

# Park Ridge Sports, INC. | MINUTES

## BOARD OF DIRECTORS MEETING

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**January 9, 2020/ 7pm-9:00pm/ South Park**

**Attendees:** Jim Toulon, Garry Abezetian, Kristin Zabratanski, Roy Hoffman, Katie Brania, Lou Karnezis, Joe Capesius, John Capesius, Jeff Kilburg, Rob Leach, Mel Thillens, Tim Walbert, Matt Colleran

### AGENDA TOPICS

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#### **President's Report | Jim Toulon**

##### **Board Members**

- All members present threw in \$1 (Jim Toulon, Kristin Zab, Roy H, Garry A, Lou K, Joe C, John C, Rob L, Mel T, Tim W, Matt C)- Members voted & elected Board
- 1 Board spot available
- 5 Executives instead of 4. Garry is official board member "emeritus" status for Executive Board but still one of the 13 actual Board Members

##### **Updated By-Laws**

- Jim Toulon motions to adopt updated By Laws: VOTE: Unanimously approved
- Updates include Garry emeritus status & board members need to carry their fair share

##### **2020 Meeting Schedule**

- South Park on 2<sup>nd</sup> Thursday of month

##### **2020 & Beyond**

- Looking for Flag dads who are pro tackle also and have younger kids
- Goals- look strategically out for next 3-5yrs. That may influence the budget and where we spend our dollars

##### **Task Handouts**

- Visual of what needs of program are- board members need to take ownership
- Jamie says he will help with Combine and Maine South Night

##### **Collaborative Coaching Discussion & Player Development**

- Need open dialogue about coaches
- Need to have bench of coaches vetted earlier
- Will be discussed at Jan 11 meeting as well as February Board Meeting

##### **Survey**

- Katie passed out hard copies of survey again for review. Overall very positive results. 32% return rate. Overall satisfaction rate 4.4/5.0
- Surveys can be used for marketing.
- Good results but still need to improve based on comments. Have to address comments by February Meeting.

##### **Financials**

- PRFB does not have a hard/fast policy on alcohol, but less than 5 expenses totaling less than \$500 on alcohol over past 3 years
  - PRFB only pays for limited pizza/food only on certain occasions. Any other alcohol purchases have been paid by personal credit cards/cash of Board members
  - Rob Leach brought the last year's credit card statements and bank statements for review if anyone was interested (no takers).
  - Callero & Callero [REDACTED] every year (even though not required).
  - In past 3 years we have maintained our cash in bank, significantly improved collections and accountability for collecting registration fees, reduced bad debt from well over \$10,000 average to under \$2,000, instituted a PO System and created a thorough budgeting process. Jim Publicly thanked Katie, Rob and Roy for their efforts to institute these best practices
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### **Treasurer Report / Rob Leach**

- Balance on 1/7/2020 was \$61,660 About \$40,000 if we consider known outstanding expenses such as \$5,000 Cheer, \$13,000 Riddell and \$3,000 for Callero including 2019 Audit
  - Per QuickBooks, we have \$242K in revenue through Dec 2019 vs \$254K in expenses.
  - We need to do a better job budgeting/controlling spending. Typically, budgeting is less the issue and voting to authorize non budgeted items has been the issue the past 3 years
  - We generally subsidize tackle with cheer/flag, but margins are not as great as prior years
  - Increased expenses, so we need a more refined process
  - Katie Brania to get trained on QuickBooks to streamline monthly reconciliation of accounts
  - [REDACTED] at Callero & Callero is helping to clean up QuickBooks by category
  - Might need 75 new helmets if we throw out 2013 helmets. It will be voted on.
  - Price increases likely needed in 2020. However, the February Budget discussion regarding price increases will also need to discuss known competition and the relationship that has to price
  - [REDACTED] (works for MSW) willing to help with budgeting/forecasting insight
  - Jim Toulon motions to pay Callero & Callero up to \$2k/yr. for extra accounting help. VOTE: unanimously passed
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### **DIRECTOR REPORTS:**

#### **Cheer Report | Kristin Zabratanski**

- Winter Tumbling is full at 40 participants (\$135)
- Spring Season registration opens in a week
- Wants to discuss some changes to Maine South Night based on comments from parents on surveys

#### **D2 Report | Roy Hoffman**

- CSL call at 8:30pm 1/9/2020; Matt C. left to join call also

- Tackle meeting at 8am at Panera 1/11/2020

### **D1 Report | Joe Capesius/Jeff Kilburg**

- Jim Toulon discussed his confidential calls with Pop Warner
- Met with UYFL; big topic was no striper weight for 8<sup>th</sup> graders
- UYFL voted for no weight limit 8<sup>th</sup> grade, but re-vote in early Feb
- Alternative programs all have their issues; ie they want to own all our D1 & D2 kids.
- Park Ridge future league depends on UYFL vote & parent/athlete feedback & communication.

### **Flag Report | Mel Thillens**

- Coaches need training
- Will do Flag Fest again; need volunteers
- Some concern over 7/8<sup>th</sup> Flag teams taking kids from tackle

### **Marketing/Fundraising**

- Donors- what can we do for them? Are we willing to put up and put down signage every weekend? Logos on hats/pants? Possible bank interested.
- Garry will work with Dick's to see what we can get from them

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### **New Business | Jim Toulon**

- Affiliate Agreement has been approved by Park Board; Jim Toulon recommends we sign at this point as long as we get insurance; VOTE: Unanimously passed
- Next Meeting: Thursday, February 13<sup>th</sup> 7-9pm @ South Park