

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – October 2009	Location:	East Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, Oct 4, 2009 7:00 p.m.

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

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

Agenda:

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

Minutes

1. Organization Issues:

- a. Dave repeated call for all policies & procedures. Are available on google-groups site. Board reminder to load those that are not already on the site. Goal to leave incoming board refreshed set of policies procedures.
- b. Previously discussed “strategic planning” meeting agreed to be held concurrent with next board meeting Nov 8. Start time 4:00. Agenda items discussed: Constitution review, policies & procedures review, club structure & resources, financials review & planning (budget, funding future needs, etc.)
- c. Annual General Meeting set for Sunday, December 6th. Dave led board through outline of call for nominees for board positions. Dave will draft e-mail for board review.

2. Financials:

- a. Issue of tax liability for compensating individuals tabled for now – will review when/if employment decisions made.

Sun Prairie Soccer Club

- b. Jack reports financials looking like “break-even.” Jack reported we’ve been paying a bit out for coaches training. We paid \$20k to Tahoe for uniforms/wear.
 - c. Per Rachel, we gave 35 scholarships or about \$4500 total for Fall registrations compared to only about \$6000 all last year. Discussed business funding of scholarships. All agreed it is a good idea and agreed we should do more fund raising with local business. Agreed we should have a fund raising director.
 - d. For budgeting, Jack would like to know ref expense per game. Jack thinks we have to consider raising fees next year - will need to redo fees calculation for next year. Board agreed should be building funds for potential field complex – perhaps a certain amount of \$ per player per year including in fees to fund complex?
3. Fields:
- a. Hooray - porta-potti for Scottish Highlands installed!
 - b. Field “fix-up” day still in works. Ryan & Tom bought seed. Per Tom, SP Parks says we can “do anything” that does not involve machinery. Bob Holling at SP Parks asked SPSC to get back to him with our plan for each field. Mike suggested members volunteer hours or pay extra \$ in fees.
 - c. Tom has schedule “field summit” with SP Lacrosse club for this Tuesday.
4. In-House Program:
- a. Payments not received for three players. Thus they are not registered. Thus, we have a liability. Agreed on no pay, no play requirement to avoid liability issues. Ryan will call player parents to resolve.
5. Travel Program:
- a. Mike held travel program meeting to discuss travel program issues generate enhancement actions. This yielded a documented evaluation process. Components include a coaches evaluation sheet, and independent evaluators form and requires coach that is coaching team to be at tryout and have a voice in evaluation.
 - b. Mike has met with coach and addressed coaching issue. His view is coach has great attitude and situation is/will get better.
6. Indoor / Off-Season Programs:
- a. Deposit for off-season has been paid to Prairie Athletic Club. PAC would like the contract returned signed. Ryan looking for times available for U-8. Rich has drafted schedule and will inform/discuss with Sergio.
7. Registrations / Team formation:
- a. No updates.
8. Coaches:
- a. Discussed at length coaching philosophy. Discussed that coaching philosophy needs to be a reflection of higher level club philosophy. Mike recently drafted club philosophy that board has yet to review/adopt. Discussed leveraging US Youth Soccer philosophies / practices as link on our web site. Rich said he will review “player development curriculum” to break into 3 sub-sections and integrate coaching philosophy into that document. Agreed philosophy should be part of “coaches manual” (player development curriculum) and be reviewed at pre-season coaches meetings via a “multi-media” presentation – do a powerpoint! Finally, also discussed need for a “coaching support group” where coaches can share issues and solutions.
9. Parent’s Advisory Group (PAG):
- a. Tony has tried to recruit for PAG, with little success. Discussed that Responsible Sports program never really aligned with our schedule. Also some concerns about effort required to go after the award which seems a “lottery” to ward funds - board agreed local business fund-raising better avenue.

10. Events:

Sun Prairie Soccer Club

a. Youth Appreciation Night weather was a challenge! Still some success. Made \$375 in concessions for HS Soccer. Sold some spirit wear. Got a lot of donations of coats for charity! Will continue YAN at this Thursday night game.

b. Missy suggested SPSC enter a scarecrow in Sun Prairie scarecrows on Main Street event.

11. Equipment:/Spirit Wear

a. Per Missy, would like to set-up table a in-door registration this year,

12. Referees:

a. Pam reports having issues with MAYSA ref assignments. Three refs did not show up this weekend. Sergio also had ref not show up. Mike has had 2 refs not show up. Board agreed issues needs to be escalated to MAYSA. Rich asked Pam to prepare specific list of ref no-shows so he can share with Chris at MAYSA.

13. Communications:

a. Jack suggested we do more to communicate team recognition in Soccer Shorts and on web site. Also that SPSC does not appear in SP Star often and thus we need an avenue to communicate stories to Star for potential publishing, Board agreed we should seek Star publicity more.

14. Other Business:

Action Items =Closed

Agenda Item Ref:	Action Description	Lead(s)
2	<u>Organizational Issues:</u> Re-organize/document SPSC policies & procedures (DN). Hold / structure strategic planning session (DN). Draft Admin asst job description (Hold), Draft invite/call for nominations of annual meeting (DN)	Dave
2	<u>Non-profit Incorporation:</u> Receive IRS approval.	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 (Hold). Redo fees calculation/budget for next annual registration (TBD). Explore business fund-raising "coordinator" (TBD)	Jack
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). Hold field Fall fix-up day (TG), Order portapotti 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
7	<u>Indoor / Off-season:</u> Commit to winter 09-10 program. Finalize indoor schedule (RT, SL)	Sergio, Rich
8	<u>Registration/Team Formation:</u>	

Sun Prairie Soccer Club

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9	<u>Coaches</u> : Review & publish “club philosophy” (MM). Add team/coach etiquette on “running up the score” to coaches manual. Draft “coaching philosophy” and add to player development curriculum/coaching manual (RT). Explore “coaching support group” (TBD)	Rich, Sergio, Mike
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> : Plan /hold Fall YAN	Missy
12	<u>Spirit Wear</u> : Explore on-line catalog (TBD)	TBD
12	<u>Equipment</u> Train Terra and Paula on equipment (RT)	Rich
13	<u>Referees</u> : Settle on referee feedback process (TBD). Review ref no-show issues with MAYSA (RT)	Pam Jaidy, Rich
14	<u>Communications</u> : Set-process on communicating SPSC newsworthy items to SP Star (TBD)	TBD
15	<u>Other Business</u> : Improve scholarship communication (Board).	Board

Next Meeting

Date: Sunday Nov 8th @ 7:00 @ East Side Community Building – Note Strategic Planning Meeting at 4:00 precedes the board meeting