



Location: Phoenixville Rec Center

Date: 5/01/2024

Time: 7:30 pm

Board Meeting Minutes

I. Call to order - Page Durflinger - Chair, on May 1st, 2024 - 7:38 PM

- I. Please note the future board meeting dates are as follow:

June 5th
July 10th
August 7th
September 4th
October 2nd
November 6th
December 4th
January 8th

II. Roll call

Secretary - roll call of participants and visitors

Present

Page Durflinger - Chair

Anna McGlade - Co Chair

Elizabeth Brown - Secretary

Kate Casey - Treasurer

Emily Girardi - Field Coordinator

Pat Kiely - Fundraising Chair

Chelsea Brown - Women's Team Rep

Dan Pickersgill - Youth Team Rep - Late

Not Present

Ryan Mirra - Men's Team Rep - Excused

III. Approval 04-03-2024 board meeting minutes

- I. Page Durflinger made a motion to approve the meeting minutes from 04-03-2024
- II. Anna McGlade seconds the motion
- A. *Minutes approved unanimously*

IV. New Business

V. Current Business

Field Coordinator Update

- I. Summer Sevens

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- A. Women's fields are requested and they will be using the lower field at Friendship Field on Tuesdays/Thursdays, 6:30 till Dark
 - B. Men's Team - Ryan didn't confirm, but Pat confirms that the men will be using Veterans field the week of May 21st till July 20th (if do Schuylkill Rivers), Tuesday/Thursday - 7:30 till dark
 - C. Summer cost of field for Friendship field/Veterans field
 - 1. Rucketts/Rugby club under an agreement that there is no charge for use of Friendship Field - you just have to schedule it
 - 2. Summer sevens practice fees at Veterans Field are \$0 since not using lights, they play till dark
 - D. Youth team will need fields - Vets, starting June 2nd till the end of July - 6pm - 7:15 PM - Tuesday and Thursday
 - 1. Youth will need Friendship Field for a home tournament on July 21st - 8 am till 3.
- II. Field lining
- A. We will need more paint to line field
 - 1. Emily will be ordering another case for touch ups and leave it at the Vets shed
 - B. Dan is getting a free Demo of field lining by Turf Tank at Veterans - Rucketts may buy robot
- III. Field Document
- A. Emily shared the existing field document that she will need to update and she is working on it
 - 1. This document contains information about fields that we have used, contact information for people of these venues and prices for field rental
 - 2. Emily has noticed that the emails in the document is outdated and will be updating this information
- IV. Storage shed
- A. Shelves being built in shed during the summer
 - B. Emily would like to have a meeting at the sheds with the Men's Rep, the Women's Rep, and Youth Rep - to claim and have specific areas for their items
 - 1. We would like to organize how items are going back in the shed and have a sign out sheet that will let people know if they have items taken out
 - 2. Emily will create an itemized list of what is in the shed
 - a) This Itemized list of what is in the shed will be completed by the end of summer

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- b) This list will be helpful to know, so we know what was in the shed and know the value of the items (especially for the budget in case we need to order replacements)
- C. As far as field lining, people are not updating the electronic form to let Emily know that there has been a completion for lining of the fields
 - a) The suggestion would be to have the Rep from each team to let Emily know when this has been completed
 - b) This is important to know how often the field lining is happening for our budget

Treasurer's report

- I. Where do we stand with collecting the budgets from the teams?
 - A. The Women's team did send something (their information is entered into quickbooks from January till now)
 - 1. 4 months have already happened - The budgets sent included everything that has happened but need them to forecast the next 2 months
 - 2. After the Ad Hoc meeting, it was discovered that the teams didn't want to do a whole year budget, but rather a season budget
 - a) Summer and Fall budget will be requested
 - b) A template was provided, but maybe we offer a "how to budget"
 - 3. Anything over \$500 will have to be voted if it is not budgeted thus far
 - 4. Petty cash log was provided to Team treasurers (Men's/Women's/Youth folder) and to Chair of the club board
 - a) A Link of how they get to this document needs to be put into the SOP
 - (1) The process would be to go to the SOP, get into the document, update it, upload the receipt photo and then an email would be sent to the Treasurer when these edits happen
 - B. Youth did move over their account (monthly statements are still not accounted for from the first 3 months)
 - 1. Benevity site - will have to touch base with Shaka to see where he left off and is going to the money market account
- II. Facility fees
 - A. Emily knows the most used and cheapest indoor facilities, 422 sportsplex for example being the least expensive

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- B. Vote is being pushed off for indoor space, until information is in front of everyone to decide our budget
- III. Budget for club and teams
 - A. We budgeted \$5,500 for the practice facilities for the Spring (now until the end of June), but we spent \$5,005.00 so far and we are currently under budget
 - B. May 18th is Nationals, so if the women's team needs to use Veterans field from now until then, we are still within budget.
- IV. Approval of the team's (Men's/Women's/Youth) budget is being pushed off till next month

Fundraising

- I. Summer camp
 - A. Registration is up and the flyer is created
 - 1. Running registration through our squarespace website
 - 2. Roster and Waivers will be developed through the website
 - 3. T-shirt sale through sports engine, but depends on what sponsors they get for the camp
 - B. Flyers will be out by Friday
 - C. Still need Volunteers for the camp
 - D. Supplies for the camp - equipment
 - 1. Will be provided to Emily by Page
- II. Golf outing
 - A. Confirmed and August 5th at Pickering Valley
 - B. Step by step plans are laid out every month
 - C. Event committee roles: Sponsorship lead, Marketing lead, logistical coordinator and Treasurer
 - 1. Board volunteer - Elizabeth Brown
 - 2. Women's Rep volunteer - **(ACTION ITEM - Chelsea Brown - May 20th)**
 - 3. Men's Rep volunteer - Adam Novacic
 - 4. Youth Volunteer - Brian Watson
 - D. 2 cardboard boxes of raffle items to use and are put in Veterans shed - will have to move in someone's house instead
- III. We have to vote for the "roles" to include team Treasurers, team Chairs, team Fundraising, board members and Club fundraising coordinator, as the people who will be a specific person to receive money and give to the Club Treasurer
 - A. Give logins/button to collect money - only to collect
 - B. Kate Casey made a motion to approve the following people to collect cash/check and give them to the Club Treasurer
 - 1. They are: team Treasurers, team Presidents, team Fundraising coordinators, all 7 club board members and Club Fundraising Coordinator.
 - 2. Seconded by Anna McGlade

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- a) This motion unanimously passed
 - (1) Please note the following people allowed to collect money
 - (a) Tim Acree - Men's President
 - (b) Drew Schoeninger - Men's treasurer
 - (c) Adam Novacic - Men's fundraising
 - (d) Jessica Rodearmel - Women's president
 - (e) Sammi Bright - Women's treasurer
 - (f) Kaley Miller-Schaeffer - Women's fundraising
 - (g) Dan Pickersgill - Youth President / youth Rep
 - (h) Eoin Beck - Youth Treasurer
 - (i) Page Durflinger - Club Chair
 - (j) Anna McGlade - Club Vice - Chair
 - (k) Kate Casey - Club Treasurer
 - (l) Elizabeth Brown - Club Secretary
 - (m) Ryan Mirra - Men's Club Representative
 - (n) Chelsea Brown - Women's Club Representative
 - (o) Pat Kiely - Fundraising Coordinator

C. Page made a motion that the entire membership is an entire soliciting committee to solicit contributions

1. Seconded by Dan Pickersgill

a) This motion unanimously passed

- IV. Buttons have been added to the squarespace website for the women to fundraise for direct donation for the Nationals and if they do not go to nationals it will be funneled into the Club.
- V. a fundraiser for the club also added to the squarespace website is a virtual raffle, run through Paypal

New documents created and in the works

- I. Conflict of interest and code of conduct
 - A. Conflict of interest and code of conduct are being pushed
 - 1. They will be vague and general to be able to operate under them
- II. Monthly Meeting SOP and Treasurer's SOP
 - A. Enforcing monthly meeting SOP - Reps to fill them out - Anna and Betsie to enforce
 - B. Page to help with Team reps setting a budget and for the teams to submit a budget

VI. Team Updates

Women's Club Update

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- I. Regional game the weekend in Delaware, if they win then they go to nationals
 - II. Need paint cans for field lining
 - III. Launched efforts for fundraising
 - A. \$4,000 is the goal and so far, 4 donations, current team button showing \$214.05 has been donated
 - B. Tackle-a-thon was about \$800
 - IV. Upcoming 7's season: Corn launched a virtual meeting - interest link up for 7's
- Men's Club Update
- I. No update
- Youth Program Update
- I. Wrapping up u-13
 - A. We have 22 players
 - B. We won the first and lost the other game,
 - 1. last scheduled game is this weekend with Chambersburg and trying to get a pick up game next weekend
 - II. Flag is starting
 - A. 25 kids so far - from Conestoga and Pottstown - guessing to land around 80 - we jump about 20 kids every year since they have started
 - B. Meeting with Pottstown superintendent to run a full program within the Pottstown school district
 - C. We have a meeting with the Athletic Director at Spring Ford, Miscavage is going there to run a program
 - III. We are rolling out registration for fall tackle 7's, U-13, U-15 and U-19
 - A. We have lots of asking for U-19
 - 1. Will need assistance from the club or women's team for volunteers for girl's program
 - B. Times and expectations of this U-13, U-15, and U-19 women's team will be good to have and give to the volunteers
 - IV. Chelsea Brown to provide Dan Pickersgill the contact for Will Kobb - as a contact for coach
 - A. There will possibly be 7 potential interested players from Spring Ford
 - V. There will be 10 to 20 table events
 - A. Youth based attendance for most of them and pushing out to Men's/women's
 - B. Concerts in the park, movies in the park, First Fridays, fourth of july parade (skippack) and dogwood parade to name a few
 - C. Get interest from different areas for the rugby program than just Phoenixville
 - 1. Recruitment for youth
 - D. Popcorn and lemonade as an idea as a stand

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VII. Open Session and Adjournment - Page Durflinger Adjourned meeting at 8:47 PM

Action Items

Owner(s)

Deadline

Status

Women's team member to help with Golf outing

Chelsea Brown

May 20th

in progress

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