

Minutes

Kennewick Grid Kids Football January Board Meeting

JANUARY 3, 2018

6:00PM

UNION LIBRARY

TYPE OF MEETING	Monthly Meeting
FACILITATOR	Jeff Boyus
NOTE TAKER	Nicole Clayton
TIMEKEEPER	Jeff Thomas
BOARD MEMBERS PRESENT	Jeff Boyus (President), Jeff Thomas (Vice President/Eagles proxy), Nicole Clayton (Secretary), Tammi Oldham (Treasurer), , Silas Clayton (Bears), Jason Weichman (Colts), Chuck Stemp (Coyotes), Greg Oldham (Huskies), Chad Larson (Panthers- proxy)
BOARD MEMBERS ABSENT	Terry Kirkpatrick (Equipment Manager/Eagles)
OTHER ATTENDEES	Steven Magana (Huskies)

Agenda Topics

CALL TO ORDER AND APPROVAL OF MINUTES	TIME ALLOTTED: 5 MINUTES	JEFF BOYUS, PRESIDENT NICOLE CLAYTON, SECRETARY
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> • Presentation and approval of previous meeting minutes (Dec 6, 2017) • Presentation of RYF Merger Meeting Minutes from Dec 19, 2017 (no approval required) • Verify Contact List for publishing
DISCUSSION	<p>Meeting called to order at 6:03pm</p> <p>December 2017 minutes distributed by email and in meeting packets. Motion to approve minutes by Silas Clayton. Motion seconded by Chuck Stemp. Motion passed 6-0.</p> <p>Contact list passed around for verification. Noted that we need a list of who has keys and collect keys from previous board (Chris and Damian)</p>
CONCLUSION	Minutes approved. Need to get list of keys.

PRESIDENT'S REPORT	TIME ALLOTTED: 5 MINUTES	JEFF BOYUS, PRESIDENT
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> • Update on Eastgate fields • Update on talks with RYF
DISCUSSION	<p><u>Eastgate Field Update</u></p> <ul style="list-style-type: none"> • Terry Kirkpatrick has contacted the city and will schedule a meeting soon. The meeting is currently pending because of a staff change. • Items/ideas to discuss with the city include: configurations for 100 yard fields (not likely), potential cost and/or labor with the city to reseed the grass, pull out backstops, etc, check on possibility of getting the city to provide score boards • The city is asking about our plans for the conex boxes. <p><u>RYF Update:</u></p> <ul style="list-style-type: none"> • All talks with RYF are going in our favor. We have had to give very little and made concession on things that we were happy with changing such as birthday cutoffs and fields. RYF has made many large concessions in areas such as weights. • Jr Bombers have voted yes • Jr Falcons have voted no for now
CONCLUSION	Further discussion and more details later in the meeting

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

<p>ANTICIPATED TOPICS</p>	<ul style="list-style-type: none"> • Financial Update • Accounts Receivable • 1099 forms • 501c3 Status Update 												
<p>DISCUSSION</p>	<p>Old Business: Tammi has received \$1,139 from Terry Kirkpatrick in food truck revenue. The previously reported expected revenue was \$4000. That leaves approximately \$2850 uncollected. Tami would like the contract terms and conditions for vendors and to determine exact amount outstanding.</p> <p>Bank Account Status:</p> <ul style="list-style-type: none"> • Savings account balance \$19,006.60 • Checking account balance \$3,701.36 • Quickbooks reconciliation through December 2017 is \$2,331.36. The difference is \$1,370 and is completely comprised of uncashed referee checks. The league needs to decide how long to carry this for or when to consider it available cash. Nicole asked if the checks have a 180 day expiration as that would give a natural fall off date of no later than May. Tammy was unsure. Nothing is printed on the checks. Need to check with bank for their policy. <p>Accounts Payable:</p> <ul style="list-style-type: none"> • Miller, Mertans, & Co (legal fees for non profit annual report – collecting interest): \$89.53 • Ace (Porta Potty rental): \$1009.08 • Trophy Shoppe (remaining balance from Superbowl): \$216.66 • Print Warehouse (flag jersey balance): \$73.85 • Chuck Stemp motioned to pay outstanding invoices about; seconded by Greg Oldham. Motion passed 6-0 <p>We have received invoiced totaling approximately \$900 from Freedom Rentals for lights during playoffs. The board was under the impression that all lights have been donated. It appears that the company was only donating 2 lights for the first week. We need to check with Damian P and Terry W to find out exactly what the arrangement was and see if we can negotiate a lower rate with Freedom Rentals.</p> <p>Taxes/End of Year: Tammi provided a list of all vendors and how much they were paid by the league in 2017. Any vendor paid more than \$600 for the calendar year must receive a 1099 form. Tammi requested approval to purchase forms and envelopes to send out 1099's at an estimated cost of \$40. Greg Oldham motioned to approve the expenditure. Silas Clayton seconded the motion. Motion passed 6-0.</p> <p>501(c)3 Tax Exempt Status Update:</p> <ul style="list-style-type: none"> • Consultation scheduled with Account Sense for 2pm on 1/5/18. Consultation fee of \$180/hr previously approved. Board members are invited to attend. <p>Current Hurdles:</p> <ul style="list-style-type: none"> • Must file by the end of the 27th month after incorporation. KGK was incorporated 5/5/2011 • Must file application within 90 days of the end of the first tax year the organization exceeded \$5000 in gross receipts. KGK has not filed an application and has never filed tax returns. There is a high potential we will owe back taxes. • Paperwork to fill out. The exec committee will put this together. • Bylaws must be finalized and included in the application prior to filing. • We need financial records for all years since incorporation (2011-2017). Tammi can only substantiate records for 2015-2017. We may be able to create records for prior years using bank statements and spreadsheets and filing taxes as a cash basis entity. However, WA Trust says we opened our account in 2015. We need to figure out where we banked prior to that and how we can get access to bank statements to recreate records. No one in the room knew where we had banked previously. Treasurers during that time included Michelle Searls, Kim Hosfield, and Damian Padilla. Jason Weichman will see if he has any information. Jeff Boyus will contact Kim Hosfield to see if she can provide insight on prior financial institutions. <p>Next Steps:</p> <ul style="list-style-type: none"> • Establish owners and due dates for outstanding items on 501(c)3 forms • File taxes and for tax exempt status • Wait to hear from IRS on back taxes. 												
<p>CONCLUSION</p>	<ul style="list-style-type: none"> • Approval to spend \$1389.12 on accounts payable • Need to further research account payable for Freedom Rentals • Approval to spend \$40 for supplies to send out 1099 forms to vendors meeting \$600 threshold. 												
<p>ACTION ITEMS</p>	<table border="1"> <thead> <tr> <th data-bbox="933 1638 1323 1680">PERSON RESPONSIBLE</th> <th data-bbox="1323 1638 1537 1680">DEADLINE</th> </tr> </thead> <tbody> <tr> <td data-bbox="933 1680 1323 1722">Check with bank on policy for when/if checks expire.</td> <td data-bbox="1323 1680 1537 1722">Tammi Oldham 2/7/18</td> </tr> <tr> <td data-bbox="933 1722 1323 1774">Research invoice from Freedom Rental – Can we get a discount. Board was under the impression lights were donated.</td> <td data-bbox="1323 1722 1537 1774">Tammi Oldham 2/7/18</td> </tr> <tr> <td data-bbox="933 1774 1323 1816">Establish owners for outstanding items on 501(c)3 forms</td> <td data-bbox="1323 1774 1537 1816">Executive Board 2/7/18</td> </tr> <tr> <td data-bbox="933 1816 1323 1858">Contact Kim Hosfield regarding prior financial institutions</td> <td data-bbox="1323 1816 1537 1858">Jeff Boyus 2/7/18</td> </tr> <tr> <td data-bbox="933 1858 1323 1904">File 2017 tax return</td> <td data-bbox="1323 1858 1537 1904">Tammi Oldham 3/1/18</td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	Check with bank on policy for when/if checks expire.	Tammi Oldham 2/7/18	Research invoice from Freedom Rental – Can we get a discount. Board was under the impression lights were donated.	Tammi Oldham 2/7/18	Establish owners for outstanding items on 501(c)3 forms	Executive Board 2/7/18	Contact Kim Hosfield regarding prior financial institutions	Jeff Boyus 2/7/18	File 2017 tax return	Tammi Oldham 3/1/18
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REVIEW OF PREVIOUS ACTION ITEMS

TIME ALOTTED: 5 MINUTES

NICOLE CLAYTON, SECRETARY

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	COMPLETE?	NOTES
Set up vanity email for Jeff Thomas	Jeff Boyus	1/20/18	No	
Research permanent locations for monthly meetings	Nicole Clayton	12/31/17	No	Jan and Feb meetings scheduled at Union Library. Can't schedule more than 2 months in advance. KSD facilities come with charge. Need to contact KAYB.
Meet with RYF Board to continue merger discussion	Exec Board/Head Coaches	12/19/17	Yes	Meeting held 12/19/17. See attached minutes
Ensure vanity email requests have been approved	Head Coaches/Exec Board	12/20/17	No	Panthers still outstanding
Food truck accounts receivable payments collected and turned into Tammi	Terry Kirkpatrick	12/20/17	No	Approximately \$2900 still outstanding
KSD Outstanding invoice turned into Tammi	Chuck Stemp	12/20/17	Yes	No Invoices currently outstanding
Print Wearhouse outstanding invoice turned into Tammi	Nicole Clayton	12/20/17	Yes	
Get quotes for 501(c)(3) consultations	Tammi Oldham	12/22/17	Yes	Quotes from Account Sense and Blodgett. Email vote/approval for Account Sense on 12/20. Consultation scheduled for 1/5/18.
Add Jeff Thomas to bank accounts	Jeff Boyus/Jeff Thomas	1/3/18	No	Carryover to February
Brainstorm ideas for referees (training, expectations, requirements) and discuss at December meeting	Board/Head Coaches	1/3/18		Discussed at January meeting – see notes below
Bylaw Review	Board/Head Coaches	1/3/18		Discussed at January meeting – see notes below
Discuss Pepsi scoreboards and make decisions for 2018	Board/Head Coaches	March 2018		Need to get copy of contract for review
File 501c3 paperwork and tax returns	Tammi Oldham/Jeff Boyus	February 2018		See Treasurer's report for notes

RYF MERGER

TIME ALOTTED: 45 MINUTES

JEFF BOYUS, PRESIDENT

ANTICIPATED TOPICS	<ul style="list-style-type: none"> Recap of previous discussions Update on RYF vote Current Hurdles Vote Next steps
DISCUSSION	<p>We went into discussions with RYF firm on age, squad distributions, and weight caps but were willing to give in areas such as ball carrier weights, birthdate cutoffs, and field sizes. Overall discussions went well and we came out ahead.</p> <p>The Jr Bombers voted unanimously to expand for the 2018 season.</p> <p>The Jr Falcons voted no for the 2018 season but may reconsider later.</p> <p>Benton City is an unknown at this time. They may roll under the Jr Bombers for the season.</p> <p>Current Hurdles/Concerns: We will use the KGK Squad Distribution model but institute the ball carrier weight limits proposed by the Jr Bombers at all levels. We need to clarify this with Richland as their original proposal did not have ball carrier weight limits at A. Jeff Boyus was under the impression that Richland was accepting KGK's 155 pound ball carrier weight at A Squad and will follow up with Brad.</p> <p>Will organizations be expected to play at different locations? No. All squads from an organization will stay together whether at KGK or on the road.</p> <p>Field size- KGK can't quite fit 100 yard fields but can fit 80 yard fields at standard width. Richland's main concern is width. Jeff Boyus and Terry Kirkpatrick will explore field configuration options with the City of Kennewick.</p>

	Weight and squad distributions will be a challenge because they may not line up exactly between the two leagues. As of now KGK will set our weights and squad distributions then share that information with Richland to see how their numbers fit into that. Note: Silas Clayton motioned to officially expand and play interleague play with the Jr Bombers for the 2018 contingent on confirmation that there is a 155lb ball carrier weight limit at A. Motion was seconded. Motion passed 6-0 vote.	
CONCLUSION	Expansion with Jr Bombers approved contingent on confirmation of A Squad ball carrier weight limits	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Confirm A Squad ball carrier weights with Brad Rew	Jeff Boyus	2/7/18
Work with City of Kennewick on potential field configurations	Jeff Boyus/Terry Kirkpatrick	2/7/18
Announcement and marketing for roll out in conjunction with Jr Bombers	Jeff Boyus	2/7/18
Clarify and set process for weight breakdowns	Jeff Boyus	2/7/18

BACKGROUND CHECKS	TIME ALLOTTED: 10 MINUTES	JEFF BOYUS, PRESIDENT
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> State of background checks Options for background checks Costs/Payment options 	
DISCUSSION	<p>In order to protect the league and our families we should be completing background checks on all coaches, team moms, league volunteers, board members, etc. Additionally the bylaws state they need to be completed. We can find no record of them being done in at least several years. Jeff Boyus did some preliminary research and estimated that cost through a 3rd party will be approximately \$15/person which would be about \$2300 total. We need to look at options available to us. Options mentioned:</p> <ul style="list-style-type: none"> Chuck Stemp said that in the past Terry Watson used a free web search. Concerns that it would not be complete enough to protect the league. Nicole mentioned that both KA and KN run their background checks through SI Play during the registration process. Coaches and volunteers submit a registration and as part of that process, SI completes a background check that is good for 2 years. Unsure of cost. Drawback is that we would need to change registration platforms to SI. Jeff Boyus could not remember the cost of using Sports Illustrated when we researched previously but it was one of our finalists when looking at platforms. Jeff Thomas thought that it was roughly \$6 per person for the background checks. Jeff Boyus will contact SI Play for more info. Jeff Thomas will talk to Tyler Thomas (KAYB President) Steven Magana has a contact at City of Kennewick Parks and Rec he is willing to contact to see who they use and cost. 	
CONCLUSION	More information needed. Will research and discuss at February meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Research options for 3 rd party background checks on all coaches and volunteers	Steven Magana – Find out who City of Kennewick uses Jeff Boyus – look into SI Play Jeff Thomas – talk to Tyler Thomas from KA	2/7/18

OFFICIALS	TIME ALLOTTED: 10 MINUTES	JEFF BOYUS, PRESIDENT
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> Goals for officials (training, recruitment, adults, etc) Form committee for recommendations, plan creation, and oversight 	
DISCUSSION	A committee was formed to create a plan and recommendations for officials' expectations, qualifications, and training and to provide oversight during the season. Jeff Thomas will chair the committee due to his position as VP and his experience in this area through KAYB. Jason Weichman and Silas Clayton volunteered	
CONCLUSION	Officials Committee created and chaired by Jeff Thomas. Committee to report on progress monthly. Final plan/proposal to be presented in April.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committee to meet as needed and present plan/proposal at April meeting	Jeff Thomas	4/4/18

BYLAW REVIEW AND PROPOSAL	TIME ALOTTED: 15 MINUTES	JEFF BOYUS, PRESIDENT
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> • Process and forms for amending bylaws • Bylaw amendment proposal from Jeff Boyus: (Cutoff for bylaw amendments/finalization) 	
DISCUSSION	<p>Jeff Boyus presented the form the board would like to be used for submitting bylaw change proposals and asked that people be ready to start considering proposals at the February meeting.</p> <p>BYLAW PROPOSAL 2018-1: CHANGE AND FINALIZATION OF BYLAWS Bylaw or Rule Section: Article 19</p> <p>Proposed Change: These bylaws can be changed by approval of a simple majority of the voting members without notice at any time between the Annual Board Meeting and July 1st of the calendar season. No modifications can be, or will be made to these bylaws during July 1st of the calendar season and the designated Annual Board Meeting, unless explicitly stated in specific bylaw definitions. In the event that these bylaws need to be modified inside of this time frame, a temporary memorandum of understanding may be voted on by the voting members. Temporary memorandums of understanding require the approval from 80 (eighty) percent of the voting members to be put in place and executed by the Executive Board Members. The memorandum will become null and void after the new board elections have taken place and certified by the outgoing president at the annual meeting.</p> <p>Motioned By: Nicole Clayton Seconded By: Silas Clayton Result: 6-0 in favor</p>	
CONCLUSION	Amendment proposal passed	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review bylaws and submit change proposals for February meeting	Head Coaches/Exec Committee	2/6/18

NEW BUSINESS	TIME ALOTTED: 10 MINUTES	JEFF BOYUS, PRESIDENT
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> • Open floor for attendee concerns/suggestions • Maximum time per person = 3 minutes 	
DISCUSSION	<p>Nicole Clayton: Funds disbursement request presented for purchase of used, locking filing cabinet. Benefit to league by ensuring file retention and keeping all pertinent paperwork is available to those who need it. Jeff Boyus mentioned that he may have access to a cabinet that can be donated.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check into possibility of getting filing cabinet donated	Jeff Boyus	2/7/18

MEETING ADJOURNMENT	JEFF BOYUS, PRESIDENT
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ITEMS CARRIED OVER:	501(c)3 (February) Background Checks (February) 7 on 7 Spring Passing League (February) Bylaw Review (February) League Safety/Marketing (February) 2018 Fees and Costs (March) 2018 Budget (March) Calendar and Marketing Plan (March) Referee Proposal (April) Cheerleading (April) Scoreboards/Pepsi Contract Review and Competition (April) Photography proposals/presentations (May)	
NEXT MEETING	February 7, 2018 6:00pm Union Library	
TIME ADJOURNED	7:59pm	

These minutes were reviewed and approved by a majority vote of Executive Board members and Organization Head Coaches on _____.

Acknowledged by:

Jeff Boyus, President

Jeff Thomas, Vice President

Nicole Clayton, Secretary

Tammi Oldham, Treasurer

Terry Kirkpatrick, Equipment Manager