

# MINUTES



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**To:** St. Football Booster Advisory Board

**From:** Dustin Halverson

**Subject: May Meeting Minutes**

**Date:** May 17, 2021

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1. **CALL TO ORDER** – Meeting called to order by DH at 7:14pm
2. **REVIEW, DISCUSSION & APPROVAL OF APRIL 2021 MINUTES** – Must add to agenda for June meeting for review, discussion and approval.
3. **OFFICERS REPORTS + ACTION**
  - a. Treasurer
    - Final FY 2021 Budgets Presented. Discussed any missing income and expense line items from current, edited some accounts after discussion. Agreed that some equipment expenses were overstated due to purchases from last season.  
**ACTION – DH to forward finalized budget to group 5.17.21**
    - Helmet Re-conditioning expenditure chart, set course. See further detail on this in Equipment Director report.  
**ACTION – DH & DS to forward findings from NOCSAE and Schutt to CF for development of expense chart related to helmet holding period. CF to present to group at June meeting.**
  - b. Flag Football Director
    - Key items/areas to develop four our fall flag programming presented.
    - Flag league rulebook wireframes. Willie referenced what NFL Flag has for playbook resources and would like to follow in our program.
    - Discussed key areas to focus on in player development to create a ladder of learning through all levels to prepare kids for HS programming. Route tree, tackling mechanics, etc...incorporate 3-5 goals/principles here that will drive practice plans and development.
  - c. Helmet Football Director
    - TB league member conversations? SB has not had conversations yet with member schools.  
**ACTION – SB to email TB league member schools to verify participation levels by 5.21.21**
    - TB league rulebook wireframes. SB mentioned that TackleBar does has a rulebook on their website, agreed that this needs further development.

**ACTION – SB to email TB members to facilitate development of comprehensive TB league rulebook. To be reviewed by Board at June meeting for refinement. Consideration should be given to transparency with all member clubs HCs and Administration. To be shared with referees prior to season start, implement pre-game coaches meeting.**

- North Suburban League – annual meeting + fee schedule. John Swanson emailed DH on 5.12 to say fee schedule will remain consistent and that annual league meeting to happen in latter half of July. Once finalized Swanson will communicate with SB and DH.
- Discussed key areas to focus on in player development to create a ladder of learning through all levels to prepare kids for HS programming. Route tree, hole numbering system, tackling mechanics, etc...incorporate 3-5 goals/principles here that will drive practice plans and development.

d. Equipment Director

- NOCSAE re-conditioning guideline report. DS found that the reconditioning standards may actually stretch to 4 years dependent on helmet type purchased rather than assumed 3 year schedule.  
**ACTION – DS to further clarify this language from NOCSAE.**  
**ACTION – DH to place call to Boosters attorney to discuss liability for being out of compliance.**
- Re-conditioning unit pricing anticipated. No formal pricing was offered to the group.  
**ACTION – DS to call at least (2) re-conditioning companies to get estimated on unit price for the service. This information should then be sent to CF to aid in helmet expense chart development.**
- Inventories completed? Dan has had the chance to complete as of yet. He is targeting to do so before 5.24.21  
**ACTION – DS to complete inventory on all equipment and forward list to CF and DH.**

e. Fundraising Director

- FlipGive demo – alternative way to fundraise. Steve not present at the meeting.  
**ACTION – SO to research FlipGive technology and be prepared to present to group at June meeting.**
- Program sponsorship candidates. DH and SO to create a list of entities that may be good sponsors for the program.  
**ACTION - SO to develop a written benefit statement/script to court program sponsors.**
- Group discussed looking into a Costco Business account for concession purchases.  
**ACTION – SO to research what it would take to set this up with Costco.**

- f. Fields Director
  - Field lights app info forwarded? This information has not been forwarded yet.  
**ACTION – JK to communicate app info and relevant login criteria to SB, WT and DH by 5.23.21**
  - Stadium progress updated. Field construction is on track for substantial completion by July 1<sup>st</sup>.
  - Anticipated field space conflicts this fall? Likely that we may need to pivot programming off of certain fields, at the very least be flexible to demands from HS sports. HS practice field will not be ready for use until the spring of 2022.  
**ACTION – DH to forward field paint vendor info to JK. JK to order 5 gallons of blue paint for field graphics. Schedule delivery.**
  
- g. Registrar
  - Registration update. Registration to open on 5.22.21  
**ACTION – DH to amend language in registration docs to reference equipment/volunteer hour deposit. To follow similar path as BB has. Deposit to be in the amount of \$150.00**
  - Online scholarship application developed? Form is in hands of SE for final approval. Once the “registration” is live, a link will be placed on our website for family usage.  
**ACTION – WT to call Amy Kujawski about getting info into Wilshire email communications and on the digital kiosk.**  
**ACTION – DH to call Community Services and SAMS for the same.**  
**ACTION – Inventory counts on registration yard signs, disseminate addresses and placement to group by 5.21.21**
  
- 4. **OLD BUSINESS**
  - a. Punt, Pass & Kick – Timing + Committee Report – To be held on Saturday, August 7<sup>th</sup>, 1-3pm on C2. SB and WT are committee chairs, to include SO and JK in planning for event. Prize for each grade level, total budget of \$300.  
**ACTION – DH to call Juliann Hunter to discuss insurance requirements and how the event is marketed.**
  - b. Open Board positions(Secretary & Registrar)  
**ACTION – DH to post to FB and email last year’s registrants by 5.23**
  - c. At-large Board members  
**ACTION – DH to post to FB and email last year’s registrants by 5.23**
  - d. Helmet Graphics – Set date(s) to install over the next 60 days. Agreed to set up a team of 5-6 for installation after school is out. To be scheduled for weeknight, 6-9pm an two sessions, same group for both nights. Dh to ask Gillard about template development for use.

- e. 2021 season schedule discussion – Schedule to be forwarded to group on 5.17.21
- 5. **NEW BUSINESS**
  - a. Skills Combine – discuss possible dates, drills, fundraising. Attach roles and responsibilities.
  - b. Huskie Bowl 2021 – discuss possible dates, fundraising ideas. Set for September 18, 2021 at Stadium
- 6. **ACTION ITEM REVIEW**
- 7. **ADJOURNMENT – Meeting adjourned at 923pm, motion of CF, seconded by DS.**