

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – October	Location:	West Side Community Building
Recorder:	David Nelson	Time / Date:	Sunday, October 5, 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
N	Vince Padilla, Vice President	Y	Rich Tomscak, President	Y	Tony Veroeven, Member at Large	N	Jack Wilkinson, Treasurer				

Agenda:

Item No.	Subject	Leader(s)	Item No.	Subject	Leader(s)
1	Youth Appreciation Night	Rich	6.	Parents Advisory Group update	Tony
2.	Fields	Tom	7.	In-House Program Update	Ryan
3.	Financial / Non Profit / State Recognition	Rich	8.	Boys Travel Update	Dave, Sergio
4.	Winter Program – Prairie Athletic Club	Sergio	9.	Other Business	All
5.	Coaches Manual & Club Handbook	Sergio, Rich			

Minutes

1. Youth Appreciation Night:
 - a. Youth appreciation night at Varsity game late September was a huge success with a large turnout of soccer players and parents. The Spirit Wear tent saw a lot of activity as did the radar gun speed test on soccer kicks and other activities. Thanks to all the volunteers who made this a success!
2. Fields:
 - a. Committee formed and headed by Tom. Patrick Marsh second filed confirmed as available for practices. MAYSA said we could borrow some goals from Reddan for use at Patrick Marsh. Tom could not get parents with truck interested in hauling (and returning later) – agreed teams could practice without goals. New goals have not been ordered – awaiting grant application to get new goals.
 - b. Should meet with city regards field aeration, seeding. U9/10 Fields same size per Vern. Agreed we should fix sizes and communicate to Vern.
3. Financials / 403 Non-profit / State Registration

Sun Prairie Soccer Club

- a. \$10,000 ZIA check has been given to Jack and believe deposited in SPSC account.
 - b. Agreed that the new board to be elected in November will handle the 403 non-profit filing and approval. Sergio agreed to look into what needs to be done for 403 non-profit filing and approval to prepare board to execute. Agreed filing should be done after receiving state soccer registration for SPSC.
 - c. Rich will take lead on state soccer club registration going forward and will follow-up with state on the process. Wisconsin Youth Soccer Association (WYSA) apparently does not have needed documents, which include minutes from ZIA and SPYSA dissolving and merging clubs into SPSC and a new club application. But registration should wait until after Fall season as Vince is taking a ZIA team to St. Louis for a tournament.
4. Winter Program – Prairie Athletic Club
- a. Sergio led discussion of a proposed partnership agreement with the Prairie Athletic Club (PAC) whereby SPSC would commit to 11.5 hours per week of soccer field rental in exchange for a discounted rate. While the rate has not met our desired rate, it is discounted and the board estimated that it would work out to a fee of roughly \$4 per hour if 20 players were to participate in a session.
 - b. Additionally, Sergio worked out a proposed schedule of activities for SPSC members from youth to adult including coaching and playing time that would amount to an expenditure of about \$12,000 for the winter program. SPSC would charge fees to SPSC members and pay PAC for field use.
 - c. The board discussed PACs offer to lower the rate if SPSC would engage in co-marketing SPSC discounted PAC memberships to SPSC members. The board discussed the likelihood that a fair number of SPSC families may already be members of PAC and perhaps a survey to understand SPSC PAC membership levels in order to perhaps influence stronger consideration by PAC of SPSC needs (including a lower rate). Board passed motion for Sergio to work with PAC on specific terms and then report via e-mail to board on terms and to acquire board approval of the agreement.
5. Coaches Manual & Club Handbook
- a. SPSC Constitution published to club web page. Refund policy is posted to web page.
 - b. Rich working with Sergio to complete Coaches Manual to be delivered to coaches in a binder starting Spring. Table of contents has been laid out including code of conduct, coaches curriculum, how to report scores, referee scheduling, equipment checklist, equipment return, etc..
6. Parents Advisory Group:
- a. Liberty Mutual responsible sports program can only consider us as one single entity per Tony. We agreed to implement the responsible Sports program in Spring.
 - b. Referee committee is up and running. Rachel should hear from committee by next meeting. Communications committee also up and running. Committee members list is up on web page. Committees should be sure to review their “job description” and revise for posting on web page also. Point contact names for each committee to be added to web page too.
 - c. Tony still plans to seek parent school representatives from parents advisory group with goal to rep SPSC to each school.
 - d. Per Rich, Elizabeth Eaton has kindly offered to plan & execute Youth Appreciation night at Girls varsity game in Spring.
7. In-house Program Update:
- a. Per Ryan, in-house program wants to hold a “Fall festival” again – was very successful last year w/ bounce house, tournament, pumpkins, sub sandwiches, etc. Board passed motion to fund Fall festival in amount of \$300 to be paid back to SPSC from fees received, sales made at Fall Festival.

Sun Prairie Soccer Club

b. Also planning end of season coaches meeting. Will prep for Spring coach volunteers – need to actively recruit. Ryan has a few coaches who will do testimonials.

8. Boys Travel:

a. The U13 team added a couple players midseason largely on their own. Agreed we need to firm up approach/policy for adding players mid-season. Discussed that coach should communicate to club to administer and assure registration processed. Suggested to advise board lead (or program Director) for the boys (or girls if girls) travel program and that evaluation should be made or held. Agreed to discuss and firm up policy/process next session and that it should be part of coaches manual. Agreed to also discuss need for Boys and Girls travel program directors next session.

b. U13 team also is not planning to play in a tournament this Fall season because several parents/players did not want to. Board agreed that at least one tournament should be expectation/requirement for travel teams and agreed that this expectation should be added to the coaches handbook and indicated on travel registration forms (including that tournament fees separate from registration fees).

9. Other Business:

a. Annual Meeting: To be held November 9th at 6:00. Need to issue call for board members. In addition to elections, agenda will include Financial report and President's report. Meeting should be posted to web site and distributed via news e-mail list..

Action Items =Closed

ID #	Agenda Item Ref:	Open Date	Action Description	Lead(s)	Target Date
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	State Registration: Send letter to WYSA state soccer assoc notifying them of new club (VP). Follow-up with state to confirm approval of SPSC (RT). Send application to WYSA with minutes for ZIA dissolving ZIA & merging with SPSC.	Rich, Vince	Nov 08
G		Oct 07	Recommend suggested structure for In-House program and how to solicit volunteers	Ryan	Dec 07
I		Oct 07	In-House: Estimate profit / loss for In-house program and present to board with any recommendations	Ryan	Dec 08
O		Jan 08	Indoor / Off-season: Contact PAC, Meet with PAC. Get cost/hour and volume price breaks from PAC (RO). Draft use plan and fee schedule (SL). Complete negotiations with PAC and book indoor field for 2008-9 season (SL)	Rachel, Sergio, Rich	Sep 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) . Order new goals. Communicate U9 & U10 field size to Vern (TG)	Kimberly, Tom	Oct 08

Sun Prairie Soccer Club

ID #	Agenda Item Ref:	Open Date	Action Description	Lead(s)	Target Date
Z	6	Jun 08	<u>Financials:</u> Roll SPYSA and ZIA funds into the SPSC checking account. Roll ZIA \$10,000 into SPSC. Prepare financial report for Annual Meeting	Jack, Vince	Nov 08
AC		Jun 08	<u>Travel:</u> Survey Travel program parents and players. Specify process for mid season player adds. Specify tournament requirement/expectation	Travel leads	Nov 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
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 and point contact to web page (RB). Implement responsible sports program Spring or Fall (TV, AR). Seek parent rep for each school (TV)	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 (?). Complete Coaches Manual (SL, RT)	Sergio, Rich	Jan 09
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: November 9 @ 7:00 (right after Annual Meeting at 6:00)