

Meeting Minutes - March 20, 2016 - 10 am

Attended: Craig, Mark P, Mark M, Dennis, Rich, Diane, Sport (phone), Kai (BoA)

Agenda:

Upcoming Meeting Dates

- Review Open Items from Last Meeting (Craig)
- Review Board of Advisors meeting (Kai)
- Adopt Bylaws & 3.0 Costs into budget (Craig)
- Summer Camps & Other Possible Partnerships (Craig)
- Determine what costs are covered by "corporate fees" that programs pay (Craig)
- Financial Review/Update (Rich)
- Website Update (Mary)
- London Irish/Saracens match recap (Craig)
- Big Brew Beer Festival Recap (Donna)
- Comedy Night Recap (Ken)
- Golf Outing Update (if needed- Ken)
- Coaches - Certifications/Background Checks/Budget Changes needed (Mark)
- Chester Property Information (Craig)
- Other Items (All)

Website Update:

Mary ill and unable to attend, but gave Craig info to share...

Website cannot be updated with scores since in general Mary is not being provided them. Need to designate one person per team (Coach or Asst) to provide scores to Mary once the match is over. If this doesn't work, Jenn will be responsible to reach out to each of the coaches the day after their games to get scores and sent to Mary.

London/Irish Recap:

several Morris kids attended, nothing organized as originally thought

#### Beer Festival Recap:

All went according to plan, Dennis will get \$ from Allison next week. Dennis is meeting with the National Guard next week to discuss October event.

#### Comedy Night Recap:

Expected profit \$2,600 - Rich waiting for final figures/paperwork from Chairperson

#### Golf Outing Update:

Need more people to join the committee and volunteers for day of event to work the registration table.

Question raised if we should be having cash prizes and if so, how many. Agreed that at least 1st place, others will be smaller gift prizes

Rich to join Committee, but he will not be able to attend day of event

There has been a drop-off of tee-sponsorships, need to work on getting more for this year

If there are any issues with registration (ie: a foursome signed up but only paid for 3), Alex will need to handle. Rich will forward him all current concerns

#### Background Checks for Coaches:

Per Mark, USA Rugby does complete a background check for all CIPP'd coaches (must designate "coach" for this to happen). They will also notify any individuals who fail the background check. Just a few tackle coaches to register and all will be done.

Flag requirements are town specific - but decided to CIPP the head coach of each program

Sport has info on the Rutgers Safety Program. It will cost \$500 to certify one individual as trainer who can then provide training to all others that require it. Certified attendance at this course will protect each coach from personal liability in a child injured under "their watch" at a game or practice

\*\* Sport to provide dates of Coaching Clinic (from Neil Hogan) and Referee Clinic (from Pam Laura) to Mary to put on website

#### Land in Chester:

The land is not suitable... this is the same piece of property that has been offered twice before. There is quite a bit of work that would be needed to bring it up to being suitable. Dennis has asked what Morris' contribution would have to be to bring the land up to par for playing fields. He's waiting for response

#### Flag Festival:

There is potential to get access to more land which will allow for a bigger festival. An additional 2 fields (broken in half) for 4 more games in each time slot

Issue was brought up that the Flag Festival is the same day as Blazing 7's tournament. Many of the child volunteers at the festival (ball boys/girls) came from the flag programs. \*\* Craig will discuss with NJ Rugby at their next meeting and report back

Possibility of using Youth Tackle players to volunteer, but they may also be playing. Dennis will meet with Omar to discuss as well

#### Fields Update:

Mennen is lined. Usually purchase our seed/fertilizer from Terre Company (Feury) who recommended applications 4x year (\$600/per). Plan for this year is April & August and maybe once more depending on weather and budget later in the year. There is an issue with the fields getting chewed up when circus or dog show is in town and fields are used for trailer parking. \*\* Craig will discuss with County Parks folks to understand who would be responsible if damage is done.

Budget for equipment expenditures is \$1,000, Dave has purchased markers and ropes so far.

Need to mark "No Use" dates for Mennen in the main calendar

#### Finance Update:

All programs are currently in the black, P&L are given to program heads regularly, especially after updates have been made

We are being charged monthly for porta-john rentals, no need to have them in winter and there is no charge for removal or drop-off. Will save \$360/yr by making changes, Rich will work with Dave to arrange for this to occur

Costs have increased for electric @ Mennen fields, Rich will monitor to see if they level off during the season

#### Adoption of ByLaws:

Discussed voting and non-voting Trustee positions. This is a separate issue from what is in the ByLaws (6-16 voting trustees). Agreed to note on the Organization Chart those members that have ability to vote and those that do not to avoid any future confusion. List of Voting/Non-Voting Trustees will also be reviewed each year at the AGM. Dennis suggested that Tournament Director and Fields Director need not be Voting Trustees, but rather Committee Heads. Craig moved to adopt the new bylaws, Mark P seconded. 9 votes to approve, 0 against - passed with 2/3 majority (total 13). ByLaws Adopted.

#### Summer Camp Proposal:

Camp meant to be a bridge between flag & tackle. US Sports database contains over 30,000 names, only need a minimum of 14 to run a camp. We would be getting the message of rugby out to 30,000 Morris County youth athletes. Morris will get a cut for each player that signs up for the camp (\$165 fee/we get \$10) since they'll be using our name & reputation in the community to help attract camp participants. Camp help August 29 - Sept 2. Looking to have one in the spring next year and possibly a program for 2-5 year olds. We don't have to commit anything (no coaches, players, field, etc) just our name. Not sure how the contract will be structured and how long we'll receive \$ for participants. Suggested that we use the first camp as a pilot before negotiating any future contracts.

Question was raised if we wanted to use US Sports to promote our flag program and to pay them a small fee for each new participant in Youth Flag, will discuss when negotiations are going on.

Another question was raised for the new New Milford flag program. They are looking for 3 training sessions for their new team, suggested that the U18 team conduct the training. Any funds raised from the training can be slotted to their team's fundraising efforts

#### Administrative Budget addition:

Craig requested that there be a miscellaneous line to the budget for items that are not already outlined. Rich noted that such a line already exists and it's funded with \$500. Craig asked to raise to \$2500 for items that are needed for the development of the Morris 3.0 Vision. It would be looked at yearly to determine if \$2500 was too much or too little. May be more expenses up front for startup that could tail off as time goes on. The Executive Committee would still have to vote on any unbudgeted expenditures over \$250. Craig moved to increase line item, Dennis seconded. 9 votes to approve, 0 against - passed with 2/3 majority (total 13). \*\* Rich will update budget and sent to members

#### Review of Meeting with USA Rugby & Board of Advisors:

Look for other revenue opportunities: Adult touch rugby league (work with local companies to form teams), charge admission or parking fees, bring in more of a "Business" focus - the spectators have to be elevated to equal with the players

Player fees are low, need to elevate and show the value of what they are getting for their money

The Board of Advisors (BoA) has "hands-in" to all programs

Role of BoA is to bring the best practices to the Trustees, and open transparent relationship between the BoA & Trustees. Strategic Review sent out, BoA needs to have holistic view looking 2-3 quarters ahead at all times (even more when possible). Will have a uniform view of objectives that all feed into the vision for the club. Wanted to dispell any feelings that the BoA will try to squeeze all the \$ it can out of the players... agree fees are low and should be raised, but not in a way that will hurt the club.

There will be one BoA person at each Trustee meeting to ask questions of, bounce off ideas, help provide direction.

BoA members will each align with a team, working that out now so that all are covered.

May still be looking for another member of the BoA, but shouldn't be "pay to play" better to have the right person with the needed skills than to have the \$\$\$. Doesn't have to be someone that is a part of the club, or even have a rugby background. Best person will have the appropriate skills that fills a gap on the BoA and can add value by being a member of the group.

Action Items/Questions to be answered:

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

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

Diane to send invties for all upcoming meetings

Andrea to reach out to Mark Goebel to get contact info for his daughter & gauge interest in Merchending Chair

Mary to get invoice from 4x3 for adding Montclair to website

Dennis to provide cost breakdown & insurance (per person) for youth, tackle, senior programs

Mary to add email disclosure to site and investigate capturing email addresses

Alex to get signs for Golf Outing sponsorships

Group to decide on sign campaign - do we do again this year?

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

Completed - Sport/Dennis to report back to the group on possible property in Chester

Completed - Mark to provide background checks info/policy on coaches and also costs to determine if budget line item needs to be updated

Completed - Sport to reach out to Tom to get contact info for Denville Rutgers Safety certified individual