

BOD Meeting Agenda & Notes



DATE: Tuesday, June 9th, 2026

LOCATION:

REQUIRED ATTENDEES: BOD Members (7)

Optional Attendees: League Members (for public portions of meeting)

ATTENDEES

- V
 - Nancy
 - Poly
 - Zamboni
 - Manjo
 - Garbie
 - Honey
-

ROUTINE TOPICS

Non-BOD Member Participation: (address non-BOD member participant topics first during public portion of meeting)

- N/A
- Board discussion post-public session
 - N/A

Member Status Record Sync: (compare across committees, note variances/updates)

- Changes in status reviewed and questions regarding current skater status communicated to appropriate parties

Slack Updates: (compare to member changes, note variances/updates)

- Slack updates made in accordance with changes in member status

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Business Checklist Review: (review and update within the file)

- <https://docs.google.com/spreadsheets/d/1Jx7GN3BNnKNtqweHMQPYP-w8jY0vSaRP/edit?usp=sharing&oid=111714121498139888054&rtpof=true&sd=true>

Bout Signup & Consolidate Info File(s) review: (review and update within the file)

- N/A

Major Doc Archiving: (note docs per each committee for archiving)

- Creation of document theory is in progress
 - This is a list of all documents which should have ownership transferred to the Secretary account
 - At the end of a year, new documents should be made (ie, do not edit/change the previous year's document or content)

Financial Update: (review FLASH, current status, budget, note needs for adjustments)

- See Treasurer updates below

Hardship Requests (financial): (review available funds, requests, approve/deny)

- Requests received between 5/16 and 5/31 were reviewed and approved
 - Requests received between 6/1 and 6/15 will be reviewed beginning 6/16

Hardship Requests (time): (review requests, determine options, approve/deny)

- (Temporarily on hold as time balance is being handled via events and case by case)

Leave of Absence Requests:

- 1 LOA request received second half of May and approved

PREVIOUS TO-DO LIST

TOPIC	DESCRIPTION	OWNER	DUE DATE	UPDATES
2026 Calendar	Update with: Nancy's BOD+league meeting dates, final final game schedule, confirmed+proposed	V	done	Done - link sent to Garbie for linktree 02/20/26

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	events			
2026 Events File	Create file with tabs for collecting charity+fundraising ideas, promotional tab, ASPCA signup tab	V	done	Done - messages with link sent to league for signups
ASPCA Signup	Get all spots filled and back to ASPCA	V	2/21	2/21/26 (league cut-off 2/19 with reminder at league meeting) -The existing signups have been communicated to ASPCA, as we get closer we can revisit attempting to fill any last minute needs that ASPCA may have 2/27 (-V)
ASPCA as 2/28 Charity	Determine if ASPCA would like to be the spotlight charity and table and/or bring an adoptable pet	V	done	Done - ASPCA confirmed and they will be present, they are also promoting this on their website
Events accountability plan	Communicate the BOD approved plan to the league	V	done	Done - covered in league meeting 2/19
League Meeting Slideshow	Create file, add all relevant material with elaborated notes for record purposes	Nancy/V	done	Done - Garbie added notes too at the meeting and has been distributed
Welcome to Rocktown doc	Finalize updates and distribute to the league	V	done	Done - approved and placed on linktree
2026 Safety Protocol	Finalize updates and distribute to the league	V	done	Finalize updates and distribute to the league
2026 Flash File	Complete final edits for use in 2026	V	2/28 - done	Final edits are complete as of 3/3, just need Honey's input to edit a few inputs, V plans to review at BOD 3/3 meeting
Game timeline to VRDN for 4/18	Determine game time slots for this event	Poly (+Nerd, +Kaylee, +captains ?)	2/12	VRDN has received the game times for this date
Business Checklist implementation	Complete line item update with each BOD member input and start using	V	3/3	-Checklist reviewed in detail with Nancy and has been shared to BOD for input, received Zamboni's edits and are in progress for final review tentatively by 2/25 -Final edit sent to BOD 2/27 - V will review how to use the file at the BOD meeting on 3/3

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Elite Sports sponsor	Determine full details and decide on participation	Zamboni	2/28	Elite wants RR to put their link on website before shipping the goods, BOD debating on proceeding or not—vote is not to proceed based on conversation/tactics
Bingo	Talk to Kaylee about the CRD bingo operation	V	2/28	CRD does not run their own Bingo—they partner with a business; will need to explore for more info -Added to the events line item
WFTDA updates	Summary of conversation around “dropping the W” from WFTDA	Manjo	done	League meeting—would love to see us have a little more conversation/consideration taking perspectives into account
WFTDA Insurance	Get Lemmon and Honey fixed up	Manjo	2/19	Done
Injury reports	Determine who/how/etc.	Manjo	2/28	-4/8 update: needs to be submitted within two weeks after injury; anyone in training who notes an injury should get in touch with Manjo/the injured party should contact Manjo -This is in addition to the claim the injured party needs to submit to WFTDA <i>if</i> they want to submit a claim -Manjo will double check what is needed for visiting teams we’re hosting
Obtain 3 Water Dispensers	Get 3 to provide water to skaters and officials	Nancy	Done	Continue to look for cheap/used options, if no luck then purchase (~\$92 for 3)
Budget Meeting	Schedule a meeting to review the proposed format and details	Nancy	2/28	Review at 3/3 BOD meeting
Website Update	Need to get rosters updated; add 2025 programs; add any new coverage; add 4/18 tickets to sell	Nancy	Done	
VRDN branding requirements on VRDN event promos	Need to clarify the requirements and implement system to ensure proper branding is included	Zamboni	5/15	-4/8 update: Peaches taking care of this, no official requirements at this point
GCG for bout programs, QR codes, and announcer binder		V & Zamboni		
Slack new New Recruits channel	Create new channel and invite them	Garbie	2/19	-Channel created, had some issues, resolution ongoing as of 02/20
WFTDA Charters	Determine process	Manjo	2/28	-4/8 update: will check in with Peaches re: if

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	for submission of related material			she's okay handling sanctioning -6/9: done, Peaches is okay with doing sanctioning (DONE)
Certificate of Liability Form	Last update appears to be 12/17/24 - need to determine how to get this updated	Manjo	2/28	-4/8 update: will look at after meeting -6/9 update: was renewed we have it on file (DONE)
Funky's Game Contract for ABC License	Create a document that will work to get the ABC license even if full year contract cannot be done	Poly	2/14 4/25	-Document is created and waiting on Funky's to sign upon Cal's return from England for death in family - 2/26 (also will need flyers edited with all the game dates to prove they are real public events) -If we don't hear from them by 3/6, V will text them -4/8 update: Nancy is sending V the proposed games contract and V will get Cal to sign -5/5 V planning to get Cal to sign by end of week
Funky's 2026 Contract	Formalize contract and sign (include practice dates and bouts)	Poly	3/31 5/2	-Alluded to contract need in floor proposal emailed to Funky's on Feb 10, as of 2/20 no response -4/8 update: V had text communication with Cal with most of the focus on the floor situation -Maybe makes sense to just get the ABC contract need covered and be more formal for 2027

REVIEW BUSINESS DOCUMENT CHECKLIST

Past Due Items: (note and add to new to-do list)

Coming Soon Items: (note and add to new to-do list)

MEMBER COMMITMENTS REVIEW

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Job Roles: (review any member changes, adjustments as needed)

Member Job Status: (note any members past due on tasks, determine followup)

Event Teams: (review any member changes, adjustments as needed)

Member Event Status: (note attendance/task delinquency, determine followup)

COMMITTEE REVIEWS

President

- Committees Review (list topics discussed/completed/to-do)
- New Topics for Discussion
 - Partnership with HDR
 - Levitt Amp - 7/29 (Wednesday before recruitment)
 - Featured nonprofit
 - Will have table/booth
 - Can sell merch!
 - Block Party in the 'Burg (Saturday, August 29 from 2-4pm), and Winter Wonderfest (Saturday, December 5 from 1-6pm)
 - Complimentary booth space if RR is willing to host some sort of interactive activity
 - Their ideas for Block Party - some sort of challenge or competition (college students seem to like friendly competition, could be a fun way to engage attendees and introduce them to roller derby)
 - Their ideas for Winter Wonderfest - scheduled demonstration?
 - They would need to know more about space requirements/safety buffer to determine if it would fit in event footprint
 - Autumn Jam
 - Awaiting response from state teams
 - Discussed viable options for the third game space—this will be tied into what else we do for the day (making it a fundraiser, etc)
 - Juniors Mixer (pros/cons)
 - CRD Juniors/a lot of other juniors leagues don't have the capacity to run bouts for themselves, therefore they're likely to be willing to come and play
 - Level 2 and Level 3 juniors play means we may need to have more than 1 game's worth of time
 - Could we push them more together/minimize the half time so that there are no long time gaps?
 - Requires average level officials who understand the juniors rules

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- Who would ref? Could we have RR skaters do it?
 - From a financial perspective this is probably a good idea
- All-star Mixer (pros/cons)
 - Would be dependent on interest of that level of skater
 - Need officials that can handle that level of play
 - This is the weekend of Champs
 - Does give skaters of this skill set a place to play
 - MD, NJ, VA state teams (Nerd originally reached out to them about 5 game round robin)
- A/B Fun Mixer/Chaos Mixer (pros/cons)
 - VRDN mixer taking place the week before (though it is open only to VRDN initially), so there is potential to draw in non-VRDN people
 - Potential skaters may only be able to commit to one of these two mixers
 - More average officiating level
- A note for the future: try to avoid scheduling a big event the weekend of Champs
- Board will be putting forth an affirmation vote for the Juniors Mixer
- ABC license profile
 - Discussed setting up a profile for RR as a business (currently listed as an individual)
- Talls/Smalls Clinic
 - Awaiting response from organizers regarding hosting a runthrough
- VRDN
 - Do we want to do it again next year? Need to start thinking about/vote at next board meeting

Treasurer

- Committees Review (list topics discussed/completed/to-do)
 - Merch
 - Discussed recent sales of upcycled merch/plans for more
 - Discussed and ultimately determined not to order sunglasses for sale/giveaways
 - \$\$ Report:
 - \$16,999 in Truist on 6/9
 - \$303 in cash to deposit from Bout/ASPCA event
 - Discussed sending reminders for unpaid dues and the financial assistance form to overdue skaters/plans to follow up
 - As a reminder, Honey is not in the area through early September
- New Topics for Discussion
 - Discussed updates to budget file

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- Personalized Merch for Threadless Shop
 - Determined guidelines for all designs presented to BOD
 - Board must approve all designs, no AI
 - A default option will be designed for those who don't have an idea/don't have a preference/don't have time to create one, but those who would like to can create their own design

Training

- Committees Review (list topics discussed/completed/to-do)
 - N/A
- New Topics for Discussion
 - Discussed recent attendance numbers and ways to support training committee
 - Discussed other uses for post-game Mondays
 - League vote was for unstructured practice
 - Potential for storage cleaning/first aid training?
 - Date options for this to be determined at a later time

WFTDA

- Committees Review (list topics discussed/completed/to-do)
 - N/A
- New Topics for Discussion
 - EAPs and CRTs in training cart
 - Member advocates
 - They are the go-between for members and the board; when a skater brings them a concern, they should in general be notifying the board
 - Med kit checklist
 - Manjo will review checklist and pick up missing items to store in training cart
 - Will check in with HoNo; she may have already ordered items that might not be in the cart

Events

- Committees Review (list topics discussed/completed/to-do)
 - N/A
- New Topics for Discussion
 - Hosting Sage Bird Pride Night SINGO
 - Would be taking over for Friendly City Safe Space
 - Every month/ongoing event
 - 10% of proceeds to non profit
 - Poly will get more info
 -

Marketing

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- Committees Review (list topics discussed/completed/to-do)
 - N/A
- New Topics for Discussion
 - Jerseys Update
 - Reviewed timeline from most recent professional jersey order until now
 - Determined alternate avenues/companies to research/obtain quotes from
 - Discussed possibility of a jersey-making night as a temporary fix while waiting on quotes/for orders to process
 - Website Roster Update
 - Discussed whether to add all job titles to the website; currently BOD and captains are listed
 - Will consider adding training as they're elected and have leadership roles, and ILC

Secretary

- Committees Review (list topics discussed/completed/to-do)
 - N/A
- New Topics for Discussion
 - Review language around LOAs and rec status
 - Board will discuss asynchronously in Slack
 - Review returning skater process
 - Board will discuss asynchronously in Slack

NEW TO-DO LIST

TOPIC	DESCRIPTION	OWNER	DUE DATE	DUE DATE+UPDATES
Check in with Honey about 990-N post card for taxes		Garbie		
Look for HoNo spreadsheet of gear inventory		Garbie		
Message Pin/research other jersey options		Zamboni		
Think of ways to build more engagement within the team		BOD		

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Quarterly vibe check?				
Training Support (Jane + Bear) league affirmation	Announce intent and seek league affirmation	Poly	2/19	-Training will put something out to the team to see if they're okay with bringing them in as support staff for training -4/8 update: Poly will reach out to Bear and Jane to confirm they're still interested before making a post for the team -6/9 update: Since both are dealing with life stuff, this isn't a priority right now, but we can reach out to see if people want to step in a la pre-election test practices
Practice Safety Stuff	Determine plan for ensuring each practice has a safety contact, health+safety kits, EAP docs present	Manjo	2/28	-4/8 update: planning to get in touch with Sadie and Kaylee to make sure they know where things are at for practice/bouts -6/9: has spoken with Kaylee, will reach out to Sadie. EAP always in training roller cart, has all necessary info.
2026 Flash File	Get inputs updated into most recent file update from 3/3	Honey	3/9	-5/5 update: Added April & May tabs, have not yet updated starting balance of May -6/9 update: can update with the starting amount for June, has does the May updates as well
Uniforms	Launch conversation and start collecting skater info for uniforms	Pin/V/Zamboni	3/10	-3/10 for receipt of needed jerseys (progress - Pin has requested list of skaters in most need to proceed with plan outlined in the league meeting notes) -V messaged Pin 3/3 for update specifically focused on 3/14 skater needs—as of now no updates; pending response we may need to help skaters find uniforms -4/8 update: V proposes to get an update from Pin and, in order to relieve some pressure, that we plan for a full launch in the fall and just make sure all skaters plan accordingly until then -4/13 update from Pin: "My goal is to do the first set for B-Sides in June and then follow up for the Hits game in September as long as everyone is happy with them. The graphic designers at the company are working on formatting the approved graphics to the jersey template" - Zamboni messaged Pin on 5/5 and 6/1 to ask for mock-up images of the jerseys and still has not received them. I am getting very concerned that the jerseys are not going to happen for some reason.
2026 Events Selection	Determine all major events dates with BOD approval and send to league for affirmation	V	3/16	-Cut-off for ideas collection is Feb 28th and league was reminded at the meeting, need to hash out Skate-a-thon details with Nancy and get more info on the Bingo option -4/8 update: Love Forward will be charity for

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				4/18 game day and we are planning outreach with them in Aug/early Sep, outreach event at OCP 4/11, outreach with ASPCA in Jun, outreach with Yall Means All in Jul is being explored with help from Bow, and final organized outreach we are looking into Hope House (Shen LGBTQ+), for fundraising we are focusing on Great Community Give -Lydia took on the passive income job but hasn't been actively engaged since injury; V will reach out via Bru and determine if we need a helper for a while -Other bigger events will be explored after 4/18 (many resources are stretched thin until this big event is done, but on a good note we are looking at all possible ways to increase profit for this game day) -5/5 Need a sub for Lydia, need to discuss combining music event with Autumn Jam
Bout Production Consolidated File	Need to combine all references and information into one comprehensive file, need to breakout BOD lead responsibilities and simplify the bout manager focus	V	3/15	-4/8 update: the official file has been launched to Kaylee after final review with HoNo (2025 bout manager) and Nancy (president) on 4/6/26; Kaylee is working to move all the existing signup info into the new file by 4/9/26 and then put it into use (and archive the former file in use) -New file went into use for Apr, still working out the routine to get all info into it, but a new copy is in use for 5/23 Home Teams Game -6/9 update: next game is August, home teams
Funky's Floor Proposal	Compose formal statement and offer and work out plan with Funky's	Poly/Nancy/V	3/31 5/2	-Emailed proposal to Funky's on Feb 10, as of 2/20 no response but note that Cal is in England -4/8 update: V had text communication with Cal and he indicated that they repaired the roof first and they are looking to improve the floor and are open to our help on quotes; Cal indicated the quotes he got were high in the "5-digits"; V is going to talk further with Cal to get copies of the quotes if possible -V has a contact at a restoration business and is interested to see if they would like to gain some marketing in exchange for a good deal -4/13 update: work on floor is ongoing at Funky's -5/5 need to find out from Cal what else is planned for the floor -6/9 update: will hold off on reaching back out to check in on any plans for the floor until after summer, when V comes back!

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Put together login credentials	Self-explanatory	Garbie	6/30	Ongoing
SOP update	Update to include the BOD approved clarification around the 14 month BOD position commitment and seek league affirmation	Nancy	7/15	-4/8 update: language is approved by BOD, just need to draft and include any other appropriate items BEFORE election season begins
Attendance and Transfer Policy Formalization	Create 2026 formal docs to house the details around this	V/Poly	7/15	-4/8 update: much of this has been discussed but a formal document(s) hasn't been submitted, note that much of the transfer policy is included in the Welcome to Rocktown document
Core Plan Business Document	Create essentially a work instruction on how the business runs - define standardized documents and how to use, define terms on how changes can be made, explain the importance this plays in business continuity planning	V	8/15	-4/8 update: V is focusing on building documents for major job functions first and is working in the background on the drafting of the core plan which will link them all together -5/5 still ongoing per above