

**Patriot Grandstand Club
Board of Directors Meeting Minutes
Date: 12/15/04**

Attendance: **Tammy McGrath, Jenny Sherwood, Barney Stilphen, Barbara Christy, Anne Rowe, Geoff Robbins**

Agenda Item	Discussion	Action/Follow-up
Coaching Changes	Mike Ouellette appeared before the Board briefly and handed out a memo requesting an open forum to discuss his removal as head football coach. After Mike left, the group discussed the package that Mike sent to many Board members and parents. Geoff explained that Mike's contract was not renewed because Geoff felt our football program was not going to progress satisfactorily with Mike as varsity coach. Geoff was not able to discuss the details of Mike's review due to District confidentiality policies. The board discussed the possibility of sending a letter to all parents explaining that all hiring and firing decisions are made by the District, not the Board. We also want parents to know that they can contact us anytime with questions about our budget and our fundraising activities.	Tammy will draft a letter to parents and email it to other board members for comments.
Treasurer's Report	Barbara handed out a report of income and expenses by category for the period January 1 st through December 15, 2004.	
Secretary's Report	Minutes from the November 8, 2004 meeting were previously distributed.	
Tax Filing Status	Anne reported that we received a confirmation of our application from the IRS dated November 17, 2004. The letter states that our application should be processed within 120 days. Anne explained that, as a Maine nonprofit corporation, we will have to file an annual report with the State before June 1 st each year. When we become a charitable organization, we will have to file a Form 990 informational tax return each year with the IRS within 5 months of our March 31 st year-end. We will also need to send out 1099 forms to our independent contractors (coaches) by January 31 st each year. Barbara will bring the 2004 forms to our next meeting.	
Game Security Invoices	Geoff presented security invoices for both 2003 and 2004. The 2003-2004 check register kept by the school doesn't indicate that 2003 invoices have been paid. Barbara will check her detailed records at home.	Barbara to research if 2003 invoices were paid.
Equipment Return	Anne distributed a report of missing equipment. As of this date, we are missing full sets of equipment from 4 students; game shirts from 4 students; and 1 practice shirt.	Jenny will continue calling parents.
Equipment Reconditioning	Anne reported that Northeast Athletics took 70 helmets and 76 shoulder pads on November 24 th . Jenny will wash and sanitized all small pads, and Anne will wash and mend all uniforms and bags. Geoff reported that Kevin Keenan from Riddell was disappointed that we gave our reconditioning business to Northeast, and he would like to meet with the Board to discuss what Riddell can offer.	Jenny will email Kevin Keenan.
2005 Program Budget	Geoff informed the group that next year the varsity team will need away jerseys. We will need to pay 4 to 5 refs for each varsity home game and 3 for each middle school and junior varsity home game. There will be approximately 12 away games (including middle school) at a travel cost of \$150 to \$200 per game. There will be 3 or 4 paid high school coaches and 2 paid middle school coaches. The stipend for the head varsity coach will probably be between \$4,000 and \$5,000. Geoff also explained that most coaches have a clothing allowance as part	

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	of their stipend. Field painting will probably cost around \$500. The District will start advertising for the head coach position in January.	
Fishing Derby	The fishing derby is scheduled for February 5 th on both Upper and Middle Range Ponds. Fishing will begin ½ hour before sunrise and end at 4 pm. The weigh-in station will be at The Flying Lobster restaurant. A representative from FET wants to speak at our next meeting.	Anne will prepare posters and brochures.
Additional Bleachers	No action.	
Locker Room Update	No action.	
Next Meeting	The next meeting will be held on Monday, January 3, 2005 at 6:30 pm in the high school library.	