

Caroline Cavaliers Football Club

Meeting Minutes

August 17, 2021

Attendance: Aimee Fletcher, Debbie Frank, David Fletcher, Jay Bradley, Carrie Bradley, Amy Laudicina, Mike Laudicina, Tanya Tunstall, Amber Santmeyer, Laura Marks, Dan Marks, Ashley Alvarez, Nick Alvarez, Melanie Parker, Kristin Bissoon, Marie Holmes, Tyrese Holmes, Jeremiah Donaldson, Doug Allison

-Introductions: started with Aimee & Debbie, then we went around the group and they introduced themselves.

-501c3 status is still pending. Forms were finalized and submitted 5/31/21. IRS states it can take up to 6 months for any response. Tanya Tunstall added that the IRS is way behind, so it is likely to be longer.

-Purpose/mission of the Football Club was shared with the group:

- o Promote, support, service and enhance the Caroline High School Football Program and its coaches. Examples include assistance with team meals, fundraising, activities, and school spirit in a professional manner.
- o Promote positive attitudes, work ethic, discipline, and sportsmanship.
- o Provide financial, physical, and emotional support and service for the Caroline High School Football Program.

-Team Meals: Committee needed to help Debbie with finding sponsors for team meals. So far only two meals have been confirmed. The varsity games will be the first priority, followed by JV. Please reach out to restaurants, churches, civic organizations, or even individuals who may like to help. We have a tax ID/EIN that can be provided for tax deductions.

-Fundraisers:

- Car Wash on 8/14/21 recap: Bowling Green \$766 + Ladysmith \$475 = \$1241 total!
- Next Car Wash on 9/18/21 – this time we will not do shifts. It will be 9-12 pm for everyone.
- Flamingo Flock: \$650 to date!
- Concession Stand support at a game or two: 40% of the income will go the CHS Booster Club account – football “bucket” for the coach to spend.
- Corporate Sponsorship: please consider asking your employers or other businesses for sponsorship. Monetary gifts can be used to support our club mission.

-Grants: Susan Sili has ideas on a few grants to apply for (REC and the Caroline Foundation, to name a few).

-Treasurer's Report: after our car wash on Saturday, we have \$1961.80 in the bank.

-Projects:

- Organization of football storage closet & “hot box” – Doug explained that the hot box is garage that stores grounds maintenance equipment. Once side is partitioned off and they store football equipment in the off season. It needs organization and sprucing up. Also the storage closet near the former weight room needs better organization. Is there a better way to store the jerseys?
- Signage for weight room, locker room (field house), & coach's office – motivational signs.
- Leader Board for weight room – Champions Club board with magnetic names that can be moved as players earn more points & move up.
- Depth Chart Board for locker room/coach's office.

-Upcoming Events:

- Senior Night: last home game of the season – Doug will check with Paul Heizer.
- End of Season Banquet: Jay Bradley suggested a possible back-up location = Frog Level Fire Dept outdoor pavilion.
- Food Drive: possibly hold in November.
- Bowling Green Christmas Parade: 12/11/21? – if the parade is held this year, we will need someone with a truck and trailer, as the family that provided those before has graduated and moved away.

-Next meeting: 9/14/2021 at 6 pm in weight room

-Meeting adjourned at 6:58 pm.

Caroline Cavaliers Football Club

Meeting Minutes

September 14, 2021

Attendance: Aimee Fletcher, Debbie Frank, Ron Goff, Carrie Bradley, Amber Santmeyer, Laura Marks, Dan Marks, Melanie Parker, Tyrese Holmes, Jeremiah (JD) Donaldson, Greg Johnson, Doug Allison (after practice)

-Introductions: started with Aimee & Debbie, then we went around the group and they introduced themselves.

-501c3 status is still pending. In the meantime, we can use the CHS Booster Club's status, if needed.

-Purpose/mission of the Football Club was shared with the group:

- o Promote, support, service and enhance the Caroline High School Football Program and its coaches. Examples include assistance with team meals, fundraising, activities, and school spirit in a professional manner.
- o Promote positive attitudes, work ethic, discipline, and sportsmanship.
- o Provide financial, physical, and emotional support and service for the Caroline High School Football Program.

-Update on Player gear & Fan gear: Fan gear was picked up from Best Promotional today and is ready for distribution. Player gear from BSN is set to ship 9/24.

-Concerns raised by a parent:

- properly fitting jerseys
- enough helmets for all players to not need to share
- JV Locker Room security: none of the lockers have locks. When we host a game, the JV lockers have to be cleared out to prevent theft

and damage. Things have gotten misplaced in all the shuffle. The easiest solution is to assign each player a lock. We will need about 65 of them.

-Team Meals: There are approximately 5 games this season that we don't have covered yet. Request letters were handed out to the group to visit various county establishments asking for a contribution. The Marks and Bradley families are signing up for a meal.

-Fundraisers:

- Car Wash on 8/14/21 recap: Bowling Green \$766 + Ladysmith \$475 = \$1241 total!
- Next Car Wash on 9/18/21 – this time we will not do shifts. It will be 9-12 pm for everyone.
- Flamingo Flock: \$650 to date!
- Concession Stand support at Homecoming game 10/01/2021. We need parents and JV players to staff it. A Sign-up Genius will be posted. We will keep 40% of the income that night. It will go the CHS Booster Club account – football “bucket” for the coach to spend.
- Corporate Sponsorship: please consider asking your employers or other businesses for sponsorship. Monetary gifts can be used to support our club mission. If a 501(c)3 status is required, we can use the CHS Boosters status until ours is final.

-Grants: Susan Sili has ideas on a few grants to apply for (REC and the Caroline Foundation, to name a few). If a 501(c)3 status is required, we can use the CHS Boosters status until ours is final.

-Treasurer's Report: balance of \$1713.63

-Projects:

- Organization of football storage closet & “hot box” – Doug explained that the hot box is garage that stores grounds maintenance equipment. Once side is partitioned off and they store football equipment in the off season. It needs organization

and sprucing up. Also the storage closet near the former weight room needs better organization. Is there a better way to store the jerseys?

- Signage for weight room, locker room (field house), & coach's office – motivational signs.
- Leader Board for weight room – Champions Club board with magnetic names that can be moved as players earn more points & move up.
- Depth Chart Board for locker room/coach's office.

-Upcoming Events:

- Senior Night: last home game of the season = 10/29/21.
- End of Season Banquet: date TBD
- Food Drive: date set for 11/06/2021
- Bowling Green Christmas Parade: 12/11/21 – Jay Bradley has a trailer and a big truck we can decorate and he will drive. The players that walk alongside will hand out candy.

-Next meeting: 10/12/2021 at 6 pm in weight room

-Meeting adjourned at 7:38 pm.

Caroline Cavaliers Football Club

Meeting Minutes

October 12, 2021

Attendance: Aimee Fletcher, David Fletcher, JD Donaldson, Ian Donaldson, Dana Allison, Doug Allison (after practice)

-Introductions: quick introductions as most have attended before.

-501c3 status is still pending, but we did receive a letter from the IRS stating we "may" need to file a 990. Need to follow up on that. In the meantime, we can use the CHS Booster Club's status, if needed.

-Purpose/mission of the Football Club was shared with the group:

- o Promote, support, service and enhance the Caroline High School Football Program and its coaches. Examples include assistance with team meals, fundraising, activities, and school spirit in a professional manner.
- o Promote positive attitudes, work ethic, discipline, and sportsmanship.
- o Provide financial, physical, and emotional support and service for the Caroline High School Football Program.

-Update on Player gear: Player gear from BSN was supposed to ship 9/24. Have not yet received.

-Team Meals: The season is winding down. We have 8 games left. Several are being covered by a church group.

-Fundraisers:

- Car Wash on 9/18/21 brought in \$884.
- Flamingo Flock: \$650 to date. Melanie Parker has the flamingos and may start moving them around again. Otherwise, they will

“head South” for the winter and we will start again late spring/summer.

- Concession Stand support at Homecoming game 10/01/2021. We made \$720+ (I don't have an exact figure yet). This money goes into the CHS Booster account, which Doug can use for jerseys, equipment, etc. We also made \$31 in the donation canister on the counter. That money went into the Club account.
- Corporate Sponsorship: please consider asking your employers or other businesses for sponsorship. Monetary gifts can be used to support our club mission. If a 501(c)3 status is required, we can use the CHS Boosters status until ours is final.

-Grants: Susan Sili has ideas on a few grants to apply for (REC and the Caroline Foundation, to name a few). If a 501(c)3 status is required, we can use the CHS Boosters status until ours is final.

-Treasurer's Report: balance of \$3343.25

-Projects:

- Organization of football storage closet & “hot box” – The hot box is garage that stores grounds maintenance equipment. One side is partitioned off and they store football equipment in the off season. It needs organization and sprucing up. Photos of the hot box were circulated a few weeks ago to generate some ideas on what to do. David McCarthy responded to the message. He has some ideas and possibly some materials that can be used. A few shelves need some repair/additional support. We need to install a system to hang jerseys during the season, so they don't end up on the floor. Ron Goff wants to use wooden dowels, or maybe even metal pipes, supported in the center. We need many clear totes for storage (no taller than 18"). Holes/gaps need to be sealed off. Possibly replace the wood panel on the exterior that is rotten. Clean the room and paint at least the shelves. We need to set a date to begin work. This may be a project we start now with the building type stuff, and return in the spring to paint.

- Signage for weight room, locker room (field house), & coach's office – motivational signs. We discussed having these made. We could use a business like FastSigns. Also, JD may be able to get sheets of metal/aluminum, that his place of business can cut down to size and paint. Then we need to find someone to do the vinyl lettering and decals. He also may know someone who can do that!
- Leader Board for weight room – Champions Club board with magnetic names that can be moved as players earn more points & move up. This will be the largest board at 4' x 8'. Again, JD will look into this at work.
- Depth Chart Board for locker room/coach's office. This one may wait till next season

-Upcoming Events:

- Senior Night: last home game of the season = 10/29/21. Aimee has been getting photos of the seniors to submit to Best Promotional to make the banners that will hang on the fences. The photos and other info MUST be submitted by Friday. **Other ideas are welcomed to celebrate our seniors. We need someone to execute them though. Who wants to step up?**
- End of Season Banquet: date set for 12/12/21 in the evening. This is a Sunday because Winter sports will have started. A Sunday seems the best option to not conflict with other sports schedules. Coaches, players, and sponsors attend for free. All others will be \$5/person. We will have a meal. The coaches will do recognition. We hope to do this in the cafeteria then move to the auditorium, as long as the school does not limit attendance. We usually do a small gift for the players and coaches. **Need ideas please.**
- Food Drive: date set for 11/06/2021. We have signs already made from last time. We need to nail down locations (2 or more) and

support for each site. We can do a Signup Genius. We have numerous players, we should be able to have a number of drop-off sites with the amount of kids on the team!

- Bowling Green Christmas Parade: 12/11/21 – Jay Bradley has a trailer and a big truck we can decorate and he will drive. The players that walk alongside will hand out candy. We will need players and parents to help decorate before the parade.

-Next meeting: 11/09/2021 at 6 pm in weight room

-Meeting adjourned at 7:56 pm.

Caroline Cavaliers Football Club

Meeting Minutes

November 09, 2021

Attendance: Aimee Fletcher, David Fletcher, Jay Bradley, Dana Allison, Doug Allison

-501c3 status is approved!

-Update on Player gear: Player gear from BSN should arrive any day now. People will receive a 50% credit back to their card for these remaining items.

-Team Meals: Thank you to all who helped with meals!

-Fundraisers:

- Flamingo Flock: The Parkers made a few more stops with them. They will be spending the winter "down south".
- Corporate Sponsorship: please consider asking your employers or other businesses for sponsorship. Monetary gifts can be used to support our club mission. If a 501(c)3 status is required, we have that now.
- Food Drive Collection on 11/06/2021 – items & monetary donations collected; purchased additional items with the money – 407 items donated!
- Golf Tournament – Spring 2022

-Grants: Susan Sili has ideas on a few grants to apply for (REC and the Caroline Foundation, to name a few). If a 501(c)3 status is required, we have that now.

-Treasurer's Report: balance of \$2898.92

-Projects:

- Organization of football storage closet & "hot box" – applied for and granted \$250 toward this project. Need to repair a few existing shelves, install some dowel rods with supports to hang jerseys on during the season, procure clear totes (cannot be taller than 18" to fit

on the shelves), seal off holes/gaps, possibly fix the exterior panel that is rotten, clean the room & paint. Date to work on this?

- Signage for weight room, locker room & coach's office – applied for and granted \$250 toward this project. Working with Coach Allison & FastSigns on desired signs
- Leader Board for weight room – JD Donaldson is working on this with colleagues at work.

-Upcoming Events:

- End of Season Banquet: date set for 12/12/21 in the evening. This is a Sunday because Winter sports will have started. A Sunday seems the best option to not conflict with other sports schedules. Coaches, players, and sponsors attend for free. All others will be \$5/person. Invitations are forthcoming. We will have a meal (pastas, salad, bread, desserts, tea, lemonade, water). The coaches will do recognition. We will eat in the cafeteria then move to the auditorium. We usually do a small gift for the players and coaches. We are moving forward with the Champions Club photo boards for the coaches gift. We are looking into sports water bottles for the players.
- Bowling Green Christmas Parade: 12/11/21 – Application is almost complete. Jay Bradley has a trailer and a big truck we can decorate and he will drive. He has a generator. LED lights are preferred because of less pull on the generator. Jay's advice: keep things consistent (ie. Choose lights with green wire or white wire but don't mix both). The players may ride in the trailer or walk alongside. They will wear blue jerseys over warm clothes and blue jeans, and we are buying Santa hats. We would like to invite the cheerleaders too. Maybe we could use the "thing" that the players ran through onto the field. Could the truck "drive through" it in front of the judge's table? We will need players and parents to help decorate before the parade around 1 pm on Maury Ave.

-Next meeting: 12/07/2021 at 6 pm in weight room

-Meeting adjourned at 8:14 pm.

Caroline Cavaliers Football Club

Meeting Minutes

December 07, 2021

Attendance: Aimee Fletcher, David Fletcher, Carrie Bradley

-501c3 status is approved!

-Team Meals: on hold till next season

-Fundraisers:

- Flamingo Flock: on hold till warmer weather
- Corporate Sponsorship: please consider asking your employers or other businesses for sponsorship. Monetary gifts can be used to support our club mission. If a 501(c)3 status is required, we have that now.

-Grants: Susan Sili has ideas on a few grants to apply for (REC and the Caroline Foundation, to name a few). If a 501(c)3 status is required, we have that now.

-Treasurer's Report: balance of \$1943.33

-Projects:

- Organization of football storage closet & "hot box" – applied for and granted \$250 toward this project. Need to repair a few existing shelves, install some dowel rods with supports to hang jerseys on during the season, procure clear totes (cannot be taller than 18" to fit on the shelves), seal off holes/gaps, possibly fix the exterior panel that is rotten, clean the room & paint. Date to work on this?
- Signage for weight room, locker room & coach's office – Cavs testing boards were purchased and installed, as well as a 'Champions' motivational sign. Ron Goff took care of hanging them. Thank you so much!
- Leader Board for weight room – JD Donaldson is working on this with colleagues at work.

-Upcoming Events:

- End of Season Banquet: On 12/12/21 in the evening. This is a Sunday because Winter sports will have started. Invitations were sent two weeks ago. Pasta dishes (ziti and fettucine alfredo) have been ordered from Giuseppe's. Salad, bread, tea, lemonade, water, cake & other desserts prepared by the Club. Each player will receive a squeezeable sports water bottle with team logo. Aimee will add their names. Senior plaques have been prepared by coaches. Two teens will be serving at the buffet line. Help is needed 1-2 hours before start time to decorate and set up for the meal. Help is also needed to clean up.
- Bowling Green Christmas Parade: 12/11/21 – Application was submitted. We will be meeting at 1 pm on Maury Ave to decorate the trailer, then again at 4:30 pm for "go time". Blue & white lights and blue & silver garland were purchased. We have a new Caroline Football Banner. We purchased sixty Santa hats and painted 'CAVS' on the cuffs. The players will wear blue jeans & warm layers. Coach will distribute blue jerseys to wear over their clothes.

-Next meeting: TBD

-Meeting adjourned at 6:35 pm.