

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – January 2009	Location:	Prairie Athletic Club
Recorder:	David Nelson	Time / Date:	Sunday, January 4, 2009 7:00 p.m.

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

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

Agenda:

Item No.	Subject	Leader(s)	Item No.	Subject	Leader(s)
1	Organizational Issues	All	7	Registration	Rachel
2	Financials	Jack	8	Try-outs - January	Rachel
3	Fields	Tom	9	Parents Advisory Group	Tony
4	In-House Program	Ryan	10	Events	Missy
5	Travel Program	Rachel, Sergio, Dave	11	Equipment	Rich
6	Indoor Soccer	Sergio	12	Referees	Rachel

Minutes

December, 2008 minutes were approved by the board.

1. Organizational Issues:

- a. Non-profit. Jack presented proposal from Axley-Brynelson to provide legal services to SPSC for establishing non-profit status. Cost approximately \$1800 for attorney fees plus \$800 for filings. Board passed motion accepting proposal. Jack will execute.
- b. State Registration: Per Rich last thing WYSA needed is names & addresses of board members. Members provided. Per Rich, WYSA will review our application at their next meeting. We expect this issue to close.
- c. Document Mgt. Jack has been maintaining a SPSC file for financial documents. We discussed record keeping for other documents. Agreed Dave will acquire another file for legal and other documents. Also discussed a safe deposit box for the most critical documents. Jack will check on a safety deposit box with bank.

2. Financials:

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- a. Still desire an accountant to help set-up budgeting and accounting process – Melissa Warner a possibility per Missy.
 - b. Jack has two NSF checks – will check procedure at bank, likely re-submit one more time for payment.
3. Fields:
- a. We have an opportunity for a grant via MAYSA for new goals. The grant pays for ½ estimated total cost of \$1000. Suggested use for U9/10 goals for Bird Fields. Would like to add a field at Bird. Board passed motion passed to pursue grant and acquire goals. Sergio will pursue.
 - b. Tom still planning to hold initial field committee meeting. Likely participants Mike Augie, Kimberly Trent, Chris Helstad members. Tom wants committee to first generate list of Improvement list, share with Mike Daniel of city to coordinate improvements.
 - c. Tom has e-mail from Lacrosse club indicating their practices to be at Patrick Marsh. Discussed possibility of a field at Creekside – would need to seed this Spring. Should pursue decision.
4. In-House Program:
- a. Ryan reported on “profit & loss” analysis. He estimates a cost of \$58 for each in-house player. But this includes other one-time costs that are not consistently needed. Thus the \$50 fee is approximately break-even. A ball is provided as part of kinderball registration fee. Ryan proposed and board discussed idea to eliminate \$10 discount for Fall/Spring registration, suggesting for in-house its’ always a “new season.” Board conclusion is we should retain the \$10 discount as it reduces our registration efforts and also facilitates team planning. We discussed that it is preferable to have in-house program on the same calendar as travel.
 - b. Board discussed fee increases. All agreed SPSC likely lowest cost soccer club in region. Also lower than baseball and other sports. Board discussed need to be “forward looking” in order to be able to support projected player growth of the program. At some point in the future we may need to consider compensating coaches in order to assure appropriate coaching at the higher levels – a practice that is common at other clubs. Additionally, we likely will need to fund new fields in future to accommodate growth and should consider building a fund for a soccer complex. Board concluded that fees are currently adequate for covering expenses now, but may not allow for growth. We concluded that we should look at the fee schedule for the Fall season sometime in February-March
5. Travel Program:
- a. Discussed player changes mid-season. Will add a process/policy to the coaches manual. We discussed the following process. 1) Parents/Coaches desiring a mid-season add must contact the SPSC Registrar 2) the Registrar will review the situation and based on the situation, and working with the coaches, determine the appropriate player evaluation a) past tryout result, b) a new tryout, c) coache(s) evaluation, d) practice participation or some combination of these, depending on the situation 3) the registrar will bring in either a Girls or Boys Travel program board representative as needed to determine and agree on the appropriate evaluation if an agreement cannot be reached with the parents and/or coaches 4) The proposed add will be escalated to the larger SPSC board if agreement cannot still be reached.
 - b. Confirmed tournament expectation for classic travel teams will be added to coaches manual. Tim is reviewing the manual and suggesting changes. Goal is to provide the manual to coaches at the Spring coaches meeting.
6. Indoor/Off-Season Programs:
- a. Sergio and Jack reported checks deposited for initial in-door session (Fall). We had over 100+ players signed up for Fall! Financials look ok with \$20 per player per 1-1/2 hour session approximating “break-even.”

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- b. Information on indoor program at PAC now posted on our web page. Sergio reports good registration activity for our Winter I session held today at PAC. An e-mail pointing to the web site helped. Thanks Ryan! Based on the initial Fall season Sergio proposed and implemented some changes to the Winter I session. Numbers are looking good for this winter I session.
7. Registrations:
- a. Mike revised his simplified registration flyer. Board discussed. Agreed to remove U-8 references and use 1st & 2nd grade Groundhog and GO!. Same for U-10 change to 3rd & 4th grade Groundhog and GO! Flyer will go in school folders. Due back march 6 for in-house.
 - b. Discussed forms printing. Craig Weddle of Quick Copy has kindly printed some of our forms. Since Craig is SPSC member determined we'd prefer to use Craig in future to print SPSC forms to keep the business in the "soccer community" and hopefully save some \$ vs. Kinkos!
 - c. Rachel concerned about late HS registrations. Due Jan 9, but she expect some to show turn-in during Jan 12 tryout. If so, \$10 late fee! Rachel will e-mail Allan Mileham and Bob Lehman so the can e-mail reminders to past player. Ryan will add blurb on web page regards Jan 9 due date.
8. Tryouts:
- a. Boys High school evaluation process set – Tim has it. Rich, Sergio and Ryan as evaluators? Vince will check on some other evaluators. Rachel has t-shirts left from last summer – so good there. Discussed moving Spring HS tryout from January to next June to coincide with other tryouts and remove uncertainty about being able to field a team.
9. Parent's Advisory Group:
- a. Spirit Wear: Jack is posting spirit wear sales to SPSC account.
10. Events:
- a. Missy presented Spring Fest plans. Need date to be able to secure location & shelter. Agreed on Sunday PM, June 7th. Missy will confirm. Locations discussed Stone ridge. Plan to include Spring Fest in game schedules. More to come! Youth Appreciation night discussed. Need to coordinate with Fall registration. Rachel proposed Tuesday, May 12th and board agreed.
11. Equipment:
- a. Plan to establish equipment committee at next Parent's Advisory Group. Discussed labeling our property – could get confused with city or schools. Suggested a stencil & spray paint. Possibly labeled "www.sunprairiesoccer.com"? A little advertising doesn't hurt! Also discussed liability question if someone gets injured using our equipment. Covered by MAYSA?
12. Referee Committee:
- a. Rachel met with Pam Jaidy. They came up with three ideas. Board liked ides and would like referee committee to continue to pursue.
 - i. Develop a referee program for 12-13 year olds to referee 1st and 2nd grades. Collect feedback from coaches. Train in summer, implement in Fall Season. Referees would be SPSC trained and registered for use in SPSC in-house only.
 - ii. Work with Travel Teams on assigning and scheduling referees. Would allow better coordination. Obtain list and meet with all refs in area. Provide a checklist for newly certified referees to improve quality/consistency. Perhaps provide a t-shirt so the have other option if ref color conflicts with a team color. Pam to discuss with Linda at MAYSA what it would take to accomplish. Start this Spring U-9 and U-10.
 - iii. Referee Mentoring program for 14-15 year old newly certified refs to be mentored by older, experienced ref. 14-15 year olds could in turn mentor 12-13 in-house refs

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13. Other Business:

- a. Rich proposed SPSC purchase 100 first aid kits from Mueller Sports at \$11.50 each. Board reviewed kits and passed motion to purchase.
- b. Club “handbook” being worked on.
- c. Scholarships not yet working on. Vince sees tailored application. He is still interested in and wants to discuss with others who have scholarships.
- d. Discussed purchasing workman’s compensation insurance to cover those we compensate – referees, field liners, etc. Apparently this an emerging risk issue.

Action Items =Closed

Agenda Item Ref:	Action Description	Lead(s)
1a	Organizational Issues: Check constitution for election procedure, confirm to board (RT). Check with MAYSA & WYSA their position on workers compensation risk (RT). Get a file set-up for SPSC legal docs (DN)	Rich, Dave
1b	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. Get quote and engage attorney.	Jack, Missy
1c	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. Follow-up to confirm review and approval by state	Rich, Vince
2a	Financials: Seek accountant to help set-up budgeting & accounting system. Check on safety deposit box (JW)	Jack, Missy
3	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). Communicate U9 & U10 field size to Vern (TG), Hold initial Fields Committee meeting (TV,TG) Submit grant request to MAYSA, order new U9/10 goals (SL). Develop fields improvement list (TG)	Tom, Sergio
4	In-House: Estimate profit / loss for In-house program and present to board with any recommendations	Ryan
5	Travel: Explore survey for Travel program parents and players (MM). Specify process for mid season player adds in Coaches Manual (RT). Specify classic tournament expectation in Coaches manual (RT)	Mike, Rich
6	Indoor / Off-season: Deposit checks for Fall Season (SL, JW). Add information on indoor program to SPSC web page (SL, RB)	Sergio,
7	Registration: Simplify registration package. Consider on-line sign up. Review collection of travel fees pre or post registration. Revise & circulate simpler registration flyer to board (MM)	Rachel, Ryan, Mike
8	Tryouts: Have updated evaluation process in place for January HS tryouts. E-mail Tim to solicit volunteer evaluators for January HS tryouts. Finalize evaluators for January HS tryouts	Rich, Vince

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Agenda Item Ref:	Action Description	Lead(s)
9	<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). Seek parent rep for each school (TV)	Tony, Ryan
9	<u>Spirit Wear</u>	
10	<u>Events:</u> Finalize Spring Fest date (MT). Confirm Youth Appreciation Night date (RO)	Missy, Rachel
11	<u>Equipment:</u> Establish an Equipment Committee.	Rich
12	<u>Referees:</u> Continue to develop referee program proposals.	Rachel
13	<u>Policies, Procedures & Guides:</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
13	<u>Scholarships:</u> Develop college scholarship program.	Vince

Next Meeting

Date: February 4 @ 7:00 @ West Side Community Building

Agenda Items:

Evaluation of U-10 in-house program