

**Patriot Grandstand Club  
Board of Directors Meeting Minutes  
Date: 2/15/05**

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

Agenda Item	Discussion	Action/Follow-up
Treasurer's Report	Barbara reported that our bank balance is \$4,407.85.	
Secretary's Report	Minutes from the January 3, 2005 meeting were previously distributed.	
Ice Fishing Derby	Anne circulated sponsor thank-you cards for each Board member to sign.	
Annual Meeting	<p>The group discussed the business that will be transacted at the annual meeting.</p> <p>Current Finances: Anne will prepare a Balance Sheet projected to March 31, 2005, and a Profit and Loss Statement for the fiscal year that will end on March 31, 2005. Jenny will verify our outstanding account balances with Riddell and with Northeast Athletics.</p> <p>2005 Projected Costs: Jenny circulated a report of the projected cost to run our programs next year, which is about \$20,000. We will present this report at the Annual Meeting along with the fact that we anticipate revenues of approximately \$10,000 in registration fees and \$5,000 from the gate and the game program. The group felt that we should not raise registration fees if at all possible, but the decision will be up to the new board.</p> <p>Talking Points: Important topics to cover at the meeting include a) how to keep participation high and registration fees low, b) painting of the playing fields, c) the need for new bleachers, and d) our uniform and equipment needs.</p> <p>Election of Officers: The group discussed nominations for officers for next year. Barney agreed to run for President, Jenny agreed to run for Vice President, and Anne agreed to run for Treasurer and/or Secretary. Barbara will consider running for Trustee. The group agreed that we should possibly look for one more Vice President and up to three more Trustees. Jenny will prepare nomination sheets, ballots, and committee sign-up sheets.</p> <p>Annual Meeting Notice: Anne will prepare and mail a letter announcing the Annual Meeting to all football parents. She will also send the announcement to our three local newspapers.</p>	<p>Anne will prepare financial statements. Jenny will verify account balances with Riddell and Northeast.</p> <p>Jenny will prepare an analysis of anticipated 2005 program revenues and expenses.</p> <p>Jenny will prepare nomination sheets, ballots, and committee sign-up sheets.</p> <p>Anne will prepare and mail meeting notices to parents, plus send to all local papers.</p> <p>Jenny will email parents a meeting reminder one week before meeting.</p>
Code of Conduct	The group discussed the need for a code of conduct for board and committee members. We want to encourage everyone to participate in our activities, but we also need a mechanism to ensure that the Club is represented in a positive manner and that confidentiality is maintained when appropriate. Anne will research and draft.	Anne will prepare a draft code of conduct.
Checking Account	Barbara informed the group that we will have to close our current checking account and open a new one if we want to drop any authorized signer from the account. The address on our checks needs to be changed to our post office box. We will probably need to go to the bank	

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	as a group once new officers are elected.	
Equipment Return	As of this date, we are still missing full sets of equipment from several students; game shirts from 3 students and 1 practice shirt.	Anne will send invoices to these people, and threaten small claims court if we don't receive equipment or payment in thirty days.
Next Meeting	The next meeting will be the Annual meeting on Tuesday, March 15, 2005 at 7:00 pm in the high school cafeteria.	