

BYUNP, INC.

Board Meeting – Meeting Minutes

February 23, 2015

Meeting was called to order by : Tarry Bratton, President

Time: 6:12 p.m.

Location: Red Lion Community Center Building

- ❖ **Attendance:** Stacy Burchett, Dan Ness, Donna Hardesty, Jenn Sutton, Jason Sutton, Debbie Houser, Jennifer Ranker, Dan Wolfgang, Tarry Bratton, Adrienne Zorn, Jason Aspito, Dave Morais, Kirsten Bratton, Al Lipscomb, Nikki Bowman, and Steven Bowman were in attendance.

Meeting Minutes: Tarry Bratton called the meeting to order, welcomed everyone, and thanked them for attending. The minutes from the October 28, 2014 meeting were distributed and reviewed. Dave Morais made a motion to approve the minutes, and a second was made by Jennifer Sutton.

Resignation of Officers: Tarry Bratton submitted a letter of resignation, which was accepted by the board. Tarry advised that he would be willing to advise if the board had any questions in the future. Stacy Burchett also submitted a letter of resignation, which was accepted by the board. She stated that she hopes that the organization continues to move in the right direction and would also be willing to advise if there were questions in the future.

Due to the resignations, Tarry Bratton and Stacy Burchett will be removed as signers on all bank accounts and online banking. In addition, Kirsten Bratton will also be removed from all accounts as well.

Election Of New Officers:

President's Position: Tarry Bratton introduced and made a motion that Al Lipscomb be elected to fill the current open position as President. Dave Morais 2nd the motion. It was a unanimous vote. Al is the new President effective immediately.

Secretary's Position: Tarry Bratton introduced and made a motion that Jenn Sutton be elected to fill the current open position as Secretary. Al Lipscomb 2nd the motion. It was a unanimous vote. Jenn is the new Secretary effective immediately.

Al Lipscomb and Jennifer Sutton will be added as additional signers on all bank accounts and legal documents. The current board approved this decision.

Stacy will be providing Jenn with all of the materials that she has regarding the position; including forms that she has in pdf format, that pertain to the organization.

Treasurer's Report:

- ❖ Tarry spoke regarding the filing of the 990 EZ tax forms. He informed the attendees that it is imperative that all treasurers for the organization provide the following information regarding all fundraisers and monies taken in by the teams:

Gross Sales – which he provided an example of a \$10,000 fundraiser, stating that all \$10,000 has to be reported, and then expenses will be accounted for separately.

Expenses – Calculated and subtracted from the gross sales. These expenses must have receipts or invoices associated with them.

Net Profit- This will be determined by the amount that is left over as profit after the expenses have been taken into account from the gross sale total.

Tarry explained that he has created a form, which he has provided to the board members that he feels will assist with accounting for fundraising. He relayed that although he created the form, the board is welcome to use it as is, alter it, or not use it at all.

Stacy added that every expense occurred should be paid by check, so that there is a record of the transactions and then also submitted via the proper forms, with receipts.

Tarry spoke about the small games of chance license, and the fact that each small game of chance has to be accounted for. He provided examples of cash prizes, pull tabs, and bingo, citing that each type of game is to be considered separate, even if they are at the same event, and accounted for as such.

Tarry provided a copy of the 990 that was filed to the board. The tax filing is public record, and as a requirement for a non-profit organization, it will be available for anyone interested in seeing it.

Team and Operational Accounts: Dave provided an account summary sheet to the board, and the information contained on that sheet is listed below:

-Organizational Account- Operating: \$28, 990.44, *Small Games:* \$13, 10.00, *Administrative:* \$3, 607.54 (2015 deferrals only) *Total:* \$46, 207.98.

-Team Sub-Accounts-

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|---|-------------------|
| ❖ <u>8u:</u> | \$2,367.90 |
| ❖ <u>9u Blue:</u> | \$8,950.79 |
| ❖ <u>9u Gold:</u> Folded and funds transferred to 10u | |
| ❖ <u>10u:</u> | \$1,671.09 |
| ❖ <u>11u Blue:</u> | \$ 629.33 |
| ❖ <u>11u Gold:</u> | \$4,864.50 |
| ❖ <u>12u:</u> | \$9,602.95 |
| ❖ <u>12u Dev:</u> | \$ 855.87 |
| ❖ <u>14u Blue and Gold:</u> | \$7,079.37 |
| ❖ <u>14u Silver:</u> | <u>\$3,719.61</u> |
| ❖ <u>Total:</u> | \$39,741.41 |

-Online Banking- At the current time, Stacy Burchett is the administrator for this account. Dave Morais has discussed with representatives of People's Bank, changing the names on the accounts, to remove Stacy and Tarry's names. The current board agreed that Dave has approval to set up online banking with him and Al Lipscomb acting as the administrators.

Background Checks: The Board discussed a new law in Pennsylvania, which requires background checks to be performed for anyone in direct affiliation with kids. By the end of the year, the organization must be in compliance with the law. The Board will obtain a copy of the law and decide whether anyone else within the organization will be required to have a background check completed.

- ❖ Kirsten Bratton provided information that with the exception of two people, all of the State background checks are processed, and that those two will be completed.
- ❖ FBI checks have all been completed with the exception of two people. Kirsten has provided all those needing to be fingerprinted with the paperwork to get fingerprinted, which has to be done or the clearances will not be processed.
- ❖ Childline background checks have also been submitted with the exception of two people. The letters for the clearances will be sent to each person's home address. Those letters must be returned to BYU in order to be recorded per regulations.
- ❖ Background checks will be required every three years for coaches, team representatives, and assistant coaches. Kirsten has put together a spreadsheet with the dates and names of the background checks that have been completed so that they can be tracked for expiration each year. She will provide the spreadsheet to the board once all checks are complete.
- ❖ The cost for the background checks is \$47.00 each and has come out of the 10% administrative fees that the board collects.
- ❖ There is an option to take background checks from other sources, i.e. schools; however, Stacy Burchett advised against this, due to a time lapse from when the checks are conducted.
- ❖ Paid coaches will have their background checks conducted by and paid for by BYU, as they are staff of BYU.

Committees: Tarry stressed that the organization needs to take advantage of committees, citing that they are important to make things work. His concern was that five people on the board cannot do everything themselves.

- ❖ Fundraising committee – Al recommended that the members who have signed up for this committee meet, so that they can be involved and set up governance policies. His goal is for the committee to set up policies and steps for fundraisers, in written form, to be provided for each team by this time next year. This will enable the organization to keep consistent the process for teams to conduct fundraisers.

Banners: The board discussed that the banners for the organization need to be the same for each team and need to get ordered as soon as possible. Dan Wolfgang is taking on the responsibility of organizing the banner order. He advised that he will have information within two weeks for the orders to be placed. It was discussed that the banners need to have removable stickers and the ability to have additional sponsors added. In addition, Fast Signs was mentioned as a possible vendor for the banners since they already have the logo on file.

Fundraising:

- ❖ Corporate Sponsorship –
 - ❖ Jenn Sutton discussed that the 8U team prepared a corporate sponsorship package for PPG Pittsburgh Paints in reference to a possible \$10,000 sponsorship. A copy of the package had been previously sent to executive board members for review. If PPG Pittsburgh Paints agrees to the proposal and BYUNP accepts the sponsorship, all of the teams would have patches put on the sleeve of their uniforms. All teams other than 8u would receive \$500.00 of the sponsorship and the 8u team would receive \$5,000.00. The remaining amount would be used to purchase and apply patches. The 8u team would be responsible to pay for any other expenses associated with the patches.
 - ❖ Al Lipscomb motioned to accept the sponsorship, Dave Morais 2nd the motion and a unanimous vote was made to accept the sponsorship.
 - ❖ The board discussed that in the future; there will need to be guidelines set up, regarding a policy on multiple year corporate sponsorships and how the money will be divided between teams. This will be discussed at a later meeting.

League Line Up Website: Debbie Houser stated that she needs the final rosters and tournament schedules to develop the website. The board unanimously agreed that only the player's names and numbers will appear on the website and that no statistics will be added to the website. Debbie discussed that pictures can be added and that she would provide a way for a representative from each team to have access to their team's page. This would enable pictures to be added, if the team wanted them on the website.

New Business:

- ❖ Field Size Representatives – The organization needs to designate representatives for the field sizes of 60, 70 and 90 feet. These representatives would come to the board meetings and be able to speak regarding any issues with their respective size fields.
- ❖ The board discussed obtaining a P.A. Registered Office Provider and a P.O. Box, as the Non Profit's current address is Tarry's home address. Tarry has looked into how to change the address and will report to the board as to how to legally obtain the new business address. He is also going to look into obtaining the post office box.
- ❖ Jen Ranker brought up that an address change is of concern, due to the address being automatically pulled from the IRS website for crowd funding websites, such as Go Fund Me. Tarry advised that he would look into how to change this.
- ❖ Stacy Burchett brought up the issue that the board has had to incur several expenses this year and that she thinks that the board may want look at increasing the 10% fee that teams currently incur.
- ❖ BINGO – It was recommended that the board obtain a bingo license, as the law has recently changed and the licensing requirements may not allow for use of another organizations license. The bingo license would cost the organization \$100.00/year. Jenn Sutton made a motion to obtain the license, Al Lipscomb 2nd the motion and a unanimous vote was obtained. Jenn Sutton will apply for the license this week.
- ❖ Jason Sutton asked for permission to use the organization's tax exempt number in reference to ordering uniform items, i.e. pants, socks, and belts, for several teams. He

also asked for permission for checks for those items to be deposited into the team accounts without being assessed the 10% fee. One check would then come from the team accounts to pay for the orders. The board agreed that this could be done; however, Dave advised that a representative of the team should collect all the checks, and then make one deposit into the team account.

- ❖ Tarry brought up that the organization had Director and Officer's Insurance as well as liability insurance through his company, and that they would need to obtain new policies. Dave will be looking into this and how much it will cost the organization. All board members agreed that it is necessary to obtain.

Next meeting: The next meeting is scheduled for Monday, March 23, 2015 at 6:00 p.m.

Adjournment: Al Lipscomb made a motion to adjourn, 2nd made by Dave Morais.

Meeting adjourned at 7:44 p.m.

Respectfully Submitted,

Jennifer Sutton, Secretary