

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – April	Location:	Prudential Realty Office
Recorder:	David Nelson	Time / Date:	Sunday, April 13, 2008 7:00 p.m.

Invitees/Attendees: (y/n - in attendance)

	Name		Name		Name		Name		Name		Name
Y	Ryan Baker, Recreation Program, Communications	Y	Tom Gehrmann, Boys Travel	Y	Sergio Loureiro, Boys Travel	Y	Tim McDowell, Member at Large	Y	Dave Nelson, Secretary	Y	Rachel Olson, Girls Travel
Y	Vince Padilla, Girls Travel	Y	Rich Tomscak, President	Y	Tony Veroeven, Member at Large	Y	Jack Wilkinson, Treasurer	Y	Kimberly Trent, Field Director		

Agenda:

Item No.	Subject	Leader(s)	Item No.	Subject	Leader(s)
1.	March Minutes	Rich	6.	Boys Travel Update	Sergio, Tom
2.	Club Financials & Incorporation	Jack, Vince	7.	Girls Competitive Update	Rachel, Vince
3.	Fields	Kimberly	8.	Registrations	Rachel
4.	Skills Development	Rich, Rachel	9.	Tryouts	Vince
5.	Recreation Update	Ryan	10.	Other	

Minutes

1. March board minutes were reviewed and accepted with correction..
2. Financials & Incorporation:
 - a. Checking account set-up by Jack. Jack, Rich and Dave with access rights. Last step to finalize is signature of Dave.
 - b. Still need to acquire Debit Card. Jack will acquire when checking account finalized
 - c. Cell phone acquisition also awaiting finalization of checking acct. SPYSA still has a voice mail box. Agreed need to add message referring callers to new SPSC phone, with an overlap for some period of time. Need phone # by 4/20 for Fall registration.
 - d. Ryan has added a sponsors page to SPSC web page. Still plan to discuss fund-raising at a follow-up meeting.
 - e. Vince said 503 non-profit paperwork is prepared, but incorporation still waiting on checking account set-up. Letter out to state soccer association with Zia and SPYSA folding into SPSC – waiting return approval from state on merger of clubs.

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3. Fields / Scheduling:
 - a. Motion passed to name Kimberly Trent to position of Field Director. Thanks Kimberly! Discussed need for a fields committee.
 - b. Capacity: Fields with nets exist behind Patrick Marsh. Rachel talked with High School Jim McClowery regards possibility of using unused school district land for soccer fields. Tim Culver wants to set up meeting between HS athletic director and city to discuss.
 - c. Conditions: A big pitchers mound hole exists in Carriage Hills field. Coaches should stay off fields for practices as long as possible due conditions. Discussed re-seeding Northside, take rest of seed to Scottish Highlands – perhaps Dorn or Hanley would donate? Motions passed to spend up to \$200 on re-seeding.
 - d. SPYSA has purchased most goals & nets in town. Suggest an inventory of SPSC physical assets be taken and kept in spreadsheet. Discussed stenciling assets as property of SPSC.
 - e. Discussed need for field policy & procedure. Agreed policy 1) in-house teams can only practice on ½ fields, 2) that SPSC Board empowered to close fields at any time (taking MAYSA direction into consideration), 3) games scheduling takes precedence over practices. Also agreed framework for escalation of scheduling issues and conflicts from Field Director, then to SPSC President, then to SPSC Board.
4. Skills Development:
 - a. Eric at PAC committed regards field time next winter. Should have the field times fixed by July.
 - b. Too much current activity to pull off camp this summer. Suggest instead to put links to camps on SPSC web page
5. Recreation Update:
 - a. Report 300 plus kids for under 8 soccer
6. Boys Travel:
 - a. Remain concerned regarding coach availability.
7. Girls Travel:
 - a. Rachel proposed each high school player “adopt” a SPSC player. Show up 1X per week at practice or game. Team would show up at HS game a cheer player in return. Do in Fall with boys high school. Rachel will run by players & parents.
8. Registration:
 - a. Spring season preparation work complete. Registration closed.
 - b. Fall Kinderball, U9/10 in-house added to Fall offering. U9/10 in-house may not have enough players o Rachel added a box on form asking if player would play travel if not enough players for U9/10 in-house. Logo not needed for now but will need for future – discuss a logo committee to develop.
 - c. Motion passed to use Fedex/Kinkos to print, collate, stuff, label registration envelopes - Rachel estimates \$300-\$350 cost. Will print 50 extra. Entire packet goes out to each household in database. Will also post registration as a PDF file on web page. Will have a “blurb” in school newsletters referring parents to SPSC web page.
 - d. Thursday, May 1 6:30 at Girls Varsity soccer game plan to hold in-person registration session. May have uniforms with ability to try on.
 - e. Rachel needs predicted names of coaches for MAYSA Classic registration.

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9. Tryouts:

- a. Tryout schedule has been determined and field reserved. Have 6 volunteers for tryout committee. Vince still working on tryout process and rules.
- b. Vince will pull together a tryout committee. Meeting Sunday June 20 6:00 at Prudential.

10. Other:

- a. Uniforms: Rachel has 50 jerseys (but no shorts to match!). Need costs for uniforms for Fall registration. Registration fee does not include equipment. Discussed scholarships for equipment. Will continue same uniform. Need to offer socks as well. Bring in 5 sets of uniforms & other accessories for registration session for sizing. Discussed keeping uniform style for 5-7 years.
- b. Issue escalation: Discussed general escalation path for SPSC is individual, team, board leader of area with issue (for instance Field Director or Travel team board leaders, etc) then SPSC President, then SPSC Board.
- c. Rich discussing Parents Advisory Group with Tony.
- d. Board passed motion to require Team Managers in the Fall.
- e. Ryan in-process of building master e-mail database. Rachel will manager – retain in a database.
- f. Web hoster will start billing SPSC.

Action Items

Action #	Agenda Item #	Open Date	Action Description	Lead(s)	Target Date
D	2	Oct 07	Arrange legal 503 non-profit status and incorporation	Vince	Feb 08
E	2	Oct 07	Send letter to state soccer assoc notifying them of new club and obtain approval.	Vince	Feb 08
G	5	Oct 07	Recommend suggested structure for Rec program and how to solicit volunteers	Ryan	Dec 07
I	5	Oct 07	Estimate profit / loss for rec program and present to board with any recommendations	Ryan	Dec 07
M	2	Jan 08	Set-Up Cell Phone for SPSC, Publish # on web page, Discontinue SPYSA phone with message to SPSC phone #	Jack, Ryan	Feb 08
O	4	Jan 08	Contact PAC, meet with PAC, book indoor field for 2008-9 season	Rachel, Rich	Apr 08
Q	2	Mar 08	Acquire debit card for SPSC	Jack	Apr 08
R	2	Mar 08	Thank you note for General Casualty on web page	Ryan	Apr 08
S	3	Mar 08	Contact, work with Bob at City. Additional U-10 Field for Spring, Discuss Fall Field needs	Tom G	Apr 08
T	8	Mar 08	Changes to Fall registration: Logo, coaches names. Add Fall Kinderball, U9/10 in-house. Implement board approved fees. Predicted names of coaches to Rachel for MAYSA Classic (U-11 TG), (U-12 Russ Rockie), (U-13 SL), (U-16 VP), (U-18, TM). Hold May 1 registration session at Girls HS varsity game. Get prices on uniforms (RT)	Rachel, Tom, Sergio, Vince, Tim, Rich	May 08

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U	5, 10	Mar 08	Set up e-mail database (RB). E-mail coaches requiring team manager be named for Fall (RB), Rachel send ZIA database to Ryan (RO)	Ryan, Rachel	May 08
V	9	Mar 08	Reserve field for June Tryouts. Add tryout schedule to Web Site	Rachel Ryan	May 08
W	9	Mar 08	Lead tryout committee meeting. Finalize tryout process & rules. Schedule & hold tryout committee meeting	Vince	May 08
X	3	Apr 08	Meet w/City & High school regards fields (RT), Start fields committee (RT), Check availability U-10 field at Patrick Marsh (KT), Fill in hole at Carriage Hills (TG, SL), Look into seeds purchase & re-seeding (TG)	Rich, Kimberly, Tom, Sergio	May 08
Y	3	Apr 08	Draft field scheduling policy/procedure including issue escalation process & e-mail board	Kimberly	May 08

Next Meeting

Date: 1st Sunday in May, 4th at Westside Community Building (Jack to set-up)

Agenda Items

1. Fall Registration update
2. Fundraising
3. Tryouts / Selection Process
 - a. T-shirt order
4. Uniforms & costs
5. Review coaches selection process
6. Discussion on securing a storage unit for our equipment.