

## Sun Prairie Soccer Club

### Meeting Minutes / Action Items

|                      |  |                     |                                 |
|----------------------|--|---------------------|---------------------------------|
| <b>Meeting Name:</b> | Monthly Board Meeting – September 2009 | <b>Location:</b>    | West Side Community Center      |
| <b>Recorder:</b>     | David Nelson                           | <b>Time / Date:</b> | Sunday, Sept 13, 2009 7:00 p.m. |

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

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

#### Agenda:

| Item No. | Subject                    | Leader(s)     | Item No. | Subject                       | Leader(s)            |
|----------|----------------------------|---------------|----------|-------------------------------|----------------------|
| 1        | Public Comments            | All           | 8        | Registration / Team Formation | Rachel               |
| 2        | Organizational Issues      | Dave          | 9        | Coaches                       | Sergio, Rich, Rachel |
| 3        | Financials                 | Jack          | 10       | Parents Advisory Group        | Tony                 |
| 4        | Fields                     | Tom           | 11       | Events                        | Missy                |
| 5        | In-House Program           | Ryan          | 12       | Equipment / Spirit Wear       | Rich, Missy          |
| 6        | Travel Program             | Missy, Sergio | 13       | Referees                      |                      |
| 7        | Indoor / Off-season Soccer | Sergio        | 14       | Communications                | Mike                 |

#### Minutes

##### 1. Public Comments:

- a. Open session with public comments from Lee, Kelly & John. Kelly & Lee requested communication go out to parents of U-11 regarding practices. Rachel will send plan out to U-11 teams. Kelly indicated many parents interested in volunteering. Board acknowledged strong need for volunteers but that calls for volunteers have gone out before. Mike will add note regards volunteers needed in soccer shorts. Kelly asked if we can improve communications on what is going on in club.

##### 2. Organization Issues:

- a. Discussed function of board decision-making. Often decisions need to be made between board meetings. Discussed what should be in scope for motions, seconding & voting: agreed issues effecting financials, documented policy, procedure or changes to other ongoing undocumented operational club process should be subject to motion. Also agreed many day-to-day decisions must be made and made rapidly to keep club functioning, so use common sense as to what requires a motion. Re-affirmed need for "strategic planning" session for Mid-October.

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- b. Dave called for all policies & procedures to be forwarded to him in Word format for re-documenting into improved format & re-publishing. Most are on web site. Board members to upload those that are not. Any material changes will require board approval.
3. Financials:
  - a. Sergio discussed with accountant Jason about how we would handle tax liability for compensating individuals – remains open issue. Jack asked to be included in the discussion.
  - b. Jack has made last registration deposit. There have been some registration refunds. Still must make payments for uniforms, jack will e-mail supplier for total & pay.
4. Fields:
  - a. Stonehaven nets good for this year. U-10 goals in at Royal Oaks per Tom. Tom proposed club pay porta-potti for Scottish Highlands as no facilities there. Township approved. Cost \$220 to use until Nov 1. Motion passed 5-3. Snow fence agreed for Scottish Highlands to keep balls away from private homes.
  - b. Jack suggested Fall a good time to work on Fields performing aeration & seeding, rock picking. Pick up seed in bulk at Jungs & see if they discount for club. Board agreed on Fall “field “fix-up day” – Tom will make call, Mike publish in soccer shorts.
  - c. Calendar sync ups, field manual and field needs list still in-process per Tom. Tom suggested club buy own line sprayer to assure backup capability.
5. In-House Program:
  - a. No significant updates. Idea of an “Academy team” tabled until Spring – will keep in action items list.
6. Travel Program:
  - a. Communications from parents last month on teams with practice issues and player issues surfacing. Two players have requested to leave teams due conflicts on team. Board agreed ideally issue handled at team coach/manager level – escalation to board travel program members if not resolved – Rich and Sergio will discuss with parents of players & coach to arrive at resolution. A player has requested to move up from U-10 to U-11. Board agreed U-10 player to “player pass” up to U-11 – Rich will e-mail.
  - b. In light of recent issues, Board agreed and affirmed role not to “micro-manage” coaches. Board discussed & agreed need to provide more support for coaches. Mike to schedule travel program meeting to discuss travel program issues in more depth & generate enhancement actions.
7. Indoor / Off-Season Programs:
  - a. Sergio presented Prairie Athletic Club proposal to sell SPSC 9.75 hours per week for 20 weeks over Fall/Winter. Price increased from \$75 to \$90 from last year – this due hoped for increased SPSC members joining PAC did not occur. Still, Dave suggested SPSC is a “good customer” and therefore increase should not be so large – suggest \$85, also that SPSC be allowed to post banners advertising the club such as “Winter Home of Sun Prairie Soccer Club”. Total expense for season approximates \$17,000. Board agreed PAC off-season was great success last year. Schedule to remain the basically the same. It was suggested SPSC reserve teams for PAC leagues in advance. Motion passed unanimously to pay deposit of approx \$900 towards reserving the season.
8. Registrations / Team formation:
  - a. Discussed again need for volunteers/assistant! No other updates.
9. Coaches:
  - a. No updates
10. Parent’s Advisory Group (PAG):

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a. No updates.

11. Events:

a. Youth Appreciation Night planned for early October going well per Missy.

12. Equipment:/Spirit Wear

a. Equipment “ran-out” this year.

b. Spirit wear order refresh in process timed with Youth Appreciation Night

13. Referee Committee:

a. No updates.

14. Communications:

a. Discussed content of next Soccer Shorts.

15. Other Business:

**Action Items** =Closed

| Agenda Item Ref: | Action Description   | Lead(s)             |
|------------------|--|---------------------|
| 2                | <u>Organizational Issues:</u> Add High school schedule link to web page (RB). Re-organize/document SPSC policies & procedures (DN). Hold strategic planning session and deliver plan (DN). Draft Admin asst job description (TG)   | Dave, Tom           |
| 2                | <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         |
| 3                | <u>Financials:</u> Set-up Financial/Executive Committee and first meeting (JW). Check w/ accountant how to handle tax liability for compensating individuals (RB)  | Jack, Ryan          |
| 4                | <u>Fields:</u> Draft field coordinator manual scheduling policy/procedure including issue escalation process (TG, Leann). Develop fields improvement list/plan (TG). Sync up calendars (TG, Leann). Discuss w/Chris Lay U-12 goals for Royal oaks (TG). Hold field Fall fix-up day (TG), Order porta-potti for Scottish H'lands (TG) | Tom, Leann          |
| 5                | <u>In-House:</u> Finalize plans for an "academy" team  | Ryan, Rachel        |
| 6                | <u>Travel:</u> Explore survey for Travel program parents and players (MM). Hold travel program issues & solutions meeting (MM).  | Mike, Sergio, Missy |
| 7                | <u>Indoor / Off-season:</u> explore with PAC greater role for SPSC in running PAC indoor program. Commit to winter 09-10 program.  | Sergio,             |
| 8                | <u>Registration/Team Formation:</u>  |                     |
| 9                | <u>Coaches:</u> Provide link on web site to tournaments/camps (RB). Add team/coach etiquette on “running up the score” to coaches manual.  | Rich, Sergio, Ryan  |

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| <b>Agenda Item Ref:</b> | <b>Action Description</b>  | <b>Lead(s)</b> |
|-------------------------|--|----------------|
| 10                      | <u>Parents Advisory Group / Committees:</u> Post with members and point contact to web page (RB). Implement responsible sports program (TV). | Tony, Ryan     |
| 11                      | <u>Events:</u> Finalize pool party. Finalize parade. Plan fall YAN.  | Missy          |
| 12                      | <u>Spirit Wear:</u> Consider on-line catalog   | Rich           |
| 12                      | <u>Equipment:</u> Establish an Equipment Committee. Train Terra and Paula on equipment.  | Rich           |
| 13                      | <u>Referees:</u> Settle on referee feedback process.   | Pam Jaidy      |
| 14                      | <u>Communications:</u>   | Mike           |
| 15                      | <u>Other Business:</u> Improve scholarship communication (Board).  | Board          |

### **Next Meeting**

Date: Oct 4th @ 7:00 @ West Side Community Building