

**Patriot Grandstand Club
Board of Directors Meeting Minutes
Date: 10/4/04**

Attendance: **Jenny Sherwood, Barney Stilphen, Barbara Christy, Anne Rowe, Mike Ouellette**

Agenda Item	Discussion	Action/Follow-up
Treasurer's Report	Barbara reported that our current bank balance is \$15,433.25. Barbara presented a Cash Receipts and Disbursements Report for the period January 1, 2004 through October 5, 2004. During this period we took in \$22,682.16 and disbursed \$7,248.91, leaving us with a net increase in cash from the beginning of the year of \$15,433.25.	
Middle School Equipment Invoice	Mike presented the Board with a detailed invoice of middle school equipment sold to the team last year. The Board voted to accept the invoice and pay the \$3,000 by the end of November.	
Secretary's Report	Minutes from the September 7, 2004 meeting were previously distributed.	
Tax Filing Status	We are now officially a nonprofit corporation, charter #20050049ND, in the State of Maine. We should have our corporate certificate from Cumberland County within a few weeks. Anne is working on our charitable corporation application to the IRS.	
Insurance	No action.	
Budget	Jenny presented a revised monthly budget that shows we are \$2,635 ahead of budget in net cash receipts at the end of September.	
Financial Statements	Anne presented preliminary accrual-based financial statements for the Club's first year of operations. The statements show revenues of \$37,809.48 and expenses of \$21,085.70, leaving a fund balance of \$16,723.78 as of March 31, 2004. Anne explained the accounting procedures for capital assets, which are items of equipment that have a useful life of more than one year. Anne presented a report of Riddell equipment and how she classified it by estimated useful life. She will revise and finalize the financial statements after analysis of other Riddell invoices and cash deposits.	
Class Selling Items At Home Football Games	We have been approached by Project Graduation about their selling items at our football games. The Board agreed that the sale of items at our home games should be limited to our Club merchandise and the PTSA Snack Shack.	Jenny will ask Geoff if we can indeed pose this limitation.
Ice Machine	No action.	
Web Site	The group talked about additional web site content. Anne reported that we will get more info about the Club and our programs up shortly. Mike suggested putting up pictures of the cheerleaders. We will try to sell merchandise from the site next year, as well as have short movies of good game plays.	
Equipment Shed	Mike, Barney and Scott Billings will take responsibility for collecting donations of building material. The Board authorized the cost of tube and concrete to put in the shed footings this fall.	
Locker Room Update	Mike Bagley has arranged for the donation of 20 sheets of plywood to build additional	

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	lockers in our locker room.	
Update on Fundraising Committee Events	We will put a big push on the cash raffle in the next few weeks. Barney is planning the fishing derby. We will try to schedule it for February 5 th . Barney has built a box to collect bottle donations at the Bottle Barn. He will deliver it there this week.	
Equipment Return at End of Season	Mike and John Reidy will call a final practice at the end of the season and will collect all high school equipment. We will ask Jim Seavey to do the same for the middle school. Mike noted that Northeast Athletics offer warehousing of equipment over the winter.	Jenny to ask Geoff to talk to Jim Seavey about collecting equipment.
End-of-Season Banquets	Mike plans to have a banquet at Cole Farms again this year. We will have another pizza party for the middle school players. The Board authorized Mike to purchase medals for the players.	
Reconditioning Equipment	The Board decided to get quotes from both Northeast Athletics and Riddell.	Jenny will get quotes.
Size of 2005 Middle School Team	We would like to suit as many players as are interested next year. We will wait and see the interest level in August and then will decide whether or not to buy additional equipment if necessary.	
Additional Bleachers	The Board discussed the need for bleachers for the away-team fans next year at varsity games. Anne noted that we might be able to find a grant for additional bleachers since they would benefit all outdoor sports.	Jenny will ask Geoff if we can put more bleachers around the football field.
2005 Board vs. Coaches Responsibilities	There are several responsibilities, particularly at the middle school level, that members of the Board took on this year that should, in our opinion, be handled by the head coach. These include the distribution and fitting of equipment, staying with players before a game, and staying after practice until all players have been picked up. Painting of fields is also an issue. The Board agreed that these issues need to be addressed before next season.	
Gestures for Major Supporters	Mike suggested that we give either plaques or autographed footballs to our major supporters at the end of the season. Mike is planning on giving GNG Patriot hats to people who helped with the practice fields this summer.	
Next Meeting	The next meeting will be held on Tuesday, November 9 at 6:30 pm in the high school library.	