

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – June	Location:	West Side Community Building
Recorder:	David Nelson	Time / Date:	Sunday, July 13, 2008 7:00 p.m.

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

	Name		Name		Name		Name		Name		Name
Y	Ryan Baker, In-House Program, Communications	Y	Tom Gehrmann, Boys Travel	Y	Tim McDowell, Girls Travel	N	Sergio Loureiro, Boys Travel	Y	Dave Nelson, Secretary	Y	Rachel Olson, Girls Travel
N	Vince Padilla, Vice President	N	Rich Tomscak, President	N	Tony Veroeven, Member at Large	Y	Jack Wilkinson, Treasurer				

Agenda:

Item No.	Subject	Leader(s)	Item No.	Subject	Leader(s)
1.	Club Financials & Incorporation	Jack, Vince	6.	Girls Competitive Update	Tim
2.	Fields	All	7.	Registrations	All
3.	Skills Development	All	8.	Tryouts	Tim
4.	In-House Update	Ryan	9.	Other Business	All
5.	Boys Travel Update	Tom			

Minutes

Note: 2/3 board caucus not achieved this meeting. Thus board did not approve any significant material issues, but did take action as need to move the Fall season forward.

1. Financials & Incorporation:

- a. 503 incorporation. IRS paperwork sent in – can operate as non-profit until IRS approval returned. Meantime all agree SPSC should follow-up with our attorney and get the incorporation legal work done. – Jack will touch Vince on this.
- b. Jack provided checking account register listing of all deposits and payments. Due recent receipt of registration payments balance stands at \$45,724.73. All agree these funds will be largely depleted to pay for operations in the coming Fall/Spring season.
- c. Have 50 or so refunds of \$10-15 due program changes to process. Due large volume of checks for this and other small payments we discussed revising approvals so that one officer rather than current two can be authorized to sign checks, perhaps up to a certain \$ amount – Jack will check

Sun Prairie Soccer Club

with Bank. All agreed we should continue to review checking account register each month for appropriate financial controllership. All agreed financial statements should be viewable by members on request.

- d. Approx \$17,000 SPYSA and \$15,000 ZIA checking account funds to be rolled in new SPSC checking account. Jack will get SPYSA funds transferred and follow-up with Amber for ZIA funds.
 - e. Shelves not built at storage unit. Discussed get together some evening to build. Also discussed need for an "Equipment Manager" to inventory, label, receive and distribute equipment.
 - f. Jack led discussion of expenses. Regular expenses include monthly cell phone & storage unit, annual web site and field fees as and when needed. Equipment and other items periodic – example recently bought 100# of seed for fields. Board agreed expenses should be published on an ongoing basis to membership via web page.
2. Fields:
 - a. Proposed "Field Committee" consisting of Rich, Ryan, Tom and Kimberley Trent. Tom will offer Kimberly help in drafting a scheduling process/plan for Field Committee to review, then bring to next board mtg for approval. Rich to schedule initial field committee meeting.
 - b. SP Schools assistance with field – did not discuss.
 - c. Field maintenance with SP parks – did not discuss.
 - d. Fields status & plans for Fall season – await field committee. Board to review in August
 3. Skills Development:
 - a. Rachel provided schedule of open slots for Prairie Athletic Club (PAC). Still need \$ per hour cost – agreed should ask PAC for "price breaks" based on volume. Discussed "open gym" concept with 1 to 1.5 hours per level with coaching and scrimmaging. Jack suggested open gym a good vehicle to recruit new kids – let them try the sport. Board agreed Sergio best positioned to draft a PAC use plan including what and how to charge participants.
 4. In-House Update:
 - a. In-House was formerly sometimes called "recreation." Board agreed appropriate sole title going forward is "in-house." Board still needs to review survey results. Pool party in June was great – suggest to do another in August as intros to new teams. Plan to be involved at corn fest later in August – discussed being in the parade and/or perhaps a booth.
 5. Coed / Boys Travel:
 - a. U14 team parents questioning why not classic? Board discussed and agreed non-classic in best interest of the majority of U-14 players – due only 4 players evaluated as classic level – team will be positioned at highest recreation level. Board will reach out to parents and explain rationale. Two ex-college players interested in coaching U-14 – Will need licenses. Vince is the contact U14 and will final confirm coaches.
 - b. In addition to U-14 recreation team SPSC will also field U-13 and U-12 classic teams, U-12, U-11, three U-10 and 2 U-9 recreation teams. Coaches confirmed or confirming for all teams. U-12 team currently has only 8 players, but it is believed late registrations will fill out this team and/or a couple U-11 players (14 registered) will play a level up. U-10 has 8 players each team – believe late registrations will add a few so agree stick to 3 teams. U-9 teams have 10-11 players thus only 3 open slots – late registrations beyond open slots will need to play In-House league.
 6. Girls Travel:

Sun Prairie Soccer Club

- a. Girls will field a U-19 State league team and U-18, two U-16 and one U-11 classic teams. In recreation level, a U-14, a U-13, a U-12, two U-11, three U-10 and 2 U-9 teams registered. A U-10 team that wanted to stay together has requested refunds and plan to register elsewhere.

7. Registration:

- a. Registration for Travel program complete including MAYSAs registrations – (team details in Travel program update above).
- b. Discussed how long to keep old registration forms? Rachel will check with MAYSAs. Proposed portable hard drive to scan and save birth certificates –Rachel will check costs and e-mail board for approval.
- c. In-House program registrations due August 1st. Ryan will do some “marketing” to get the registrations in.
- d. Rachel notified all applicants of scholarships – lots of thank-you’s! Rachel & Ryan to coordinate on coaches list.

8. Other Business:

- a. Uniforms: reviewed and selected uniforms for Fall. Need urgently for August (some teams start play). Will go yellow with black trim and red lettering. Black socks for boys, yellow for girls. Girls SP-ZIA United. SPSC same SPSC crest and logo. Suggested coaches polo shorts in red.
- b. Tony absent today - need to follow-up on team managers and of parents advisory council next board meeting.
- c. Coaches meeting still planned last Sunday in July. Jack has West Side community ctr room.

Action Items =Closed

Action No.	Item No.	Open Date	Action Description	Lead(s)	Target Date
D	1	Oct 07	Non-profit Incorporation: Arrange legal 503 non-profit status and incorporation. Submit to IRS. Send tax exempt form to state of Wisconsin. Receive IRS approval. Legal incorporation, Jack to follow-up with Vince regards attorneys.	Vince, Jack	Aug 08
E	1	Oct 07	Send letter to state soccer assoc notifying them of new club. Follow-up with state to confirm approval of SPSC	Vince	Aug 08
G	4	Oct 07	Recommend suggested structure for In-House program and how to solicit volunteers	Ryan	Dec 07
I	4	Oct 07	Estimate profit / loss for In-house program and present to board with any recommendations	Ryan	Dec 07
O	3	Jan 08	Indoor @ PAC: Contact PAC, Meet with PAC. Get cost/hour and volume price breaks from PAC (RO). Draft use plan and fee schedule (SL). Book indoor field for 2008-9 season	Rachel, Sergio	Sep 08
T	7	Mar 08	Fall Registration: 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 MAYSAs 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). Order uniforms!	Rachel, Tom, Sergio, Vince, Tim, Rich,	Aug 08

Sun Prairie Soccer Club

Action No.	Item No.	Open Date	Action Description	Lead(s)	Target Date
U	7	Mar 08	Databases: Set up e-mail database (RB). E-mail coaches requiring team manager be named for Fall (RB), Coaches database	Ryan, Rachel	Apr 08
X	2	Apr 08	Meet w/City & High school regards fields (RT), Fill in hole at Carriage Hills (TG, SL), Look into seeds purchase & re-seeding (TG)	Rich, Kimberly, Tom, Sergio	May 08
Y	2	Apr 08	Fields: Draft field scheduling policy/procedure including issue escalation process & e-mail or review with board (KT, TG). Start fields committee (TG, RT), Check availability U-10 field at Patrick Marsh (KT),	Kimberly, Rich, Tom	Aug 08
Z	1	Jun 08	Roll SPYSA and ZIA funds into the SPSC checking account.	Ryan, Jack, Vince	Aug 08
AA	1	Jun 08	Build storage shelves at SPSC storage unit		Aug 08
AB	1	Jun 08	Itemize expenses (Jack)	Jack,	Aug 08
AC	5	Jun 08	Survey Travel program parents and players	Travel leads	Nov 08
AD	6	Jun 08	Finalize coaches for U-11 travel recreation, U-16 Girls classic and U-18 Girls classic	Travel leads	Jul 08
AE	7	Jun 08	Simplify registration package, consider on-line sign up	Rachel, Ryan	Feb 08
AF	8	Jun 08	Have updated evaluation process in place for January tryouts	Tim	Dec 08

Next Meeting

Date: 1st Sunday in August, 3rd

Agenda Items

1. Fall Season preparation
 - a. Fields Update