

## Innisfail Minor Football Association - Meeting Minutes April 10, 2017

Called to order at 5:45 pm

**Trevor motioned to approve Agenda, Jenn seconded**

**Jenn motioned to accept March meeting's minutes, Katrina seconded**

- Presented 2016 financial review – see attached
- Presented 2017 operating budget – see attached. **Katrina motioned to approve 2017 operating budget, Kim seconded**
- Sea-Can was purchased for a total of \$4,200. Things are starting to move over. Need more shelving (e.g. two industrial shelves). Cal Woodruff may have some still in his garage. Trevor Wooff wants to put in his game stuff, do not need room for his equipment. He has some small shoulder pads to give us that does not fit his players. He has given receipt for lock to Jen and Jen will provide him cheque. Junior footballs (tiny ones, 10-20) were found when sorting equipment. Perhaps use the small balls as a give away/award. Have a lot of 2015 t-shirts to give away. Bear mascot costume is with Trevor Wooff and we can use it for parade or other purposes. Trevor Wooff is fine with us changing the logo, no conflict of interest. Jenn to talk to Cory Fox about providing the new logo and will talk to him about also designing a TrueGrit logo. Getting sponsorship signs for use on game day.
- Reviewed agreement with IHS/Chinook's Edge/IMFA – was emailed out to all executive.
- Field Use agreement - currently in talks with town to return to previous agreements with IHS. Trevor Dyer met with town. Town will paint our lines in the middle of August. Trevor Wooff indicated he will be buying barn paint and do it earlier. Reviewed a letter to be sent to Joint User Committee (see attached). As part of the town fees if joint user committee does not go through, we would get access to some space for equipment return, change room access, line painting. If need be, we will ensure to get it into writing. Committee meets in May. Fees go into effect in September.
- Spring Training starting May 9<sup>th</sup> on Tuesdays, Wednesdays, & Thursdays; tentatively 5:00 – 6:30. Last day of spring training will be June 8<sup>th</sup>. Scott wants two weeks of conditioning and then equipment for the last three weeks of spring training. Will do equipment hand out the Thursday before first equipment session. First full practice is August 15<sup>th</sup>. Could run a boot camp or conditioning the second week of August and equipment handout. Have timeslots for the different teams for equipment handout to make it orderly. Have coaches there to help with sizing of helmets. Jenn and Heather will be tagging helmets with colored tags to keep track of their age.

- Katrina has started to reach out to a number of potential sponsors: Esso, Boots and Barrels, Specialty Auto, Hookers Towing, Innisfail Auction Mart. Letter to be sent to parents for home businesses. Ideas for more potential sponsors to approach included: Day Dental, Days Inn, Jackson's Pharmasave, D & R, CFK Collision, Johns Manville, Bilton Welding, Malcolms. Working on total cost estimate for score clock, and will approach Dodge with final numbers regarding partial sponsorship.
- Updated on discount cards: Booked into the trade show on April 21 and 22<sup>nd</sup>. \$193.20 to enter. The Trade Show gave us a discount for entry and will provide us with any leftover waterbottle giveaways from the trade show at the end. We will be selling the Cyclone cards from last year at \$10 per piece at trade show. Co-op is booked for April 30<sup>th</sup> from 11:00-3:00. Home Hardware to set up on Mother's Day and will let us have a BBQ (11:00 – 3:00?). Jenn will manage ensuring these times are staffed with volunteers. Contact Jenn if you are able to help or kids that can assist. She particularly will need kids to help clean up on last day of trade show from 11:00-2:00.
- April 29<sup>th</sup> a cheque will be given to Kids Cancer at 2:30 at the football field.
- Recruitment update: 1050 slips have gone into school agendas: Innisfail, Delburne, Elnora, Spruce View, Penhold. For Grade 9 in Innisfail High School will go into newsletter. Bowden, Trochu, Sundre, Caroline, and Huxley still to be approached. Player numbers to date : 5 Bantam actually registered, 8 PeeWee, 4 Atom. Scott has called previous bantam players, 12 confirmed returning, 3 on the fence.
- Coaching director update: List of confirmed coaches : PeeWee: Head Coach: Scott Layden. Keltey Vegso will be a trainer for one team. Possible considerations for head coaches for Atom and Bantam include: Vanessa McCoy and Tyler Johanson. Tyler lives in Sylvan Lake. Asked for travel allowance which would total \$455.00 for gas allowance. Board discussed and determined that they would be willing to motion to approve this if Tyler was confirmed as a head coach. Possible assistant Coach: Grayson Beardsworth. Possible Offensive Coaching: Drake Caron, Jacob Stauffer. Possible Defensive coaching: Darian & Tanner Newsham. Suggesting that the atom practices are one hour long 5:00 – 6:00. Players of third year atom upon coach's review can be allowed to practice with PeeWee. PeeWee will practice from 5:00-7:00.
- Jamboree update. The previous Jamboree that was on event schedule conflicts with coach's schedule and is a cost of \$200 per team. As such, board decided to drop this event from the IMFA potential schedule.
- Discussion of Player Safety. What is being done:
  - Insurance, adherence to age restrictions set out by Football Alberta, coaches training (safe contact clinic, concussion awareness course, NCCP coaches training, first aid), IMFA policies (minimum 3 safe tackle practices before player is allowed to play a game), properly fit equipment, player training, first aid kits available for each team
 Future Guidelines that have been discussed:
  - heads up tackle program, helmet recertification every 2 years (instead of 5, 7, 9, retired at 10), baseline concussion testing

What we could be doing:

- Official “return to play” protocol, following injury
- Baseline concussion testing
- Recertifying helmets sooner (every 2 years)
- Recruiting a trainer for each team
- Documenting injuries

Talitha would like to form a player safety committee to make recommendations to the board : which would include members of the executive, coaching staff, and parent representatives. Board discussed and was amenable to this request.

**Motion to adjourn at 7:10 pm. Next meeting scheduled for May 8<sup>th</sup> at 5:30 at McMann offices.**

## 2016 FINANCIAL STATEMENT

### INCOME

registration fees	6525	
cashd deposit chqs		
CFL fee adj	419.18	
donations	6430.95	
sponsors	2000	
fundraisers	3305.45	\$65.70 - 50/50, \$1089.75 - bottle drive
sales	4364.55	
other	4890	2016 deposits according to bank statement
<b>TOTAL</b>	<b>27935.13</b>	

### EXPENSES

Advertising	1116.85	
Administration	764.09	(association printing & postage \$430, \$305 pw)
Association	5505.32	(scholarship - \$250, executive gifts - \$317, cancer society \$930)
Atom Insurance	633.5	
PeeWee Insurance	969.5	
PeeWee reffing	1203.85	
Bantam Insurance		
Bantam League fees	1200	
Bantam paid to Olds	2677.75	
Fundraising	2463.07	(cards \$1500, concession \$698.27, sponsorship program \$161.96)
Equipment	4461.95	(\$408.61+ for travel expenses to pick up equipment)
Field Maintenance	4536.64	(\$130 pw games - changeroom, \$53.87, painting, \$4200 Sea-Can)
Coaches	227.69	
Events	5816.24	(\$126 rodeo parade, \$1519.76 - pw banquet, \$283.61 atom banquet, \$556.20)
CFL bus, \$246.49 damage to bus, \$20 swim)		
Misc.	3937.75	
Player Costs	1058.44	t-shirts, photos
<b>TOTAL</b>	<b>29888.04</b>	

## 2017 - IMFA Budget

### Income .

Peewee Fees	6875	based on 25 players @ 275
Bantam Fees	6875	based on 25 players @ 275
Atom Fees	4500	based on 20 players @ 225
Cyclone Card Fees	5000	based on 50 players selling 4 cards each
Cyclones Card fees	500	based on 20 players selling 2 cards each
Cyclone Card addntl		75 additional cards can be sold
bottle drive	2000	
Silent Auction		proposed silent auction during banquet
50/50	500	
concessions	2000	
sponsor	3000	
donation	5000	

**TOTAL 36250**

### Expenses

#### advertising:

IMFA/registration/meetings	500	fall community book, advertise
website	630	
Admin office supplies/printing	450	

#### Fundraising:

cyclones cards	1500	same as last year
concession	1000	
sponsorship	400	2 framed game jerseys
Equipment		

misc 2000

girdles, consumables	1500	\$35/player based on player cost breakdown
pants	3000	

first aid kits	1000	
player costs		
t-shirts peewee	375	based on \$15/player
t-shirts bantam	375	based on \$15/player
t-shirts atom	300	based on \$15/player
insurance - peewee	860	based on \$20/player + coaches + 5 executives
insurance - bantam	1200	based on \$20/player + coaches
insurance - atom	750	based on \$20/player + coaches
photos	700	based on 70 players
Concussion testing	2100	based on 70 players @ \$30/player
League Costs		
Central FB League (bantam)	1200	deposit required, exact amount at end of season
Central Peewee League	850	estimate based on previous years
Refing Pmnts - peewee	400	estimate based on previous years
refing development	375	approx \$75 investment in 5 refs
Coaching development	750	FBAB clinics available, concussion clinics available, proactive coaching
game wear	300	
trainer training	300	first aid, concussion clinics
Events		
McMhon Facility	250	paying half of 2 game rental
Parade - decorations	200	
Exhibition Game - other	1500	usually sponsor covered
Banquet - catering	4200	from player cost break down based on 70 players (\$60/player)
fun nights	700	from player cost break down based on 70 players (\$10/player)
breast cancer game	100	50/50 proceeds
MISC.	500	
<b>TOTAL</b>	<b>29355</b>	



Sea-Can/Land Use Agreement between:

Innisfail Minor Football Association (IMFA), Innisfail High School (IHS), and Chinook's Edge School Division (CESD)

CESD agrees to allow IMFA to position a Sea-Can on the IHS football field, located along 52 Ave, and 47 St. for the purpose of storing football equipment for IMFA and IHS Cyclones Football programs. The Sea-Can will be located along the South-West corner of the field, with the broad side of the structure facing the field and the opposite side facing 52 Ave. The location is next to the fence between the trees to the south and North that are also along the fence. We will leave room between the chain link fence and the Sea-Can for grass cutting and will be far enough away from the drainage ditch so it will not cause any problems (approximately 5 feet).

The sea-can is 20 feet by 8 feet, and is white in colour. It will remain white to match Cyclones colours and will include the Cyclones football logo in the center of both broad sides of the structure. Logo is attached.

This agreement shall commence March 2017 and continue through until March 2020. This agreement will be reviewed at the termination date stated above with the option of renewal according to the desires of all listed parties. Option to renew will be communicated by written notice, 90 days prior to the agreement expiration date. If at any point a permanent, alternative storage option becomes available at the field, and at the consensus of all three parties, this agreement may be terminated before the termination date.

Chinook's Edge School Division responsibilities:

1. CESD agrees to maintain full responsibility for all property taxes.
2. CESD agrees to maintain liability insurance on the property and structure.
3. CESD agrees to maintain grass cutting around the structure.
4. CESD agrees to assist with proper assessment to ensure proposed location for the sea-can is in a safe location that doesn't interfere with drainage or potential flooding issues.

Innisfail High School responsibilities:

1. IHS Senior Football program agrees to share costs related to maintenance and upkeep of the structure, including painting and logo decal costs, with IMFA (50% IHS, 50% IMFA) for the entire length of this agreement.
2. IHS agrees to share costs related to the disposal of the structure with IMFA (50% IHS, 50% IMFA). If, at the end of this agreement, the structure is in salable condition, both



parties agree to the sale of the structure, and any profits will be split between both IHS and IMFA.

3. IHS agrees to assist with obtaining any permits required for the placement of the sea-can.
4. IHS agrees to store IMFA player helmets inside IHS, during the off season winter months to prolong helmet life.
5. Maintain order and tidiness in the sea-can. This is for ease of access and safety of anyone entering the Sea-can.

Innisfail Minor Football Association responsibilities:

1. IMFA agrees to pay for installation and delivery of the Sea-Can. Innisfail Legion has agreed to donate \$4,000 towards the cost, any additional costs will be the responsibility of IMFA.
2. IMFA agrees to share costs related to maintenance and upkeep of the structure, including painting and logo decal costs, with IHS Football program (50% IHS, 50% IMFA) for the entire length of this agreement.
3. IMFA agrees to share costs related to the disposal of the structure with IHS (50% IHS, 50% IMFA). If, at the end of this agreement, the structure is in salable condition, both parties agree to the sale of the structure, and any profits will be split between both IHS and IMFA.
4. IMFA will carry content insurance for all practice equipment, player equipment, benches, and field/game day equipment and supplies.
5. IMFA will have the option to include program sponsor signage on both broad sides of the sea-can. Sponsors signage rates will be set by the IMFA executive board. Sponsor signs are subject to the following restrictions:
  - a.
6. IMFA agrees to cover any costs associated with obtaining a permit for the placement of the sea-can
7. IMFA agrees to cover any costs associated with the assessment required to ensure the proposed location for the sea-can is in a safe location that doesn't interfere with drainage or potential flooding issues.
8. Maintain order and tidiness in the sea-can. This is for ease of access and safety of anyone entering the Sea-can.

Items to be stored in the Sea-Can:

1. IMFA player equipment, with the exception of player helmets which, during the off season, will be stored inside IHS to prolong helmet life and integrity of materials.
2. IMFA practice equipment including tackle bags, cones, ladders, QB practice rig, etc.
3. IMFA game day equipment including concession supplies, benches, etc.
4. Assorted IMFA belongings (trophies, player t-shirts, fan gear, etc.)
5. IMFA parade decorations
6. IMFA player lockers
7. IHS player equipment
8. IHS practice equipment
9. IHS game day equipment including benches, score clock, yard markers, field goal posts, etc.
10. Awards and team photos from both IMFA and IHS
11. Any uniforms that have not been used for 2 consecutive seasons will not be stored in the sea-can.
12. Any additional football equipment needed through the season.
13. Administrative paperwork will be limited to 2 - 31 Gal containers for each IHS and IMFA
14. All items stored in the sea-can will be related to the IMFA program or IHS football program. Personal items belonging to IMFA executives, coaches, or representatives; or IHS staff will not be stored in the sea-can.

Contact Information:

CESD representative

Daryl Dyvig - Director, Facilities & Maintenance

Shawn Russell - Corporate Services Associate Superintendent

IHS representative

Wayne Pineau - Innisfail High School, Principal

Trevor Wooff - Innisfail High School, Senior Football Head Coach

IMFA representative

Michelle Caron (IMFA Field Development, 2017) email:

[mutatumtum@yahoo.com](mailto:mutatumtum@yahoo.com) cell: 403-506-7586 IMFA

President - [president@innisfailminorfootball.com](mailto:president@innisfailminorfootball.com)

(2017/2018 - Talitha Watkinson - 403-357-3409)