

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – September	Location:	West Side Community Building
Recorder:	David Nelson	Time / Date:	Sunday, Sept 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	Y	Sergio Loureiro, Boys Travel	Y	Dave Nelson, Secretary	Y	Rachel Olson, Girls Travel
Y	Vince Padilla, Vice President	Y	Rich Tomscak, President	Y	Tony Veroeven, Member at Large	Y	Jack Wilkinson, Treasurer				

Agenda:

Item No.	Subject	Leader(s)	Item No.	Subject	Leader(s)
1.	Spirit Wear	Rich	7.	State Recognition of Club	Vince
2.	Responsible Sports	Adam Reieron	8.	Fields	Tom
3.	Parents Advisory Group recap	Tony	9.	Referees	Rachel
4.	Coaches Curriculum	Sergio, Tim	10.	Events / Youth Appreciation Night	Rich
5.	Policies & Guidelines Handbook	Sergio, Vince	11.	Communication Tools	Ryan
6.	Scholarships	Rachel			

Minutes

1. Spirit Wear:

- a. Kari Baker and Cindy Reed of Parents Advisory Group kindly volunteered to lead on Spirit Wear. Kari & Cindy proposed several items with costs from Breakaway Sport such as t-shirts, hats, bags, hoodies, pants, wind shirts, etc. Board reviewed items and the proposed artwork. Vince requested ZIA United as second option on wear. Discussed a printed catalog also to be available on the SPSC web site. Discussed process for ordering from supplier, inventory control, taking club orders and re-ordering. Kari & Cindy proposed provided a list of items and quantities the proposed for initial order and requested \$2500 to place. Board passed motion to provide said funds with goal to have apparel ready in time for youth appreciation night.

2. Responsible Sports:

- a. Adam Reieron of Liberty Mutual insurance presented Liberty's "responsible sports" program. Liberty grants 20 soccer clubs \$2,500 each per year, 10 at >400 member size and 10 at <400 member size based on participation level in responsible sports program. Program consists of responsible

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coaching and responsible parenting components. Hosted on web at www.responsiblesports.com. Coaches and parents review the materials and then take a quiz. Participation level drives the grant. Board passed motion to utilize the responsible sports program and pursue the grant. Due late nature of the fall season, program may be pushed off until the spring. Tony to be SPSC contact for now with parent proposed to lead for SPSC later.

3. Parents Advisory Group:

- a. Tony and Rich led a review of the initial Parents Advisory Group meeting held the previous Sunday. Several other board members were in attendance last Sunday as well. Approximately 20 parents attended. Good feedback from Parents on SPSC progress. Ideas/improvement shared too!
- b. Sergio had drafted committee descriptions for Fields, Equipment, Referee, Events, Communications, Indoor/Summer Season and Traveling Team. Many parents volunteered for a committee. Each committee is proposed to have a board member leading, most already do with Tom G board member for Fields, Rich for Equipment, Sergio for Indoor and Rachel for Referee Coordination; Mike Macintosh will lead for Events. Goal is to get other SPSC parents involved in keeping the club running and improving. Committee role discussed as leading the subject area, but calling in other volunteers to execute – for instance asking for parents to man the storage shed during equipment turn-in. Next step is committees hold initial meeting, validate committee mission/description and start leading the subject area.

4. Coaches Curriculum:

- a. Sergio with Tim downloaded materials from US Soccer Federation and revised/adapted to serve as “SPSC Player Development Curriculum.” Board discussed suitability and need for such a curriculum. Board passed motion to adopt Curriculum and to post to SPSC web page for download by coaches.

5. Policies and Guidelines Handbook:

- a. North Metro SC Handbook revised/adapted to serve as “SPSC Handbook of Policies, Guidelines & Recommendations.” Still needs some specific revisions & additions such as refund policy, board members, club constitution, board procedures, scholarship process. Upon finalization, then need to post to club website. Rich proposed each coach be provided a binder with coach’s curriculum and handbook. Board passed motion to finalize and publish Handbook.

6. Scholarships:

- a. Board reviewed current soccer season fee scholarship process for underprivileged youth players. Registrar, currently Rachel receives request, reviews and forward to board with recommendation. Board majority required to approve scholarship. Board agrees no current change to process. Board discussed future possibility of corporate sponsorship and funding of fee scholarships for underprivileged and diverse youth.
- b. Vince presented ZIA check for \$10,000 to SPSC. ZIA would like \$2,500 of this to fund a college scholarship to be granted in \$500 increments. Suggest a 3 person board with one Zia member, one SPSC member, and one parent. Criteria for award discussed including student must have played for club and must have given something back to club. Club discussed and receptive. Agreed to continue to develop a college scholarship program.

7. State Recognition of Club:

- a. No update from state. Board cannot understand why not approved. Some things have been done but not sure what. For instance state seems to refer now to a Sun Prairie Soccer Association (or something like that). But per Vince, state has agreed to put SPYSA-ZIA merger on agenda at their next meeting. It was suggested SPSC board member attend or teleconference in to the meeting. MAYSA board knows we have merged

8. Fields:

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- a. Two sets of nets, previously approved by Board needed for Horizon. Rich to order.
 - b. Need to buy goals for Bird. What's there is too big. Field Committee to make recommendation.
 - c. Kimberly Trent to call over to Patrick Marsh School about placing goals there. Board passed motion to approve goals at Patrick Marsh provided school approves. Tom G to coordinate with Kimberly.
 - d. Rachel pointed out that U9/10 field at West Side is significantly bigger than U9/10 field at Northside. Tom will send e-mail to Vern, copy to Rachel to investigate. Also, belief is Vern has lined fields 2X this year. Tom also to confirm how often lined?
 - e. Rental for field per Jack is \$15 per game. Have to pay and reserve in order to guarantee use. Board agrees seems high and that city should support such an activity as soccer with lower fees. Bird & Northside have big screws projecting out from nets – used to anchor – Jack will pound down and e-mail when down.
9. Referees:
- a. Per Rachel referee fee is \$15 per game certified youth refs. Rachel will continue to lead ref committee but would like to hand off sometime.
10. Events / Youth Appreciation Night:
- a. Youth Appreciation night fixed. Have e-mailed coaches and Rich will do so again adding information about equipment exchange and spirit wear. Trying to move up game currently at 7:00 to 6:00 to accommodate younger kids. Teams can bring used equipment for use in equipment exchange program – link on web set-up for equipment exchange.
11. Communication Tools:
- a. Ryan presented some options for improving communication tools used by board. Large volume of e-mails copied to all board members is clogging up in-boxes. Have to read all messages in case a topic applies to your area of responsibility/interest. Options: Can create e-mail groups for committees and topics. Ryan also discussed a Google log-in that allows one to check discussion threads. Ryan will send instructions to set-up & use service. Can also set-up pages for committee to do lists. Also upload documents. Could serve as a kind of war room for board.
12. Other Business:
- a. Annual Meeting: need to set-up annual board meeting. Re-elect board members on on-year terms. Motion passed to move board meeting to November during quiet soccer season. Sergio will review constitution to see what are stated regards timing & elections.
 - b. Jack reports most of refunds out. Jack suggested registration fee at lower level. If kids make more expensive team, then coach collects additional fees – with no uniform provided until fee difference paid. Also discussed club could pay for 1-2 tournaments for travel teams and build into fee (rather than team on own to find & book tournament). Board agreed alternate options should be considered and asked registration to consider changes as input to “registration simplification” effort.

Action Items =Closed

ID #	Agenda Item Ref:	Open Date	Action Description	Lead(s)	Target Date

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D		Oct 07	Non-profit Incorporation: Arrange legal 503 non-profit status and incorporation. <u>Submit to IRS.</u> 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	7	Oct 07	Send letter to state soccer assoc notifying them of new club. Follow-up with <u>state to confirm approval</u> of SPSC (VT). Rich will e-mail state to follow-up	Vince, Rich	Aug 08
G		Oct 07	Recommend suggested <u>structure for In-House</u> program and how to solicit volunteers	Ryan	Dec 07
I		Oct 07	<u>In-House:</u> Estimate profit / loss for In-house program and present to board with any recommendations	Ryan	Dec 07
O		Jan 08	Indoor / Off-season: <u>Contact PAC, Meet with PAC.</u> 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, Rich	Sep 08
T		Mar 08	Fall Registration: Changes to Fall registration: Logo, coach's 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). Order uniforms!	Rachel, Tom, Sergio, Vince, Tim, Rich,	Aug 08
U		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
Y	8	Apr 08	Fields: Draft field scheduling policy/procedure including issue escalation process & e-mail or review with board (KT, TG). Start fields committee (TG), Check availability U-10 field at Patrick Marsh & add goals (KT). Check field lining & U9/10 size w/Vern (TG)	Kimberly, Tom	Aug 08
Z	6	Jun 08	Financials: Roll SPYSA and ZIA funds into the SPSC checking account. Roll ZIA \$10,000 into SPSC	Jack, Vince	Aug 08
AA		Jun 08	Build storage shelves at SPSC storage unit		Aug 08
AC		Jun 08	<u>Travel:</u> Survey Travel program parents and players	Travel leads	Nov 08
AD		Jun 08	Finalize coaches for U-11 travel recreation, U-16 Girls classic and U-18 Girls classic	Travel leads	Jul 08
AE	12	Jun 08	<u>Registration:</u> Simplify registration package, consider on-line sign up, review collection of travel fees pre or post registration	Rachel, Ryan	Feb 08
AF		Jun 08	<u>Tryouts:</u> Have updated evaluation process in place for January tryouts	Tim	Dec 08

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AG	1	Sep 08	<u>Spirit Wear</u> : Fund \$2,500 to spirit wear volunteers (JW). Order and set-up catalog (KB, CR), catalog post to web (RB), selections available at Youth Night (KB, CR)	Jack, Cindy, Kari, Ryan	Oct 08
AH	3	Sep 08	<u>Parents Advisory Group / Committees</u> : Hold first committee meetings, review mission/description (board leads), post with members to web page (RB). Implement responsible sports program Spring or Fall (TV, AR).	Tony, committee leads, Adam Reiersen	Oct 08
AI	4,5	Sep 08	<u>Policies, Procedures, Guides & Training Aids</u> : Post coaches curriculum to web page (SL, RB). All review, finalize handbook and post to web page (?)	SL, RB	Oct 08
AJ	6	Sep 08	<u>Scholarships</u> : Develop college scholarship program.	Vince	TBD
AK	7	Sep 08	<u>Events</u> : E-mail coaches again on Youth Night include equipment exchange & spirit wear	Rich	Sep 08

Next Meeting

Date: 1st Sunday in October 5 @ 7:00 (right after PAG at 6:00)