

**First & Ten
Meeting Minutes
July 18, 2017, 7 pm
Norton High School**

Attendees: Jan Combs, Jackie Hunt, Michael Reynolds, Cindy McDonald, Tricia McGurr, Peter Freeman, Denise O'Neill

Meeting was called to order at 7 pm.

Secretary's Report:

Jan Combs gave the report which included the following updates:

- *Thank you letter was sent to the Store Manager at Roche Bros thanking them for allowing us to hold the canning event there in June.

- *Summer conditioning shirts were picked up today by Jan and delivered to Coach Doucette at NHS.

- *Jan ordered the practice gear and it is expected in by the BBQ. If for some reason it does not come in by then Jan will deliver to the team on the first day of practice.

- *Passing League has been suspended. First & Ten should receive a refund of \$100 due to the early ending of this event.

- *The website continues to be updated with important dates and information. Right now the game schedule that is out there is based on what is out there on Hudl. Cindy shared the Max Preps schedule which is slightly different than Hudl. Jan will reach out to Coach McCarthy to determine which schedule is correct and update the website accordingly.

- *Jan asked whether we could by-pass making packets this year to hand out at the BBQ since all of the information is online and it was a large expense last year (\$125). Most thought that we should have some paper copies of materials available at the BBQ. Michael Reynolds offered to make copies and bring collated materials to the BBQ. Jan will email him the materials in advance for copying.

Treasurer's Report:

Stacey is on vacation thus Jan presented the Treasurer's report that was put together by Stacey.

Here is the report:

1st and 10 Treasurer's Report
July 18, 2017

Current account balance: \$5495.74

Recent expenses:

- \$250 Passing League
- \$500 Coach Shaughnessy - Weight Room Supervision
- \$18.50 - State of MA Filing Fee for Corp. 2015
- \$800 - Coach Doucette Payment 1 of 2 for Summer Conditioning (Completely Player funded)
- \$556 - Hatrick Sportswear - Summer Conditioning Shirts (Completely Player Funded)
- \$98 - USPS PO Box Fee for the year
- \$60 - player scholarship for conditioning
- \$80 - player scholarship for camp

Recent revenue:

- \$1465.55 - Canning
- \$2400.00 - Summer Conditioning Payments to date
- TBD - Mattress Fundraiser

Upcoming expenses:

- \$1104 Coach Doucette Payment 2 of 2 for Summer Conditioning (Completely Player funded)
- Practice Gear
- Coaches Gear
- Stadium Wraps
- BBQ

Upcoming revenue

- Practice Gear Payments
- Team Meal Payments
- Program Sponsors

Upcoming Fundraising Opportunities:

Jan shared information about a fundraising opportunity during the upcoming Dell Golf Classic (previously D. Bank) August 30th through Sept 4th. Players/Parents can staff the concession tents there and in return receive 8% of revenues for time worked in the tents. On the surface it looks like a nice fundraising opportunity however after discussion it appears that there would be too many logistical setbacks for this type of fundraiser. For example, shifts are 6 – 7 hours long which may be too long for players and the agency was not really cooperative about the option of sharing shifts. In addition, players are in practice that week and have a scrimmage scheduled, thus player availability would be limited. It is also over a holiday weekend thus families may also have limited availability. Overall, the Board felt that this is not the best opportunity for us overall.

Group felt we should look to other fundraising opportunities and we discussed several, as follows:

Car Wash – in the past this has been done and good funds were raised. Jan will contact LJ's carwash this week to determine options.

Savers – Denise had some success in the past via Savers and will be willing to hold another one in late August/early September. Savers accepts clothing, bedding/linens and will pay by the pound. Denise will put together a flyer to outline this fundraising opportunity.

Home Plate – 1st & Ten continues to remain on the list at Home Plate to hold a fundraiser. Once we are notified we will advertise this opportunity. Stacey has raffle items that can be used there to serve as additional fundraising opps.

Program Update:

Trish will be working on the program mailing this week. She has a letter template and will work on getting it mailed out soon to past sponsors and any other businesses that may be willing to sponsor. The group decided to only focus on program ads now instead of also trying to get T-Shirt sponsors. Will do that in a separate mailing if we decide to go that route. Based on the current game schedule, there are only three home games which could impact how many special events we are able to hold. Senior night will be a priority. Jan will check with Coach McCarthy to finalize game schedule.

BBQ Update:

Jackie has sent out a Signup Genius list to solicit donations and rsvp's for the upcoming BBQ on Friday, August 11th. RSVP's and signups are trickling in. She will shop for anything that does not come in via donations.

Practice Gear Update:

Jan ordered the practice gear and it is expected in by the BBQ. She did not order a lot of extra pieces in hopes of keeping costs down. Gear is expected in by the BBQ but if for some reason it does not come in by then Jan will deliver to the team on the first day of practice.

Summer Food Update: Denise will be soliciting donations from local businesses for summer food and team meals beginning in August. She will also reach out via Signup Genius for summer food donations. Jan will work at summer food set up but will need others to assist as well.

New Business:

Cheer would like to hold a basket raffle on Thanksgiving Day at the game. No one saw an issue with this. Cheer can also set up a table during the season to sell tickets for their raffle basket.

Football will continue to do the 50/50 raffle at each of the home games.

Player photos will be taken on August 25th and sent to Trish right away for the program. Jan would also like to take Cheer that day – Cindy will find out if that is an option.

Pete is ready to go with the concessions again and expects no major changes this year. He would like to sell sought after candy this year, such as hershey's, reases, etc. He will reach out to Principal Lafayette for permission.

Meeting was adjourned at 8:25 pm.

Next meeting will be held on Tuesday, August 8th at 7 pm at NHS picnic tables.