

Minutes

Kennewick Grid Kids Football February Board Meeting

FEBRUARY 7, 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), Nicole Clayton (Secretary), Tammi Oldham (Treasurer), Terry Kirkpatrick (Equipment Manager/Eagles – late), Silas Clayton (Bears), Jason Weichman (Colts), Chuck Stemp (Coyotes), Greg Oldham (Huskies), Roland Suitonu (Panthers)
BOARD MEMBERS ABSENT	None
OTHER ATTENDEES	Chad Larson (Panthers), Jenn Neer (Huskies), Staci Burrill (Colts), Carlos Robles (Colts)
PROXY VOTERS	Roland Suitonu assigned his Panthers vote to Chad Larson Jason Weichman assigned his Colts vote to Carlos Robles/Stacy Burrill beginning with Bylaw vote 2018-7

Agenda Topics

UPDATES AND REPORTS

CALL TO ORDER AND APPROVAL OF MINUTES TIME ALLOTTED: 5 MINUTES JEFF BOYUS, PRESIDENT NICOLE CLAYTON, SECRETARY

ANTICIPATED TOPICS	<ul style="list-style-type: none"> Presentation and approval of previous meeting minutes (Jan 3, 2017)
DISCUSSION	<p>Meeting called to order at 6:00pm</p> <p>Minutes were emailed and made available to all members in attendance. Chuck Stemp motioned to approve. Silas Clayton seconded. Vote passed 9-0-1 (Eagles/Equipment abstained as they had not yet arrived)</p>
CONCLUSION	Minutes approved for publication.

PRESIDENT'S REPORT TIME ALLOTTED: 5 MINUTES JEFF BOYUS, PRESIDENT

ANTICIPATED TOPICS	<ul style="list-style-type: none"> Update on MCYF expansion Update on discussion with City of Kennewick
DISCUSSION	<p>Mid-Columbia Youth Football Expansion KGK voted to approve the expansion on 1/3/18 contingent on verification that the Jr Bombers had accepted the 155 pound A Squad ball carrier weight. Jeff confirmed with Brad Rew that the Jr Bombers unanimously accepted the weight limit.</p> <p>It does not look like Benton City will have a program in 2018. The Jr Bombers secretary is working with Benton City to try to get a program going either as its own program participating in MCYF or rolled under the Jr Bombers.</p> <p>Next Steps: Jeff and Brad are working on a combined launch and roll out. Jeff B is working on a website launch featuring both leagues and the vision of MCYF.</p> <p>The Bombers are already releasing information via the Richland School District. KGK needs to look at releasing flyers with the KSD. Jeff Thomas knows who to contact at the district. We just need to put together a flyer and send it in for approval prior to distributing. We would be able to distribute to all elementary students. Middle school is limited to 100 flyers per</p>

	<p>school. Jeff Thomas will contact the district to verify information and process to get a flyer out.</p> <p>Jeff Boyus and Brad Rew are working on getting a meeting scheduled to formally set marketing and outreach plans (ie TC Herald story, news interviews, etc)</p> <p><u>City of Kennewick Discussions</u> Jeff Boyus and Terry Kirkpatrick met with our new City of Kennewick contact in January. The city is not interested in entertaining the idea of making any modifications to Eastgate including removing concrete or backstops. They made very clear that Eastgate is a CITY park and KGK has been given easement and first right of refusal in the past. The city is willing to honor that but we do not have exclusive rights. To their knowledge no other leagues (CBYF or soccer) are actually renting the fields for their activities.</p> <p>JB, TK, and city representatives looked at the logistics of widening fields. Lengthening them is not an option. We could potentially get 2-100 yard fields in but would likely lose field 3 in the process. Field creates a problem when you try to widen it. The city mentioned going back to an angled field as we have drawn up in our easement. The city suggested contacting Benton PUD to see about a potential collaboration on expansion. They have land that must be used for public use.</p>		
CONCLUSION	MCYF rollout is ongoing. We need to continue to explore space options at Eastgate and reach out to PUD once 501c3 is finalized.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Get info on a putting out a KSD flyer	Jeff Thomas	2/21/18	

TREASURER'S REPORT	TIME ALOTTED: 5 MINUTES	TAMMI OLDHAM, TREASURER
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> • Financial Update • Accounts Payable (invoices needing approval) • Accounts Receivable • 2017 and prior year taxes 		
DISCUSSION	<p><u>Old Business:</u> Tammi has received \$1,139 from Terry Kirkpatrick in food truck revenue. The previously reported expected revenue was \$3000-\$4000. That leaves approximately \$1850-\$2850 uncollected. We need to get this collected and turned in as soon as possible.</p> <p><u>Bank Account Status:</u></p> <ul style="list-style-type: none"> • Savings account balance \$19,007.40 • Checking account balance \$1687.00 • Quickbooks reconciliation through December 2017 is \$2,331.36. The difference is \$644.36 and is completely comprised of uncashed referee checks. <p><u>Accounts Payable:</u></p> <ul style="list-style-type: none"> • Freedom Rental (light rental for playoffs) \$1512 • Greg Oldham motioned to approved payment to Freedom Rentals. Silas Clayton seconded. Motion passed 9-0. <p>We have a bill coming from Account Sense for our consultation that we have not received yet. Tammi estimates that it will be approximately \$180.</p> <p>Hoping to have a draft budget by the executive committee meeting on 2/21/18.</p>		
CONCLUSION	<ul style="list-style-type: none"> • Approval to pay \$1512 to Freedom Rentals • Need outstanding balance on food trucks asap • Budget expected by March meeting 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Collect and turn in all outstanding food truck payments	Terry Kirkpatrick	2/21/18	
Create draft 2018 budget for review	Tammi Oldham	2/21/18	

COMMITTEE UPDATES/REPORTS	TIME ALOTTED: 5 MINUTES	JEFF THOMAS, TREASURER
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> • Officiating Committee – Jeff Thomas • Equipment Update and Needs – Terry Kirkpatrick • Flag Football – Nicole Clayton 		
DISCUSSION	<p><u>Officiating Committee:</u> Committee has not met yet. Jeff Thomas has reached out to Bob Burg, Todd Stordahl, and Jeff Kind from various officiating organizations. There doesn't seem to be a lot of response or interest. One organization with 60 members only had 8 show any interest at all and that number could drop to 4. They do offer classes 1x per week to become certified as an official and are open to allowing our senior referees to attend. We may want to consider tiering our pay and offering more money to</p>		

	certified officials.		
	<p>Equipment: Helmets have been sent in for recertification. We are getting the picked up Conex box back and it should be delivered in the next few weeks. The city has approved this.</p> <p>Flag Football: Not much to report. We need someone to take the program over. Nicole will not have time with her secretary duties. Nicole will train any willing individual and will be around to help. We will need to purchase new flags and a few new balls this year.</p>		
CONCLUSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Officiating Committee to meet and develop recommendations	Jeff Thomas	3/7/18	

REVIEW OF PREVIOUS ACTION ITEMS	TIME ALOTTED: 5 MINUTES	NICOLE CLAYTON, SECRETARY
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	COMPLETE?	NOTES
Set up vanity email for Jeff Thomas	Jeff Boyus	1/20/18	Yes	Complete
Ensure vanity email requests have been approved *Panthers outstanding at January Meeting	Head Coaches/Exec Board	1/20/18	Yes	All organizations set up
Food truck accounts receivable payments collected and turned into Tammi *\$2900 outstanding?	Terry Kirkpatrick	2/7/18	No	\$2250 outstanding. TK to collect by 2/21/18
Add Jeff Thomas to bank accounts	Jeff Boyus/Jeff Thomas	2/7/18	No	Change date to 2/21/18
Check on bank's policy regarding expired checks	Tammi Oldham	2/7/18	No	Change date to 3/7/18
Get Pepsi contract for review	Terry K.	2/7/18	Yes	Expired 2017. We do not keep scoreboards at end of contract.
Research invoice from Freedom Rental – Can we get a discount. Board was under the impression lights were donated.	Tammi Oldham	2/7/18	Yes	We owe this money due to addition of lights and days. No room for negotiation. Approved to pay
Contact Kim Hosfield to get prior bank information for 501c3 filing	Jeff Boyus	2/7/18	Remove	Tammi doesn't feel we will likely need this
Establish owners for outstanding items on 501(c)3 forms	Executive Board	2/7/18	Yes	Application nearly complete
Clarify rules for weights: reweighs, ball carrier weights at all levels, etc	Jeff Boyus	2/7/18	Yes	
Research options for 3 rd party background checks on all coaches and volunteers	<p>Steven Magana – Find out who City of Kennewick uses</p> <p>Jeff Boyus – look into SI Play</p> <p>Jeff Thomas – talk to Tyler Thomas from KA</p>	2/7/18	Yes	See agenda item below
File 501c3 paperwork and tax returns	Tammi Oldham/Jeff Boyus	3/1/18	No	Change date to 3/15
Discuss Pepsi scoreboards and make decisions for 2018	Board/Head Coaches	March 2018	No	Contract received. Need to look at all options in April or May

OLD BUSINESS:

501(C)3	TIME ALOTTED: 10 MINUTES	TAMMI OLDHAM, TREASURER
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> Update on status Current Hurdles Committee?
DISCUSSION	<p>The executive committee met to go over some of the outstanding items for the application. There are a few outstanding items and things that we will need to change:</p> <ul style="list-style-type: none"> The bylaws need to be mostly complete with business functions outlined and sections added that directly address application questions. This needs to be complete by 2/28 Financials for the previous 5 years need to be complete/rebuilt and included with the application. Currently, Tammi can only substantiate 2015-2017. 2012-2014 will need a full rebuild.

	<ul style="list-style-type: none"> Coaches need to understand that they are considered board of directors members and hold fiduciary responsibility because they are required to attend meetings and have decision making power. There is a chance that we will have to change rules regarding fundraisers and team bank accounts. <p>The goal is to have the application ready to file by early May. Cost will likely be \$600 for filing the application and an additional \$600-\$800 for the accountant.</p>	
CONCLUSION	Please expect to see emails regarding information needed, etc and answer them as quickly as possible.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bylaw basics finalized	Exec Committee/Coaches	2/28/18
Financials for 2012-2014 rebuilt	Tammi Oldham	3/1/18
501c3 application completed and sent	Tammi Oldham/Exec Committee	3/15/18

BACKGROUND CHECKS	TIME ALOTTED: 10 MINUTES	JEFF BOYUS, PRESIDENT
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> Review of options Vote on how to proceed 	
DISCUSSION	<p>Jeff B contacted SI play. He's not getting a great response. We would not be able to only do background checks through them. We would need to move all website hosting and registration to SI.</p> <p>Jeff B contacted our current registrar. Their website mentions background checks but no one seemed to have any information on it. Basically it sounds like they can house the information for us but cannot run the check.</p> <p>Jeff T spoke with Tyler Thompson at KAYB. We would not be able to run checks through their account. We would need our own account.</p> <p>Chuck Stemp found an online system called Truth Finder that is cheap/free. Nicole voiced concerns about league liability just conducting an online search vs something like a WSP background check or reputable company.</p> <p>Stacy Burrill mentioned that the school district requires staff to go to the WSP office and pay out of pocket for a fingerprint background check. Nicole C is concerned about making volunteers pay for their own background checks. "Coaches etc should not have to pay for the privilege of giving their time" Another idea mentioned was hiring a PI to do checks for us.</p> <p>Steven Magana did not attend the meeting to provide information on City of Kennewick process/company.</p>	
CONCLUSION	We need to do more research and digging and come back to the discussion in March	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Continue to research options – specifically Truth Finder	Jeff Boyus	3/7/18

NEW BUSINESS:

OFFICE SPACE/COPIER PROPOSAL	TIME ALOTTED: 10 MINUTES	NICOLE CLAYTON
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> Clear out concessions stand and sell off unused equipment and center island Locked filing cabinets where fridge was Capital expenditure on copy machine (attached) 	
DISCUSSION	Nicole presented a proposal for purchasing a league copier and turning a portion of the concession stand into a league office.	
CONCLUSION	Discussion sent to Exec Committee to include in budget	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Research option for donated filing cabinets	Jeff Boyus	3/7/18
Discuss proposal and vote	Executive Committee	2/21/18

7 ON 7 PASSING LEAGUE	TIME ALOTTED: 10 MINUTES	SILAS CLAYTON, BEARS
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ANTICIPATED TOPICS	<ul style="list-style-type: none"> Spring passing league or alternative option for KGK players
DISCUSSION	We have discussed a spring league for several years. Benefits include bringing additional funds to the league, keeping players in KGK instead of them going to a different league, and keeping CBYF off our fields. Drawbacks: time, money, marketing, Keeping CBYF off the fields will not help with the quality of the fields if we are playing on them instead. Other

	<p>leagues have been marketing and registering for several months. Jr Bombers have no desire to continue offering a spring league. They would rather have well rounded athletes that play multiple sports and maybe host a few tournaments. Even if we do it in the future, we don't have time to effectively start a program for the 2018 spring season.</p> <p>Silas proposed allowing KGK squads/organizations to form teams and play in other leagues during the offseason without penalizing them for "out of season practice and conditioning". This would allow players and coaches to stay with other KGK players and potentially limit the chance that those players "invest" in another league or team. Motioned by Jeff Thomas. Seconded by Silas Clayton. Motion approved 10-0.</p>		
CONCLUSION	No KGK Spring 7v7 league for the 2018 season. Coaches/squads do have permission to create their own teams and enter other leagues.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

NEW BOARD POSITION PROPOSALS **TIME ALOTTED: 15 MINUTES** **JEFF BOYUS, PRESIDENT**

ANTICIPATED TOPICS	<ul style="list-style-type: none"> • Changes to existing descriptions (secretary and treasurer) • New positions (Player Safety, Game Day, Marketing and Outreach, Sponsorship and Fundraising, Flag Football Coordinators) 		
DISCUSSION	<p><u>2018-2 Revision to Duties of the Secretary</u> Proposed by: Nicole Clayton Motioned by: Chuck Stemp Seconded by: Silas Clayton Vote: 10-0 Approved</p> <p><u>2018-3 Revision to Duties of the Treasurer</u> Proposed by: Tammi Oldham Motioned by: Nicole Clayton Seconded by: Silas Clayton Vote: 10-0 Approved</p> <p><u>2018-4 Addition of Player Safety Coordinator</u> Notes: Remove bullet 2 "Along with Vice President, assure that all games and scrimmages have EMT or other medical staff on the ready, where applicable due to cost or feasibility Proposed: Jeff Boyus/Tammi Oldham Motioned: Jeff Thomas Seconded: Tammi Oldham Vote: 10-0 Approved</p> <p><u>2018-5 Addition of Game Day Coordinator</u> Notes: None Proposed: Jeff Boyus Motioned: Nicole Clayton Seconded: Terry Kirkpatrick Vote: 10-0 Approved</p> <p><u>2018-6 Addition of Marketing and Outreach Coordinator</u> Notes: Proposed: Jeff Boyus Motioned: Greg Oldham Seconded: Silas Clayton Vote: 10-0 Approved</p> <p><u>2018-7 Addition of Sponsorship and Fundraising Coordinator</u> Notes: Additional bullets added: <ul style="list-style-type: none"> • Solicit, coordinate, and schedule food truck vendors Proposed: Jeff Boyus Motioned: Jeff Thomas Seconded: Terry Kirkpatrick Vote: 10-0 Approved</p> <p><u>2018-8 Addition of Flag Football Coordinator</u> Notes: Proposed: Nicole Clayton Motioned: Greg Oldham Seconded: Jason Weichman Vote: 10-0 Approved</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Update bylaws with new positions	Nicole Clayton	2/21/18	
Post on website and facebook seeking nominations	Nicole Clayton/Jeff Boyus	2/14/18	

ANTICIPATED TOPICS

- Review and vote on submitted bylaw changes
- The owner of the proposal will have 30 seconds to explain the reason for their requested change as needed

DISCUSSION

2018-9 Organizations

Notes: Group discussion decided to leave cheer and change Rams and Tigers to inactive instead of removing them

Proposed: Greg Oldham

Motioned: Silas Clayton

Seconded: Jason Weichman

Vote: 10-0 Approved

2018-10 Rule: Point After Touchdown

Notes:

Proposed: Silas Clayton

Motioned: Greg Oldham

Seconded: Tammi Oldham

Vote: 10-0 Approved

2018-11 Expenditures and Purchases

Notes:

Proposed: Tammi Oldham

Motioned: Nicole Clayton

Seconded: Chuck Stemp

Vote: 10-0 Approved

2018-12 Taxes

Notes: Remove "will prepare or". All taxes will be completed by an outside party as a financial control

Proposed: Tammi Oldham

Motioned: Greg Oldham

Seconded: Nicole Clayton

Vote: 8-0-2 Approved (Tammi Oldham and Jason Weichman abstained)

2018-13 Limitations on Player Weights (standards for determining weights)

Notes:

Proposed: Jeff Boyus

Motioned: Silas Clayton

Seconded: Jeff Thomas

Vote: 9-1 Approved

2018-14 Player Weights During Season (Reweighs, etc)

Notes: Remove "no more than 1 hour" to allow players to weigh in any time before their game on Saturday

Proposed: Jeff Boyus

Motioned: Tammi Oldham

Seconded: Jeff Thomas

Vote: 10-0 Approved

2018-15 Ball Carrier Weight Limits

Notes:

Proposed: Jeff Boyus

Motioned: Nicole Clayton

Seconded: Terry Kirkpatrick

Vote: 9-1 Approved (Chuck Stemp dissented)

2018-17 Playoffs

Notes:

Proposed: Nicole Clayton

Motioned: Jeff Thomas

Seconded: Silas Clayton

Vote: 10-0 Approved

COLTS VOTE PROXIED TO CARLOS ROBLES FOR REMAINDER OF MEETING

2018-18 Sibling Rule (draft)

Notes:

Proposed: Silas Clayton

Motioned: Jeff Thomas

Seconded: Terry Kirkpatrick

Vote: 10-0 Approved

2018-19 Duties of a Head Coach (training/certification)

Notes:

Proposed: Greg Oldham

Motioned: Jeff Thomas

Seconded: Silas Clayton

Vote: 10-0 Approved

2018-20 Ten Yard Penalties: Targeting

Notes:

Proposed: Jeff Boyus

Motioned: Greg Oldham

Seconded: Nicole Clayton

Vote: 3-7 Failed

2018-21 Ten Yard Penalties: Unsportsmanlike Conduct

Notes:

Proposed: Tammi Oldham

Motioned: Tammi Oldham

Seconded: Chuck Stemp

Vote: 6-4 Approved (Dissent: Jeff Boyus, Silas Clayton, Terry Kirkpatrick, Jeff Thomas)

CYBER VOTES ON 2/12/18. DISCUSSION PERIOD 2/11/18 8AM-8PM. BALLOTS BY SURVEY MONKEY OPEN 2/11/18 8:00PM TO 2/12/18 8:00PM. Quorum Reached

2018-32 Finances

Notes:

Proposed: Nicole Clayton, Tammi Oldham, Jeff Boyus

Motioned: Nicole Clayton

Seconded: Jeff Boyus

Vote: 7-0 Approved (Jason Weichman, Greg Oldham, Roland Suitoanu abstained)

2018-33 Conflict of Interest Policy

Notes:

Proposed: Nicole Clayton, Tammi Oldham, Jeff Boyus

Motioned: Nicole Clayton

Seconded: Jeff Boyus

Vote: 7-0 Approved (Jason Weichman, Greg Oldham, Roland Suitoanu abstained)

2018-34 Member Compensation

Notes:

Proposed: Nicole Clayton, Tammi Oldham, Jeff Boyus

Motioned: Nicole Clayton

Seconded: Jeff Boyus

Vote: 7-0 Approved (Jason Weichman, Greg Oldham, Roland Suitoanu abstained)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update bylaws	Nicole Clayton	2/28/18
Schedule Special Meeting to finish reviewing proposals	Nicole Clayton	2/14/18

LEAGUE SAFETY TIME ALOTTED: 30 MINUTES GREG OLDHAM, HUSKIES

ANTICIPATED TOPICS	<ul style="list-style-type: none"> • Current perceptions surrounding tackle football • Recent studies/reports regarding safety of youth tackle football • Communication with parents about how safety is addressed at KGK • Ideas to create a safer playing environment 	
DISCUSSION	Tabled until March meeting due to time constraints	
CONCLUSION	Tabled to March Meeting	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

OPEN FLOOR	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	None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

MEETING ADJOURNMENT	JEFF BOYUS, PRESIDENT
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ITEMS CARRIED OVER:	Player Safety Discussion – March Background Checks - March 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	March 7, 2018 6:00pm Zintel Creek Golf Course (formerly Tri-City Country Club)		
TIME ADJOURNED	8:35pm		

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

ATTACHMENTS:

- Treasurer's Report (February 2018)
- Review Completed Bylaws (February General Meeting)