



## General Assembly Monthly Meeting

### MINUTES

Tuesday, June 14, 2022

Online via Zoom at 730pm

- VIII. Call to order: 7:38pm
- IX. Roll call: Hāmākua / Hilo / Keaukaha / Kohala / Kona / Leeward / Pana‘ewa / Puna / Waiākea / Waikoloa / Waimea / Westside / **Ka‘ū (Inactive)**  
Absent: Ka‘ū  
Late: Hamakua (Present during meeting)
- X. Opening Remarks
- XI. Meeting Minutes: Secretary
- ▶ Motion to approve May 2022 Meeting Minutes.  
Motion by: Puna  
Seconded by: Hilo  
Discussion: No Discussion  
Approved: Unanimously
- XII. Treasurer’s Report: Kristina
- Our new treasurer is Kristina Tolentino. She will serve the remaining term until December 2022 elections.
- ▶ May 2022 Treasurer’s Report
  - ▶ According to Roberts Rules of Order there is no voting required on the Treasurers Report. It is not an official report. There will be an official annual report coming from a CPA.
  - ▶ We are now using Quickbooks Accounting, we will be sending out your assessments via invoicing through the program
  - ▶ Quarterly Reporting will be provided and include approved budget vs. actual. The next Quarterly Report will be presented at the July Meeting.
  - ▶ Debit Card Expenses will be tracked for CPA and is shown on the Monthly Bank Statements.
  - ▶ Non Budgeted/Over Budgeted items will be brought to the General Assembly for approval before purchase is made.
  - ▶ Semi-Annual Report: there will be a fillable template sent out to each association that is to be turned in with the bank statements. This will ensure that we have consistent reporting from all associations.

VI. YCADA Conference Report

- Online training is now open on YCADA.org - popwarner101
- YCADA Certification is mandatory for all coaches, student demos and team moms

VII. WESCON Mid Season Meeting Report: Kapua & Chad

- There is a digital copy of the 2022 Rule book that was sent to your emails. We placed an order for hard copies and will distribute them when they are received.
- Bowl Games:
  - Turkey Bowl - Maui Hosting - Thanksgiving weekend
  - Lehua Bowl - Big Island Pop Warner Football Conference Hosting - November 20th.
    - Notice went out to WESCON Region
    - Venue location TBD
- Regional Games
  - Regional Playoffs in Kauai or Maui (undetermined) - November 6th
    - 10U & 12U Division
- National Games: Universal Studios, FL December 1st through December 10th
- D3 Game:
  - 8U - OEC Hosting - Mission Vejo, CA December 3rd
- Cheer Competition
  - Regional : Long Beach, CA November 6th
    - Deadline to notify Regional for cheer travel is August 1st
  - Big Island Competition - Hilo, Hawaii , October 22nd
- Scholastics
  - Sunday Brunch at WESCON 2023 Kauai
  - Big Island has completed all their scholar surveys

VIII. Big Island Pop Warner Football Conference HFS Federal Credit Union Bank Accounts:

- i. Motion to approve a revision to all HFS Federal Credit Union bank accounts to reflect our current Big Island Pop Warner Football Conference Executive Officers and authorized users and signers on the accounts, and remove previously authorized user and signer as follows.

Executive Officers:

1. Francis K. Francisco, President
2. Jauryce L. Wong, Vice President
3. Kristina Tolentino, Treasurer
4. Jalyann Jeffcoat-Crichton, Secretary
5. Minerva Tabucbuc, Co-League Cheer & Dance Coordinator
6. Nelly Calamayan, Co-League Cheer & Dance Coordinator

Authorized Users & Signers:

- i. Francis K. Francisco, President
- ii. Jalynn Jeffcoat-Crichton, Secretary

Remove Previously Authorized User & Signer:

- i. Brenda Kuamoo

Mailing Address:

- i. Big Island Pop Warner Football Conference  
P.O. Box 362  
Hilo, Hawaii 96721

Motion By: Hilo

Seconded By: Hamakua

Discussion:

Treasurer has requested not to be on the account for checks and balances purposes.

Waimea suggested that we amend the BIPWFC Bylaws to reflect that the Secretary can be authorized as a user/signer of the bank accounts.

Approved: Unanimously

IX. Amendment to the BIPWFC Bylaws:

Motion to amend the BIPWFC Bylaws to add line item G. under the duties of the Secretary to state "G. May be authorized as a user/signer on the BIPWFC bank accounts."

Motion by: Puna

Seconded by: Panaewa

Discussion: None

Roll Call Vote: **YES:** Hamakua, Keaukaha, Kohala, Kona, Leeward, Panaewa, Puna, Waiakea, Waikoloa, Waimea, West Side. **NO:** Hilo

Approved: 11 to 1 vote.

X. Old/Unfinished Business:

- 2022 Flag Season Wrap Up
  - The Flag season went well we had a couple of bumps along the way but overall it was a success. Mahalo to everyone who participated!
- Ka'ū Lions Pop Warner Football

XI. New Business:

- BIPWFC Leadership Summit
  - USA Football Completed - Bring in hand or email PDF copy
  - YCADA Completed - Bring in hand or email PDF copy
  - Background Checks Completed - Level 2
  - Mandatory attendance required for all rostered staff, board members
- Calendar of Events
  - HLA apologizes for not sending a calendar out, however, a schedule has been sent out through email that covers most of the remainder of the year. We will try

to complete a calendar and send it out soon.

- 2022 Fall Tackle Season
  - 8 games, then play-offs, championships, regional s, nationals
  - Minumn players to certify 16, maximum is 35
  - Association player fielding check in
    - Hilo - 10U, 12U, 14U plus Cheer
    - Hamakua- all 4 divisions, plus Cheer
    - Keaukaha, all 4 divisions, looking for Cheer coach
    - Kohala- Trying to Field all Divisions, No Cheer
    - Leeward- Trying to field all divisions, working on Cheer
    - Panaewa- Fielding all divisions, plus Cheer
    - Puna- 8U, 10U, 12U, no Cheer
    - Waiakea- Fielding all Divisions, Plus Cheer
    - Waikoloa- No Tackle, No Cheer this year
    - Waimea- Fielding all divisions, plus Cheer
    - West Side- Fielding all Divisions, Cheer unknown
- 2023 WESCON Regional Conference
  - March 31st through April 2nd
  - April 2nd- Scholar brunch
  - Will be held on Kauai by the 4 Hawaii Conferences co hosting

XII. Member Announcements:

1. Please keep a record or your players conditioning hours.
2. When a coach tries to recruit kids from another team/association it is not cool.  
Stop taking kids from other associations.

XIII. Closing Remarks: Mahalo nui everyone!

XIV. Next Meeting: Sunday, July 10, 2022

XV. Adjournment of General Meeting:  
Motion to adjourn the General Meeting  
Motion by: Puna  
Seconded by: Keaukaha  
Adjourned: 9:49pm

Executive Session:

Minutes Approved: July 10, 2022

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Francis K. Francisco, President

07/12/2022

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Date