

# West Valley Junior Eagles

## Board Meeting Minutes

January 21, 2025

6:00-8:05pm

Cottonwood Community Center

Attendees: Lori, Adam, Nikki, Nate and Roxann

Absent: Molly, Mariah, Helena (non-voting)

### **1. Planning & Administration**

The Board reviewed a shared planning document designed to serve as a central, living resource for program operations, calendars, budgets, and assignments. The purpose is to improve continuity, clarify responsibilities, and reduce volunteer overload. Board members agreed to review and contribute to the document.

Action Items:

- Board members to review and add missing tasks.
- Highlight new additions for visibility.

### **2. Coaching Applications & Roster Review**

The Board reviewed current coaching applications across all age groups, including returning and new applicants. Several responses from prior-year coaches remain outstanding.

Action Items:

- Follow up with remaining coaches.
- Maintain updated coaching roster.

### **3. Coach Interview Process & Scheduling**

The Board agreed to prioritize head coach interviews, followed by assistant coach interviews. Head coaches will have input on assistant coach selections. Interviews will focus on availability, leadership, practice structure, and player development.

Decisions:

- Conduct head coach interviews first.
- Include head coaches in assistant coach interviews.

- Extend head coach interviews to approximately 30 minutes.

Action Items:

- Confirm interview dates (tentatively Feb. 24).
- Reserve meeting space.
- Notify candidates and request proposed assistant coach names.

#### **4. Coaching Expectations & Program Standards**

The Board discussed recurring concerns from the prior season, including practice participation, equitable player development, sideline conduct, and discipline documentation. A preseason coaches' meeting with full Board participation will be required.

Action Items:

- Update coach interview questions.
- Plan mandatory preseason coaches' meeting.
- Clarify coach documentation responsibilities.

#### **5. Team Size & Registration Controls**

The Board discussed managing team sizes and registration flow. Options included team caps, waitlists, and team codes for returning players.

Decisions:

- Board agreed to 40 player cap

Action Items:

- Finalize registration controls.
- Draft parent communication prior to registration opening.

#### **6. Registration Fees, Payments & Fundraising**

The Board reviewed cost analysis and comparable program fees. The current football registration fee of \$340 was reviewed.

Decisions:

- Maintain football registration fee at \$340.
- Explore fundraising to offset costs.
- Adjust payment plans to complete earlier in the season.

Action Items:

- Present fundraising options at next meeting.
- Review volunteer fee feasibility.

- Update payment plan schedule.

## **7. Equipment & Operations**

The Board reviewed equipment needs:

- Helmet reconditioning estimated at ~\$12,000.
- 14U jersey replacement required at \$72/jersey.
- Practice gear inventory sufficient.
- Footballs ordered; pricing pending.
- Coaches bag
- Refrigerator for drinks estimated at \$700

Action Items:

- Track final equipment invoices.
- Update budget accordingly.

## **8. Board Meetings & Governance**

The Board agreed to continue monthly meetings during the season. Alternative meeting locations were discussed during season. No Memorandum of Understanding is required with Anderson.

Action Items:

- Secure meeting locations.
- Maintain standing monthly meeting schedule.

## **9. Bylaws Review**

Proposed bylaw updates include attendance requirements to 80%, voting status clarification, and adding the Cheer Coordinator and second Director at Large as a voting members – there will be 7 voting members in total.

Action Items:

- Draft bylaw amendments.
- Circulate draft prior to vote.
- Formal approval at next board meeting.

## **10. Banquet & Season Planning**

Early banquet planning was emphasized, including setting the date and assigning roles.

Action Items:

- Set tentative banquet date.
- Draft sponsorship/catering request letter to Rotary.

- Assign banquet planning roles.

Next meeting: February 18