

Caroline Cavaliers Football Club

Meeting Minutes

January 18, 2023

Attendance: Aimee Fletcher, David Fletcher, Ron Goff, Alan Richardson, Leissa Richardson, Danielle Logue, Laura Marks, Dan Marks, Anna Porter-Toure, Brian Cunningham

-501c3 status – approved

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:01 pm.

-Motion to approve December 2022 meeting minutes made by Ron & seconded by Danielle. All in favor.

-Team Meals: Team meal guidelines letter was updated to include the two meal options established by Coach Johnson. It is ready to be sent to potential meal sponsors.

-Other Committees needed:

- Game Day Crew for home games – Ron would like to meet separately with his crew of helpers to assess the cameras, review film, and improve their process. He has some students interested in helping.
- Food Drive Collection – will revisit in September timeframe for a November collection, although we can certainly do another collection much earlier.
- Parade Committee – will revisit in October 2023 to prepare.
- Banquet Committee – The banquet will be held in January 22, 2023. Venue changed to CHS Cafeteria, due to high attendance. More details in Upcoming Events section

-Fundraisers:

- Flamingo Flock: We will put this fundraiser on hold until Spring/Summer.
- Facebook Fundraiser: is now closed. \$1025 raised and will be paid out via Network for Good. This money will go toward the black uniforms.

- Super Bowl Squares: going on now! We need to spread the word with the team. Share with family and friends. We must sell 1 board with 100 squares. We should be able to do 2 boards, considering the number of people in the football program.
- Bingo: We are not going to move forward with a Bingo event. After getting more details from the state gaming commission, it was a lot of paperwork and steps to go through.
- Yard Sale & Vendor Event: Laura has connected with Commissioner Mark Bissoon and obtained permission to allow vendors at the yard sales. We just cannot have food trucks. That works out fine, because we would like to have the Booster Club sell concessions to help them raise money too. Planned dates are 4/22 and 9/23 from 8 am to 2 pm.
- Corporate Sponsorship: Laura has updated the Sponsorship packages for 2023. Ferber's has renewed at \$1000 and After Hours Concerts has renewed at \$1500.
- Paint Night: Danielle suggested this as a potential fundraiser. Ron knows an artist who may be willing to lead a group.

-Grants: apply for The Caroline Foundation and REC local grants

-Treasurer's Report: balance of \$6851.20

-Projects:

- Repairs to and organization of "hot box" are on hold until spring. We need fascia for the little white shed. We need to hang the six 2x4s to close the opening above the interior door. We need concrete to fill in gaps in floor. The mint spray (4 bottles) to deter rodents is in and needs to be sprayed around the perimeter. Ron will spray around the exterior of the buildings (hotbox, locker room, concession stand, etc). It won't hurt to spray some inside the hot box too.
- Fueling Station for the players does need regular restocking. Water, Gatorade, snacks. The supply is depleted now. We will need to restock in the March timeframe when actual conditioning begins. Right now, their workouts consist of lifting weights. It was suggested to move the old (OG) fridge to the hot box to store drinks etc, or ask Coach Harris if there is space in the weight room. If we were to keep it there, it would need to be locked, as other sports utilize the weight room too.
- 4'x6' Trailer wrap – Ron dropped it off in Ashland. Danielle will reach out to Joe about progress. We can do a banner for him in the stadium. We will also provide a 2XL sponsor t-shirt as a thank you.

-Upcoming Events:

- Off-season Workouts are underway. They are held on Mondays, Tuesdays and Thursdays, but that will fluctuate based on the days that Coach can get the most folks there (competing with other sports).
- End-of-Season Banquet: 1/22/2023 now at CHS Cafeteria beginning at 5 pm. We will meet at 3 pm to set up (decorate, position tables chairs, set up the buffet). Marks family will make the baked ziti recipe. Fletcher family will make the alfredo recipe. Mynhier family will make the pesto pasta recipe. We will have bread and salad too. Aimee/David will make sweet tea and lemonade. We will also serve water. For dessert, Anna will get a sheet cake with the CAVS logo in the middle with 'Congratulations Cavaliers on an incredible season' and '#WeReady' written on it. She is also getting plates and cups. Leissa will make brownies and cookies. Rice Krispy treats are another great option. Ron recruited the coaches to serve at the buffet line. Players, coaches, sponsors, LT & sports med students will attend at no charge. Attire is business casual. Family and loved ones of coaches and players may attend for a fee of \$5 per person. The RSVP deadline was 1/16/23 (CashApp, Venmo). Coach Johnson allowed us to extend it through 1/18/23. Ron will check people in at the door. He will have a spreadsheet to check as people enter. The player gift is a 'Caroline Cavaliers Football' lanyard and a Fall Sports program. The Coach gift is a pullover with embroidered CAVS logo and their name. They have not arrived yet. Danielle is drafting the Banquet Program with order of events.

-New Business:

- New Treasurer, Leissa Richardson and new Secretary, Ron Goff were voted in via email vote by Aimee, Dan, Julianna, and Susan. They also voted to add two new officer positions: Fundraising & Sponsorship Director and Team Meals Director, with Laura Marks as the Fundraising & Sponsorship Director. The Team Meals Director position is vacant at this time.
- Uniform & Equipment update: Paul Heizer has ordered shoulder pads and sent the helmets out for certification. The helmets will also be painted blue for the new season. The \$1000 grant from Dick's Sporting Goods went toward the purchase of the shoulder pads. White uniforms: only the white jerseys are needed. The silver pants are still in good condition. We are fundraising for the black uniforms, as they are a want (vs a need). Laura is working with the Moose Lodge for a grant from Moose International to cover blue jerseys.

- Next School Board Meeting is 1/23/2023 – Why was artificial turf not made a priority item in the CIP?
- Change over to a PO box for official mailings – not done yet. Aimee will handle.
- Review of bylaws – postponed until next meeting. In the meantime, please review and make notes of any proposed changes to be made.
- In November, \$2122.85 was requisitioned from the Booster Club to pay Pressed4Ink for the hoodie sweatshirts Coach Johnson ordered for the players and coaches. The Booster Club wrote a check for the full amount in the football sub-account, \$3992. The difference of \$1869.15 will be returned to the Booster Club account.
- February Coaches Conference in Dulles – athletics is covering the hotel & transportation costs. The meal per diem recommendation for that area is \$86/person/day. We discussed covering this food expense for 4 coaches for 3 days, \$1032 in total. We feel this sort of thing is exactly why our Club was established. We will provide each participating coach with a preloaded card valued at \$258. They will return the card after the conference, with or without a balance. These are reloadable cards that can be used again in the future. Laura motioned to provide four preloaded cards in the amount of \$258 each to the four coaches attending the conference. The cards and their meal receipts will be returned to the Club upon their return. Seconded by Leissa, all in favor.

-Old Business:

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-Next meeting: 2/22/2023 at 6 pm at Roma's in Bowling Green.

-Motion to adjourn meeting at 8:17 pm by Leissa, seconded by Laura.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

February 22, 2023

Attendance: Aimee Fletcher, David Fletcher, Tanya Tunstall, Ron Goff, Alan Richardson, Leissa Richardson, Danielle Logue, Laura Marks, Dan Marks, Anna Porter-Toure, Brian Cunningham

-501c3 status – awaiting IRS response

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:00 pm.

-Motion to approve January 2023 meeting minutes made by Ron & seconded by Dan. All in favor.

-Team Meals: Team meal guidelines letter was updated to include the two meal options established by Coach Johnson. It is ready to be sent to potential meal sponsors. We received \$200 Team Meal sponsorship from the Ladysmith Ruritans.

-Other Committees needed:

- Game Day Crew for home games – Ron would like to meet separately with his crew of helpers to assess the cameras, review film, and improve their process. He has some students interested in helping. Aimee will order a new iPad case.
- Food Drive Collection – we discussed doing it a different time of year. Will need to reach out to local pantries about their guidelines for receiving food.
- Parade Committee – will revisit in October 2023 to prepare.
- Banquet Committee – will form a committee by 11/2023.

-Fundraisers:

- Flamingo Flock: We will put this fundraiser on hold until Spring/Summer = May/June/July timeframe. Suggestions to get more helmets for the flamingos.
- Super Bowl Squares: We sold the final squares the last day, just before the grid closed out. We made \$1054.84.

- Yard Sale & Vendor Event: 4/22/23 from 8 am to 2 pm. Laura is selling spaces for \$15 each. She ordered large banners for the side of 207 to attract attention the week leading up to the event.
- Corporate Sponsorship: After Hours Concerts had to back out of the \$1500 sponsorship, however, they donated a Chalet with 40 general admission tickets for us to auction.

-Grants: apply for The Caroline Foundation and REC local grants. Aimee will complete the application for The Caroline Foundation and look into the REC grant requirements.

-Treasurer's Report: balance of \$9680.72. Leissa is working a tracking system that works best for her.

-Projects:

- Repairs to and organization of "hot box" are on hold until spring. We need fascia for the little white shed. We need to hang the six 2x4s to close the opening above the interior door. We need concrete to fill in gaps in floor. The mint spray (4 bottles) to deter rodents is in and needs to be sprayed around the perimeter. Ron will spray around the exterior of the buildings (hotbox, locker room, concession stand, etc). It won't hurt to spray some inside the hot box too. The first round of spray was done.
- Fueling Station for the players does need regular restocking. Water, Gatorade, snacks. The supply is depleted now. We will need to restock in the March timeframe when actual conditioning begins. Right now, their workouts consist of lifting weights. It was suggested to move the old (OG) fridge to the hot box to store drinks etc
- 4'x6' Trailer wrap – The trailer is complete and it looks beautiful! Danielle will get Joe's logo for a banner. She took him a sponsor shirt and receipt for his incredible contribution.

-Upcoming Events:

- Off-season Workouts are underway. They are held on Mondays, Tuesdays and Thursdays, but that will fluctuate based on the days that Coach can get the most folks there (competing with other sports).
- Bowling Green Clean-up on 3/25/2023. Coach is recruiting players to participate.
- Community Yard Sale & Vendor Sale on 4/22/2023.

-New Business:

- Uniform & Equipment update: Black uniforms to be ordered.
- CHS Turf Field Committee Meeting on 3/01/2023 at 5 pm.
- Next School Board Meeting is 3/13/2023.
- Public Hearing on Budget – operating funds & CIP funds = 4/11/2023.
- Review of bylaws – we will compile proposed changes to bylaws in a Google doc by 3/4/2023, then meet 3/8/2023 at 6:30 pm at the Richardson's home to discuss.
- Teacher Appreciation Week in May – Danielle suggested choosing a day to provide for the 130 teachers & staff member at CHS. Club members can contribute as they wish.

-Old Business:

- PO Box address still needs to be updated with several organizations so all mail will go to the box.
- VA form 100 (VA Dept of Agriculture, Charitable Solicitation Division): no update on their website about our Club. The check has not been cashed either. Danielle said they are behind on mailings.
- Coaches Clinic recap: the 3 coaches enjoyed the weekend long event. There was great leadership building activities. Big high school coaches were present as speakers. Some retired NFL players and coaches were on hand, as well. JM's coach spoke about Coach Johnson and what a great job he is doing.

-Next meeting: 3/22/2023 at 6 pm at Roma's in Bowling Green.

-Motion to adjourn meeting at 8:04 pm by Laura, seconded by Ron.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

March 27, 2023

Attendance: Aimee Fletcher, Amber Santmyer, Laura Marks, Dan Marks, Tanya Tunstall, Anna Porter-Toure, Gerard Johnson, JT Lichtenberger, Alan Richardson, Leissa Richardson, Ron Goff

-501c3 status – 990 from last fiscal year was accepted by IRS!

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:11 pm.

-Motion to approve February 2023 meeting minutes made by Laura & seconded by Dan. All in favor.

-Team Meals: Team meal guidelines letter was updated to include the two meal options established by Coach Johnson. Ladysmith Ruritans, Taft Coghill & his church, Keith Baylor and friends, and Lydell Fortune have committed to a meal. We received \$200 Team Meal sponsorship from the Ladysmith Ruritans.

-Other Committees needed:

- Game Day Crew for home games – Ron would like to meet separately with his crew of helpers to assess the cameras, review film, and improve their process. He has some students interested in helping.
- Food Drive Collection – We discussed doing it a different time of year, possibly one over the summer. Will need to reach out to local pantries about their guidelines for community members receiving food.
- Parade Committee – will revisit in October 2023 to prepare.
- Banquet Committee – will form a committee by 11/2023.

-Fundraisers:

- Flamingo Flock: We will put this fundraiser on hold until Spring/Summer = May/June/July timeframe. Suggestions to get more helmets for the flamingos.

- Yard Sale & Vendor Event: 4/22/23 from 8 am to 2 pm. Laura is selling spaces for \$15 each. So far 48 spaces have been purchased. She ordered large banners for the side of 207 to attract attention the week leading up to the event & road signs to put around the county. We will sell hamburgers (\$3), hot dogs (\$2), chips (\$1) & drinks (\$1) to vendors and customers.
- Corporate Sponsorship: The chalet donated by After Hours Concerts auctioned for \$650. The next auction to close is for the limo.

-Grants: Aimee completed the application for The Caroline Foundation. We should hear something soon. The REC grant application process is not open right now.

-Treasurer's Report: February beginning balance of \$7,017.12, ending balance was \$8,270.27. Leissa submitted a full report.

-Projects:

- Repairs to and organization of "hot box" are on hold until spring. We need fascia for the little white shed. We need to hang the six 2x4s to close the opening above the interior door. We need concrete to fill in gaps in floor. Ron & Aimee will set a date to big the organization.
- Fueling Station for the players does need regular restocking. Aimee will create a Sign-up Genius for Gatorade and snacks. Coach's suggestions: Nature Valley granola bars, peanut butter cracker packs, individual bags of BAKED chips, protein bars, yogurt, individual bags of trail mix, deli protein packs (like P3).

-Upcoming Events:

- Off-season Workouts are Mondays, Tuesdays, Wednesdays and Thursdays, until school ends.
- Community Yard Sale & Vendor Sale on 4/22/2023 in CHS student parking lot.
- Fish Fry & Car Wash: 6/17/2023 in Advance Auto Parts parking lot from 10 am to 2 pm (food until we run out).

-New Business:

- Uniform & Equipment update: Black uniforms will be ordered in May.
- Next School Board Meeting is 4/17/2023.
- Public Hearing on Budget – operating funds & CIP funds = 4/11/2023.

- Teacher Appreciation Week in May – We will work with Danielle to choose a day to provide for the 130 teachers & staff members at CHS. Club members can contribute as they wish.
- Review of bylaws – Officers met 3/8/2023 at 6:30 pm at the Richardson’s home to discuss suggested revisions to bylaws. It was decided to update in favor of paid memberships, as well as a few logical changes to align with our fiscal year of August-July. The change to membership also requires an amendment to our Articles of Incorporation. Both documents were revised. Ron motioned to accept the changes, seconded by Dan. All in favor.
- Niagara Bottling Company water donation: They are donating a pallet of cases of water. Dan & Aimee will pick-up on 4/7/23. We will need some players to meet back at CHS to off load into coach’s office.
- Gatorade Program: Laura sent info to coach to apply.
- Opportunity to get a heat pump or AC unit donated by Michael & Sons. The problem with the existing equipment is that it runs off WiFi and there is no WiFi in the locker room.
- Liability insurance for the Club: Aimee reached out to Micky Tingler for a quote. Leissa will also send info she has from another organization.
- Coach submitted for a chocolate milk grant. It is an excellent source of protein after workouts.

-Old Business:

- PO Box address still needs to be updated with several organizations so all mail will go to the box.
- VA form 100 (VA Dept of Agriculture, Charitable Solicitation Division): package was returned to sender (Aimee). It was mailed again. Leissa has confirmed the check has now cleared!
- Bowling Green Clean-up on 3/25/2023 was rainy and cold, but the players and parents worked through it. Public Works is giving \$1200 to Coach’s football account.
- Coaches Clinic receipts & cards need to be returned to Leissa.
- Update from coach on player food insecurity – he has what he needs for now. He will let us know when more food is needed.

-Next meeting: 4/19/2023 at 6 pm at Roma’s in Bowling Green.

-Motion to adjourn meeting at 7:34 pm by Tanya, seconded by Laura.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

April 19, 2023

Attendance: Aimee Fletcher, David Fletcher, Alan Richardson, Leissa Richardson, JT Lichtenberger, Gerard Johnson, Danielle Logue, Anna Porter-Toure, Dan Marks, Laura Marks

-501c3 status – 990 from last fiscal year was accepted by IRS!

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:07 pm.

-Motion to approve March 2023 meeting minutes made by Laura & seconded by Dan. All in favor.

-Team Meals: Team meal guidelines letter was updated to include the two meal options established by Coach Johnson. Ladysmith Ruritans paid for a meal. Keith Baylor and friends committed to a meal.

-Other Committees needed:

- Game Day Crew for home games – Ron needs a videographer for Saturday's 7v7. David will do it. Also, Ron & Aimee will collaborate on ordering walkies and a tripod for the birdbox.
- Food Drive Collection – Discussion tabled for now.
- Parade Committee – will revisit in October 2023 to prepare.
- Banquet Committee – will form a committee by 11/2023.

-Fundraisers:

- Flamingo Flock: Danielle already has a few people lined up. She is working on updated marketing to the community. Aimee will order additional helmets for the flamingoes.
- Yard Sale & Vendor Event: 4/22/23 from 8 am to 2 pm. Laura is selling spaces for \$15 each. 69 spaces have been purchased! That's \$902 in spaces! The large banners have been put up on the side of 207 to attract attention to the event. We will sell hamburgers (\$3), hot dogs (\$2), chips

(\$1) & drinks (\$1) to vendors and customers. All of these items have been donated by parents and community members.

- Corporate Sponsorship: The limo auction closed at \$300.

-Grants: Aimee met with The Caroline Foundation Board on 4/12/23. After the presentation, they decided to award \$2000 to the Football Club to be put toward the blue jerseys! The REC application process is not open right now.

-Treasurer's Report: Submitted by Leissa - March beginning balance of \$10,399.42, ending balance was \$11,235.85.

-Projects:

- Repairs to and organization of "hot box" are on hold until spring. We need fascia for the little white shed. We need to hang the six 2x4s to close the opening above the interior door. We need concrete to fill in gaps in floor. Ron & Aimee will set a date to do the organization.
- Fueling Station for the players does need regular restocking. Coach's suggestions: Nature Valley granola bars, peanut butter cracker packs, individual bags of BAKED chips, protein bars, yogurt, individual bags of trail mix, deli protein packs (like P3). Repost the Sign-up Genius.

-Upcoming Events:

- Off-season Workouts are Mondays, Tuesdays, Wednesdays and Thursdays, until school ends. Courtney is running the weightroom program. There is a new candidate for the vacant Strength & Conditioning position.
- Community Yard Sale & Vendor Sale on 4/22/2023 in CHS student parking lot.
- 7v7 at Highland Springs High School & Atlee High School (possible change to Hermitage HS) throughout April, May & June.
- Teacher Appreciation Week: 5/8 – 5/12 Aimee will prepare brownies for 140 staff members at CHS. Other Club members/parents are welcome to contribute as well.
- Fish Fry & Car Wash: 6/17/2023 in Advance Auto Parts parking lot from 10 am to 2 pm (food until we run out).
- Ferrum College Camp: June 26-29 – So far 7 kids have paid. There is a list of what to pack on the form.
- Community of Promise Day: July 29, 2023 – The Club could do a table providing school supplies. Coach can take the players to support the event.
- Golf Tournament: August 4, 2023 – limit of 25 teams of four
- Friday Night Lights/Conditioning Testing: July 21, 2023 – Coach will announce the Captains for the season. They will get a patch for their jerseys. Players

that meet the minimum number of workouts will get a logo & stripe. As far as food, we may do more of a potluck approach.

-New Business:

- Uniform & Equipment update: Black uniforms will be ordered in May.
- Next School Board Meeting is 5/08/2023.
- Heat Pump or AC unit donation by Michael & Sons. We will do a sponsor banner, if this pans out.

-Old Business:

- VA form 100 (VA Dept of Agriculture, Charitable Solicitation Division): still pending. They requested additional information: Certification of Incorporation and a signed Treasurer's Report.
- Public Hearing on budget with BOS.
- Niagara water donation – picked up by Dan and delivered to the locker room.
- Coaches Clinic receipts & cards need to be returned to Leissa.
- Update from coach on player food insecurity: He will let us know when more food is needed.
- Liability insurance for the Club – information from Leissa.

-Report from Coaches:

- Athletics is purchasing a new lineman chute.
- 1st day of practice is 7/24.
- Equipment distribution is 7/19 and 20th.
- Mon/Tu/Th mandatory summer workouts: 8 am – 11 am OR 5 pm – 7 pm; Wednesday is optional (recovery day).
- Dead Period is 7/2 – 7/8.
- \$700 for updated water fountain for locker room.
- Two TVs for locker room; need to mount them in coach's office.

-Next meeting: 5/24/2023 at 6 pm at Roma's in Bowling Green.

-Motion to adjourn meeting at 7:23 pm by Leissa, seconded by Laura.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

May 24, 2023

Attendance: Aimee Fletcher, JT Lichtenberger, Gerard Johnson, Danielle Logue, Anna Porter-Toure, Dan Marks, Laura Marks, Amber Santmyer, Tanya Tunstall, David Fletcher

-501c3 status – 990 from last fiscal year was accepted by IRS!

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:10 pm.

-Motion to approve April 2023 meeting minutes made by Dan & seconded by Laura. All in favor.

-Team Meals: Team meal guidelines letter was updated to include the two meal options established by Coach Johnson. Many of our churches have declined providing a meal this season. Ladysmith Ruritans paid for a meal. Keith Baylor and friends committed to a meal. Coach Johnson's parents, Prince Hall, the Marks family, the Toure family, and Valentina have committed to helping out, as well.

Some feedback provided by Tanya from her meal last year, for a spaghetti meal, will need 6-7 lbs of meat, 6 lbs of pasta, 6 large jars of sauce.

-Other Committees needed:

- Game Day Crew for home games – Still a few things needed for the upcoming season. Danielle spoke up. She may have a tripod she can donate, instead of buying one.
- Food Drive Collection – Discussion tabled for now.
- Parade Committee – will revisit in October 2023 to prepare.
- Banquet Committee – will form a committee by 11/2023.

-Fundraisers:

- Flamingo Flock: Danielle already has a few people lined up. She is working on updated marketing to the community (Flock-a-Friend, Flock insurance, etc). Aimee has made sure each flamingo has a helmet and jersey to model.

Pam Lawrence from Hometown Realty will start us off. Danielle is making a block to support the flock on a sidewalk type of surface, when we can't push stakes into the ground.

- Yard Sale & Vendor Event: Recap from 4/22/23 event. Brought in \$1287! That includes spaces sold and concessions sales. Feedback for future improvement: golf cart to give rides to bathrooms (long walk), more banners advertising the event, use PVC pipe concreted in 5-gallon buckets to put up banners (moveable and no digging required). There was also some discussion around moving it to Ladysmith side. Where would be an adequate location?
- Caroline Logo Stencil: Brainstorming in-progress. Danielle has created a mock up of the logo on paper to illustrate the size. Options for stencil: cut out logo on plywood? Or commission someone to cut out on plastic (Danielle to reach out to gentleman with a Glow Forge)?
- Fish Fry & Car Wash: originally scheduled for 6/17, which conflicts with Juneteenth. Moved to 6/24, Advance Auto agreed to that date. Momma Johnson will get 4 blocks of fish this time. We need multiple fryers with baskets to keep up with the French fry demand. We will keep the same food pricing as last time, and accept donations for car washes. Event from 10 am to 2 pm.
- Corporate Sponsorship:

-Grants: The REC application process is not open right now. Laura thinks there is a fall window for accepting applications. Reach out to parents to see if any work for REC.

-Treasurer's Report: Submitted by Leissa - April beginning balance of \$11,235.85, ending balance was \$14,414.68.

-Projects:

- Repairs to and organization of "hot box" are needed. We need fascia for the little white shed. We need to hang the six 2x4s to close the opening above the interior door. We need concrete to fill in gaps in floor. Ron & Aimee will set a date to do the organization.
- Fueling Station for the players does need regular restocking. Coach's suggestions: Nature Valley granola bars, peanut butter cracker packs, individual bags of BAKED chips, protein bars, yogurt, individual bags of trail mix, deli protein packs (like P3). Repost the Sign-up Genius.
- Rotten window frames around press box in the stadium. Aimee will email Heizer, Caldwell, Calveric, Monroe, Just, Wick & Wightman. There are safety concerns, as well as concerns over protecting the announcing equipment. Should the windows blow in, the electronics will be exposed to the elements.

- Sod donations for improving the practice field? There are major issues with the field, not level, swampy in some areas, rocky (injuries to players).

-Upcoming Events:

- Summer Workouts are Monday - Thursday, beginning **6/5/23** from 8 am to 11 am OR 5 pm – 7 pm. Players can ride summer school bus to morning session, but will need transportation home (school does not end till much later).
- Coach sending home a 'Pay-the-Day' Calendar fundraiser. Monies raised will help cover some of the camp costs.
- 7v7 at Atlee High School in June. Coach is looking at some other opportunities (Stafford, Hanover).
- **6/15/23** - 7v7 at Meadowbrook HS (Coach's alma mater) from 4-7 pm; players can ride bus from CHS.
- Ferrum College Camp is being replaced with Randolph Macon Camp. The dates for this camp are **6/19 – 6/21**. There will be 7 practices, 6 meals, dormitory sleeping for \$210. A bus will be provided from CHS to RMC.
- Fish Fry & Car Wash: **6/24/2023** in Advance Auto Parts parking lot from 10 am to 2 pm (food until we run out).
- **7/2/23 – 7/8/23** – VHSL dead period
- **7/18/23** – Parent Meeting in CHS Auditorium at 6 pm
- **7/19 & 20th** – equipment distribution
- Friday Night Lights/Conditioning Testing: **July 21, 2023** – Coach will announce the Captains for the season. They will get a patch for their jerseys. Players that meet the minimum number of workouts will get a logo & stripe. As far as food, we will open the concession stand. We will over a to-go pasta meal to the players after their conditioning. They may not feel like eating right away, but it is a good meal for them once they get home and cool off. We will promote this event to the community. Come out and see the culmination of the players' conditioning all summer.
- **7/24/23** – First day of practice.
- Community of Promise Day: **July 29, 2023** – The Club could do a table providing school supplies. Coach can take the players to support the event. Aimee will reach out to Ms. Baker-Latney.
- Golf Tournament: **August 4, 2023** – limit of 25 teams of four. The focus right now is on sponsors (hole sponsors, beverage cart sponsor, gift card sponsors).

-New Business:

- Uniform & Equipment update: White & blue jerseys have been ordered. Black uniforms have arrived. Mr. Heizer will send PO for payment when it becomes available.
- Next School Board Meeting is 6/12/2023.
- Player food insecurity – coach will let us know when more food is needed.
- Water Fountain replacement for locker room ~ \$700.

-Old Business:

- VA form 100 (VA Dept of Agriculture, Charitable Solicitation Division): still pending. They requested additional information: Certification of Incorporation and a signed Treasurer's Report.
- Player food insecurity – coach will let us know when more food is needed.
- Coaches Clinic receipts & cards need to be returned to Leissa.
- Liability insurance for the Club – information from Leissa.
- Faculty vs Students football game on 5/19 was a lot of fun. The faculty beat the students by a lot. Maybe next year, students.

-Next meeting: 6/28/2023 at 6 pm at Roma's in Bowling Green.

-Motion to adjourn meeting at 8:11 pm by Tanya, seconded by Laura.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

June 28, 2023

Attendance: Aimee Fletcher, April Wright, Tanya Tunstall, Laura Marks, Dan Marks, Amber Santmyer, Leissa Richardson, Ron Goff, Jessica Fletcher

-501c3 status – 990 from last fiscal year was accepted by IRS!

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:02 pm.

-Motion to approve May 2023 meeting minutes made by Tanya & seconded by Dan. All in favor.

-Team Meals: Team meal guidelines letter was updated to include the two meal options established by Coach Johnson. Many of our churches have declined providing a meal this season. We have 4 varsity & 6 JV game openings to fill.

-Other Committees needed:

- Game Day Crew for home games – Walkies have been ordered. Tripod has been donated by Danielle Logue. Headsets were repaired; will need replacement by next season at least (6 total = \$2000).
- Food Drive Collection – Discussion tabled for now.
- Parade Committee – will revisit in October 2023 to prepare.
- Banquet Committee – will form a committee by 11/2023.

-Fundraisers:

- Flamingo Flock: Danielle already has a few people lined up. She is working on updated marketing to the community (Flock-a-Friend, Flock insurance, etc). Aimee has made sure each flamingo has a helmet and jersey to model. Pam Lawrence from Hometown Realty will start us off. Danielle is making a block to support the flock on a sidewalk type of surface, when we can't push stakes into the ground.
- Caroline Logo Stencil: Danielle thinks we can order a composite stencil.

- Pay-the-Day Calendar: to support camp & other expenses. \$6805.50 was brought in from parents and donations. Camp cost was \$6370. \$435.50 remains for other expenses.
- Fish Fry & Car Wash recap from 6/24. Lots of cars were washed. Many people gave straight donations. Suggestion for next time, bring a couple helmets for collections at the intersection. The fish fry was a huge hit! Many compliments on the food. There was enough to feed the players at the end. Additionally, a very generous donation of crabs and shrimp was delivered by Boonedocks Seafood. For next time, consider different sides. It was hard keeping French fries ready. The event brought in a profit of \$1790.39! Another suggestion made was to have a booth at Juneteenth selling fish meals.
- Corporate Sponsorship: Leumas decided to sponsor again for \$1500!

-Grants: The REC application process is not open right now.

-Treasurer's Report: Submitted by Leissa - May beginning balance of \$14,414.68, ending balance was \$14,853.66.

-Projects:

- Repairs to and organization of "hot box" are needed. We need facia for the little white shed. We need to hang the six 2x4s to close the opening above the interior door. We need concrete to fill in gaps in floor. Ron & Aimee will set a date to do the organization.
- Fueling Station for the players does need regular restocking. Coach's suggestions: Nature Valley granola bars, peanut butter cracker packs, individual bags of BAKED chips, protein bars, yogurt, individual bags of trail mix, deli protein packs (like P3). Repost the Sign-up Genius.
- Rotten window frames around press box in the stadium. The last communication was from Dr. Calveric. They were getting an estimate for the needed work.
- Practice field work: Ron Goff has aerated, seeded, fertilized, watered frequently and cut frequently to improve the quality of the field. Most of this has been out of his pocket (not to mention the incredible amount of time he has invested). The Club purchased some tripod sprinklers to help with watering.

-Upcoming Events:

- Summer Workouts are Monday - Thursday, beginning **6/5/23** from 8 am to 11 am OR 5 pm – 7 pm. Players can ride summer school bus to morning session, but will need transportation home (school does not end till much later).
- **7/2/23 – 7/8/23** – VHSL dead period

- **7/18/23** – Parent Meeting in CHS Auditorium at 6 pm
- **7/19 & 20th** – equipment distribution
- Friday Night Lights/Conditioning Testing: **July 21, 2023** – Coach will announce the Captains for the season. They will get a patch for their jerseys. Players that meet the minimum number of workouts will get a logo & stripe. As far as food, we will open the concession stand. We will promote this event to the community. Come out and see the culmination of the players' conditioning all summer.
- **7/24/23** – First day of practice.
- Community of Promise Day: **July 29, 2023** – The Club will do a table providing ziplock baggies (our assigned school supply). We need 500 each of gallon, quart, and sandwich baggies. Coach will take the players to support the event. Aimee will create a Sign-up Genius to gather support from football parents.
- Golf Tournament: **August 4, 2023** – limit of 25 teams of four. So far, 3 teams have signed up. The focus right now is on sponsors (hole sponsors, beverage cart sponsor, gift card sponsors). We need to share, share, share the event.
- **9/16/23** - SEAC Kick-of Community Event at Bowling Green Elementary – From 10-1 pm, we were offered the opportunity to offer concessions (ideas BBQ, hamburgers, hotdogs).

-New Business:

- Uniform & Equipment update: The black uniforms have arrived and are paid for. The replacement red jerseys are in too. The blue jerseys have not arrived. We have allocated \$4800 for them.
- We will open a fan gear store.
- Have a banner made for Caroline Cornhole League through Banners on the Go.
- Next School Board Meeting is 7/10/2023.
- Paul Heizer took a new AD job in another county. Athletic Director position is open & they are interviewing through the end of July.
- 2023-2024 Fall Sports Program: With Paul out, has a Lifetouch date been scheduled?

-Old Business:

- Randolph Macon Camp recap: 30ish players and 3 coaches attended. They stayed in dorms which were secured by cards. They enjoyed excellent meals and participated in 8 conditioning practices (some with our coaches & some with

collegiate position coaches). A valuable bonus was the bonding time with players and coaches.

- VA form 100 has been accepted.
- Player food insecurity – coach will let us know when more food is needed.
- Coaches Clinic receipts & cards need to be returned to Leissa.
- Liability insurance for the Club – has been secured.

-Next meeting: 7/19/2023 at 6 pm at Ladysmith Village Clubhouse. Bring something to share since it is not at a restaurant.

-Motion to adjourn meeting at 7:42 pm by Tanya, seconded by Ron.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

July 26, 2023

Attendance: Aimee Fletcher, David Fletcher, Tanya Tunstall, Alan Richardson, Leissa Richardson, Keshia Whiting, Amber Santmyer, Juanita Walker, Danielle Logue, Brian Cunningham, Laura Marks, Dan Marks, Ron Goff, Jessica Fletcher

-501c3 status – 990 from last fiscal year was accepted by IRS!

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:09 pm.

-Motion to approve June 2023 meeting minutes made by Laura & seconded by Dan. All in favor.

-Team Meals: Team meal guidelines letter was updated to include the two meal options established by Coach Johnson. Many of our churches have declined providing a meal this season. We have 2 team meal openings to fill.

-Other Committees needed:

- Game Day Crew for home games – 7/29, during practice, Ron would like to do a dry run with all the filming equipment set up & have all the walkies for communications.
- Food Drive Collection – We will look at a date in October.
- Parade Committee – will revisit in October 2023 to prepare. Tanya will lead the committee.
- Banquet Committee – will form a committee by 11/2023.

-Fundraisers:

- Flamingo Flock: Danielle is working on the documents.
- Caroline Logo Stencil: Possible to add jersey numbers? Tanya took the paper stencil to see if she can cut it.
- Golf Tournament: 8/04/2023 – Right now, we have 10 foursomes signed up. Mattaponi will not charge us for the beverage cart. We will donate some cases of water to them. Most of the gift card prizes have been donated. We

have just a few to purchase. Laura will send again to the BOS and SB, none have signed up to participate. Deadline to sign up is 8/02.

- Line Dancing class: Nita has offered her services to teach a line dancing class. Her business is called FUNdamental Movements. We can charge \$10-\$15 per ticket for 60-90 minutes of dance. We need to find a large space with room to move. Laura will reach out to the Moose Lodge. A sound system would be helpful.
- Corporate Sponsorship: Packages available for review on our website.

-Grants: The REC application process is not open right now.

-Treasurer's Report: Submitted by Leissa - May beginning balance of \$14,853.66, ending balance was \$12,267.50.

-Projects:

- Repairs to and organization of "hot box" are needed. We need fascia for the little white shed. We need to hang the six 2x4s to close the opening above the interior door. We need concrete to fill in gaps in floor. Ron & Aimee will set a date to do the organization.
- Fueling Station for the players does need regular restocking. Coach's suggestions: Nature Valley granola bars, peanut butter cracker packs, individual bags of BAKED chips, protein bars, yogurt, individual bags of trail mix, deli protein packs (like P3). Gatorade powder in cans to make in bulk. Repost the Sign-up Genius.
- Rotten window frames around press box in the stadium. The last communication was from Dr. Calveric. They were getting an estimate for the needed work.
- Practice field work: Ron says it is coming along nicely. Mr. Caldwell gave 150 lbs of grass seed via maintenance and grounds toward the project.

-Upcoming Events:

- **7/27/23** – First day of practice.
- Community of Promise Day: **July 29, 2023** – The Club will do a table providing ziplock baggies (our assigned school supply). We need 500 each of gallon, quart, and sandwich baggies. Coach will take the players to support the event. The Club will spend up to \$500 to make up the difference of what is not donated. We will use the red CAVS tent to distinguish ourselves. Possibly the Club banner too. Set up is at 8 am, ends at 12 pm. Laura will bring a table too.
- Golf Tournament: **August 4, 2023** – limit of 25 teams of four. So far, 10 teams have signed up. We are still accepting sponsors. We need to share, share, share the event.

- **8/10/23** – Scrimmage at Mechanicsville High School – JV starts at 5 pm; Varsity at 6:15 pm.
- **8/17/23** – Scrimmage at Goochland High School – JV starts at 5:30 pm; Varsity at 7 pm.
- **8/24/23** – First JV game 6 pm at JR Tucker High School.
- **8/25/23** – First Varsity game 7 pm at home vs Tucker
- **9/16/23** - SEAC Kick-of Community Event at Bowling Green Elementary – From 10-1 pm, we were offered the opportunity to offer concessions (ideas BBQ, hamburgers, hotdogs).
- **10/06/23** – Block Party from 4 – 7 pm, followed by Homecoming game vs Chancellor

-New Business:

- Uniform & Equipment update: The black uniforms have arrived and are paid for. The white jerseys are in. The replacement red jerseys are in too. The blue jerseys have not arrived. BSN is now saying October delivery, despite telling us they would be here in time for the season. We have allocated \$4800 for them.
- Fan gear store link open with Best Promotional.
- Next School Board Meeting is 8/14/2023.
- New Athletic Director hired = Josh Grein. He comes to us from Mathews County.
- 2023-2024 Fall Sports Program: Has a Lifetouch date been scheduled?

-Old Business:

- VA form 100 has been accepted.
- Player food insecurity – coach will let us know when more food is needed.
- Coaches Clinic receipts & cards need to be returned to Leissa.
- Liability insurance for the Club – has been secured.

-Additional Notes:

- Coach sent a message that tomorrow, 7/27, we are in practice mode!
- Friday Night Lights had a good turnout. Most players passed the test.
- No AC in the locker room. LT has submitted an emergency request to have it fixed.

-Next meeting: 8/23/2023 at 6 pm at Roma's in Bowling Green.

-Motion to adjourn meeting at 8:10 pm by Ron, seconded by Tanya. All in favor.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

August 23, 2023

Attendance: Aimee Fletcher, David Fletcher, Amber Santmyer, Laura Marks, Dan Marks, Danielle Logue, Ron Goff, Tanya Tunstall, Gerard Johnson, JT Lichtenberger, Josh Grein, Anna Porter-Toure

-501c3 status – ready to file 990N? Fiscal year ended 7/31.

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:04 pm.

-Motion to approve July 2023 meeting minutes made by Ron & seconded by Dan. All in favor.

-Team Meals: Team meal guidelines letter was updated to include the two meal options established by Coach Johnson. All team meals are now covered! Team Carolina BBQ will be provided a grilled chicken sandwich box meal. Aimee created a Sign-up Genius to encourage other parents/guardians to help set-up, serve & clean-up meals, so it is not the same people all the time.

-Other Committees needed:

- Game Day Crew for home games – Brian, Jimmy & the video crew met to make sure everything is working properly. Three headsets do no work at all and they are out of warranty. Batteries for the other three headsets will not hold a charge for more than about 15 minutes. At the Coaches Conference earlier this year, Coaches Johnson, JT & Ron got to see the ProComm system. It is top of the line. Eight headsets cost \$8000. They offer tethered and non-tethered options. Tethered is likely a better choice to prevent them from being dropped. They come with a 3-year warranty with the option to extend it to 5 years for an additional \$400. We have the option to make 3 installment payments over a 3-year period. This set up can be converted to in-helmet communication, if that is gets approved by the VHSL. Ron made a motion for the Club to pay all of the 1st installment (due within 30 days of receipt), 1/2 of the second installment in 2024, the other half being covered by athletics, and the third installment in 2025 being

paid by athletics. This will give Josh (AD) time to budget for those payments. Motion seconded by Tanya. All in favor.

Filming needs: micro-USB cable – Ron found 2 items that should work instead of paying \$60 to replace with original cord. We also need to put a new handcam in the plan for replacement.

- Food Drive Collection – We will do October 28th or 29th.
- Parade Committee – will revisit in October 2023 to prepare. Tanya will lead the committee.
- Banquet Committee – will form a committee by 11/2023.

-Fundraisers:

- Caroline Logo Stencil: Tanya transferred the logo to a piece of luon board and began cutting it out. All that is left are the letters, which were hard to cut with a jigsaw. Ron thinks using his Dremel will work better. Josh was excited to see it & will be using the logo for the first time, painting it on the field.
- Golf Tournament: 8/04/2023 recap – We had 11 foursomes sign up. The weather was absolutely beautiful. Lunch was served immediately following their game. Awards were given. We made a profit of \$3160. Laura has already book 8/02/2024 for our next tourney!
- Car Wash & Fish Fry: next date 10/07/2023 from 10 – 2 pm
- Line Dancing class: Nita has offered her services to teach a line dancing class. Her business is called FUNdamental Movements. We can charge \$10-\$15 per ticket for 60-90 minutes of dance. We need to find a large space with room to move. Laura reached out to the Moose Lodge. They will charge \$200 for the use of their space. We will look into other options and aim to hold this event sometime this winter or spring.
- Corporate Sponsorship: Packages available for review on our website. Drainfield Solutions has renewed their sponsorship! They requested a new banner because the mesh one from last year was hard to see. Aimee ordered a new, vinyl banner.

-Grants: The REC application process is not open right now.

-Treasurer's Report: Submitted by Leissa - July beginning balance of \$12,267.50, ending balance was \$14,932.97.

-Projects:

- Repairs to and organization of "hot box" are needed. We need facia for the little white shed. We need to hang the six 2x4s to close the opening above the

interior door. We need concrete to fill in gaps in floor. Ron & Aimee will work on organizing the hot box on 8/27/23.

- Fueling Station for the players does need regular restocking. Coach's suggestions: Nature Valley granola bars, peanut butter cracker packs, individual bags of BAKED chips, protein bars, yogurt, individual bags of trail mix, deli protein packs (like P3). Gatorade powder in cans to make in bulk. Sign-up Genius sent out again on 8/22.
- Repairs to the press box/announcer's box: The roof supports will be installed before Friday's (8/25) game. A quote was given for windows that open and close. The contractor has not set a date for the work yet.
- Practice field work: Ron says it looks good. He continues to water & mow regularly. He is now able to use a more powerful mower. Post season, Ron will aerate & plant another 150 lbs. of seed & fertilizer. Chris Caldwell has been very helpful & supportive of this venture.

-Upcoming Events:

- **8/24/23** – First JV game 6 pm at JR Tucker High School.
- **8/25/23** – First Varsity game 7 pm at home vs Tucker
- **9/16/23** - SEAC Kick-off Community Event at Bowling Green Elementary – From 10-1 pm, we were offered the opportunity to offer concessions (ideas BBQ, hamburgers, hotdogs). David & Aimee will run concessions. Ron offered to involve the boy scouts & possibly some football players, if additional help is needed.
- **10/06/23** – Block Party from 4 – 7 pm, followed by Homecoming game vs Chancellor
- **10/07/23** – Car Wash & Fish Fry
- **10/28 or 29** – Food Drive Collection
- **12/09/23** – Bowling Green Christmas Parade

-New Business:

- Info to discuss with Josh Grein:
 - Announcer script is being updated to reflect sponsors for this year & new band director.
 - Senior Citizen passes – these are being offered and accepted all throughout the Battlefield District. There will be a table near the ticket booth. Seniors must present ID to be issued a pass. Then they will proceed through Gate 1.
 - How to handle free admission for our sponsors = We will have the sponsor names on a list at the Senior Citizen Pass table. Sponsors will

check in, their names will be documented so we will know how many tickets to pay athletics for. Then they will proceed through Gate 1.

- Uniform & Equipment update: Status of blue jerseys – there is no ETA. Many schools & even other sports here at CHS have no uniforms yet.
- Pre-game hype: Tunnel for players to run through will be set up in the opposite end zone this season. Smoke bombs have been ordered by Tanya but will not arrive by Friday. The shipping takes longer due to the HazMat status. A fog machine was ordered to use until we get the smoke bombs. Coach Johnson has clean music on CDs that can be played.
- Logo for sides of tunnel – Aimee reached out to VSD Graphix. Joe needs a picture of the tunnel to see what he is working with. Ron brought the tunnel so it can be inflated, photographed and measured. We will also test the fog machine while the tunnel is inflated.
- 2023-2024 Fall Sports Program: Lifetouch photos were taken on 8/22. We are waiting for those to become available. A new or updated bio has been requested from the coaches. Danielle & Aimee met to go over the software used to create last year's program.
- CHS Football decals have arrived. We will sell them for \$3 each at the gate of home games.
- Next School Board Meeting is 9/11/2023.

-Old Business:

- Sponsor banners were ordered 8/22.
- Player food insecurity – coach will let us know when more food is needed.
- School Supply Drive recap – 500+ boxes of baggies were purchased. We also received some donations from parents/guardians. After some discussion, Ron motioned not to provide items for the supply drive next year, but we will still support by having players help unload and set-up. Seconded by Laura. All in favor.
- Items from Best Promotional Fan Gear store are expected by 9/7/23.

-Additional Notes:

- The new AC in the locker rooms was out again early this week. LT and Josh submitted an emergency request. Maintenance responded quickly & it was resolved by the next day.

-Next meeting: 9/21/2023 at 6 pm at Roma's in Bowling Green.

-Motion to adjourn meeting at 7:44 pm by Ron, seconded by Laura. All in favor.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

September 21, 2023

Attendance: Aimee Fletcher, David Fletcher, Amber Santmyer, Laura Marks, Dan Marks, Alan Richardson, Leissa Richardson, Ron Goff

-501c3 status – ready to file 990N? Fiscal year ended 7/31. Leissa is waiting on in-kind donations to be logged.

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:10 pm.

-Motion to approve August 2023 meeting minutes made by Ron & seconded by Alan. All in favor.

-Team Meals: Team meal guidelines letter was updated to include the two meal options established by Coach Johnson. All team meals are now covered! Aimee created a Sign-up Genius to encourage other parents/guardians to help set-up, serve & clean-up meals, so it is not the same people all the time.

-Other Committees needed:

- Game Day Crew for home games – Ron has a full game day crew; however, back-up options are needed for when one of those folks are not available. They are running 2 cameras every game, sometimes 3. They still need a cable fix. In the near future, will need to replace the endzone tower. Price range is \$3000, which comes with a camera that follows the ball for you.
- Food Drive Collection – Are we doing this October 28th?
- Parade Committee – will revisit in October 2023 to prepare. Tanya will lead the committee.
- Banquet Committee – will form a committee by 11/2023.

-Fundraisers:

- Caroline Logo Stencil: Ron is cutting out the letters with his Dremel. Will use field paint, which is semi-permanent & spray paint as another option. \$20 plus donation.

- Car Wash & Fish Fry: next date 10/07/2023 from 10 – 2 pm. We decided to do fries again since we have David and Dan available to run fryers. Mrs. Johnson is getting the oil, breader & clamshell containers. The Ruritans donated a 40 lb box of frozen whiting. Aimee will get the groceries/supplies needed.
- Line Dancing class: Nita has offered her services to teach a line dancing class. We need a location and date to do this. Possibly in the Feb-Mar timeframe.
- Corporate Sponsorship: Packages available for review on our website.

-Grants: The REC application process is not open right now.

-Treasurer's Report: Submitted by Leissa - July beginning balance of \$14 932.97, ending balance was \$15,069.94. It is important to remember some of this money is earmarked for outstanding expenses: \$4850 for blue jerseys, \$2800 for first installment on the new headsets, \$3350 for golf tournament, money for team meals, etc.

-Projects:

- Organization of the "hot box" is complete! Dan also had a ceiling fan installed to help move the air! A few repairs are still needed. We need fascia for the little white shed. We need to hang the six 2x4s to close the opening above the interior door. We need concrete to fill in gaps in floor.
- Fueling Station for the players does need regular restocking. Coach's suggestions: Nature Valley granola bars, peanut butter cracker packs, individual bags of BAKED chips, protein bars, yogurt, individual bags of trail mix, deli protein packs (like P3). Gatorade powder in cans to make in bulk. Sign-up Genius sent out.
- Repairs to the press box/announcer's box: The roof support is complete. A quote was given for windows that open and close. The work is to be done the week of 10/15.
- Practice field work: Ron says we are going into fall mode. He will be aerating, overseeding, fertilizing & killing off weeds at the end of October.
- Barcode machine for inventorying equipment? All equipment needs to be inventoried and identifiable. Ask to use something the school has already. It doesn't have to be barcoded, but that would be helpful.

-Upcoming Events:

- **10/06/23** – Block Party from 4 – 7 pm, followed by Homecoming game vs Chancellor. Football Club has concessions that night.
- **10/07/23** – Car Wash & Fish Fry 10 am – 2 pm

- **10/28/23** – Food Drive Collection: Verizon @ Ladysmith & Family Dollar or Vape Store in Bowling Green. Coach to rally players. Need 2 parent leaders to be at each location.
- **12/09/23** – Bowling Green Christmas Parade

-New Business:

- Uniform & Equipment update: Status of blue jerseys – ETA 10/18/23.
- Replacement ladder & Shop vac: Aimee purchased a secondhand ladder & the Fletchers donated a new shop vac. Both are clearly labeled as belonging to the Football Club. They were particularly needed for the hot box organization. There were broken fluorescent bulbs to clean up & the ladder was a safer option than standing on a rolling chair.
- New fan gear store: coach opened a store until 9/27.
- Thrivent seed money to purchase tents for sidelines and sturdy clothes racks for uniforms.
- 2023-2024 Fall Sports Program: We have the Lifetouch photos. We are still waiting for the coach bios. Aimee plans to complete program design on 10/1 and must submit to printer the next morning.
- Bouncy house event: We met a local business owner at the SEAC event on 9/16. They own Leaping Lizards, a bouncy house business. They are planning a big event at the State Fairgrounds in the Spring. They would like us to provide concessions. More info to come.
- Next School Board Meeting is 10/09/2023.

-Old Business:

- Sponsor banners were hung in the stadium.
- Player food insecurity – coach will let us know when more food is needed.
- Organization of hot box & fan installation is complete!
- Pre-game hype: tunnel, smoke bombs (Tanya will hand off the smoke bombs to us prior to game to ensure no players are running with them. Aimee will purchase two galvanized buckets with sand to place the bombs in at the entrance to the tunnel), banners on the sides of the tunnel.
- Recap of SEAC event on 9/16/2023. It was a great event for the community. We set our concessions tent up on the edge of the blacktop where the attendees could try navigating in a wheelchair. It ended up not being the best location. Getting closer to the other vendors would have worked better. We did have some sales & made a couple new contacts that could be helpful in the future.

-Next meeting: 10/19/2023 at 6 pm at Roma's in Bowling Green.

-Motion to adjourn meeting at 7:35 pm by Dan, seconded by Leissa. All in favor.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

October 19, 2023

Attendance: Aimee Fletcher, David Fletcher, Laura Marks, Dan Marks, Tanya Tunstall, & Ron Goff

-501c3 status – ready to file 990N? Fiscal year ended 7/31. Will need an update from Leissa.

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:07 pm.

-Motion to approve September 2023 meeting minutes made by Dan & seconded by Ron. All in favor.

-Team Meals: Meal for the 25th will need to be made and served.

-Other Committees needed:

- Game Day Crew for home games – All cameras are working! A live broadcast is being streamed to Mr. Spaulding only, as he cannot attend in person.
- Food Drive Collection – October 28th, 10-12 pm in front of the Verizon store in Ladysmith and a location to be finalized in Bowling Green (possibly vape shop or Family Dollar, to be close to Food Lion). Aimee will reach out to AD to ask permission to put a collection box at the gate of the Senior Night game. We already have signs made. Supervising adults will need to bring a table and chairs and we will gather a few boxes to pack the items in.
- Parade Committee – The theme is Merry Main St. The parade start time was changed for this year to 2 pm, during the day. The event coordinator cited safety issues as the reason. We already purchased lots of additional lights to illuminate our float even better this year. Plus, we are concerned about the time needed to decorate our borrowed trailer the day of. Last year, it took all day to decorate it. We also have not had people come forward to help with the endeavor. For these reasons, Ron motioned not to participate this year, Tanya seconded. All in favor. Aimee will notify the event coordinator, and ask that the feedback around the time change be shared for next year.
- Banquet Committee – will form a committee by 11/2023.

-Fundraisers:

- Caroline Logo Stencil: Ron has completed and suggested a second stencil that is slightly larger to paint an outline in another color first.
- Line Dancing class: Nita has offered her services to teach a line dancing class. We need a location and date to do this. Possibly in the Feb-Mar timeframe.
- Corporate Sponsorship: Packages available for review on our website.

-Grants: The REC application process is not open right now.

-Treasurer's Report: No report. After all bills are paid, we have approximately \$4000.

-Projects:

- Fueling Station for the players does need regular restocking. Coach's suggestions: Nature Valley granola bars, peanut butter cracker packs, individual bags of BAKED chips, protein bars, yogurt, individual bags of trail mix, deli protein packs (like P3). Gatorade powder in cans to make in bulk. Sign-up Genius sent out.
- Repairs to the press box/announcer's box: The roof support is complete. A quote was given for windows that open and close. The work is not done yet.
- Practice field work: Ron says we are going into fall mode. He will be aerating, overseeding, fertilizing & killing off weeds at the end of this month.
- Barcode machine for inventorying equipment? All equipment needs to be inventoried and identifiable. Ask to use something the school has already. It doesn't have to be barcoded, but that would be helpful. Ron will speak to Josh Grein about this.

-Upcoming Events:

- **10/28/23** – Food Drive Collection: Verizon @ Ladysmith & Family Dollar or Vape Store in Bowling Green. Coach to rally players. Need 2 parent leaders to be at each location.
- **11/11/23** – Caroline's Promise Appreciation event – no one present at the meeting is available to attend. Ron will speak to coach about it.
- **Jan 2024** – End-of-Season banquet – date to be determined.

-New Business:

- Uniform & Equipment update: Status of blue jerseys – they have finally arrived!

- Thrivent seed money to purchase tents for sidelines and sturdy clothes racks for uniforms.
- Camera Tower for endzone: The HiPod tower was bought in 2003 and we can no longer get parts to fix it. Ron got an estimate from SportScope (vendor used for new filming system). Their endzone tower would be \$5500. It allows remote control from the iPad, has AI capability, and it will fit in the trailer!
- 2023-2024 Fall Sports Program: We had the programs in time for the Homecoming game. For next year, we need to do something different for pictures. The wait time to get access to the Lifetouch photos is too long. It makes process rushed for completion. Also, using an online company for printing was much cheaper and the quality was a bit better.
- Senior Night banners: We will hang in the stadium, as usual. We will keep them to hang at the banquet, then the players can take them home.
- The far end of the bleachers is generally empty while people are crowded into the first half. The barrier put up marking the student section makes it appear that you aren't supposed to move down further. Speak to Mr. Just & Josh Grein about opening that up more, while delineating the student section in a different way.
- Next School Board Meeting is 11/13/2023.

-Old Business:

- Player food insecurity – coach will let us know when more food is needed.
- Car Wash/Fish Fry recap – The morning of, it was raining pretty heavily. After speaking to coach and looking at the weather forecast, we decided to move forward with the event, but we pushed the start time back by 1 hour. As the weather gets colder, the window for a car wash is very narrow, and the fish and other food has already been purchased. It did start off slow, but with the players out along the road, they soon brought customers in. We made approximately \$1200!
- Homecoming concessions recap: \$1550 was made for the football boosters account (not the Club account). Getting the help needed to run the stand was a big struggle. We had Club family members in there as a favor and it was incredibly busy. They sold out of everything! Going forward, we need to speak to coach about requiring a certain level of participation from parents.

-Next meeting: 11/29/2023 at 6 pm at Roma's in Bowling Green.

-Motion to adjourn meeting at 8:02 pm by Laura, seconded by Ron. All in favor.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

November 29, 2023

Attendance: Aimee Fletcher, Amber Santmyer, Laura Marks, Dan Marks, Leissa Richardson, Alan Richardson, Anna Toure, & Coach Johnson

-501c3 status – ready to file 990N? Will be submitted by end of day 11/30/23.

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:06 pm.

-Motion to approve October 2023 meeting minutes made by Laura & seconded by Dan. All in favor.

-Team Meals: Feedback for meals next season, make sure we are aware of all allergies, make sure we have a cheese-less option. Coach will consider some other options and get back to us. Coach is also looking into Feed More Richmond to help with meals.

-Other Committees needed:

- Game Day Crew for home games – Ron emphasized the need to raise funds for a replacement endzone tower.
- Food Drive Collection – Now complete for the year.
- Parade Committee – Not participating this year.
- Banquet Committee – will form a committee by 11/2023.

-Fundraisers:

- Caroline Logo Stencil: Ron has completed and suggested a second stencil that is slightly larger to paint an outline in another color first.
- Line Dancing class: Nita has offered her services to teach a line dancing class. We need a location and date to do this. Possibly in the Feb-Mar timeframe.
- Corporate Sponsorship: Packages available for review on our website.
- Double Good Popcorn: Coach presented the idea of initiating this fundraiser. It is easy to set up, players create their own page, add a profile photo and

personalized message, then email to friends and family. The organization gets 50% of the sales. The products are delivered directly to the purchaser.

-Grants: The REC application process is not open right now.

-Treasurer's Report: October beginning balance = \$15,192.54, ending balance = \$14,821.58. There are still several outstanding large bills (\$4850 for blue uniforms, \$2800 for headsets, \$3350 for golf tournament).

-Projects:

- Fueling Station for the players does need regular restocking. Coach's suggestions: Nature Valley granola bars, peanut butter cracker packs, individual bags of BAKED chips, protein bars, yogurt, individual bags of trail mix, deli protein packs (like P3). Gatorade powder in cans to make in bulk. Sign-up Genius sent out.
- Repairs to the press box/announcer's box: The windows have not yet been installed. Josh Grein followed up and the contractor reported issues ordering the windows. It will likely be January before they can be installed.
- Practice field work: The field has been aerated and fertilized. Grass seed will be spread next.
- Barcode machine for inventorying equipment? All equipment needs to be inventoried and identifiable. Ask to use something the school has already. It doesn't have to be barcoded, but that would be helpful. Ron will speak to Josh Grein about this.
- Yearbook ad: Aimee submitted a full-page ad to Herff Jones to highlight the Club's purpose and how to get more information about it.

-Upcoming Events:

- **12/07 – 12/09/2023** – Coaches Clinic in Nashville
- **1/21/2024** – End-of-Season Banquet

-New Business:

- Uniform & Equipment update: Status of blue jerseys – Ms. Beasley sent the invoice. The check has been mailed to BSN.
- Thrivent seed money to purchase tents for sidelines and sturdy clothes racks for uniforms.
- Camera Tower for endzone: The HiPod tower was bought in 2003 and we can no longer get parts to fix it. Ron got an estimate from SportScope (vendor used for

new filming system). Their endzone tower would be \$5500. It allows remote control from the iPad, has AI capability, and it will fit in the trailer!

- Coach Request: Coach shared an estimate for sweatsuits for the players. The full set includes the horse logo on the front of the sweatshirt and on the leg, CAVROW on the back of the sweatshirt, and the player's number on the sleeve for \$55 each. It would be \$35 each for just the hoodies. We do not currently have enough money to cover this and are considering fundraisers to assist.
- Plaques with a team photo to be ordered for repeat sponsors. They will be delivered along with sponsor t-shirts.
- Pre-order smoke bombs for next season. We need a total of 16, enough for 8 home games.
- Banquet planning:
 - Lock in the date with Mr. Just and Josh Grein.
 - Invitations to be created & distributed before Christmas break. A Google form to collect RSVPs will be linked to a QR code, making it easy for people to reply. Coaches & Players attend for free. Adult guests will be \$10 per person and children will be \$6 each. Aimee will post a Save the Date on the Facebook pages.
 - Decorations – need a leader to head this up
 - Food – we are looking at adding some options along to the salad and variety of pastas menu.
- Calendar of Events for the year: We plan to establish a calendar of the years events to put the dates out there and create a greater awareness around what we are doing. Mrs. Johnson can commit to fish fries in April, June & August. Coach will get the team camp dates. Other events to include: Superbowl Squares, Bowling Green Clean-up, Spring cookout, end-of-summer cookout, Friday Night Lights, 7v7s, scrimmages, games, food drive, parade, banquet, etc.
- Next School Board Meeting is 12/11/2023.

-Old Business:

- Senior Night recap: Senior banners were hung in the stadium. The plan was to keep them to hang at the banquet. However, the players were very excited to take them home. They agreed to return them to Coach Ron before the banquet, so we can hang them at the event. And of course, they can have them back afterwards.
- Food Drive recap: We had 5 adult volunteers and about 12 players set up in Ladysmith and Bowling Green to collect food donations. We also collected some monetary donations. The items and money were divided between a church food pantry in Ladysmith and one in Bowling Green.

- Haunted House recap: Chandra Mynhier coordinated with a family that hosts a haunted house on their property. They will donate money from concessions in exchange for help from players taking down the haunted house. \$290 was donated!
- Player food insecurity – coach will let us know when more food is needed.

Other notes from coach:

- The chocolate milk grant he applied for was denied.
- He will be co-hosting a 'how to become a scholarship athlete' program, along with another coach friend. It will be offered to call Caroline athletes, in addition to neighboring counties. He plans to hold this sometime in March. There will be former athletes, vendors, and college advisors present.

-Next meeting: 12/27/2023 at 6 pm at Roma's in Bowling Green.

-Motion to adjourn meeting at 7:41 pm by Leissa, seconded by Laura. All in favor.

Minutes recorded by Aimee Fletcher.

Caroline Cavaliers Football Club

Meeting Minutes

December 27, 2023

Attendance: Aimee Fletcher, David Fletcher, Amber Santmyer, Laura Marks, Dan Marks, Leissa Richardson, & Ron Goff

-501c3 status – 990N filed

-Club Officers – Aimee Fletcher – President, Dan Marks – Vice President, Ron Goff – Secretary, Leissa Richardson – Treasurer, Laura Marks – Fundraising & Sponsorship Director, vacant – Team Meals Director

-Meeting called to order at 6:01 pm.

-Motion to approve November 2023 meeting minutes made by Ron & seconded by Laura. All in favor.

-Team Meals: Complete for this season.

-Other Committees needed:

- Game Day Crew for home games – A need for adequate filming is a new endzone tower. The one we are looking at is in the \$5000 range. We must fundraise to achieve this goal. A few wants for filming are four battery packs, preferably Anker brand 10,000 mAh. This will eliminate the need to change batteries during a game and potentially miss plays. Those missing plays make piecing the footage from the different cameras a lot more difficult. Another want is a backup Handycam.
- Food Drive Collection – Now complete for the year.
- Parade Committee – Not participating this year.
- Banquet Committee – working on banquet plans

-Fundraisers:

- Double Good Popcorn: Brought in \$966 with only 8 players and coach selling from their links. It certainly has great potential with more participation.
- Super Bowl Squares: We will again sell for \$20/square. We will not use Pool host this year. Aimee will find/create a grid with numbered squares. People can choose by number, so it won't be necessary to log onto a website to pick. Quarterly payouts will be \$250. If the game goes into overtime, there is no

- payout for that. We would like to sell through 2 boards (numbered 1-200).
Laura will sell squares at the banquet.
- Caroline Logo Stencil: Ron has completed and suggested a second stencil that is slightly larger to paint an outline in another color first. Considering replicating stencil for other sports to be able to use all seasons.
 - Line Dancing class: Nita has offered her services to teach a line dancing class. We need a location and date to do this. Possibly in the Feb-Mar timeframe.
 - Wreaths Across America: Ron suggested this as an option next year. Sell in Oct and Nov. Players will lay them on veteran graves in Dec.
 - Corporate Sponsorship: Packages available for review on our website. Laura will update packages for 2024.

-Grants: Consider applying for The Caroline Foundation grant next year.

-Treasurer's Report: November beginning balance = \$14,821.58, ending balance = \$16,352.06. There are still several outstanding large bills (\$2850 for headsets, \$3350 for golf tournament, the checks have not cleared yet).

-Projects:

- Fueling Station for the players does need regular restocking. Coach's suggestions: Nature Valley granola bars, peanut butter cracker packs, individual bags of BAKED chips, protein bars, yogurt, individual bags of trail mix, deli protein packs (like P3). Gatorade powder in cans to make in bulk. Sign-up Genius sent out.
- Repairs to the press box/announcer's box: The windows have finally been installed!
- Practice field work: The field has been aerated and 250-300 lbs of rye grass seed was planted. It will be aerated again in early spring (late March) and spread fescue seed.
- Barcode machine for inventorying equipment? All equipment needs to be inventoried and identifiable. Ask to use something the school has already. It doesn't have to be barcoded, but that would be helpful. Ron will speak to Bryan Farmer about this.
- Lockers in the fieldhouse locker room need to be numbered and players need to be issued locks to secure their belongings.

-Upcoming Events:

- **1/21/2024** – End-of-Season Banquet

- **2/8/2024** – Parent Meeting 6 pm
- **2/9 – 12th 2024** – Glazier Coaches Clinic
- **6/10 - 12th 2024** – Randolph Macon Team Camp
- Mid to late summer – Family Picnic, possibly at Pitts Pond

-New Business:

- Camera Tower for endzone: The HiPod tower was bought in 2003 and we can no longer get parts to fix it. Ron got an estimate from SportScope (vendor used for new filming system). Their endzone tower would be \$5500. It allows remote control from the iPad, has AI capability, and it will fit in the trailer! Ron will speak to AD about funding.
- VIP Seating – discussed ways to increase interest/energy around the VIP seating during home games. Include as part of the sponsorship packages, meal sponsors and possibly the 50/50 winner also getting VIP seating at the next home game.
- Banquet planning:
 - Coach distributed invitations on 12/18 and 19. Any that he couldn't distribute can be handed out when school resumes. A Facebook event was created and post made in the parent group about RSVPing.
 - Decorations – need a leader to head this up
 - Table set up and dressing: tablecloths, centerpieces, salt & pepper shakers, parmesan shakers, butter dish, order of events/program at each table
 - Food – we are looking at adding some options to the salad and variety of pastas menu.
 - Baked ziti – Amber
 - Chicken Pesto Pasta – Chandra
 - Fettucine Alfredo – Aimee
 - Chicken Thighs? – Marks family
 - Meatballs – Leissa
 - Cocktail Wienees?
 - Salad
 - Sliced bread
 - Brownies
 - Cookies
 - Sheet cake - Costco
 - Clean-up
 - Coach gifts & Player gifts discussed
- Calendar of Events for the year: We plan to establish a calendar of the years events to put the dates out there and create a greater awareness around what

we are doing. Mrs. Johnson can commit to fish fries in April, June & August. Coach will get the team camp dates. Other events to include: Superbowl Squares, Bowling Green Clean-up, Spring cookout, end-of-summer cookout, Friday Night Lights, 7v7s, scrimmages, games, food drive, parade, banquet, etc.

- Next School Board Meeting is 1/08/2024.

-Old Business:

- Player food insecurity – delivery made in December.

-Next meeting: 1/17/2024 at 6 pm at Roma's in Bowling Green.

-Motion to adjourn meeting at 7:32 pm by David, seconded by Aimee. All in favor.

Minutes recorded by Aimee Fletcher.