

**BSMFA Board Meeting Minutes**  
**March 6, 2025 - 7:00 pm**  
**Newville Firehouse**

**Board members (X indicates present):**

President: Jermey Shives	X		
Vice President: Ginger Young	X		
Secretary: Laura Young			
Treasurer: Nichole Garman	X		
Cheer Coordinator: Jenn Garcia	X		
General Manager: Dave Young	X		
Equipment Manager: Russ Kulp	X		
Concession Mgr: Jerika Palm	X		
Weigh Master: Andrea Whisler	X		

**Guests:** Brian Garman, Ashley Zimmerman, Tyler Zimmerman, Steph McHenry, Karl Heinemann, Donald Hoover, Danielle Hassinger, Heather Mitten, Melissa Bigler

**Regular meeting was called to order** at 7:03 PM by Jeremy Shives

**Public Comment:** Melissa Bigler - requests the board have meeting dates and meeting minutes posted publicly by website and/or Facebook.

**Review & Approval Of Minutes** - No meeting minutes provided by the secretary.

Motioned by: -

Second by: -

Vote: n/a

**Review & Approval of Treasurer Report**

Motioned by: Dave Young

Second by: Russ Kulp

Vote: YES

**CFA Report** - Jeremy Shives

Next CFA Meeting is 3/10 at 7pm, Shafer Field. Some of the bylaw proposals include: no more JV rule if not fielding all levels of play, checking rules of play. Schedule of game weekends is out.

**Old Business**

None

**BSMFA Board Meeting Minutes**  
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**Newville Firehouse**

**New Business**

Revised By-Laws Vote: YES Unanimous

Firehouse is putting a mini-split in our room and replacing the room door.

**Jeremy Shives announced open board position nominees:**

Karl Heinamann for President

Ginger Young and Ashley Zimmerman for VP

Stephanie McHenry for Secretary

Donald Hoover and Tyler Zimmerman for GM

Russ Kulp for Equipment Manager

Nominees allotted 2 minutes speaking time and Q&A with board:

Karl: Been around for a long time and happy to help out. Excited for a new change. Not interested in staying more than one year.

Q: How will you look to balance coaching and board position? A: Kids are the main priority. Focusing on the game at play during game days. Not looking to stay for more than one year.

Ashley: She was nominated. She is looking to be more involved and have a community mindset. No new ideas and would anticipate volunteering for three years until son is finished.

Q: how would you balance being a parent and a board member? A: I would treat this like my job. She experience since she was also a cheerleader.

Don: mentioned he's coached with Karl, he and his family are a football family, always on TV, going to games and films the HS games. He doesn't have an opinion on a midget program. This would be his son's last year and so it would also be his last year volunteering.

Tyler: No secretary notes

**Public dismissed for board voting, voting tallied; results:**

President Karl Heinamann (unanimous)

VP Ginger Young (majority)

Secretary Vacant (no majority)

General Manager Donald Hoover (unanimous)

Equipment Manager Russ Kulp (unanimous)

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**Board Reports:**

President - No Report

Vice President - No Report

Secretary - No Report/Absent

Treasurer - No Report

General Manager - No Report

Cheer Coordinator - May look at getting new uniforms. Need to inspect and inventory current.

Requests room access to do so Current brand/material is not ideal and as anticipated at time of purchase, will need to be replaced sooner.

Equipment Manager - 52 helmets sent out for reconditioning. Need to do inventory. Might look at ordering new pants this year. Shoulder pads need internal inspection this year for cracks/damage.

Concession Manager - No Report

**Coaches Reports - none**

**Open Floor** - Melissa Bigler asked how the balance is in line with previous years. Jeremy Shives responded that it is in line and will vary based on income and expenses for a given season.

Jennifer Garcia announced she will be looking to transition out of her role next season and Andrea Whisler will shadow her this season.

Nichole Garman announced the Secretary position is open for nominations.

Brian Garman asked if there will be enough time for the coaches to complete an application within 14 days of the next meeting. Nichole confirmed the applications will go out by the weekend.

**Meeting Adjourned** at 8:08 PM

Motioned by: Nichole Garman

Second by: Russ Kulp

Vote: YES

**Next Meeting** set for Wednesday, March 26, 2025 at 6:30 pm



**BSMFA Board Meeting Minutes**  
**March 26, 2025 - 6:30 pm**  
**Newville Firehouse**

**Board members (X indicates present):**

President: Karl Heinemann	X		
Vice President: Ginger Young	X		
Secretary: Vacant			
Treasurer: Nichole Garman	X		
Cheer Coordinator: Jenn Garcia	X		
General Manager: Don Hoover	X		
Equipment Manager: Russ Kulp	X		
Concession Mgr: Jerika Palm	X		

**Guests:** Brian Garman, Tyler Zimmerman, Scott Cohick, Eric Malinak, Briann Shields, Heather Mitten. **Present but not signed in:** Mike Clelan, Matt Snyder, Carri Bilbrey, Darbie Miller, Andrea Whisler, Katie Noreika. **Present via speaker phone:** Erika Smith

**Regular meeting called to order** at 6:33 PM by Karl Heinemann

**Public Comment:** None

**Review & Approval Of Minutes**

Motioned by: Ginger Young

Second by: Russ Kulp

Vote: Yes

**Review & Approval of Treasurer Report**

Motioned by: Jenn Garcia

Second by: Don Hoover

Vote: Yes

**CFA Report - Don Hoover**

Went over new rules and bylaws, 48 points were discussed and voted on for the revised bylaws, all teams voted and turned in . Changes will be made and published at the next CFA meeting. Jenn asked if there were any potential changes that would impact us? Don: major is they voted to remove the need to field all levels so no midget team for us would not bring the risk of a JV only season.

**Old Business**

None

**BSMFA Board Meeting Minutes**  
**March 26, 2025 - 6:30 pm**  
**Newville Firehouse**

**New Business** - Head Coach Q&A and Voting, Secretary Q&A and Voting

**Karl announced head coach and secretary nominees:**

Scott Cohick and Matt Snyder for Smurf FB, Brian Garman and Isaac Buterbaugh for PW FB, Mike Cielan for Pony FB. Erika Smith for Smurf Cheer, Katie Noreika for PW Cheer and Bri Shields for Pony Cheer  
Carri Bibrey and Heather Mitten for Secretary

Nominees allotted 2 minutes speaking time and Q&A with board:

Scott: not going to go into strategies but this is 3rd time thru the organization. Thruout the last 12 years my biggest goal for kids is to teach fun game, positive role model, respect and life lessons in football. I'm very passionate, love al the kids as my own and have a love of the game. This is a rewarding career I'd like to continue.

Q: Jenn asked If smurf coach, how will we help them run thru the banner better? (laughing)

Q: Nichole asked if he had assistance lined up yet: 1 would like to return, 1 moving up, would like Russ to help again, and Chris Nelson is unofficially coming back.

Matt: Assistant coach last year. Wasn't sure if Scott was returning so he wanted to put his name in this year. He had a blast coaching last year.

Brian: Started as smurf asst and head coach. Has had the same group of kids moved to PW last year. Started coaching because of nephew Reed. Football is different from any other sport. He has three young kids now that he hopes comes thru the program. Wants to provide life lessons and be a role model by his actions and words. One thing he does is talk with the kids. Let them introduce themselves, learn they are a group on field and off. Teach them how to be in school too. Last year, his team was small in roster size but not at heart.

Q: Asked if so far he prefers coaching a certain age or does he plan on moving up thru all levels to coach? A: Move up levels with Reed.

Isaac: Not in attendance.

Mike: Been around since smurf. Coached Pony last two years with none of his own kids on the team. His plan is to be in it for two more years until his son, Gage, completes the program.

Erika Smith - BS alumni, whole career in college cheerleading. Have three daughters who are also cheerleaders. Excited to coach in the program and is very flexible to help where she is needed

Q: Nichole asked when she anticipates moving back to the area? A: June 1st

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Katie: Helped with the cheer competition team last year, BS alumni. Daughter asked her to help. Helps with my son's baseball team so has some experience. She has two assistant coaches lined up.

Brianne: Assisted for two years, has a PW daughter moving to Pony this year. Loves coaching. Talked about how many of her girls always hug and love seeing her when she sees them off season at school functions. She is the head coach for 8u softball team. It makes her so happy when a child reaches a goal and sees them light up. So rewarding. She has one assistant lined up, Dana Sills (returning asst)

Heather: Has a daughter in the program. Tries to volunteer since they started- they are now in the 4th year. Assistant Coach, Team Mom and Cheer Photos. She handles the Upper Mifflin Gym and her husband's business social media.

Carrie: this was not on her radar for 2025 but got a call from Karl there was a vacancy. JP might be back this year. She has a few degrees, prior PTO secretary and her job now has secretary type duties. Fairly natural to fit the need. Not crazy about organizing parent volunteers mostly because doesn't want to fight with the parents. Doesn't love the parent/board struggle that may occur. It seems to be the same people that do everything so willing to find a better solution.

Q: Jenn asked how many more years JP would have in the program if he played? A: 3 years

**Public dismissed for board voting, voting tallied; results:**

Smurf Football Head Coach - Scott Cohick (unanimous)  
Pee-Wee Football Head Coach - Brian Garman (unanimous)  
Pony Football Head Coach - Mike Clelan (unanimous)  
Smurf Cheer Head Coach - Erika Smith (unanimous)  
Pee-Wee Cheer Head Coach - Katie Noreika (unanimous)  
Pony Cheer Head Coach - Bri Shields (majority)  
Secretary Carri Bilbrey (tie break)

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**Newville Firehouse**

**Board Reports:**

President - No Report

Vice President - No Report

Secretary - No Report

Treasurer - Bills paid today to CFA: 2025 Dues \$500, down from last year. Missed meeting fine, (1) banquet ticket owed. Don/Karl will hand deliver at the next CFA meeting. Bank balance 3/20/25 \$16,484.92

General Manager - reached out to Penner to meet to discuss the season. No response, will send a follow-up. Also sent our schedule to review for field use.

Cheer Coordinator - Draft season budget given to Nichole for league budget. New cheer uniforms on deck to add. Also re-introduced Andrea as Cheer Coordinator shadow.

Equipment Manager - working on a game pant purchase proposal. Slip overs are on the cheaper end but still need to inspect the condition.

Concession Manager - No Report

**Coaches Reports - none**

**Upcoming Meetings.** Karl led a group discussion on moving meetings from Sundays to weeknights at 6:30PM. Voted 8 majority - YES. Second Tuesdays of the month scheduled thru August as follows:

Tuesday, April 8, 2025 at 6:30 pm

Tuesday, May 13, 2025 at 6:30 pm

Tuesday, June 10, 2025 at 6:30 pm

Tuesday, July 8, 2025 at 6:30 pm

Tuesday, August 12, 2025 at 6:30 pm

Aug - Nov TBD

**Meeting Adjourned at 7:40 PM**

Motioned by: Russ Kulp

Second by: Jenn Garcia

Vote: Yes

**BSMFA Board Meeting Minutes**  
**April 08, 2025 - 6:30 pm**  
**Newville Firehouse**

**Board members (X indicates present):**

President: Karl Heinemann	x	Head Coach: Scott Cohick	x
Vice President: Ginger Young	x	Head Coach: Brian Garman	x
Treasurer: Nichole Garman	x	Head Coach: Michael Clelan	
Secretary: Carri Bilbrey	x	Head Coach: Erica Smith	
Cheer Coordinator: Jenn Garcia	x	Head Coach: Katie Noreika	
General Manager: Don Hoover	x	Head Coach: Bri Shields	x
Equipment Manager: Russ Kulp	x		
Concession Mgr: Jerika Palm	x		

**Guests:** Andrea Whisler  
**Present via speaker phone:** Erika Smith

**Regular meeting called to order at** 6:35PM by Karl Heinemann

**Public Comment:** None

**Review & Approval Of Minutes**

Motioned by: Nichole Garman

Second by: Jenn Garcia

Vote: Approved

**Review & Approval of Treasurer Report**

Motioned by: Karl Heinemann

Second by: Brian Garman

Vote: Approved

**CFA Report - Don Hoover**

- No new updates. Next scheduled meeting is April 14, 2025 which will include voting on several points. Will update the board at the May meeting.

**Old Business**

**New Business** Budget approval, Clinic and Kick-off Dates, Scholarship Application, Football and Cheer Uniforms.

**BSMFA Board Meeting Minutes**  
**April 08, 2025 - 6:30 pm**  
**Newville Firehouse**

**Board Reports:**

**President**

- Clinic Dates
  - Proposes July 7 Monday/Wednesday
  - Don will reach out to West Pennsboro Park for availability
- Sponsorship
  - Requests special meeting to create a fundraising committee and brainstorm ideas. Will follow-up within the week to schedule.

**Vice President**

- Kick-off Date July 20th
- Equipment handouts (Newville Firehouse)
  - July 22nd 5:30-7pm Pony, PeeWee
  - July 24th 5:30-7pm Smurf
- First week of practice July 28th
- Roster Night
  - August 8th last day to make changes.
  - August 17th roster night
- Open Registration
  - April 8 for returning players only
  - Flyer will be updated to be sent to schools for approval this week.
- Close Registration
  - August 1st Football
  - June 7th Cheer
- Will update website registration confirmation page with important dates.

**Secretary**

- Reviewed Paul Alston Scholarship
  - Applications due May 1st; will be awarded at the All Sports Banquet on May 21st.
  - Jenn will email senior cheer families, Nichole and Carri will email football families for reminder to submit applications.
- Will be using Google Drive moving forward to organize BSMFA files and share agenda and meeting minutes.

**Treasurer**

- Treasury Report
  - Opening balance \$17,121.15
  - Income for the month \$1.33
  - Expenses for the month \$-736.71
  - MTD balance 3/31/2025 \$16,385.77
- Treasurer moving to monthly reporting to improve efficiency and organization.
- Requested approval to increase registration fees to \$100 for inflation.

## BSMFA Board Meeting Minutes

April 08, 2025 - 6:30 pm

Newville Firehouse

- Brian motioned to approve. Carri seconds motion. Approved.
- Reviewed the 2025-26 budget and requested approval.
  - Jenn motioned to approve. Karl seconds motion. Approved.

### General Manager

- Met with Athletic Director Scott Penner
  - Confirmed organizations will no longer be charged for field use given 501c3 status.
  - Penner requested the board continue to lend volunteers for security at high school football games. Don requests board vote at the next scheduled meeting.

### Cheer Coordinator

- Reviewed cheer line items included in the budget proposal.
  - Noted current cheer uniforms were inexpensive and not built to last, would like to replace them this season.
  - Proposed increasing the number of competitions this year.
  - Anticipates needing to replace megaphones, banner and competition cheer mats.
  - Will have current uniform inventory prepared for the next board meeting.

### Equipment Manager

- Proposed new game pants.
  - Noted current slip cover pants are in fair to good condition. Would like to use current game pants as practice pants.
  - Will have current pant inventory prepared for the next board meeting.
  - Gathered quotes on 120-125 pairs of pants ranging from \$19-22 each.
- Anticipates needing to replace 5 sets of shoulder pads.

### Concession Manager

### Coaches Reports:

#### Smurf FB

- Requests annual audit be performed by three volunteers not related to any board member. Nichole noted the last organizational audit was performed in 2019. Brian will create a proposal to be voted on at the next regular meeting.

#### Pee-Wee FB

#### Pony FB

#### Smurf Cheer

#### Pee-Wee Cheer

#### Pony Cheer

**Meeting Adjourned at 9:01 PM**

Motioned by: Karl Heinemann

Second by: Carri Billbrey

Vote: Approved

**BSMFA Board Meeting Minutes**  
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**Newville Firehouse**

**Upcoming Meetings**

Tuesday, April 8, 2025 at 6:30 pm

Tuesday, May 13, 2025 at 6:30 pm

Tuesday, June 10, 2025 at 6:30 pm

Tuesday, July 8, 2025 at 6:30 pm

Tuesday, August 12, 2025 at 6:30 pm

Aug - Nov TBD

**BSMFA Special Board Meeting Minutes  
April 24, 2025 - 6:30 pm  
Doubling Gap Ranch**

**Board members (X indicates present):**

President: Karl Heinemann	x	Head Coach: Scott Cohick	x
Vice President: Ginger Young	x	Head Coach: Brian Garman	x
Treasurer: Nichole Garman	x	Head Coach: Michael Clelan	x
Secretary: Carri Bilbrey	x	Head Coach: Erica Smith	
Cheer Coordinator: Jenn Garcia	x	Head Coach: Katie Noreika	
General Manager: Don Hoover	x	Head Coach: Bri Shields	x
Equipment Manager: Russ Kulp	x		
Concession Mgr: Jerika Palm	x		

**Guests:** Erin Price, Isaac Buterbaugh  
**Present via speaker phone:** Erika Smith

**Special meeting called to order at** 6:32PM by Karl Heinemann

**Public Comment:** None

**New Business** Meeting called at the request of Karl Heinemann to form a special fundraising committee. Karl's goal is to improve operations and relationships within the organization by increasing board transparency in regards to raising and spending money.

**Board Reports:**

**President**

- 501c3 confirmed to be revoked; will be a longer process to reinstate than originally anticipated. It is more realistic that the organization will be in good standing before the 2026-27 season.
  - Brian adds that the organization must be very clear that given the current 501c3 status, any donations will be ineligible for a tax deduction this year. There is no limit to what the organization can receive in regards to tax.
- Proposes fundraising committee formation to include Don Hoover, Brian Garman, Jerika Palm, Stefh Heinemann, Nichole Garman, Erin Price. Jenn Garcia motions to approve; Brian Garman seconds this motion. Approved.
  - General board consensus is to use tiered sponsorship levels for families and businesses. Use raffle sales as a supplemental fundraising opportunity. Karl requests a fundraising proposal be presented at the next board meeting.

**BSMFA Special Board Meeting Minutes**  
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**Doubling Gap Ranch**

- Requests final vote on high school game day security.
  - Jenn motions to not lend volunteers. Carri seconds motion. Approved.
- Addresses Smurf Coach Scott Cohick's criminal charges during the Fall 2024 season.
  - Scott's comments: Currently completing ARD and anticipates charges will be removed from his record in approximately five months. Scott will provide the organization with new background information once it is updated.
  - Ginger's comments: Biggest concern is parents. The board must be united in the message.
  - Nichole's comments: Information regarding Scott's charges legally must remain confidential. Message to parents should be simple - the board discussed Scott's situation and deemed he is cleared to coach in the upcoming season.
  - Don's comments: Our organization's responsibility per the CFA is to attest to clean background checks for coaches and staff. Scott will maintain this with the completion of ARD.
  - **The board unanimously agrees Scott Cohick is eligible to coach during the 2025-26' season given the circumstances of his charges and his participation in ARD.**

**Vice President**

- Suggests obtaining a surety bond for treasurer. Carri will call the insurance company to gather information.
- The upcoming season will be her final as VP. Bri Shields will be shadowing for a potential takeover next year.

**Treasurer**

- Suggests using a feature by QuickBooks called "10 Minute Audit." Monthly audit performed by one volunteer.
- Requests committee formation for special events and will provide more information on committee responsibilities at the next meeting.

**Cheer Coordinator**

- Introduces proposal for formation of 4th cheer squad. Proposal will be sent electronically to board members and included in meeting minutes. Requests vote at the next regular board meeting.

**Coaches Reports:**

**PeeWee FB**

- Introduces proposal for annual audit of organization. Proposal will be shared electronically with board members and attached to meeting minutes. Brian would like to vote on approval at the next regular board meeting.

**Meeting Adjourned at 8:06 PM**

Motioned by: Jenn Garcia

Second by: Carri Bilbrey

Vote: Yes

**BSMFA Special Board Meeting Minutes**  
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**Doubling Gap Ranch**

**Upcoming Meetings**

Tuesday, June 10, 2025 at 6:30 pm  
Tuesday, July 8, 2025 at 6:30 pm  
Tuesday, August 12, 2025 at 6:30 pm  
Aug - Nov TBD

**BSMFA Special Board Meeting Minutes**  
**April 24, 2025 - 6:30 pm**  
**Doubling Gap Ranch**

BSMFA By-Laws, Proposed Revisions  
April 28, 2025  
To Remain

**Proposed Addition**

Bylaws 7.01 Regular meetings are held the last Sunday of each month at 6:00 pm, **year round**, unless otherwise agreed upon by the Board.

Bylaws 7.10 The Treasurer shall prepare and have the Treasurer's Report ready for distribution at the beginning of all regular meetings. **The Treasurer's Report shall include the period covered, the beginning bank balance, income received, expenses paid, the ending balance, the Treasurer's signature, and be accompanied by the monthly bank statement(s) for the period covered. The period covered is to be monthly. All incomes and expenses shall be categorized and described in detail.**

Bylaws 8.04 The Treasurer shall (including 7.10):

a. Keep such permanent books of account and records as shall be sufficient to establish the Annual Budget, to include items of gross income, donations, receipts, send disbursements of the Association, the number of football players and cheerleaders, the participation fees collected and the amount of fees remitted.

Treasurer shall provide all annual records to the accountant at the end of each tax year **for the purposes of filing the annual income tax return as required to maintain 501(c)3 status with the Internal Revenue Service and/or Pennsylvania State Non-Profit Law.**

b. Receive all monies for the Association, and deposit them in the name of the Association in a bank approved by the Board. In the case of donations, unless anonymous, a receipt shall be given.

c. Receive and retain a copy of the deposit slip for any deposit made.

d. Pay all bills on behalf of the Association. Secure two (2) signatures on all checks. Either President or Vice President may sign all checks. The authorized signers shall not be related by blood or marriage.

e. Keep and maintain annual budget as adopted by the Association.

f. Present statement of account at every monthly regular Board meeting or other times as directed by the Board.

g. Make an annual financial report to the Association, which includes gross receipts and disbursements for the year, **along with copies of all monthly bank statements. The annual financial report shall include a comparison of planned budget amounts versus actual amounts.**

h. When a new Treasurer is voted in, the current Treasurer must turn all records over to the Board within 24 hours. **An audit shall be conducted within thirty (30) days of the new Treasurer taking over the position in accordance with Article 14 of the Bylaws.**

i. **The Treasurer shall provide verification of tax exempt status and filing of income tax return to the Board on an annual basis or as requested.**BSMFA By-Laws, Proposed Revisions  
April 28, 2025

j. **The Treasurer shall make available for public inspection the documents required by the Internal Revenue Service and/or Pennsylvania State Non-Profit Law within the required timelines.**

**Bylaws Article 14 - Audits**

**14.01 The Association shall conduct an audit on an annual basis, unless otherwise required herein, as follows:**

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**Doubling Gap Ranch**

a. The President and Vice President shall appoint three (3) individuals, all of which must be aged 18 years or older. The individuals shall not be related by blood or marriage to one another or any current Board member.

b. The audit shall be conducted within thirty (30) days and results of the audit presented to the Board at the subsequent meeting upon completion of the audit.

c. The Treasurer shall provide the following to the appointed auditors:

i. Prior years audit report

ii. Treasurer's Reports, including all attachments (receipts, bank statements, etc), for the past twelve (12) months

d. The audit report shall contain the following:

i. Audit date

ii. Auditors names and signatures

iii. Audit location

iv. List of items reviewed

v. Income/Expenses/Net

vi. Detailed findings

Policies & Procedures 3.02 Debit Card Usage:

a. Certain officers or committee chairs may be approved with a debit card for BSMFA purchases. This card is to be used exclusively for BSMFA purchases.

b. **At no time shall the Treasurer use or possess a debit card.**

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**Doubling Gap Ranch**

Pom/Spirit squad proposal:

This proposal outlines the need for a mixed-age pom squad (K-6) for home game performances and spirit, utilizing existing resources.

I propose a no-travel spirit squad option to expand participation and ensure program sustainability.

Key features:

- By incorporating a no-stunt learning environment, we ensure a safe and positive experience for all participants, especially those new to cheerleading.
- Offers a spirit squad option for returning athletes who may prefer to focus solely on home game support due to time constraints or a preference against travel associated with cheerleading squad participation.
- Participants would pay registration and fundraise, adding income to the organization incurring little additional cost.

Proposed Squad Structure:

- Participation is strictly in lieu of cheerleading (no dual-rostered athletes) ● Mixed-age group (K-6), possibly including returning athletes, up to 20 participants. ● Performance opportunities between games on home game days (2 performances/week) ● Designated spirit section for home game days during the Pony game (2nd game of day) ● Existing uniform inventory utilization
- Routines and activities will focus on dance, cheers, and spirit, excluding any stunting or tumbling, particularly for those new to cheerleading.

Support and Approval Needed:

- Board approval for the program concept with all its components (mixed-age, no-travel, no-stunt, paid registration, fundraising).
- Commitment to modifying home game days for 2025 season, to ensure a short break between games. Inform referees in advance of commencing the game day. ● At the end of each game, football teams & coaches clear the field and sidelines in a timely fashion. Follow-on football teams & coaches do not enter field and sideline until designated time.
- Football and Cheer Coaches' endorsement and collaboration.
- Once head coach candidate is identified, Board vote on position. Board membership/voting rights aligned with other head coach positions.

Next Steps:

1. Inventory of Existing Resources (Old uniforms and poms)
2. Recruitment of a Coach and/or Assistants
3. Develop Guidelines and Participation Criteria for distribution (including registration, fundraising, and the no-stunt policy).
4. Add team to registration site.
5. Outreach to Registered Athletes, and determine if any are interested in opting for pom

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**Doubling Gap Ranch**

squad in lieu of cheer.

6. Conduct Sign-Ups.
7. Offer option to incoming registrants, including all waitlisted athletes.
8. Build rosters.
9. Develop Choreography and Spirit Plan (no-stunt).
10. Coordinate home game day schedules.



**BSMFA Board Meeting Minutes**  
**May 13, 2025 - 6:30 pm**  
**Newville Firehouse**

**Board members (X indicates present):**

President: Karl Heinemann	x	Head Coach: Scott Cohick	
Vice President: Ginger Young	x	Head Coach: Brian Garman	x
Treasurer: Nichole Garman	x	Head Coach: Michael Clelan	
Secretary: Carri Bilbrey	x	Head Coach: Erica Smith	
Cheer Coordinator: Jenn Garcia	x	Head Coach: Katie Noreika	x
General Manager: Don Hoover	x	Head Coach: Bri Shields	x
Equipment Manager: Russ Kulp	x		
Concession Mgr: Jerika Palm	x		

**Guests:**

**Present via speaker phone:**

**Regular meeting called to order at 6:39 PM by Karl Heinemann**

**Public Comment:** None

**Review & Approval Of Minutes**

Motioned by: Carri Bilbrey

Second by: Vote: Yes with change from "Smurf" to "PeeWee" coach for audit proposal.

**Review & Approval of Treasurer Report**

Motioned by:

Second by:

Vote:

**CFA Report - Don Hoover**

- Confirms CFA dues have been paid.
- Bylaws for CFA are updated on website.
- **CFA removed Midget team requirement.**
- Player transfers no longer permitted. Release required from home team.
- Mercersburg has joined our conference.
- Varsity scrimmage day is August 16. May be a challenge to find refs if we opt to scrimmage.
- Only one mouth guard permitted this season, no mouthguards with "bling" will be permitted.
- Adjusted referee pay for 25-26 season
  - \$65 per game PeeWee

## BSMFA Board Meeting Minutes

May 13, 2025 - 6:30 pm

Newville Firehouse

- \$68 per game Pony
- New playclock rule - 40 seconds between plays
- CFA requests email confirming uniform colors
- CFA asked teams to remind parents that any issues are to be reported to individual boards, not the CFA directly.
- PIAA officials meeting is Jul 26, 2025- head coaches need to attend.
- Approved "proof of school" for players is required. Needs added to registration process.

### Old Business

- **Update from fundraising committee**
  - Committee chair Bri Shields presents sponsorship parent letter and form (attached to meeting minutes)
  - Sponsorships will consist of 4 tiers (White, Maroon, Gold, Bulldog) ranging from \$250-1000+
    - This will replace all previous forms of fundraising
    - Deadlines are July 1st for sponsorships and July 20th (kickoff) for parent buyout
  - Carri Bilbrey motions to approve new fundraising platform. Bri Shields seconded. Motion carried with majority vote.
  - Committee is also working on supplemental fundraising methods including raffles. Committee plans to present additional ideas at next meeting.
  - Nichole Garman requests separating sponsorships, buyouts and supplemental fundraising line items on budget. Will update for next meeting.

### New Business - Will address at next meeting

- Spirit Wear Shops
- Photography Vendor

### Board Reports:

President

Vice President

- Current registration numbers for football
  - Smurf - 16
  - PeeWee - 9
  - Pony - 15
- Flyers have been submitted to schools for distribution.

Secretary

- Scholarship had one application - Savannah Harrison (cheer), no applicants for football.
  - Jenn motions to approve payment to Savannah. Karl seconds. Motion carried by majority vote.
  - Board to consider secondary options for unused football funds.
- Will get new quote for 60K treasurer bond coverage or blanket organization coverage.

**BSMFA Board Meeting Minutes**  
**May 13, 2025 - 6:30 pm**  
**Newville Firehouse**

**Treasurer**

- PA Dept of State now requires an Annual Report to be filed online each year. Nichole has completed filing for this year. Add to secretarial duties in future years.
- May checks requests: annual payment for the post office, reimbursement due to Jenn and summer clinics. No other check requests at this time.
- Introduced "10 Minute Financial Review" that can be created using accounting software.
  - One volunteer each board meeting compares previous month start to month end treasurer report and bank statement to confirm accuracy.
- Tax accountant is actively working on reinstating 501c3 status.

**General Manager**

- Finalized West Pennsboro Park field use contract for summer clinics.
  - Will run M/W July 7-23 6-8pm

**Cheer Coordinator**

- Held to review season expectations.
- Plan to have a parent meeting during uniform handout.
- No high school clinics this year, summer clinics will be run concurrently with football.
- Cheer registration numbers
  - Smurf - 15
  - PeeWee - 20
  - Pony - 19
- Pom Squad Proposal
  - All ages, no stunts, perform in-between games
  - Coordination with refs will be Jenn or Ginger
  - Ginger motions to approve 4th squad, seconded by Nichole. Motion carried with majority vote.
    - Portion of proposal that designates new coach as a voting board member not included in final vote. To be determined before the 26-27' season.

**Equipment Manager**

- Prepared to place order for new game pants through League Outfitters.
  - 115 pairs total with 5 sets of shoulder pads
  - \$2560.96 total cost
- Confirms majority of pullovers are worn out. Not enough to use for all three teams.
- Ginger motions to approve purchase, Brian seconds. Motion passes with majority vote

**Concession Manager**

- Will use personal SAM's membership for concession purchases

**Coaches Reports:**

Smurf FB

Pee-Wee FB

- Requests final vote on annual audit proposal

**BSMFA Board Meeting Minutes**

**May 13, 2025 - 6:30 pm**

**Newville Firehouse**

- Nichole raises concerns about not having a debit card for game day purchases and printing at Staples. Treasurer tasks will need to be reassigned to those holding a debit card.
- Carri motions to approve, seconded by Katie. Motion passes with majority vote.

Pony FB

Smurf Cheer

Pee-Wee Cheer

Pony Cheer

**Meeting Adjourned at 8:30 PM**

Motioned by: Carri

Second by: Russ

Vote: Approved

**Upcoming Meetings**

Tuesday, July 8, 2025 at 6:30 pm

Tuesday, August 12, 2025 at 6:30 pm

Aug - Nov TBD

**BSMFA Board Meeting Minutes**  
**May 13, 2025 - 6:30 pm**  
**Newville Firehouse**

Big Spring Midget Football Association, Inc.  
PO Box 362  
Newville, PA 17241

Dear parents and guardians,

As we prepare for another exciting season, we want to thank you for your continued support of our athletes and program. This year, we're trying something different with our fundraising efforts. Instead of traditional fundraisers where athletes sell items, we are shifting our focus to collecting sponsorships. We believe this will be a more effective and streamlined way to support our teams while reducing the burden on families.

Each family is required to contribute \$250 toward our fundraising goal- this is a per-family requirement, not per athlete. There are two ways to fulfill this requirement:

1. Sponsorships: You may collect sponsorships from businesses, family, or friends.

- Athletes who receive a sponsorship of \$250 or more will receive a free team shirt as a thank-you for their efforts
- All sponsorships must be submitted by July 1st to have sponsorship information added to all printed materials
- Additional benefits: Athletes who go above and beyond the \$250 requirement may be eligible for more incentives and additional recognition for the sponsors based on the amount raised. Information on these tiers is available on the sponsorship form.
- Smaller monetary amounts are welcome to be collected toward the requirement, however, you will still need to pay the difference.

2. Buyout option: Families who prefer not to collect sponsorships may choose to buy out for the requirement by submitting the full \$250 payment by July 20th (Kickoff)

**IMPORTANT:** If the \$250 fundraising requirement is not paid in full by Kickoff Day (JULY 20th), your athlete will not receive their uniform/gear until it is received.

We are excited to roll out this new sponsorship-based approach to make fundraising easier and more rewarding for our athletes and families. Thank you for being a vital part of our team community. If you have any questions or need help with sponsorship materials, please don't hesitate to reach out to your coaches and board members.

BSMFA

Dear Potential Sponsor of 2025-2026,

## **BSMFA Board Meeting Minutes**

**May 13, 2025 - 6:30 pm**

**Newville Firehouse**

The Big Spring Midget Football Association (BSMFA) is a non-profit organization that has provided a positive and enriching experience for young athletes in our community, teaching them the values of teamwork, discipline, and sportsmanship that extend far beyond the field.

Like many other non-profit organizations, everything we do is funded by generous donations, registration fees, fundraisers and concessions. We are asking the community to help sponsor our program and our athletes. One hundred percent of our donations go toward the football and cheerleading program to help cover costs for safety gear, uniforms, and other game related expenses.

We understand that you have many worthy causes to consider, but we sincerely hope you will consider investing in the future of our program and community. We have developed a comprehensive range of sponsorship packages designed to accommodate varying levels of investment and provide tangible benefits to our sponsors and athletes.

These packages include:

### **WHITE LEVEL- \$250**

- Name on the back of our team shirt
- Name announced on our website and Facebook page

### **MAROON LEVEL- \$500**

- Name on the back of our team shirt
- Yard sign/banner displayed at each home game with logo
- Name announced on our website and Facebook page
- Player sponsored receives apparel credit from our team store

### **GOLD LEVEL-\$750**

- Business highlighted on all benefits included in MAROON LEVEL
- Name announced during half time at each home game
- Name featured in our programs for home games

### **BULLDOG LEVEL- \$1000-\$2500**

- Business highlighted on all benefits included in GOLD LEVEL
- All athletes receive additional spirit wear (EX: sweatshirt, sweatpants, etc)

**BSMFA Board Meeting Minutes**

**May 13, 2025 - 6:30 pm**

**Newville Firehouse**

**Sponsors will need to have their sponsorship in by JUNE to have their names added to the team shirts.**

To sponsor the BSMFA, please make checks payable to Big Spring Midget Football Association; and mail to **PO Box 362, Newville, PA 17241** with the information listed below or use the QR code to submit online. If your sponsorship allows for your logo to be posted, please email Carri Bilbrey, Board Secretary, at **carribilbrey@gmail.com**

**Name/Company Name:**

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**Phone:**

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**Address:**

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**Email:**

---

**If sponsoring an athlete, write name here:**

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**BSMFA Board Meeting Minutes**  
**June 10, 2025 - 6:30 pm**  
**Newville Firehouse**

**Board members (X indicates present):**

President: Karl Heinemann	x	Head Coach: Scott Cohick	x
Vice President: Ginger Young	x	Head Coach: Brian Garman	x
Treasurer: Nichole Garman	x	Head Coach: Michael Clelan	x
Secretary: Carri Bilbrey	E	Head Coach: Erica Smith	x
Cheer Coordinator: Jenn Garcia	x	Head Coach: Katie Noreika	
General Manager: Don Hoover	x	Head Coach: Bri Shields	
Equipment Manager: Russ Kulp	x		
Concession Mgr: Jerika Palm			

**Guests:** Tyler Zimmerman, Brandie Snyder

**Regular meeting called to order** by Karl Heinemann. A quorum was established.

**Public Comment:** None

**Review & Approval Of Minutes**

Motioned by: Karl Heinemann  
 Second by: Jenn Garcia  
 Filed

**Review & Approval of Treasurer Report**

Motioned by: Mike Clelan  
 Second by: Don Hoover  
 Filed

**CFA Report - Don Hoover**

- No CFA meeting in June
- Clinics reserved and scheduled

**Old Business - None**

**New Business**

- Spiritwear stores are open. Links will go out this week. Reminder that coaches are budgeted a credit to use on any apparel. Coach Brian expressed it's a good gesture but a coach credit isn't necessary. Motion from Scott Cohick for no board credit; stick to ordering needed/standard coaches shirts only. 8 in favor/1 opposed; motion carries

**BSMFA Board Meeting Minutes**  
**June 10, 2025 - 6:30 pm**  
**Newville Firehouse**

**Board Reports:**

President - No report

Vice President

- Current roster #s, 20, 12, 18. Current registrations in carts: 10 smurfs, 2 PW, 6 Pony's
- Current team moms - Brandi Snyder with smurfs

Secretary

- Volunteer Slots - format still in progress

Treasurer

- Treasury Report
  - Opening balance 5/1/2025: \$20,897.76
  - Income for May: \$3,478.47
  - Expenses for May: -\$3,898.82
  - Ending balance 5/31/2025: \$20,477.41
- Motion to approve May Treasurer Report
  - Second by: Don Hoover
  - Filed
- Open Registration Balance of \$100

General Manager

- Don to contact Penner again regarding status of school contract and confirm location of all practices

Cheer Coordinator

- Uniform fittings scheduled with vendor for 6/24 - need the door open that evening.
- Cheer registration is closed. Squads are full, and will not be able to guarantee uniforms for latecomers. Several early withdrawals mean we are able to accommodate all waitlisted athletes.
- Cheer will be holding clinics concurrent with football.

Equipment Manager

- Putting tag to mark/number shoulder pads and pants. Need to order a few helmets for each team. Can use Mike Clelan business to ship freight items.

Concession Manager - No Report

**BSMFA Board Meeting Minutes**  
**June 10, 2025 - 6:30 pm**  
**Newville Firehouse**

**Coaches Reports:**

Smurf FB

- Would like to figure out if we get 30 registered players if Don can contact CFA regarding having two smurf teams. We dont want to cap and limit players but we will have struggles with equipment and play time. It'll be hard to make parents happy.

Pee-Wee FB

- Assistants currently are Isaac, Tyler, Brody. Still working on a team mom

Pony FB

- Confirmed clinics will be held 7/7 - 7/23 M/W nights

Smurf Cheer - No Report

Pee-Wee Cheer - No Report

Pony Cheer - No Report

**Committee Reports:**

Special Events Committee

- Presents proposal
- Motion to approve magnet fundraiser with the league photographer. Motion: Nichole, There was no second; did not go to vote
- Motion for Halloween Parade Budget Addition – \$600; up to \$100 reimbursement per team; did not pass

**Meeting Adjourned** at 8:18 PM

Motioned by: Scott Cohick

Second by: Don Hoover



**BSMFA Board Meeting Minutes  
July 8, 2025 - 6:30 pm  
Newville Firehouse**

**Board members (X indicates present):**

President: Karl Heinemann	x	Head Coach: Scott Cohick	x
Vice President: Ginger Young	x	Head Coach: Brian Garman	x
Treasurer: Nichole Garman	x	Head Coach: Michael Clelan	
Secretary: Carri Bilbrey	E	Head Coach: Erica Smith	
Cheer Coordinator: Jenn Garcia	x	Head Coach: Katie Noreika	
General Manager: Don Hoover	x	Head Coach: Bri Shields	x
Equipment Manager: Russ Kulp	x		
Concession Mgr: Jerika Palm			

**Guests:** Tyler Zimmerman, Andrea Whisler

**Regular meeting called to order** at 6:28 pm by Karl Heinemann. A quorum was established.

**Public Comment:** None

**Review & Approval Of Minutes** - Not available; will approve next meeting

**Review & Approval of Treasurer Report**

Motioned by: Don Hoover

Second by: Ginger Young

Filed

**CFA Report** - Don Hoover

- Tentative schedule is out. Heat injuries should be treated as injuries. Email for clinics have been sent.
- Brian asked to waiver Jace
- CFA will allow two smurf teams and possibly take Shippensburg's schedule since they do not have a tackle smurf team. Scott would like a second team; Motion by Russ Kulp, 2nd by Nichole Garman; All in favor, carried.

**Old Business** - None

**New Business** - None

**BSMFA Board Meeting Minutes**  
**July 8, 2025 - 6:30 pm**  
**Newville Firehouse**

**Board Reports:**

President

- Received only two emails from same athlete family regarding displeasure with fundraising

Vice President - No Report

Secretary - No Report

Treasurer

- Treasury Report
  - Opening balance 6/1/2025: \$20,477.41
  - Income for June: \$5,433.65
  - Expenses for June -\$112.79
  - Ending balance 6/30/2025: \$21,468.14
- Upcoming Unplanned Expenses - Sponsor T-Shirts (+/- \$1,200)
- Budget - Registration (on target), Helmets (under); Cheer Uniform (under)

General Manager

- Kristin Shepler from Ship asked about any special ideas for the game on 9/28 similar to the HS rivalry Special Events could toss around some ideas.

Cheer Coordinator

- Cheer uniforms ordered; will be in before first game
- Cheer registrations: 21 Smurf, 21 PeeWee, 20 Pony
- Cheer mats - getting a new estimate, quote is several months old now.
- Bows - have mockup, and placing order

Equipment Manager

- Reconditioned helmets are back
- Scales going for recertification

Concession Manager - No Report

**Coaches Reports:**

Smurf FB - No Report

Pee-Wee FB - No Report

Pony FB - No Report

Smurf Cheer - No Report

Pee-Wee Cheer - No Report

Pony Cheer - No Report

**BSMFA Board Meeting Minutes**  
**July 8, 2025 - 6:30 pm**  
**Newville Firehouse**

**Committee Reports:**

Special Events Committee

- Update; Kick Off Proposal
- Motion to approve magnet fundraiser with the league photographer. Motion: Nichole, There was no second; did not go to vote
- Motion to approve meal deal w/ extra funds be moved towards banquet Motion: Jenn, 2nd Russ, 5 in favor/4 opposed; motion carries

Fundraiser Committee

- Bri will look in to getting available dates to hold a Bingo and chicken BBQ

**Meeting Adjourned at 7:48 PM**

Motioned by: Russ Kulp

Second by: Nichole Garman



**BSMFA Board Meeting Minutes  
August 20, 2025 - 6:30 pm  
Newville Firehouse**

**Board members (X indicates present):**

President: Karl Heinemann	x	Head Coach: Scott Cohick
Vice President: Ginger Young	x	Head Coach: Brian Garman                      x
Treasurer: Nichole Garman	x	Head Coach: Michael Clelan
Secretary: Carri Bilbrey	x	Head Coach: Erica Smith
Cheer Coordinator: Jenn Garcia	x	Head Coach: Katie Noreika
General Manager: Don Hoover	x	Head Coach: Bri Shields                      x
Equipment Manager: Russ Kulp		
Concession Mgr: Jerika Palm		

**Guests: Stefh Heinemann (Committee Member), Tyler Zimmerman (Coach), Andrea Whisler (Team Mom)  
Present via speaker ph**

**Regular meeting called to order at 6:34 PM by Karl Heinemann**

**Public Comment:**

**Review & Approval Of Minutes**

Motioned by: Will approve June, July, August at September meeting

Second by: Vote:

**Review & Approval of Treasurer Report**

Motioned by: Karl Heinemann

Second by: Jenn Garcia

Vote: Approved

**CFA Report - Don Hoover**

- Confirmed no CFA dues/fines
- Rosters are complete
- CFA suggests printing out rosters before each game. Kids must be on the roster to weigh-in.
- Scales must be digital
- Any coach or player ejected from a game will be ineligible to play the following week. Ejections must be reported to CFA.
- 6 coaches total permitted on the sideline. This does not include board members.
- No children/players outside of age level on the field permitted on sidelines (no waterboys)

## BSMFA Board Meeting Minutes

August 20, 2025 - 6:30 pm

Newville Firehouse

- CFA reiterated parents and coaches go through proper channels for any concerns/complaints. Parents and coaches should not be directly in contact with CFA.
- Zero tolerance policy to be read before each game (3 times on game day)
- September 8th next CFA meeting

### Old Business

### New Business

#### Board Reports:

##### President

- Portal restrooms for practices are still being worked out with school
- Suggests increased vetting of teams for preseason scrimmages for safety

##### Vice President

- CFA requires water/gatorade available in coolers for referees (location on homeside bench).
  - Purchased 4 new coolers to cover referee & team needs
- CFA requires Zero-Tolerance Policy to be posted at stadium (entry gate & concessions). Requests approval for purchase of signs.
  - Jenn Garcia motions to approve, Ginger Young seconds.
- Roster books are complete with exception of new PeeWee football player that will be added this week.
- CFA requires every person entering the stadium to have a hand stamp.
- Concussion-wise is no longer a free service. NFHS is free and provides a printed certificate. VP will send link to coaches, board members and team moms to complete.
- USA Football certification needs to be completed by coaches. VP will work on gaining access to online account.

##### Secretary

- Total volunteer slots for the season are 50 percent full to date. Requests coaches and team moms send direct message via Band app to remind parents of volunteer requirements.
- Volunteer Coordinator will stamp hands and provide meal vouchers at check-in.

##### Treasurer

- Treasury Report
  - Opening Balance 7/1/25 \$21,468.14
  - Income for July \$28,411.14
  - Expenses for July -\$12,221.86
  - Ending Balance 7/31/25 \$37,657.41
- Review of recent payments
  - Concession rental \$500 to athletic boosters
  - Firehouse room rental \$1200

**BSMFA Board Meeting Minutes**  
**August 20, 2025 - 6:30 pm**  
**Newville Firehouse**

- September 2025 increase to \$1500 per year
  - Check requests - General Manager (payment to school)
- Budget Update on Major Items
  - Registration - exceeded budget estimate by \$735
  - Fundraiser - exceeded budget estimate by \$9096.90
  - Cheerleading - \$9085.20 remaining in budget
  - Football - \$2507.53 remaining in budget

General Manager

- Contract with school is ready to be signed - Treasurer will provide payment at Sunday's game (9/24)
- School needs payment of \$75 for the three players that live outside the district (\$25 each per contract)
- Injury rosters
  - Paper copies to be kept with GM
  - Mike Clelan has incident reports

Cheer Coordinator

- Final cheer rosters: Smurf – 21; Peewee – 21; Pony – 20
- Cheer Uniforms arrived and all but a few have been distributed. Disposable rain ponchos also ordered and arrived. (Line item came in under budget)
- Bows: Season/competition bows distributed with uniforms. Pink out bows are due to arrive by 9/12. (bow totals are under allocated budget amount)
- Cheer safety mats
  - Placed order after negotiating freight price to keep within budget after recent price increases on mats.
  - Clelan's Welding as freight delivery location. Should ship within a week and deliver within 2. Will update Mike Clelan with tracking info when provided.
  - Confirmed with Mifflin Gym that we can store the mats there between practices during the active cheer practice season.
- Breakaway banner and megaphones
  - Awaiting mock-ups for both.
- Cheer warmups
  - Approved mock-up from Artistic Image. Ordering site expected to go live by tomorrow. These are parent purchase items - not from budget.
- Cheer competitions
  - Met with coaches and discussed desired practice schedules. Will work on a planned practice calendar for Mifflin Gym availability/reservations/contract, etc.
  - Coaches are selecting music and are aware of budgeted amount
  - Upon completion of competition rosters Cheer Coordinator will complete registration forms and request a check for payment from Nichole

Equipment Manager

**BSMFA Board Meeting Minutes**  
**August 20, 2025 - 6:30 pm**  
**Newville Firehouse**

Concession Manager

- New work schedule conflicts with game days. Expects to arrive at field by 2pm.
- Needs start-up change

**Coaches Reports:**

Smurf FB

Pee-Wee FB

Pony FB

Smurf Cheer

Pee-Wee Cheer

Pony Cheer

**Committee Reports:**

Special Events Committee

- Presents proposal for Senior gifts
  - Jenn Garcia motions to approve. Second by Bri Shields. Motion Carried.
    - 15 football helmets \$150 total
    - Cheerleading Crates \$260 Total
    - Banners \$684
- Presents idea for additional merchandise sales (profits to directly benefit future special events)
  - Car Magnets
    - Upfront cost \$202.50 for profit of \$297.50 if sold at \$10 an item
  - Umbrellas
    - Upfront cost \$575 for profit of 175 if sold at \$30 an item

Fundraiser Committee

- Income to date: \$31,237
- Expenses to date: 1816.50
- Profit to date: \$29,420.50, expected profit: \$30,920
- On track for 100 percent family participation
  - 6 late registrations still outstanding (due by 8/28)
  - 107 total families
    - 60% parent buyout, 40% sponsorships

**Meeting Adjourned** at 8:10 PM

Motioned by: Jenn Garcia

Second by: Bri Shields

Vote: Approved

**Upcoming Meetings:**

September 10

**BSMFA Board Meeting Minutes  
September 10, 2025 - 6:30 pm  
Zoom Meeting**

**Board members (X indicates present):**

President: Karl Heinemann	x	Head Coach: Scott Cohick	x
Vice President: Ginger Young		Head Coach: Brian Garman	x
Treasurer: Nichole Garman		Head Coach: Michael Clelan	x
Secretary: Carri Bilbrey	x	Head Coach: Erica Smith	x
Cheer Coordinator: Jenn Garcia	x	Head Coach: Katie Noreika	x
General Manager: Don Hoover	x	Head Coach: Bri Shields	x
Equipment Manager: Russ Kulp	x		
Concession Mgr: Jerika Palm			

**Guests: Parents  
Present via speaker phone:**

**Regular meeting called to order** at 6:32 PM by Karl Heinemann

**Public Comment:**

**Review & Approval Of Minutes**

Motioned by: Scott Cohick

Second by: Don Hoover Vote: Motion Carried

**Review & Approval of Treasurer Report**

Motioned by: Carri Bilbrey

Second by: Scott Cohick

Vote: Motion Carried

**CFA Report - Don Hoover**

- Virtual meeting held Sept 8, 2025
  - Reiterated chain of command for concerns/complaints
  - Any player ejected from a game will sit out two "like" games
    - If player or coach is ejected both teams are expected to make a report to CFA
  - Payments to officials must be cash or check ONLY (no payments apps)
  - If a player has a jersey number representing a ball carrier, that player must wear a pinnie if switching to a line position (signifies player is ineligible to carry the ball)
  - Smurf Bowl registration deadline is 10/13

## **BSMFA Board Meeting Minutes**

**September 10, 2025 - 6:30 pm**

### **Zoom Meeting**

- If a player's jersey number needs to be updated, CFA rep needs to be notified week prior to the game so rosters are updated accordingly (can be notified via email).
- Next CFA meeting scheduled for mid-October

### **Old Business**

### **New Business**

- Scott Cohick motions to approve board meetings carried out over Zoom for the remainder of season. Don Hoover seconds - motion carried.
- Erica Smith - what is the role of coaches in the off-season in regards to board work?
  - Jenn and Brian will work jointly to update bylaws to clearly state coach's season start and end dates.

### **Board Reports:**

#### **President**

- Reviewed treasurer's report
  - Opening Balance 8/1/2025: \$37,657.41
  - Income for August: \$5,962.79
  - Expenses for August: -\$10,037.91
  - Ending Balance 8/31/2025: 33,581.29

#### **Vice President**

#### **Secretary**

- Volunteer participation update
- Motions to approve purchase of money counter for game days with \$150 budget
  - Russ Culp seconds, motion carried

#### **Treasurer**

#### **General Manager**

- Spare equipment should be on hand at games as backup for both teams
- Coaches be sure to report any injuries
- Suggests occasional coach/parent meetings to maintain communication and address any concerns.

#### **Cheer Coordinator**

- Several cheer uniforms that did not fit, vendor is replacing at no charge
- Cheer warmups order completed 9/3 with expected turnaround of 2-3 weeks. Will follow up with the vendor next week on status.
- Cheer mats arrived - velcro should be wrapped inside the package. If not, vendor will ship replacements separately once they are unrolled.
- Meeting with the manager of Mifflin gym to confirm reservations. Check payment will be dropped off to her this evening.
- Competition practices to begin next week
- Cheer competitions scheduled for 10/25 (Cheer Tyme Challenge) and 11/8 (CV Cheer Classic)

**BSMFA Board Meeting Minutes**  
**September 10, 2025 - 6:30 pm**  
**Zoom Meeting**

- Megaphones are in production
- Banner ready for pickup at RRI

Equipment Manager

- Tested current ice packs. Med Pride packs are longer lasting and would like to order more
  - Karl will order additional packs to cover both cheer and football

Concession Manager

**Coaches Reports:**

Smurf FB

Pee-Wee FB

- CFA roster still missing Kaden Rook
  - Don will follow up with CFA rep

Pony FB

- Damien needs added to roster

Smurf Cheer

Pee-Wee Cheer

- Working on comp roster

Pony Cheer

- Comp meeting with parents yesterday, working on comp roster

**Committees**

**Special Events**

- Pictures are complete and will be handed out at practice on 9/11
- Gifts and banners are ordered for Senior Game
- League Gifts - custom bags for football & cheer will total \$3455
  - Bri Shields motions to approve, Brian Garman seconds - motion carried
- Banquet
  - Comp Yolijwa available 11/16/25
  - Carri Bilbrey motions to approve date and location, Bri Shields seconds - motion carried

**Fundraising**

- Bri and Nichole setting up online platform for raffle
- Flyer is finished and ready for distribution once payment system is ready
- Waiting on contract from Penn Township Firehouse for bingo (scheduled for 3/1/26)
  
- Jenn Garcia requests a motion to approve the special committee's ability to make final decisions without board approval (when working within budget parameters). Bri Shields seconds - motion carried.

**Meeting Adjourned at 7:27 PM**

**BSMFA Board Meeting Minutes  
September 10, 2025 - 6:30 pm  
Zoom Meeting**

Motioned by: Scott Cohick  
Second by: Bri Shields  
Vote: Motion Carried

**Upcoming Meetings**

Oct 8, 2025 ZOOM  
Nov 12, 2025 ZOOM

**BSMFA Board Meeting Minutes**  
**October 08, 2025 - 6:30 pm**  
**Zoom Meeting**

**Board members (X indicates present):**

President: Karl Heinemann	x	Head Coach: Scott Cohick	x
Vice President: Ginger Young		Head Coach: Brian Garman	x
Treasurer: Nichole Garman	x	Head Coach: Michael Clelan	
Secretary: Carri Bilbrey	x	Head Coach: Erica Smith	x
Cheer Coordinator: Jenn Garcia	x	Head Coach: Katie Noreika	
General Manager: Don Hoover	x	Head Coach: Bri Shields	x
Equipment Manager: Russ Kulp	x		
Concession Mgr: Jerika Palm	x		

**Guests: Andrea Whisler**  
**Present via speaker phone:**

**Regular meeting called to order** at 6:31 PM by Karl Heinemann

**Public Comment:**

**Review & Approval Of Minutes**

Motioned by: Nichole Garman  
 Second by: Bri Shields Vote: Yes

**Review & Approval of Treasurer Report**

Motioned by: Karl Heinemann  
 Second by: Bri Shields  
 Vote: Yes

**CFA Report - Don Hoover**

- Next CFA meeting is week of 10/14
- Smurf Bowl
  - Location: CV East Middle & High School
  - Admission fee is each team's responsibility
- CFA Super Bowl
  - One volunteer required to help with entry gate. Don will confirm date and time.

**Old Business**

**BSMFA Board Meeting Minutes**  
**October 08, 2025 - 6:30 pm**  
**Zoom Meeting**

**New Business:**

- Dates of next two meetings will be 11/12 and 12/9 via ZOOM.
  - Motion to approve Bri Shields, seconded by Jenn Gacia. Motion carried.
- Brian and Jenn present initial proposals to update coach terms and expectations.
  - Copies will be added to Google Drive under Board Meeting Packets October Folder by Secretary.
  - Jenn suggests using an attorney to review bylaws as many modifications have been made over time.
  - Seek clarification on head coach term start and end dates given new voting status. Discussed possibility of coaches holding tenure with annual review.

**Board Reports:**

President

Vice President

Secretary

Treasurer

- Opening Balance 9/1/25: \$33,581.29
- Income for Sept: \$14,338.46
- Expenses for Sept: -\$10,659.85
- Ending Balance 9/30/25: \$37,259.90
- Venmo Balance 9/30/25: \$752.99 (not yet integrated with accounting system)

General Manager

- CFA confusion with adding players to roster now resolved
- Requested new player be added for Pony Football (extenuating circumstances with multiple injuries). Waiting to hear back if addition will be approved.

Cheer Coordinator

- Registered for two Cheer Competitions
  - New Oxford on 10/25/25
  - Cumberland Valley on 11/8/25
- CheerTyme competition was cancelled after registration.- expecting a receiving refund check.
- Any cheerleaders not on the comp team can participate in playoffs.

Equipment Manager

- Karl will order replacement ice packs this week.
- Nichole requests ordering new helmets prior to the end of season to add to rotation.

Concession Manager

**Coaches Reports:**

Smurf FB

- Will not be present for the last two games. Coach Matt will be interim head coach.

Pee-Wee FB

Pony FB

Smurf Cheer

- Last practice for sideline cheer is next week.
- Prepping for Halloween parade

**BSMFA Board Meeting Minutes**  
**October 08, 2025 - 6:30 pm**  
**Zoom Meeting**

Pee-Wee Cheer

Pony Cheer

- Last sideline practice is 10/10
- Prepping for Halloween parade
- Starting competition practices next week.

**Committees:**

- **Special Events:** Nichole Garman
  - Pink out Game scheduled for 10/12
  - Banquet plans progressing well. No major updates.
- **Fundraising:** Bri Shields
  - Raffle is complete and winner announced on Facebook.
    - Total tickets sold: 137
    - Total Income (Venmo and Cash) minus Venmo fees: \$1345.64 (estimate)
    - Total Expenses: \$680 (estimate)
    - Total Profit: \$665 (estimate)
  - Sponsorship shirts are ready. Will be delivered in person to sponsors by Nichole and Bri.
  - Bingo
    - Deposit for firehouse has been sent
    - Scheduled for 3/1/26 at Penn Township Firehouse
    - Set up starts at 9am, doors open at 11am, Bingo starts at 1pm
    - 20 volunteers needed
    - Firehouse runs the Bingo game

**Meeting Adjourned** at 7:27 PM

Motioned by: Jenn Garcia

Second by: Scott Cohick

Vote: Yes

**Upcoming Meetings**

Dec 9, 2025 ZOOM

**BSMFA Board Meeting Minutes  
October 08, 2025 - 6:30 pm  
Zoom Meeting**

**BSMFA Board Meeting Minutes  
November 12, 2025 - 6:30 pm  
Zoom Meeting**

**Board members (X indicates present):**

President: Karl Heinemann	x	Head Coach: Scott Cohick	x
Vice President: Ginger Young	x	Head Coach: Brian Garman	x
Treasurer: Nichole Garman	x	Head Coach: Michael Clelan	x
Secretary: Carri Bilbrey	x	Head Coach: Erica Smith	x
Cheer Coordinator: Jenn Garcia	x	Head Coach: Katie Noreika	
General Manager: Don Hoover	x	Head Coach: Bri Shields	x
Equipment Manager: Russ Kulp	x		
Concession Mgr: Jerika Palm			

**Guests:** Andrea Whisler, Tyler Zimmerman  
**Present via speaker phone:**

**Regular meeting called to order at 6:32 PM by Karl Heinemann**

**Public Comment:**

**Review & Approval Of Minutes**

Motioned by: Don Hoover

Second by: Bri Shields Vote: Yes with addition of anonymous donation information

**Review & Approval of Treasurer Report**

Motioned by: N/A

Second by: N/A

Vote: N/A

**CFA Report - Don Hoover**

- Next CFA meeting is February 2026

**Old Business:**

- Brian Garman bylaw proposal review
  - Final vote will be held at a special meeting in March 2026 after new board members are voted in. Date TBD.
- Current head coaches will remain active until new coaches are voted in February 2026.

**New Business:**

**Board Reports:**

President

**BSMFA Board Meeting Minutes**  
**November 12, 2025 - 6:30 pm**  
**Zoom Meeting**

- Board Resignations
  - Vice President, Cheer Coordinator, Secretary
  - Nominee form will be created for parents to use via Facebook page and in-person at the end of year banquet on 11/16.
  - Nominations need to be submitted 14 days prior to the next scheduled meeting on 12/9.

Vice President

Secretary

Treasurer

- Official treasury report will be approved at December board meeting - currently unreconciled due to large amount of banquet related transactions.
  - Preliminary Checking Account Report:
    - Opening Balance 10/2/25: \$37,935.51
    - Income for October: \$10,223
    - Expenses for October: \$10,512.62
    - Ending Balance 10/31/25: \$36,892.32
- Venmo
  - can only be manually integrated into current accounting software. Treasurer recommends discontinuing use of Venmo for fund collection next season.
  - September and October accounting statements will be updated to reflect complete reconciliation with Venmo transactions included.
- Game Day Profits (YTD)
  - Concessions: \$3156.55
  - Vendors: \$1,062.50
  - Gate: \$6,322.30
  - Total: \$10,541.35
- Internal Audit
  - Three volunteers to complete (do not have to be board members).
  - Schedule for after 1/16/2026 to allow time for Treasurer to reconcile 2025
  - Select date at December board meeting
  - All necessary documents will be provided by accountant in a binder for audit volunteers
- 501c3 Status
  - Non-profit filing will be submitted 11/13/25. Treasurer estimates three month turnaround for IRS completion.
- Anonymous Donation
  - The organization received a memorial donation of \$200. Made on behalf of the family of an original BSMFA founder. Family asked specifically to remain anonymous.
  - Funds are to be used for a child(s) registration fee.
  - Amount will stay restricted in the budget until approved for use.

General Manager

Cheer Coordinator

- Cheerleaders completed cheer competitions with successful showings.

**BSMFA Board Meeting Minutes**  
**November 12, 2025 - 6:30 pm**  
**Zoom Meeting**

- New mats at Mifflin Gym can be picked up by Karl and stored for the season.
- Uniform hand-in scheduled for 11/14 at Mifflin Gym - will have a movie planned for cheerleaders at the same time.
- End-of-season uniform inventory will be completed in December.
- Submitted formal resignation on 11/12/25 and will help with transition of new Cheer Coordinator when it's time.

Concession Manager

Equipment Manager

- Equipment hand-ins scheduled for 11/17 (Smurf & PeeWee) and 11/19 (Pony).
- Requests purchasing of new helmets before the end of the year (would like to order 6).
  - Treasurer will send Equipment Manager remaining 2025 budget
- New ice packs ordered for 2026 season. Will be stored in equipment room.

**Coaches Reports:**

Smurf FB

Pee-Wee FB

Pony FB

Smurf Cheer

Pee-Wee Cheer

Pony Cheer

**Committees:**

- **Special Events:** Nichole Garman
  - Email has been sent to board members with banquet details
- **Fundraising:** Bri Shields
  - Bingo planning continues- committee discussing raffle prizes, meal options, and paper ticket options.
  - Total profit for previous raffle: \$665.17

**Meeting Adjourned** at 7:30 PM

Motioned by: Scott Cohick

Second by: Bri Shields

Vote: Yes

**Upcoming Meetings**

**BSMFA Board Meeting Minutes  
November 12, 2025 - 6:30 pm  
Zoom Meeting**

**BSMFA Board Meeting Minutes  
December 09, 2025 - 6:30 pm  
ZOOM Meeting**

**Board members (X indicates present):**

President: Karl Heinemann	X	Head Coach: Scott Cohick	X
Vice President: Ginger Young	X	Head Coach: Brian Garman	X
Treasurer: Nichole Garman	X	Head Coach: Michael Clelan	X
Secretary: Carri Bilbrey		Head Coach: Erica Smith	X
Cheer Coordinator: Jenn Garcia	X	Head Coach: Katie Noreika	X
General Manager: Don Hoover	X	Head Coach: Bri Shields	X
Equipment Manager: Russ Kulp	X		
Concession Mgr: Jerika Palm			

**Guests:**

**Present via speaker phone:**

**Regular meeting called to order at 6:30PM by Karl Heinemann**

**Public Comment:**

**Review & Approval Of Minutes**

Motioned by: Nichole Garman  
Second by: Don Hoover Vote: Yes

**Review of Treasurer Report**

Motioned by: Don Hoover  
Second by: Jenn Garcia  
Vote: Yes

**CFA Report - Don Hoover**

**Old Business**

**New Business**

**Board Reports:**

President

- Nominees for 2026 season
  - VP: Steve Mentzer, Zach Ocker
  - Secretary: Alex Sipe, Dominique Butterbaugh, Lindsay Richmond
  - Concessions: Sandra Gibson, Alex Sipe
  - Cheer Coordinator: Andrea Whisler

Vice President

**BSMFA Board Meeting Minutes**  
**December 09, 2025 - 6:30 pm**  
**ZOOM Meeting**

Secretary

Treasurer

- October
  - Starting Balance 10/1/25: \$37,182.52
  - Venmo Balance 10/1/25: \$752.99
  - Income: \$8149.80
  - Expenses: \$9192.08
  - Ending Balance 10/31/25: \$36,893.23
- November
  - Starting Balance 11/1/25: \$36,893.23
  - Income: 531.70
  - Expenses: \$11,391.87
  - Ending Balance 11/30/25: \$26,033.06
- December
  - Starting Balance 12/1/2025: \$26,033.06
  - Expenses: \$1350
  - Income: \$0 anticipated
  - Ending Balance 12/31/25: TBD
- Special events expected to be over budget with sales tax from end of year player gifts. Future sales of umbrellas expected to off-set overage.

General Manager

Cheer Coordinator

Equipment Manager

Concession Manager

**Coaches Reports:**

Smurf FB

Pee-Wee FB

Pony FB

Smurf Cheer

- Requests financial assistance for the Heller family due to an accident affecting their income.
  - Jenn motions to refund league buyout fee for \$500 to family. Erica seconds. Motion passes.

Pee-Wee Cheer

Pony Cheer

**Meeting Adjourned at 6:50 PM**

Motioned by: Nichole Garman

Second by: Don Hoover

Vote: Yes

**BSMFA Board Meeting Minutes**  
**December 09, 2025 - 6:30 pm**  
**ZOOM Meeting**

**Upcoming Meetings**

Jan 13, 2026 Executive Voting Meeting (In-Person)

Feb 10, 2026 Coaches Voting Meeting (In-Person)

