

## GTRC Agenda– July 20, 2011

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BOARD MEMBERS IN ATTENDANCE: Angie Crosby, Mark Helman, George Howell, Mike Boures, Linda Oswald, Justin Kukura, Wayne Moser, Joe Gurneak

BOARD MEMBERS NOT IN ATTENDANCE: Mike Boures, Mark Helman

Guests: Dan Perez, Dave Clampitt, Basketball coordinators, Field Hockey coordinators

Meeting called to order: pm @ Municipal Bldg. Chambers

WHO	TOPIC	MIN
Linda	<b>Last Meeting Minutes (6/22/11) reviewed and accepted</b> <ul style="list-style-type: none"><li>• Motioned , second – accepted</li><li>• George motioned, Justin second</li></ul>	5

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<p><b>Angie</b></p>	<p><b>Michael A. Bartz-Pittman Photography</b> to discuss</p> <ul style="list-style-type: none"> <li>• Choices- we have contract with Pittman until ? 2012?</li> <li>• In house art dept - anything can be customized, blankets, fat heads, shirts, quotes on pictures, template w/logo – they can do it. Does not affect cost.</li> <li>• Pricing – rebate \$2 rebate for each package purchased, \$1 rebate for other items purchased. Rebates can be increased by increasing price. Rebate also offered to us for shirts, wants us to help promote it since it's a new product.</li> <li>• Turnaround time –</li> <li>• Gift to sponsors</li> <li>• Working with Coordinators of that sport – not a problem</li> <li>• Fundraising monies back to GTRC/when - \$2 per package, \$1 for any other item.</li> <li>• Fall fundraising idea- logo blankets sold to parents. First 5 blankets free, they make flyers and order forms, blankets sold for \$45. Logo blanket sold to us at cost \$20.00 if sold for \$30.00 - \$10 profit per blanket. Pre-sell basis therefore no waste. One week turnaround time. Team blankets – another idea. Add an additional flyer to order form to help sell blankets.</li> <li>• Started 1977 he's been with company 3 years, located in Northampton, PA</li> <li>• Work never leaves their site, all work done on site. Most photographers send out their work. Built in quality control.</li> <li>• Only do sports photography – not wedding, pets</li> </ul>	<p style="text-align: center;">10</p>
<p><b>Wayne</b></p>	<p><b>Budget Update</b></p> <ul style="list-style-type: none"> <li>• Will send updated spreadsheets by Friday</li> <li>• 243 kids registered for Soccer - \$12,855 in registration fees</li> <li>• 39 kids field hockey – \$2,310 in registration fees</li> <li>• \$31,759.51 in account, outstanding \$1098.00 \$531.00 bills to be paid - \$29,231.51 available cash purely Rec fund. Used most of gym fee money already.</li> <li>• Paint shed, buy tubs for shed organization, new benches, maybe use volunteers to paint.....</li> </ul>	<p style="text-align: center;">20</p>
	<p><b>Bill Brodniak-On Call Photography, LLC</b> 20+ years in business, in 2000 decided to re-evaluate and changed to sports photography. Owner operator, he is there at every job- wife helps out coordinating teams. 7 minutes per team. Individual and team photographer</p> <ul style="list-style-type: none"> <li>• Choices- same leagues using him for years.</li> <li>• Pricing – uses off site lab. \$2 per kid rebate.</li> <li>• Turnaround time – changes made are turned around quickly, even using off site lab. No extra charge for taking out blemishes. Turnaround – one-two weeks.</li> <li>• Gift to sponsors</li> <li>• Working with Coordinators of that sport</li> <li>• Fundraising monies back to GTRC/when – coach plaques, league rebate \$2 per kid, appreciation print – each coach gets one no charge.</li> <li>• Soccer, baseball – hardest seasons. 5+ months ahead of time for scheduling</li> <li>• 100% guarantee, no contracts, can put us in touch with blanket/shirt Company for fundraising and will not get a cut on profit.</li> <li>• On line reordering available</li> </ul>	<p style="text-align: center;">10</p>
<p><b>Angie</b></p>	<p><b>Introduction to what's expected of Coordinators</b> Coordinators' responsibilities-</p> <ul style="list-style-type: none"> <li>• Create a team to address:             <ul style="list-style-type: none"> <li>○ Seeking quotes for equipment/uniforms</li> <li>○ Equipment/uniforms</li> </ul> </li> </ul>	<p style="text-align: center;">15</p>

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	<ul style="list-style-type: none"> <li>○ Snack stand</li> <li>○ Fundraising</li> <li>○ Coaches conduct</li> <li>○ Reporting             <ul style="list-style-type: none"> <li>▪ Numbers of players</li> <li>▪ Needs</li> <li>▪ Concerns, i.e., condition of fields, play area</li> <li>▪ Disruptions/behavior issues</li> </ul> </li> </ul> <p>● <b>Rec Board meeting attendance</b></p>	
<p><b>Dan Perez/ Dave Clampitt</b></p>	<p>Asked Board to help with golf outing, via emails to distribution lists and one-calls. Sept. 16<sup>th</sup> at Harkers Hollow Golf Club - \$100 per person/\$400 per foursome</p> <ul style="list-style-type: none"> <li>● We come to their board and tell them what we want (water at stecker...) and they will fundraise for those items.</li> <li>● Need field hockey goals – approx \$2000- lottery calendars?</li> <li>● Individual sports can run lottery calendars through 501c3 if first approved by rec board.</li> <li>● Field hockey goals are in Pohatcong per Field Hockey coach</li> <li>● Is money split with Rec? – big items not split because it would defeat the purpose, but possible for individual sport fundraising.</li> <li>● Big ticket items, we dictate to them what we want for Rec. There to make money for Rec and fund the big items we need.</li> <li>● They requested a “list” of wants</li> <li>● Use the thermometer visible to public to gauge how much we are raising so community can see progress</li> <li>● Rec will generate list and review by-laws and get back to 501c3</li> <li>● August 3 – 7pm. Community Day Meeting at Township Bldg.</li> </ul>	

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<b>Wayne</b>	<p><b>Financial Process for Coordinators</b></p> <p>Review quote process</p> <p>Voucher system and how it works</p> <ul style="list-style-type: none"> <li>• Vendor – name and address of person being reimbursed for any expense</li> <li>• Vendor sign – ALL vouchers must be signed and dated by recipient of payment.</li> <li>• Put voucher requests in GTRC mailbox at municipal bldg. or drop off at Wayne’s house.</li> <li>• How vendors get paid – voucher only</li> <li>• When must purchases be presented to the Township – if over \$1000 must be approved by Township</li> <li>• Verification of received goods</li> </ul> <p>The Goal is for each sport to be self-sustaining.</p> <p>Gym fees are paid out of the stipend from the township not charged to each sport.</p> <p>Field maintenance/lining is charged to the individual sport.</p> <p>Janitor use only paid on weekends - \$65/hr</p> <ul style="list-style-type: none"> <li>• Must submit 3 quotes with cost comparison of 3 vendors with preference of vendor noted.</li> <li>• Approved by board. Once order is made, Township has to approve anything over \$1000 = they only meet once a month so proper planning is needed.</li> <li>• Once order is submitted, it goes through a purchase order process, vendor signs check and order is placed.</li> <li>• If something low cost is needed, buy it, fill out a voucher and submit to Wayne for reimbursement. If over \$100-\$125 get quotes</li> <li>• Get orders in EARLY –</li> <li>• How does each sport know what their budget is? Wayne will ask each sport what they plan to bring in, expenses for the year...that will determine what amount can be spent. For now, Wayne will supply 2010 records so there is some guideline as to funds available.</li> <li>• \$200 cost for sponsors to have company name on shirts</li> <li>• .Ref/Umpire fees – checks cut to head coach, distributed from there.</li> <li>• Wayne needs name/addresses of each head coach and justification of expense and he will cut check to pay refs/umpires. – No voucher needed for this.</li> <li>• Hoping to have on-line registrations for basketball</li> <li>• Mascot – Greenwich Gators (Kelly green/Royal Blue and Orange)</li> <li>• When ordering clothing items – make clear to vendor –NO FREE advertising for vendor on items</li> </ul>	30
<b>Mike</b>	<p><b>Field Hockey responsibility review-who’s doing what, what help’s needed</b></p> <ul style="list-style-type: none"> <li>• Kindergarten – 2<sup>nd</sup> grade – not enough for a team, therefore, don’t need –t-shirts’</li> <li>• Coordinator positions – Meeting attendee, Fundraiser, Contact Mgr, Equipment manager, uniform mgr, Schedule mgr.</li> <li>• Field Maintenance – contact George Howell for field questions, he contacts John from township</li> <li>• Need fundraising plan –</li> </ul>	10
<b>Angie</b>	<p><b>Soccer responsibility review-who’s doing what, what help’s needed</b></p> <ul style="list-style-type: none"> <li>• may need uniforms – order fast</li> <li>• Coordinators in place</li> <li>• Fundraising plan – may do Hoagie fundraiser</li> <li>• Need orders for uniforms – get him true color numbers</li> <li>• You are in charge of scheduling pictures – Call Pittman</li> <li>• May need to do co-ed kinder kickers – 6 co-ed teams</li> </ul>	10

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	<ul style="list-style-type: none"> <li>Find sponsor for tshirts – one season \$200.00 block lettering</li> </ul>	
<b>Justin</b>	<p><b>Basketball responsibility review</b>-who's doing what, what help's needed</p> <ul style="list-style-type: none"> <li>Schedule pictures through Pittman early</li> <li>Need field lines by August 10<sup>th</sup> – Stecker, Middle School, Park, GES</li> <li>Warren – rules coordinator</li> <li>Need to discuss who is taking charge of each category, need more people to support the full season</li> <li>Suggested coaches reach out to parents by calling and asking for help to fill in gaps</li> <li>Give Justin all coordinator info and rule changes including who it benefits and why by August 17<sup>th</sup> Rec Meeting</li> </ul>	10
<b>Mike</b>	<p><b>Sports Banquet review</b>-what went well, improvements needed etc</p> <p>Moved to next meeting</p>	15
<b>Mike</b>	<p><b>Mascot fundraising</b>-how and when to proceed</p> <ul style="list-style-type: none"> <li>Fundraising expected from each sport. 70% goes back to sport, 30% goes to Rec for expenses.</li> <li>MOVED TO NEXT MEETING</li> </ul>	10
<b>All</b>	<b>Review action items</b>	10
		<b>~3hrs</b>
Angie	Snack Stand – spoke to Soccer/Basketball about opening snack stand/fundraising opportunities	

WHO	Pending	COMPLETED
W Corman	Change playing time requirements for basketball when there's more than 10 players <ul style="list-style-type: none"> <li>decided not to change until next year</li> </ul>	In discussions now-June 2011
C Figler	Changing registration forms-baseball	Pending-review in off season
Mark	Instating the baseball zero tolerance policy for all sports	June 2011
Linda/Brian	Lacrosse has asked that next year they can be allotted 2 nights the last 2 weeks in Feb and first 2 in March	Pending-review
Mike	Get proposals over Summer from Fodera/Pittman for contract for next year	
Mike	6x8 Shed at Greenwich for next year to supply items for baseball/softball fields	
Linda	Ask Donna Miller to post a volunteer list for rec at the beginning of school year	
Angie	At beginning of each season, bring in coordinators and their team for each sport to meet board and discuss fundraising.	
Angie	<p>Sponsorships</p> <ul style="list-style-type: none"> <li>cost for banner \$125-one color \$225 for one year \$375 for 3 years of advertising, ads on webpage, clothing (personal artwork additional fee is for one color, basic design). \$150 year if you produce your own banner and \$250 for 3 years.</li> </ul> <p>Cost for t-shirts - \$200 team up to 10 players (block lettering, pricing will vary for custom lettering)</p>	Pending – research on actual costs to GTRC
Angie	Discuss community Day next meeting- getting logo out there	

### Open discussion with public

**Misc. items discussed:**

**Moved to closed session:**

**Next meeting** – bring in photographer to discuss options

Move to adjourn, second vote, time of adjournment: Approximately 9:45 pm

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WHO	ACTION ITEMS	ECD	COMPLETED
George	Contact Dan about who to contact for pallet of paint	6/15/11	
Wayne	Check with Grace about merchant acct. and establishing acct. – do we have to through PNC	6/15/11	
Linda	Can Rec hang banners in gymnasiums	7/15/11	pending
Angie	Angie to contact Rob to present his team to the board	7/15/11	pending
Mike	Get Pepsi machine at Stecker and town park	7/15/11	pending
Angie	Ask Tanya about 501c3 gaming license- State license	7/15/11	
Wayne	Check financials to see how much of a raise in fees is needed per sport	7/15/11	
Angie	Reschedule Basketball to hear proposal of changes for July 20- mini meeting	7/15/11	
Angie	Send Warren bball rules via email to distribute	7/15/11	
Linda	Contact Donna Miller about scheduling basketball/dances	7/15/11	6/10-pending calendar
Justin	Work with Kevin – flow chart of what we expect	7/30/11	
Mark	Get push button code door lock for equipment shed/new lock for Beatty field/re-key locks	8/24/11	
Mike	Find out costs for banners – one color/two color	7/15/11	
Linda	Abilities – get pricing for mascot – tball,7,8 coach pitch, kinder-kickers, little kickers, intermediate, hoop kids, 3 on 3	7/15/11	
Mike	Getting mascot samples, prices on shirts, banners	7/15/11	
Angie	Policy on use of mascot	7/15/11	
Linda	Winner on virtual backpack for logo contest – Gator –green orange and white	7/15/11	
Angie/Linda	Send Linda asap – flyer for picnic for those who play sports 6-8, bags for 8 <sup>th</sup> graders Give gift cards for winners – each kid given a ticket upon entering. Pizza, Hoagies, hot dogs, snow-cone machine (Linda) July 16 <sup>th</sup>	6/30/11	
Mike	Email Pittman digital copy of logo – <a href="mailto:mabartz@johnpittman.com">mabartz@johnpittman.com</a>		
Mike	Call Joanne regarding field hockey goals at Pohatcong field		
ANGIE	August 3 <sup>rd</sup> , 7pm Community Day Meeting at Municipal Bldg.		
ANGIE	Get together want list for 501C3 = review bylaws		
WAYNE	Send Field Hockey requests to approval for board asap		
ANGIE	Post Gator logo info on website		
MIKE	Give vendor color # for items purchased so all colors are the same to Soccer		
ANGIE	Incorporate \$5 fee into total fee rather than split out		
ANGIE	Post vendor list on website for coordinators		
ANGIE	Give key to Kevin Bowers for shed, key to George for snack stand		
MARK	Get quotes to install scoreboard at Stecker		

WHO	GOALS	ECD	COMPLETED
Angie	Getting online registration through our website	12/31/11	
Mark	A useable Stecker field snack stand		
Angie	Ask Mr. Gurneak for dirt/mounds for next year Set up meeting with 501c3 to review/make guidelines	12/31/11	
Linda	Suggested painting/sprucing up Stecker shed with new colors/logo		