

Meeting Minutes - Jan 31, 2016

Attended: Mark, Craig, Dennis, Ken, Rich, Jenn, Diane, Mary, Tom, Sport, Dave

Agenda:

- New Organizational Structure
 - Board of Advisors
 - Executive Committee
- New Members
- By-Laws
- AGM Planning
- Financial Update
- Website Update
- Other/Open Items

New Organizational Structure:

Craig has spoken to several individuals about serving 2 year terms on the Advisory Board. Interested so far are Harpel Maini, Tom Wilcock, Andy Korfin, Ki Foley. Still talking to Craig Levine, Adrian Scott and Kevin Laughlin . Craig is hoping to bring in Kurt Weaver to facilitate a session to start setting up the strategy, vision, goals, etc as Advisory Board responsible for...

- planning 1-3-5 years out
- setting vision & strategic direction
- some monetary funding
- appointing President

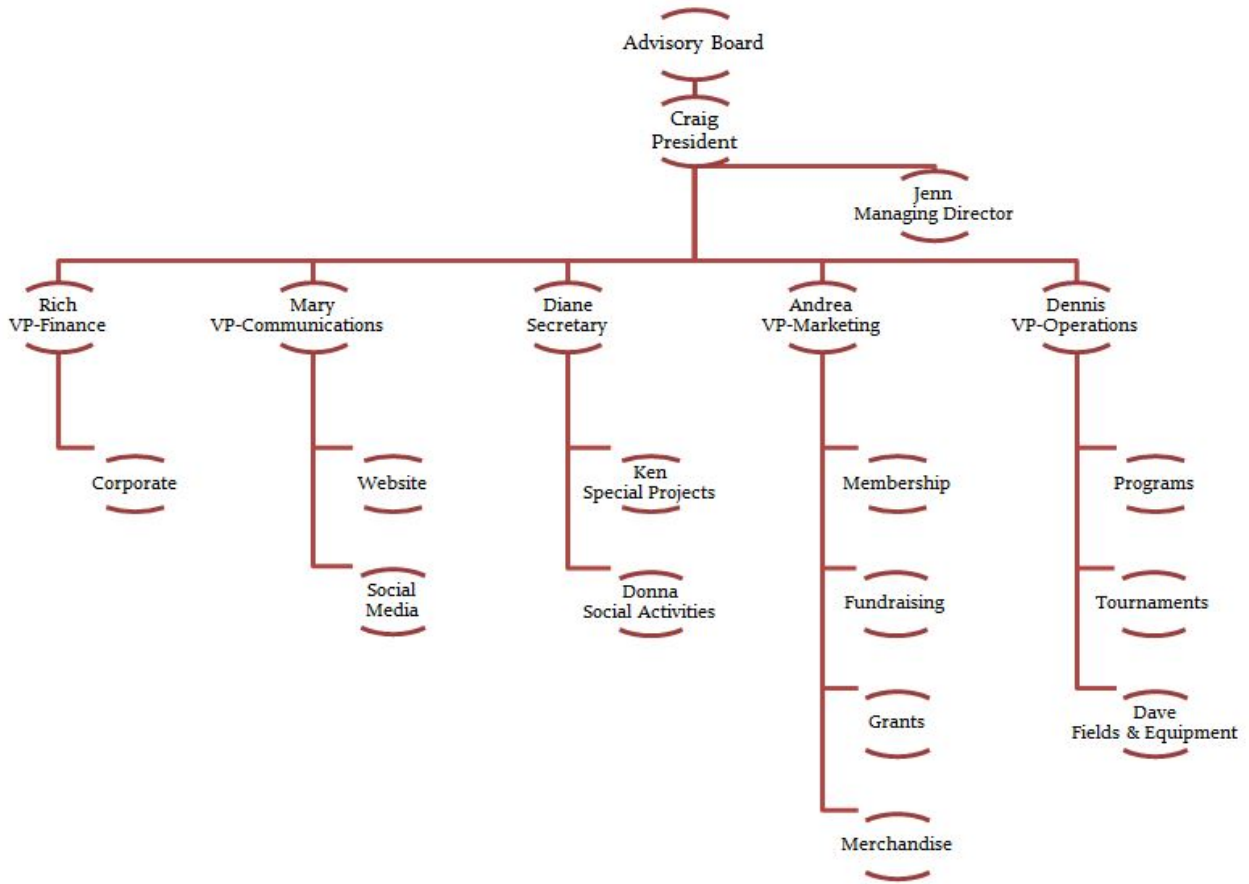
Executive Committee would be made up of...

President, VP-Finance, VP-Communicaitons, VP-Marketing, VP-Operations, Secretary, Managing Director

All but Managing Director would have voting rights

Each role has defined ownership, handle decision making within their discipline, responsible for following up with those Operational heads within their discipline to make sure all is being handled. Members in those roles

Morris Rugby Organization



New Members:

Agreed to add Andrea Matthews, appointed to VP-Marketing Role

By-Laws:

Will adopt final version at the AGM meeting

Changes based upon today = Add Role/Definition of Advisory Board, Add Role/Definition of Managing Director

Applied to Pro-Bono to obtain legal review of by-laws

AGM Planning:

Begin with Volunteer of the Year (2015) Award – 15 nominees, all will be recognized on Morris Website

Unfortunately date/time conflicts w/NJ Rugby College Fair & Combine so we have some members who will not be able to attend and HS player families will most likely not be in attendance

All information that needs to be in slide presentation to be sent to Diane by February 15th

Financial Update:

Jenn is meeting with Val regularly to transition responsibilities, also working with Rich on QuickBooks

"New" Transmittal of Funds form to complete when providing money to be deposited

"New" Request for Funds form to complete when needing reimbursement (in budget or not)

Both new forms will be available on website
Discussion of separate budget for each flag program vs. one general still to be had

Website Update:

Need to add U14 girls program info

Banner ads will be made available on a yearly and monthly rate

These ads should cover the cost of the website

Currently there are town "sponsorships" that should expire after one year, they will need to be renewed onto new site. The town programs need to determine how much a sponsorship will cost. It does not need to be a Also ability for monthly donations vs. lump-sum (Jenn/Rich to set that up in QuickBooks) Question was asked if the fee from the credit card company changes based upon # or \$, Jenn to check

Using MailChimp for mass email blasts = can accommodate 2,000 email ids before a charge is incurred.

Currently we have approx 900, but that list needs to be cleaned up. As new members sign up for youth

Other:

Merchandise - Need new person to take over, currently out of inventory and will take several thousand dollars to replenish. Rugby Imports is almost ready to provide online store. Several other vendors have approached

London Saracens Game March 12th - Bus can fit 55, we currently only have less than 20. Reminder will go out to purchase full package or just bus tickets. NJ Rugby has been approached to supply 6 youth flag teams to be on the field at halftime, Craig will get info to Sport so that he can request players. Need to clarify if tickets are

JMK Events - Currently Morris Rugby receives funding from their Beer Festivals. They would like to support Morris Rugby in ALL their events (Food Truck Festivals, Concerts, etc). For this to happen our insurance needs to be amended to include an alcohol rider. The cost is \$750, but JMK is willing to cover. They are a strong

Comedy Night - coming quickly, need gift basket donations ASAP. All to reach out to friends, neighbors, etc to

Action Items/Questions to be answered:

Each VP to either update the Org Chart with their Operational Heads by 2/5 or send to Diane so she can update
Add Andrea to Yahoo Groups

Craig to get last year's AGM slides to Diane

All information that needs to be in slide presentation to be sent to Diane by February 15th

Discussion of separate budget for each flag program vs. one general still to be had

Question was asked if the fee from the credit card company changes based upon # or \$, Jenn to check

Future item: Have list provided to each team to ensure that all players families are currently on the list

Craig to get info on Saracens game to Sport for Youth Participants and halftime

Jenn to get info from Val on JMK Events insurance changes

