

Board Meeting Minutes 03/22/23

Mar 22nd, 2023 / 6:30 PM / 8994 CLEVELAND RD, CLAYTON NC / CPW ROOM

ATTENDEES

	Kivet Roseboro	Commissioner
✓	Alicia Cappelletti	Vice Commissioner
✓	Julie Price	Secretary
✓	Raven Simpson	Treasurer
✓	John Holt	Football Director
✓	Decarlo Simpson	Football Assistant Director
	Amanda Dean	Football Scholastics Director
✓	Chezna Jones	Football Concessions Director
✓	Rachel Fincher	Football Equipment & Field Director
✓	Josalynn Hecker	Football Volunteer & Social Media Director
✓	Cassie Davis	Football At Large
✓	Angie Rosario	Cheer Director
✓	Kennadi Rosaio	Cheer Assistant Director
	Alison Argott	Cheer Scholastics Director
✓	Christenna Hutchins	Cheer Fundraising Director
✓	Lauren Buie	Cheer Equipment & Field Director
✓	Heather Baker	Cheer Volunteer & Social Media Director
✓	Jalisa Britt	Cheer At Large
	OPEN	Cheer Concessions Director
	OPEN	Football Fundraising Director

MEETING WAS CALLED TO ORDER

- BY: Alicia Cappelletti
- AT: 6:39pm

MINUTES FROM LAST MEETING READ

- BY: Julie Price

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VOTING FOOTBALL FUNDRAISING DIRECTOR

Nominee: Stephanie Lopez-Hudgins

- All in favor

PRESENTMENTS

Treasurer's Report

- Account Update
 - Fundraising: \$27,575.98
 - General Funds: \$25,114.20
 - Credit Card: \$25.00
 - Credit card rewards: \$656.67
- Raven to find out about accessing credit card rewards

Football Report

- Currently in second week of flag - first week was good
- (6) 11-13
- (4) 8-10
- (2) teams from Garner - need insurance
- 77 total signed up for flag
- Dual participation of middle school and pop warner as of 3/22/23
 - Regional meeting taking place on 4/1/23 - will have more information regarding regulations after this meeting
- We added (3) new teams to the lea
 - NC Storm
 - North Wake Saints
 - Panthers U Sports Academy (east wake/southeast raleigh)
- Camp status tentative
- 9U and up can go to Nationals

Cheer Report

- Waiting on Regional meeting for more information
- Regionals date moved to Saturday November 4th in York, SC
- Looking to move locals to Oct 15th
- Ages for Batum now 14-17
- Tiny Mites now you can participate show cheer 1
- Jr Tiny Mite extended the 6-8 time frame so they can participate exhibition for Regionals
- WYCDA training June 1st for coaches
- April 1st is registration cut off - current have 27 enrolled
 - (3) JR Tiny Mite
 - (7) Tiny Mite
 - (17) between ages 7-18
- First practice is April 11th
- Heather to post flier - Monday 3/27 (6-8) at Polenta - Open house as a "trial"

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Scholastics Report

- Banquet is this weekend at Wilmington; we have (6) athletes going
- As a league CFF is responsible for our kids being eligible with reports cards

Concessions Report

- Chezna needs to get with Raven about credit card rewards
- Selling coffee at flag football games
 - Angie to bring cambro
- Want to order:
 - Popcorn machine
 - Air Fryer
 - Generator (coffee pot, popcorn, etc)
- Adding specialty items to menu (fries, chicken tenders, etc)

Fundraising Report

- March has been very busy with a total of 16 events.
- NHL playoffs
 - Last Canes home game is 4/11, regular season ends 4/13.
 - Start date for the playoffs is 4/17/23, exact dates still tentative.
 - PNC will send out booking notices for playoffs next week. I'll release a tentative sign up on Monday, 3/27.
- We've received PNC payments through the last February event, 2/25/2023.
- April stand assignments came out today, 3/22, with the exception of the League of Legends on Easter weekend. They're still waiting on info from the event organizers.
- Tentatively locked in East Craft Beer for the season, staffing a guaranteed 4-6 people per show. We'll continue to have the ability to staff additional stands as needed.
- Working on Liability Insurance updates requested by Legends Hospitality for the new season's contract.
- Schedule Updates
 - Season starts 6/1/23 and runs through 10/26/23.
 - Current schedule includes 17 shows, with the possibility of added shows.
- Volunteer sign up will be released in April.
- Looking for new, local vendors for this year's sponsor t-shirts. Any suggestions?
- Planning a few fundraising Q&A meetings for April & May:
 - One virtual meeting
 - One at a cheer practice
 - One at a flag practice
- Recent fundraising suggestions:
 - Double Good Popcorn sales
 - Tervis Tumbler sales

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- Custom Tumbler sales (partnering with a local maker - example from WJHS Band)
- RaiseItRight - scrip fundraising
- **Important Dates:**
 - 3/22/2023, 5:30pm - TEAM Training for Walnut Creek @RH Barringer Distributors, Raleigh
 - 3/27/2023, 8:00pm - Volunteer signup release for tentative NHL playoff dates
 - 3/29/2023, 5:30pm - TEAM Training for Walnut Creek @RH Barringer Distributors, Raleigh
 - 4/9/2023 (tentative)- Volunteer signup release for Walnut Creek
- **Action Items/Work in Progress**
 - Refresh NPO parent fundraising agreements for the 2023-2024 season. (CH, April-May 2023)
 - Lock in Harris Teeter canning dates through the end of 2023. (CH, in progress, target deadline 4/1/23)
 - Update CPWA fundraising page on the website, follow up on creating new general fundraising email to be used by the committee. (CH, in progress, deadline 4/1/2023)

Volunteer & Social Media Report

- Posting all events for PNC in business and personal pages
- Parents have been helping in sharing posts in Mom Groups
- In the process of making TikTok Videos
- Making fliers for football camps and dual participation
- Starting “highlights” asap
 - Create and send questionnaire to board members

Equipment & Field Report - Cheer

- No report

Equipment & Field Report - Football

- No report

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UNFINISHED BUSINESS

- Who is heading up printing/distribution of flyers to put in schools?
- SOP Review date TBD - Executive board to meet and bring undecisive items to the board (need to cut back 75 pages and reference CPWA specific items only)
- Securing AED and updating/creating emergency response plan
- Filing of 2021 taxes
- Presenting Football and Cheer Budgets

NEW BUSINESS

- REITERATE - This year we will focus on working within our committees and using our board meeting as a place to present what was discussed/decided upon within the committee
 - If something cannot be resolved within the committee, then bring it to the boards attention to vote
 - We will use email (instead of slides) to share committee updates with the President and Secretary so information can be gathered and presented as an agenda item at the next board meeting.
 - All information must be emailed to Julie by weekend before board meeting for time to assemble agenda

MEETING END

- BY: Alicia Cappelletti
- AT: 8:10pm

NEXT MEETING

- Wednesday 4/19/2023 (first Wednesday after the third Tuesday)

ACTION ITEMS

- ★ **KIVET:** Reach out to JCPS to get permission to pass out flyers
- ★ **EXECUTIVE BOARD:** Review SOP and emergency plan
- ★ **ANGIE:** Get cambro to Chezna for Flag football concessions
- ★ **KIVET & CHRISTEENA:** Liability insurance updates for Walnut Creek
- ★ **SOCIAL MEDIA:** Send email requesting headshot & member bio
- ★ **JULIE:** Send minutes and new template to use

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UPDATED ITEMS AS OF 4/3/2023

- Flyers have been approved for the following schools:
 - Cleveland Elementary 884
 - West View Elementary 1012
 - Cleveland Middle 949
 - McGee's Elementary 927
 - McGee's Middle 766
 - Dixon Road 630
 - Swift Creek Middle 757
 - Polenta 1043
- Since we have been approved to put flyers in the school, but only a few days left to get them out, cheer plans to push back registration thru the month of April, last day being 4/30. Practice starting Tuesday, 5/2.
- Rachel recommended Vast Printing since that is who we used last year and they were by far the most affordable. They have local pickup so we saved on shipping also. Confirmed by Angie that is who we will use.
- Alison volunteered to get flyers to Swift Creek and Polenta.
- Board unanimously voted on the behalf of CPWA to make an initial donation of \$250 to the Buie family. Kivet confirmed the \$250 financial contribution was made by Raven on 3/27/23.