

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – March 2009	Location:	West Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, March 1, 2009 7:00 p.m.

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

	Name		Name		Name		Name		Name		Name
Y	Ryan Baker, In-House Program,	N	Tom Gehrmann, Boys Travel	Y	Sergio Loureiro, Boys Travel	Y	Dave Nelson, Secretary	Y	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	N	Jack Wilkinson, Treasurer		

Agenda:

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

Minutes

1. Organizational Issues:
 - a. Per Rich, WYSA has addressed workers compensation issues – position is that referees are “independent contractors” and thus club does not require workers comp insurance.
 - b. Non-profit. We have tax ID # now. IRS will still need to approve, but we can act as non-profit in interim. Conflict of Interest policy is needed for 501 status. Standard form policy available. Board passed motion to adopt.
 - c. State Registration: Per Rich, need to provide EIN # to WYSA, then we will be approved at their next meeting
2. Financials:
 - a. No update. Still seek to hold/establish executive committee.
3. Fields:

Sun Prairie Soccer Club

- a. Our grant was approved by MAYSA for U9/10 goals. These new goals will go to Bird and Bird goals will go to Royal Oaks.
- b. Mike mentioned park near Creekside School has huge space and potential to add a field. Also a new park space near Smith's Crossing. We still have 100# of seed in storage. Should put down on fields early in Spring.
4. In-House Program:
 - a. Per Ryan, plenty of parents volunteering to coach for in-house. Ryan plans coaches meeting for in-house. He might want to separate kinderball from other in-house coaches.
5. Travel Program:
 - a. Board confirmed Sergio as Coed Travel Director and Missy as Girls Travel director. Job Description has been drafted by Sergio. He will e-mail to board. Will e-mail coaches tournament links.
6. Indoor/Off-Season Programs:
 - a. Sergio reported indoor program still going well. U* Wednesdays a bit short players. Adults going well. U12/14 full with 20 players. For High School boys we are having trouble collecting \$ for the field rental. We might be a little less than break-even for this third session now in-process
7. Registrations:
 - a. Spring registrations coming in. Good numbers. 100 kinderball, 64 GO!, 78 groundhog, 13 U10 girls, 15 U10 coed. Will receive more. Will need to order uniforms by March 23. DeForest is interested in scheduling some games with our U-10 in-house.
 - b. Rachel will estimate fees for next year for both rec and travel and e-mail to board, Registrations will be available on-line for first time. Plan is to send a letter to parents in early April informing registration open as of April 15. Will work with Craig Weddle to print letter. Parents will still be able to download registration form and mail. Can't download, then call registrar. On-line registration at no cost to us . Not sure we can do on-line medical/liability release – Rachel will check. Will also need to accommodate player/parent contracts – perhaps team managers can collect these.
 - c. Couple parents asking if we will do a U13 girls classic team. Board affirmed strong recommendation that kids play appropriate age/skill group. Rachel will schedule a U13/14 girls tryout.
8. Tryouts:
 - a. Discussed who will lead tryouts. U13/14 coed Sergio, U13/14 girls Rich, HS girls Tim and HS coed Allan.
 - b. Coaches player evaluation form will be added to website. Need similar standard evaluation form for tryouts. Suggested a “forms” section on website?
9. Coaches:
 - a. Need to list coaches for classic team travel registrations. Most are known. Need to e-mail coaches and remind them to “apply” for Fall season. Will address topic at Coaches meeting in late March.
 - b. Scott Kloehn is new varsity coach and would like to come to a board meeting. Sergio to contact Scott and discuss, and invite him to coaches meeting.
 - c. Will provide a link to tournaments & camps (link to WYSA, MAYSA lists) on our web page. Topic of tournaments will be covered at coaches mtg.
 - d. Sergio, Rich, Rachel and Tim to meet to review coaches manual prior to coaches meeting late March.
10. Parent's Advisory Group (PAG):

Sun Prairie Soccer Club

a. No update.

11. Events:

- a. Missy very pleased with donations coming in for end of Spring season festival in June . Have \$425 in cash and \$200 in gift cards. 5 cases of coke. Long list of donations for raffle. Kevin Mengelt a great help. Soccer camps will likely have a booth.
- b. She is thinking of a wrist band for \$4-5 gets raffle ticket and use of 12 or so different activity stations. Each station will have prizes/give-aways. Volunteers get 5 extra raffle tickets? Publicity - thinking about advertising event newspaper, in club and grocery stores
- c. Also considering an in-house tournament. Perhaps a U13 vs. U14 showcase game.

12. Equipment:

- a. Rich ran into rep for EastBay out of Wausau. Would like to offer and maintain a spirit wear catalog on our web site. We name the % we would like to receive for orders. Would have to look at price points. We still have a lot of spirit wear in stock we should first use up. Board agreed to consider adding web catalog by Spring fest.

13. Referee Committee:

- a. No news.

14. Other Business:

- a. College scholarships program finalized and documented. Per Vince scholarship offer is out to all High School age players that would qualify. Applications due April 15th. Vince has asked Amber to serve as Zia/Girls rep. Dave N. will rep for Boys. Pam Jaidy is suggested as parent rep.
- b. Sergio raised issue of long term strategy. Need to think about what we need to do/be as a club. Might need to think about stipends for coaches at some point. Need a mission & vision statement more clearly defining us. Need a strategic planning session. Vince offered that we are not paying enough attention to high school and older players. Agreed we need a strategic plan and it needs to address an improved High School program. We discussed difficulty with numbers at the high school level. Also WIAA provision that requires HS teams not to field identical rostered teams in HS off-season. We discussed cooperating with other clubs on the north/east side of Madison to provide a MYSC, 56er's type of quality program. Sergio and Vince will meet to discuss and present to board ideas.

Action Items =Closed

Agenda Item Ref:	Action Description	Lead(s)
1	<u>Organizational Issues:</u> Check with WYSA their position on workers compensation risk (RT). Get a file set-up for SPSC legal docs (DN). Finalize & publish calendar (DN, RB)	Rich, Dave
1	<u>Non-profit Incorporation:</u> 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, Missy
1	<u>State Registration:</u> Send application to WYSA with minutes for ZIA dissolving ZIA & merging with SPSC. Follow-up to confirm review and approval by state	Rich, Vince

Sun Prairie Soccer Club

Agenda Item Ref:	Action Description	Lead(s)
2	<u>Financials:</u> Seek accountant to help set-up budgeting & accounting system. Check on safety deposit box (JW). Set-up financial/Executive Committee and first meeting (JW)	Jack, Missy
3	<u>Fields:</u> Draft field coordinator manual scheduling policy/procedure including issue escalation process (KT, TG). Submit grant request to MAYSA, order new U9/10 goals (SL). Develop fields improvement list (TG). Install new goals to Bird, move Bird goals to Royal Oaks.	Tom
4	<u>In-House:</u>	Ryan
5	<u>Travel:</u> 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	<u>Indoor / Off-season:</u>	Sergio,
7	<u>Registration:</u> Obtain demo & costs on on-line sign up (RO, RB). Draft simpler travel flyer. E-mail draft registration letter to board (RO)	Rachel
8	<u>Tryouts:</u> Implement coaches player evaluation form. Schedule U13/14 girls tryout (RO)	Rachel
9	<u>Coaches:</u> Draft job description for Coed & Girls Traveling Directors & post to web (SL). Hold coaches meeting, release coaches manual and advise travel coaches they need to apply for Fall. Provide link on web site to tournaments/camps (RB)	Rich, Sergio, Ryan
10	<u>Parents Advisory Group / Committees:</u> Post with members and point contact to web page (RB). Implement responsible sports program Springl (TV).	Tony, Ryan
11	<u>Events:</u> Finalize Spring Fest date (MT). Confirm Youth Appreciation Night date (RO). Finalize Spring Fest program.	Missy
12	<u>Spirit Wear:</u> Consider on-line catalog	Rich
12	<u>Equipment:</u> Establish an Equipment Committee.	Rich
13	<u>Referees:</u> Continue to develop referee program proposals.	Rachel
14	<u>Scholarships:</u> Develop college scholarship program (VP). Revise Draft (DN). Name 3 rd member to committee (Board). Publicize in next soccer shorts issue (MM)	Board, Mike

Next Meeting

Date: April 5th @ 7:00 @ West Side Community Building