

Henniker Youth Athletics Committee
October 29, 2008
Grange Hall

Approved Meeting Minutes

Members Present: Chair Marc McMurphy, Sarah Bisson, Shannon Camara, Holly Cole, Brian Dubreuil, Priscilla Fitch, Tim Lamphere, Lori Runksmeier, Cheryl Morse, Valerie Simeone, Jaime Westin

Others Present: Peter Flynn, Town Administrator; Jarrod Brooks, Guest; Glenn Sullivan, Guest; Sheila Mitchell, Recording Secretary

Call to Order: Chairman Marc McMurphy called the meeting to order at 7:00 p.m.

1. Approval of September Minutes

A motion was made by Sarah Bisson to approve the minutes of September 24, 2008 as written; the motion was seconded by Shannon Camara, and carried.

2. Introduction of Committee Member Candidates

The Chairman introduced two of three potential Committee members. Jarrod Brooks has applied to the Selectmen to join the Youth Athletics Committee. Jarrod said he has been a physical education instructor at the elementary school level, plus he has coached soccer at the high school level. Glenn Sullivan (who has not yet applied to the Selectmen) said he had coached football at 4th and 5th grade levels. A third individual, Jennifer Gendreau, has expressed an interest in joining the Committee but was not present at the meeting.

Chair Marc McMurphy explained to the candidates how Committee meetings are conducted, the roles fulfilled by various Committee members, how program decisions are reached by Athletics Program Directors, and how the Committee publicly supports those decisions. He also explained how and why expenditures must go through one individual on the Committee, that individual being Brian Dubreuil.

3. Budget Review and Approval

By way of introducing the subject, Marc reminded the Committee members of the tough economy. He stated his opinion that the overall total for the proposed budget should be mindful of the current economic challenges, and cover only the basic items needed to continue the youth athletics programs, so that it might be acceptable to the Budget Committee and the voters at Town Meeting. He asked those present to think like taxpayers, as well as Committee members and Program Directors.

Marc also recalled the budget totals at the time when the Committee was first convened a few years ago, and voiced an opinion that the budget perhaps could be kept in line with those levels, which would amount to \$34,000 or \$35,000 overall.

He reminded the Committee that it had also agreed to propose a warrant article to acquire an additional athletic field for softball. The proposed warrant article would amount to around \$30,000. Tim Lamphere asked if the warrant article might more appropriately be proposed by the Parks & Recreation Department. If the warrant article were to be proposed by the Youth Athletics Committee instead of Parks & Recreation, Marc said, it might be combined with a \$20,000 amount already in reserve under Athletics. An additional warrant article would be required to allocate reserve funds for the specified purpose. Cheryl Morse recommended the Committee be specific in its proposed allocations. It was agreed to table a decision until a proposed warrant article could be reviewed at the next meeting.

The subject of budgeting for safety and improvement costs for the current baseball field also was raised. This is expected to include backstop repair (safety issue), dugout enclosure, and repair of the fence around the outfield. Peter Flynn said the estimated cost for repairing the backstop and fence comes to around \$12,000, and the estimate to enclose the dugout comes to around \$2,000.

Peter Flynn reviewed the budgeting schedule for the members:

First week of November:	preliminary proposed budget hearings
First week of December:	proposed warrant articles
First two weeks of January:	Budget Committee meetings
February 4 – 5, 2009:	final, public budget hearings (last opportunity for revision)
Before Town Meeting:	budget goes to print

Brian Dubreuil said the third version of the proposed budget for Youth Athletics, the version being considered at this meeting, had been “level loaded.” The spreadsheet that Brian had prepared showed the total amount of the previous budget version of \$49,364, and that had been reduced by \$7,965, amounting to a revised budget total of \$41,399.

A. Baseball

Tim Lamphere said he was concerned that Brian had reduced the budget for baseball without consulting him. Tim also pointed out that insurance rates had increased by 2% from one year to the next. However, he said he could make the current proposed budget work for baseball in 2009.

B. Softball

No changes were made to the proposed softball budget.

C. Soccer

The Directors approved the budget for soccer without comment.

D. Basketball

New basketballs have been purchased, thanks to the donation discussed at previous meetings.

Valerie Simeone stated that the insurance estimate for the 2009 budget was incorrect, and Brian admitted that was an error of \$450 on his part. Valerie and Priscilla Fitch reported that league fees had not been adequately budgeted for 2008 and were expected to increase in 2009. Brian proposed deducting \$450 from the uniform budget to correct the error on the insurance line.

Lori Runksmeier voiced an opinion that the amount of funding proposed for basketball, and other sports, in 2009 would be even less than “level” (referring to Brian’s term), if one took into account expenses that increase due to inflation, along with the requirements of providing adequate athletics programs for 650 participants (presumably referring to the 2008 participation figure). Lori advocated increasing the budget by as much as \$1,000 overall, and by at least \$450 for basketball. It was agreed that the budget for basketball should be increased by \$450, to bring that program total to \$8,600 from \$8,150.

E. Cheerleading

Sarah Bisson reported that there had been a budget shortfall of \$200 in 2008 for league fees. Brian assured her that that could be corrected before year’s end. Sarah also said the uniforms for kindergarten to 2nd grade had been ordered too small and couldn’t be used. Old uniforms will have to be used instead. On a positive note, Sarah reported that the uniform tops donated by John Stark High School have been un-embroidered and remodeled to suit Henniker’s needs, thanks to lots of volunteer time and effort, including that of the Chairman and other Committee members.

F. Medical Supplies / Equipment

No changes were made to the final proposed budget for medical supplies and equipment. Jim O’Rourke was not present.

G. Contingency / Hardship

Brian said this amount had been budgeted for young people who would otherwise participate but would not be able to pay any expenses not already covered by the Youth Athletics budget. Tim suggested that the Youth Boosters might be of assistance as well, and Peter Flynn and Cheryl Morse concurred. Holly said that qualifications for assistance should be determined by the Committee and applied in all cases in the interest of controlling expenses.

Marc explained the Youth Booster structure to the guests. He said they have been set up as a charitable (501c3) organization. Further, he said any decision to approach the Boosters for possible assistance should be reached by Committee consensus and should come through one point of contact, Brian Dubreuil.

A motion was made by Holly Cole to approve a proposed combined 2009 Youth Athletics budget of \$41,849, including an upward revision of \$450 for the Basketball program. The motion was seconded by Lori Runksmeier, and it carried.

H. Website / Minutes

This is a new budget area for Youth Athletics. It would cover three aspects of public information. The first two would be related to the Athletics website: (1) paying a subscription for the website service; and (2) administering the website's information and layout.

The third aspect relating to public information is the recording and publishing of meeting minutes. Marc explained that the administrative burden has increased, over the last year or so, in order to record and post minutes in a timely manner to comply with regulations concerning the public's right to know. He stated his opinion that the quality and reliability of the minutes has improved since engaging the Recording Secretary, Sheila Mitchell, beginning in June 2008.

For 2009, the Town's Administrator has asked the Committee to accept the cost of paying the Recording Secretary for minutes, in order to transfer budget funding from the administrative department to Youth Athletics. The total estimated cost for 2009 under Website / Minutes was estimated at \$1,000. However, upon review and discussion at the meeting, it was determined that this amount would cover the cost of meeting minutes only.

Marc reported that negotiations have been opened to have the Recording Secretary serve in the capacity of IS Manager to input and administer data on the website. In order for the website to be a credible resource, Marc explained, data needs to be posted to it in a timely, accurate, and reliable manner. That requires an individual who is dedicated to that role; and he reported that efforts to find someone willing to volunteer their time since Monica Denham's resignation have not yet succeeded. The cost of reimbursement for the Secretary's time in this role is still being negotiated, and this will need to be reviewed by the Committee at its next meeting. Guest Glenn Sullivan suggested a total of \$500.

Tim Lamphere asked if the website service fee of \$300 had been included in the total estimate of \$1,000. Marc replied that it had not.

A motion was made by Holly Cole to rescind the previous motion and make a new motion to add \$300 for the web site license fee to the proposed budget, bringing the combined Youth Athletics budget total for 2009 to \$42,149. The motions to rescind the old motion and make a new motion were seconded by Tim Lamphere, and the motions carried.

4. Other Business for Athletics Programs

The Chairman requested brief reports of program activities.

A. Soccer

Coaches and Directors had a post-season meeting the night before.

B. Basketball

Priscilla reported that evaluations are complete and the coach clinic last Sunday went well. There is a new coach for the 7th and 8th grade boys, she said. Four sets of new uniforms have been ordered.

The program now has new basketballs, as well as baskets, Marc reported, and the floors have been refinished.

Both Priscilla and Valerie expressed their gratitude to the other Program Directors for being willing to re-allocate funding for the current year in order to make these improvements possible.

C. Cheerleading

Sarah Bisson reported that the program for Kindergarten to 2nd Grade started last Saturday. She did have uniform issues with some parents. Four families requested financial aid, and Brian offered to assist Sarah with that. Optional tumbling programs at a gymnasium in Concord have begun at two levels: Grades 3-4-5 and Grades 6-7-8.

Adjournment

The Chairman adjourned the formal portion of the meeting at 8:10 p.m., stating that those who needed to leave were welcome to do so, and inviting those who were interested to stay to discuss how the newly introduced coach evaluation process for basketball had worked this past season.

Meeting Minutes
Respectfully Submitted
By Recording Secretary
Sheila Mitchell

Approved at 11/20/08 Meeting
(Recording Secretary Absent)