

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – November 2009	Location:	East Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, Nov 8, 2009 5:00 p.m.

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

	Name		Name		Name		Name		Name		Name
N	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, Travel Director	N	Rachel Olson, Girls Travel
N	Vince Padilla, Girls Travel	N	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		

Agenda:

Item No.	Subject	Leader(s)	Item No.	Subject	Leader(s)
1	Organizational Issues	Dave	4	Registration / Team Formation	Mike
2	Fields	Tom	5	Communications	Mike
3	Travel Program	Mike, Sergio			

Minutes:

1. Organization Issues:

- a. Discussed and agreed Dave's communication regarding call for nominees (to be elected at Annual General Meeting December 6th) is complete and can be released to the members. Mike will release it via Soccer Shorts.
- b. Discussed attendance / participation requirements for board members. Motion put forward specifying that if a board member misses three board meetings in a calendar year, board may consider and take action up to and including removal from board for non-participation. Motion passed.
- c. Discussed volunteer shortage given all the work that needs to be done to operate the club. Considered policy request put forth by Mike that starting with the Fall session each SPSC family be required to volunteer 5 hours per child per year to club operation or buy-out their volunteer hours at \$25 per child.
- d. Majority of board meeting time was taken up with "Strategic Planning." In this effort we reviewed the Strengths, Weaknesses, Opportunities and Threats (SWOT) Plan/Objectives template started by Dave and augmented by Sergio's notes last Spring. Board reviewed each topic area for SWOT and revised, complemented, expanded on Dave/Sergio's base with a focus on suggested Plan/Objectives incoming 2010 board can consider taking. Board agreed to furnish the SWOT analysis with recommended Plan/Objectives to incoming board. SWOT analysis is appended and considered part of these minutes.

2. Fields:

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- a. SP Parks has said we can't do anything to fields that involves machinery. SP parks does do aeration. Board agreed to request SP Parks aerate soccer field this Fall. We would then re-seed Fields. Per Tom Schools are ok with SPSC aerating fields located on school grounds.
- 3. Travel Program:
 - a. Mike will resign as interim Travel Director. Board thanks Mike for his service. SPSC will thus need an interim Travel Director in Spring. Board also recommends in SWOT plan that incoming board consider nominal compensation for a longer term Travel/Coaching Director in order to assure sound and improving travel/competitive program and sound coaching at all levels. Mike will make a call for Spring Travel Director volunteers in Soccer Shorts.
 - b. Mike presented review of U-11 player issues. Board discussed and agreed that Board has taken up too much time addressing issues with 2-3 individual players/parents – to the point of impacting time to address broader club issues. Board passed motion that U-11 coaches make final decision regarding U-11 team formation for Spring.
- 4. Registration / Team formation:
 - a. Mike put forth the following motion regarding team formation to commence with Fall 2010 season teams. Motion passed.

Roster Formulation:

- From U9 through U12, multiple **recreational** travel teams in each age group will be formed with the intent to weigh the skill and dedication level of the players so that each team has roughly the same competitive balance.
- From U11 through U12, multiple **classic** travel teams in each age group will be formed with the intent to weigh the skill and dedication level of the players so that each team has roughly the same competitive balance.
- From U13 through U19, multiple **classic** travel teams in each age group will be formed based on talent and dedication, so determined by a formal evaluation.

Open Classic Spots

- A “classic” coach may elect to allow one or two open spots on the roster in order to promote lower division classic players or recreational players on occasion.
- If a “classic” coach must amend the roster to permanently promote a player, that player **must be the first alternate as determined by the formal evaluation**. If that player is not available or decides to pass, the next player on the list must be chosen.

Divisional Placements

- Unless there is other “good reason” as articulated by the head coach, SPSC will place all travel teams in the “B” division during the autumn.

- 5. Communications:
 - a. Mike will communicate call for nominees in next Soccer Shorts issues and call for Spring Interim Travel Director in next or upcoming Soccer Shorts.

Action Items =Closed

Agenda Item Ref:	Action Description	Lead(s)

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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
	<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
2	<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), Ask SP Parks to aerate fields (TG). Coordinate field re-seeding (TG)	Tom, Leann
	<u>In-House:</u> Finalize plans for an "academy" team.	Ryan, Rachel
3	<u>Travel:</u> Explore survey for Travel program parents and players (MM). Seek interim Travel Director for Spring.	Mike
	<u>Indoor / Off-season:</u> Finalize indoor schedule (RT, SL)	Sergio, Rich
4	<u>Registration/Team Formation:</u>	
	<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
	<u>Parents Advisory Group / Committees:</u> Post with members and point contact to web page (RB).	Tony, Ryan
	<u>Events:</u>	Missy
	<u>Spirit Wear:</u> Explore on-line catalog (TBD)	TBD
	<u>Equipment</u> Train Terra and Paula on equipment (RT)	Rich
	<u>Referees:</u> Settle on referee feedback process (TBD). Review ref no-show issues with MAYSA (RT)	Pam Jaidy, Rich
5	<u>Communications:</u> Set-process on communicating SPSC newsworthy items to SP Star (TBD)	TBD
	<u>Other Business:</u> Improve scholarship communication (Board).	Board

Next Meeting

Date: Sunday Dec 6th @ 7:00 @ East Side Community Building – Note this is Annual General Meeting