

Sun Prairie Soccer Club - Parents Advisory Group

Meeting Notes - Parents Advisory Group

Meeting Name:	Parents Advisory Group/Team Manager	Location:	West Side Community Building
Recorder:	David Nelson	Time / Date:	Sunday, Sept 7, 2008 7:00 p.m.

Board Members In Attendance:

Name	Name	Name	Name	Name	Name	Name
Ryan Baker, In-House Program, Communications	Sergio Loureiro, Boys	Dave Nelson, Secretary	Rich Tomscak, President	Tony Veroeven, Member at Large, Parent Advisory Group Leader	Jack Wilkinson, Treasurer	

Agenda:

Item No.	Subject	Leader(s)	Item No.	Subject	Leader(s)
1.	Welcome & Introductions	Rich, Tony	4.	Sign up & Contact Info	Rich, Tony
2.	Initial Direction of the Parents Advisory Group	Tony	5.	How often Should we Meet?	All
3.	A Call for Help	Rich, Tony	6.	Immediate items of Direction/Concern/Comment	All

Notes:

1. Welcome and Introduction:
 - a. Rich introduced the club board members and roles. 6 Board members in attendance. 18-20 Parents in attendance.
2. Initial Direction of the Parents Advisory Group (PAG):
 - a. Rich and Tony introduced the subject of the Parents Advisory Group. Board members commented on their hopes for the group. A general discussion ensued on the role of the group:
 - i. Parents in attendance were asked their thoughts on a PAG. Feedback from parents is that PAG is a good idea!
 - b. Board asked parents for their feedback on club needs:
 - i. Several parents were very complimentary on the direction of the club and the changes they have seen. Thanks parents!
 - ii. Agenda item 6: Ideas flew on what we could do better though, such as: Encourage diversity! West Side event in Spring was awesome – keep the events going! Communications are better – keep it up! Hard for new parents to get connected to club – more awareness? Great web site! Attend school meetings? More flyers in school!

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3. A Call for Help / Sign-Up with Contact Info (agenda item 4):

- a. Board communicated desires for more volunteers. That volunteers were the heart and soul of the club – as the volunteers go, so goes the club. Rich shared story of board member who is dedicating “40 hours” during busy soccer season. That if more volunteers each do a little bit, the club will be a success. Indeed Rich projected club size to double from current 700 to 1400 players within 5 years – but only if volunteers are there to nurture the club.
- b. Proceeded to discuss the many needs. Communications, equipment, field maintenance, promotions, spirit wear, referee coordination, off-season programs, etc. Board suggested a structure of volunteer committees, each with a board member to help meet these needs. Sergio shared drafts of committee “job descriptions” that board proceeded to present and discuss. Sign-up sheets for the committees were circulated among parents:
 - i. Field Maintenance Committee; Led by Tom Gehrmann and Kimberly Trent. Kimberly is serving as field scheduling coordinator. A parent said that some team players and coaches could not make assigned practice days due other conflicts and suggested teams be allowed to feedback conflicts to Coordinator and that schedules be revised as able to accommodate. Interface to SP parks on field needs and conditions
 - ii. Events Committee: Next task Youth Night at Fall Boys Varsity soccer game. Parades, parties, etc. Sounds like fun!
 - iii. Communications Committee: Web page, registration packages, marketing communications and the like.
 - iv. Equipment Committee: Ordering, distributing, receiving and discarding equipment. Spirit wear
 - v. Referee Committee: Coordinating referee needs, issues, making youth aware of ref optys.
 - vi. Indoor and Off Season Committee: Indoor league and camps at PAC, summer camps, etc.
 - vii. Traveling Teams Committee: Tournaments, promotion of traveling program, etc.
 - viii. In-House Program Committee: In-House program issues. Help for Mike and Ryan!
- c. It was suggested committees first job to review and confirm committee description. Descriptions will be posted on club web page with committee members.
- d. Many parents signed up to help staff committees! Thank you so much! We discussed that committee membership does not mean the member does all the work – rather the committee can make a call for volunteers among membership base for a needed activity. For instance helping assemble and mail 700 registration packages, or spending a couple hours at the shed receiving equipment at the season end.
- e. Discussed extending “call for volunteers” to teams and membership via an e-mail campaign. Tony will explore this further. Volunteers could be asked to help a particular committee, or merely say they are willing to “be on call” with ___ volunteer hours for ___ volunteer activity of interest.
- f. Suggested recognition of volunteers? Spirit wear? What about volunteers over and above the “call of duty?”

4. Meeting Frequency:

Discussed monthly or quarterly meetings? Discussed PAG meeting same day and just before board meeting. Agreed meeting should be held next month. Tony will circulate e-mail to solicit feedback from PAG on how often to meet.

Next Meeting

Date: 1st or 2nd Sunday in October TBD