**CENTER GROVE ULTIMATE FRISBEE BOARD MEETING MINUTES**

**June 19, 2018**

**In attendance**:  Jake Phillips, Ed Sulya, Sheri Wahl, Julie Anderson & Amber Chittenden

Visitors: Mike Atkins, Gina Novotny, Grier Holloway

1. **FINANCES: Ed**
   * Outstanding balances of players – Ed called and players paid up.
   * Checks from 2 girls given to Ed. Julia and Katie still need to pay.
   * Sandblast payment from Jake.
   * Rooms at Nationals discussed. Amber to follow up with Holiday Inn Rockford and obtain receipts for pending charges. Next year, all hotels will be on the club card. Collecting money for the extra girl room.
   * Jake has Rivertown refund check and will give it to Ed.
   * Overall budget for the year, loss of $360.

***ACTION:***

* ***Jake to follow up with Julia and Katie for National payments***
* ***Jake to pay Ed for Sandblast $800***
* ***Jake to give Rivertown refund check to Ed.***
* ***Amber to finalize hotel bill from Nationals with Holiday Inn Rockford (Esther). Estimated total = $2735.25. Sheri to mail check to Amber.***

1. **TRUSTEE’S REPORT: Sheri** 
   * Check to Jackie for travel expenses given to Jake.
   * Ian was paid $120 and a battery pack ($60) for streaming.

***ACTION: See payment to Amber above. None***

1. **SPONSORSHIPS:**

* Polo shirt – mistake corrected by Mat, refund receieved and shirt delivered to Ed at Nationals.

***ACTION:***

* ***Ed delivered the shirt. None***

**DINE TO DONATE: Julie and Kathy**

* Chick-fil-a on 6/5/18 = received $55

***ACTION:***

* ***Julie to follow up on Chick-fil-a check not received.***
* ***Julie to learn process from Kathy for next year and pass on to appointed board member for next year***

1. **BANQUET DEBRIEF: Sheri & Julie**
   * Notes available to pass on to 2018-19 juniors. Contact Tracey McMahon at CGHS.
   * Positive comments regarding the food and banquet overall.
   * Came in under budget

***ACTION:***

* ***Sheri and Julie to pass on notes to next year’s juniors to organize the banquet***
* ***Consider using the same caterer***

1. **CGUC BOARD for 2018-19: More details to come including contacts and processes.**

* Members: Jake will be stepping down from the board to focus on his education. Gina and Grier would both like to be on the board. Lisa also indicated interest.
* CGUC Outreach: Mike offered to organize ultimate program at the MS, etc. Contact for youth ultimate Dan Raab – gym class kits, spectator guide, skill level charts available. Brainstormed a clinic using the team players for possible fundraiser. Adult to head up and HS players to help. Talk with principals. End goal: Clinic at both MS then 6 week games then final match of MSN and MSC. May check with Mike Potter to help coach.
* Jake’s task list:
  + WEBSITE: Maintain the website. Learn Weebly. Update website homepage Dine to donate updates, sponsorship drive, create payment for events/shirts, sponsorship forms
  + FACEBOOK – change logins and share with the board.
  + TWITTER AND INSTRAGRAM – will update logins and share with the board.
  + GOOGLE GROUPS – create each year for boys and girls; use old google group until sign ups then create new group and send email for welcome and continued emails.
  + CLUB EMAIL MONITORING: Check club email more frequently for misc items and communications from contacts.
  + PLAYER PAYMENTS & FORMS: Log in and update payments/forms. Copy and paste in to excel sheet. Shipped = done. Keep up to date.
  + USAU FORMS: Forms updated 1x /year for USAU for liability and membership. Form provided by USAU on our site so we compile the membership part, send to USAU and bill us for the players. Easier
  + CONTACTS -
    - Josh Murphy head at USAU
    - Leah Sola = roster/event rostering; chaperone and coach (strict on state and on through to Nationals;
    - Dan Raabe = head for coach instruction and youth competition supervisor including coach certification so need background check, safe sport and concussion every 2 years (not needed for 2018-19); optional is coaching clinics – still in development; our coaches are fine.
  + TOURNAMENT BIDS/COMMUNICATION: Tournament bids are emailed to Jake. Best to send out an email regarding new contact for CGUC. Future info to be received at the CGUC email. Need approximate dates when they are normally announced. Jake to provide tournament contacts.
  + INDOOR LEAGUE – set up by JR and IUF; need communication of fields and schedules for our time
  + FALL CGUL – best to be coed and include all skill levels; focus is learning and fun. Shorter time frame 2x/week - practice and games. Open up to 8th grade.
  + TEAM COMMUNICATION: Group chat to all captains – discontinue; will be more formal via email to players and parents.
  + HIGH SCHOOL PROCESS –Asst AD Scott Knapp & Marty Mills (weight room - submit winter days at the beginning of the year, indoor space such as track, gym, etc) and Tracey McMahon (email to clubs for club fair – reach out early; call out meeting)
  + UNIFORMS: Ordering uniforms and negotiate costs aggressively. Ask for previous package prices from Breakmark. Include practice jersey. Also need indoor shirts. Guaranteed fall, winter and spring purchases plus spirit wear.
  + DISC CRAFT – contact for discs; have 100-110 so enough for next year.
  + MISC ITEMS: JR has misc items regarding jersey sizes for the all state game.
  + RECRUITMENT: still needed at HS with girls and boys; Goal is to grow program to MS
  + FILMING: Ian is still interested
  + SPONSORSHIP CHAIR – need to replace funds that will be absent next year

***ACTION:***

* ***Mike to prepare a business plan with target contact and focus. Start with principals with Jake and Mike.***
* ***Jake to send resources for ultimate youth such as learn to play clinics***
* ***Jake to train the technology aspect of the jobs with several board members but will have a designated board member for each job (website, twitter, instragram, facebook, google groups, email via google groups)***
* ***Jake to send all contacts to the board (USAU, IUF, disc craft, Tournaments,etc).***
* ***Jake to send out email to all contacts regarding change in email for CGHS***
* ***Update logins and send to the board.***
* ***Process for player payments / forms, indoor set up and shirts, CGHS process for reserving/participating (weight room, call out meeting, track, gym, etc.)***
* ***Recruitment – newsletters, clinics, set info session times (club fairs, etc.)***
* ***Contact for Ian***
* ***Julie to compile list of duties and positions for the board to decide the contact person and passion to the jobs (list and details to come). Use resource manual.***
* ***CGUC credit card = only one (Sheri); will be used for all purchases/hotels***

**NEXT MEETING: July 10 at 7 pm at Julie’s**

**Submitted by Julie Anderson, CGUC secretary**