

SPORTS FIELD MANAGERS ASSOCIATION OF NJ
BOARD MEETING
Wednesday, September 7, 2011

Present: Don Savard, Matt Olivi, Brad Park, Mike Viersma, Kevin Shipman, Rich Watson, Fred Castenschoild, Ray Cipperly, Matt Pinkerton, Dr. Jim Murphy and Scott Bills.

Absent: Craig Tolley and Kevin Shipman

Meeting Called to Order at 6:42pm.

Acceptance of August meeting minutes by Sean, second by Fred.

Treasurer's Report: Mike Viersma

Income

Adelphia income was OK. Approx \$3,730.00. Awaiting bill from CeCe.

Newsletter income is off

Membership income is within \$265.00 of budget.

Expenses

Executive Secretary expenses are down.

Brad asked if Fredco had sent a check for the booth and demo. Debbie will send a bill.

Brad said we need to double check the matrix to make sure all vendors and equipment demonstrators paid.

Scott asked if we need to dip into our Money Market to cover expenses. Mike advised the board that will not be necessary.

Membership Report: Debbie Savard

Debbie reported 213 paid members, including several new members she couldn't remember the names of.

Nominating Report: Craig Tolley

No report - Craig Tolley absent

Newsletter: Brad Park

Brad gave Debbie a disk with the print ready newsletter. Brad stated we will be printing 325 copies.

Debbie stated we have 12 advertisers

Website: Debbie Savard

Debbie reported she linked our advertisers to their websites and also linked the Board of Directors contact information.

Education/Activities: Matt Olivi

Ray Cipperly is looking to get the November 9th field day at East Brunswick Vo-Tech approved by Friday. Ray asked Brad if he or Dr. Murphy could discuss the new fertilizer laws and update the 'Safe Child Playing Field' proposed legislation.

Expo – The speakers schedule is set.

Public Relations/Scholarships: Scott Bills

Scott Bills asked Debbie to send an email blast regarding the FOY contest.

Don asked Dr. Murphy to attend the scholarship committee on 9/19. Dr. Murphy asked Don to provide some guidelines and will provide the names of the candidates.

Scholarship for Student Members - Brad stated all of the participants in the STMA challenge have remained SFMANJ members through 2011.

Ray Cipperly suggested contacting Gerard at Metuchen High School regarding submitting an application for 'Field of the Year'

Old Business:

Legislative Update – Several members of the SFMANJ board continue to work with The New Jersey Green Industry Council on preventing the passage of 'The Safe Playing Field Act'

Rich Watson and Scott Bills recently met with Assemblywoman Quiones' chief of staff, Justin Rais who sponsored the bill on the assembly side. He said the bill will not proceed as written.

The board continued its work writing a specific job description for the Executive Secretary position. The board agreed to re-interview Debbie Savard for the position and asked her to provide the board with specific information via email. These items included an up to date matrix of newsletter advertisers, paid membership to date, invoices and vouchers.

The board agreed to forward the completed job description to CeCe Peabody so she can submit a price for her services.

The tentative job description is as follows. Matt Olivi will continue to refine.

Treasury

Prepare Vouchers to treasurer regarding payment of bills for postage, internet, phone, clinic expenses, meals, board expenses, travel, scholarships and executive secretary costs.

Newsletter

Prepare and maintain a matrix for advertisers and revenue.
Prepare and send on a timely basis newsletter, directory and patron advertizing packets and follow up regularly.
Complete layout and present to Brad Park for review.
Manage printing, postage and mailing of newsletter.

Membership

Maintain an accurate list of active and inactive members.
Follow up on membership renewals on a timely basis.
Manage incoming phone calls from members, vendors, etc on a daily basis.
Produce a membership directory on an annual basis, including advertising.

Website

Manage website on a timely basis or as directed by the board

Public Relations

Send Constant Contact emails to membership regarding clinics, field days, expo and other SFMANJ functions.
Advertize 'Field of the Year' as directed by the board and present completed applications the public relations committee chairman.
Attend trade shows as directed by the board.

Nominating

Prepare ballots for annual meeting as directed by nominating committee

New Business:

Don stated the national STMA is offering two free registrations to the national convention. One for existing members and one for a member who has never attended.

Don stated the STMA will be videotaping the COTS meeting for use determining best management practices for chapters.

Don stated the chapter presidents had a conference call and noted there are 33 chapters.

Deadline for chapter development fund receipts is November 1st.

Don stated the 'Certification Recruitment Subcommittee' discussed using development funds to pay for the CSFM process.

Don also stated there has been discussions about creating a 'Qualified Sports Field Specialist' for field technicians and will be heavily weighted on experience.

Brad stated he is meeting with the Rutgers Turf Club and asked if the board with committee to the \$1,000 allocation for the student team at the STMA conference.

New Jersey League of Municipalities – Bruce Kaufman asked the SFMANJ to prepare a talk on proposed 'Safe Playing Field' legislation. Brad asked Rich Watson to join him.

Motion to Adjourn by Ray, second by Sean.

Next meeting will be Wednesday, October 5th at 5:30pm. Location to be determined.

Please contact Don if you can not attend.