, and the use of portable mounds to support both baseball and softball fields. Funding concepts included shared NYSA support, baseball contributions, sponsorships, and potential vendor refurbishment. No action or vote was taken pending further information.

Portable pitching mound needs were reviewed, including sponsorship, shared funding, and refurbishment options. No vote was required.

- 1. No Vote

- b. Vending Machine Walkthrough Complete (Michael Tucker)

Proposed vending locations included areas near the gym, football fields, baseball concessions, playgrounds, and soccer fields. Considerations included non-compete pricing alignment with concessions, utility availability, county approval, and a six-week lead time from approval to installation.

A vending machine walkthrough was completed December 16, 2025. Vendor proposals, county approval, and utility requirements are pending. No vote was required.

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- 1. Completed Tuesday Dec 16th

- 2. No Vote

- c. Scholarship Policy

The Board discussed risks associated with decentralized scholarship approvals, including inconsistent timing, budgeting challenges, and potential conflicts of interest. Proposed revisions aim to centralize intake, standardize eligibility thresholds, improve financial tracking, and allow earlier application windows while preserving flexibility for hardship exceptions. No vote was taken.

Discussion focused on strengthening audit controls, standardizing eligibility, improving timing, and reducing organizational risk related to scholarship awards.

- 1. Discussion: The proposed revisions to the NYSA Scholarship Policy are necessary to strengthen audit controls, ethical safeguards, and organizational risk management related to the award of financial assistance. As NYSA has grown, prior informal or decentralized practices present increased risk of inconsistent application, inadequate documentation, perceived favoritism, and potential noncompliance with Florida nonprofit and IRS 501(c)(3) requirements. This update establishes clear authority, standardized eligibility criteria,

documentation and approval requirements, and financial tracking mechanisms to ensure scholarships are awarded equitably, transparently, and within approved budget limits. Adoption of this policy reduces legal, financial, and reputational risk to the organization and its Board members while reinforcing ethical governance and responsible stewardship of charitable resources.

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d. Concession Committee

Discussion focused on reducing waste, improving inventory controls, standardizing pricing, eliminating cash handling risks, and ensuring compliance with health and safety requirements. Financial data showed concessions as a significant revenue source for some programs, prompting discussion of phased or hybrid revenue allocation models. Policy development will continue.

Discussion emphasized standardized pricing, inventory controls, health compliance, and financial transparency.

1. **Discussion:** The creation of a formal NYSA Concessions Committee Policy is necessary to establish clear governance, financial controls, and ethical safeguards over concession operations, which involve cash handling, inventory management, food service activities, and volunteer labor. As concession revenue represents a material source of funding for NYSA programs and facility improvements, the absence of a standardized, board-approved policy creates audit vulnerabilities, inconsistent practices, and increased legal and reputational risk. This policy defines authority, responsibilities, internal controls, volunteer staffing expectations, pricing oversight, and revenue allocation to ensure transparency, accountability, and compliance with Florida nonprofit and IRS 501(c)(3) requirements. Adoption of this policy strengthens risk management, protects Board members and volunteers, and ensures concession proceeds are managed responsibly and reinvested in support of NYSA's mission.

e. Social Media Policy

The Board emphasized the importance of centralized, consistent messaging through NYSA's primary social media channels to increase engagement, visibility, and sponsor value. Sport-specific pages would focus on logistics, while the main NYSA platforms highlight achievements, events, and registration. Guidelines for posting authority, content standards, and volunteer support were discussed.

Discussion highlighted reputational risk management, consistent messaging, and leveraging engagement to improve visibility, registration, and sponsorship.

1. **Discussion:** As NYSA's online presence continues to grow, social media has become one of the organization's most visible and influential communication tools. Posts made by Board members, commissioners, coaches, and volunteers—whether on official pages or personal accounts—can significantly impact NYSA's reputation, member trust, sponsor relationships, and legal exposure. Without a formal Social Media Policy, the organization is vulnerable to inconsistent messaging, reputational damage, conflicts with parents or officials, disclosure of confidential information, and posts that may unintentionally violate nonprofit, child protection, or ethics standards.

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A Social Media Policy establishes clear expectations for who may speak on behalf of NYSA, what content is appropriate, how athlete safety and privacy are protected, and how disputes or sensitive matters are handled online. From a risk management and ethics perspective, this protects the organization and its volunteers while ensuring communications remain professional, respectful, and mission-aligned.

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From an operational and fundraising standpoint, social media engagement directly affects NYSA's reach and effectiveness. Platforms prioritize content with higher engagement—such as likes, shares, comments, and follows—so positive, consistent, and well-managed content is shown to more people at no additional cost. Increased engagement expands awareness of registration deadlines, volunteer needs, events, and sponsorship opportunities, directly supporting participation and revenue generation. A policy helps ensure that content posted is not only appropriate but strategically consistent, allowing NYSA to grow its following, increase visibility to sponsors, and strengthen community support over time.

f. Changing our Office Manager hours and Expanded Responsibilities

Expansion of Office Manager hours and responsibilities was discussed to address growing administrative demands, including registration management, scholarship coordination, supply logistics, and contractor coordination. Centralizing these functions is intended to improve continuity, reduce reliance on Board members for daily operations, and strengthen accountability while maintaining appropriate governance separation. Discussion addressed expanding hours and responsibilities to improve continuity, centralize registration and logistics, and reduce Board operational burden.

- 1. Discussion:** As NYSA's programs, membership, and operational demands continue to grow, the volume and complexity of administrative work now exceed the capacity of the current Office Manager schedule. Registration management, scholarship coordination, concessions support, sponsor communications, supply procurement, and day-to-day member inquiries require consistent office coverage and centralized oversight. Limited hours increase the risk of delays, inconsistent data handling, missed deadlines, and continued reliance on Board members to perform operational tasks outside their governance role.

Expansion of Office Manager hours and responsibilities was discussed to address growing administrative demands, including registration management, scholarship coordination, supply logistics, and contractor coordination.

Centralizing these functions is intended to improve continuity, reduce reliance on Board members for daily operations, and strengthen accountability while maintaining appropriate governance separation.

Expanding the Office Manager’s hours and formalizing additional responsibilities—including serving as the Registrar and coordinating supplies and deliveries—will improve continuity, accountability, and operational efficiency. As Registrar, the Office Manager will manage registration data, maintain accurate participant records, support commissioners with rosters and reporting, and ensure registration processes align with Board-approved policies, without exercising discretionary authority over fees or scholarships. In addition, centralized coordination of supplies and deliveries (uniforms, equipment, concession inventory, and operational materials) will improve inventory control, reduce duplication, and ensure timely distribution across programs.

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From a risk management and governance standpoint, clearly defining these expanded duties reduces operational risk, improves audit readiness through consistent recordkeeping and controlled workflows, and establishes clear separation between Board oversight and daily operations. This adjustment allows the Board to remain focused on strategic direction while ensuring NYSA’s growing operational needs are managed professionally, efficiently, and in compliance with established policies.

- IX. Reminders
- X. Member Concerns
- XI. Open Discussion
- XII. Adjournment**

Following open discussion and member input, a motion to adjourn was made and approved. The meeting concluded with open discussion and was adjourned following a motion and approval.