

## *Sun Prairie Soccer Club*

### Meeting Minutes / Action Items

|                      |                                    |                     |                                 |
|----------------------|------------------------------------|---------------------|---------------------------------|
| <b>Meeting Name:</b> | Monthly Board Meeting – April 2010 | <b>Location:</b>    | East Side Community Center      |
| <b>Recorder:</b>     | David Nelson                       | <b>Time / Date:</b> | Sunday, April 4, 2010 7:00 p.m. |

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

|   | Name   |   | Name                               |   | Name                           |   | Name                                       |   | Name                      |   | Name                                      |
|---|--|---|------------------------------------|---|--------------------------------|---|--|---|---------------------------|---|---|
| Y | Mike Aughey,<br>Vice President<br>Girls Travel | Y | Ryan Baker,<br>President, In-House | Y | Brad Davidson,<br>Girls Travel | N | Tom Gehrmann, Coed<br>Travel               | Y | Ron Greisch, In-<br>House | Y | Dave Nelson,<br>Secretary,<br>Coed Travel |
| Y | Jeff Risseuw, In-<br>House                     | Y | Kirk Scott, Member-at-<br>Large    | Y | Steve Traut, Coed<br>Travel    | Y | Jack Wilkinson,<br>Treasurer, Girls Travel |   |                           |   |   |

### Agenda:

| Item No. | Subject               | Leader(s)        | Item No. | Subject                             | Leader(s)   |
|----------|-----------------------|------------------|----------|-------------------------------------|-------------|
| 1        | Organizational Issues | Ryan             | 6        | Indoor Program                      | Mike        |
| 2        | Financials            | Jack, Ryan, Dave | 7        | Registration / Team Formation       | Jeff, Kirk  |
| 3        | Travel Program        | Kirk, Mike, Brad | 8        | Fields                              | Tom, Mike   |
| 4        | Coaches / Referees    | Kirk, Mike       | 9        | Equipment / Spirit Wear             |             |
| 5        | In-House Program      | Ryan, Jeff, Ron  | 10       | Events / Marketing / Communications | Steve, Brad |

### Minutes:

1. Organization Issues:

- a. Mark Diercks, president of the Maunasha Soccer Club (MSC) out of Marshall, attended the meeting to introduce himself and his club to the Board. The MSC is a small club, formed in Fall 2009, but there's been a great deal of interest in their community for soccer. Mark expects the club to continue to grow. Mark asked if the SPSC would be willing to partner with MSC and allow MSC players to register with MAYSA under the umbrella of the SPSC. Doing so would allow MSC to the MAYSA and WYSA resources. MSC is working toward becoming a non-profit and solidifying itself as a standalone club. Until that happens, partnering with another club would help reduce their costs and make it easier for their teams to compete. There was also discussion of building an alliance between the two clubs, due to their close proximity, that would allow MSC players to option of playing in more competitive leagues. The Board discussed Mark's proposal and there was consensus to move forward.
- b. The Board discussed the current process club members and coaches to provide feedback (both positive and negative) directly to the Board. Although Board members' contact information and Board meetings are posted on the website, consensus was that a more proper and systematic method for collecting and asking for feedback was necessary. This includes possibly asking for a volunteer to collect and route feedback and comments. Steve and Mike will explore process for collecting feedback on SPSC for board review.

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- c. Discussed SPSC / Zia logo used by some teams (Girls Travel) recognizes our heritage. May need to consider renaming divisions. This is a “parking lot” issue.
2. Financials:
  - a. Per Ryan, the Finance Committee is still getting off the ground. Ryan Baker apologized for the delay and explained that the past month has been hectic with getting the spring season going. Ryan will schedule meetings with directors to develop the budget and will present it at the May Board meeting. Discussed call for Finance committee volunteers in next soccer shorts.
  - b. There was discussion of opening a second checking account with the Bank of Sun Prairie to better track fundraising monies (donations, spirit wear, etc.). The Board approved.
  - c. Dave reported that he was still waiting for a copy of last year’s budget to include in the scholarship application to American Family. Jack will send it to him. Dave also reported that he’s gotten a number of responses from club members that are employed at AmFam but would like to send out another reminder. The more AmFam employees associated with the club, the better the club’s chances of receiving the scholarship donation. Jack provided Dave tax return for inclusion. Steve will include a reminder in the next issue of Soccer Shorts.
  - d. Discussed continuing funding (about \$250 per year) for ribbons program used to recognize juggling, hard work,, skills, etc. Board passed motion to continue support up to \$300 per year.
3. Travel Program:
  - a. Kirk mentioned that the tryouts for Classic teams are coming up in June. Kirk wants to keep running tally of who registers for what.
4. Coaching/Referees:
  - a. Per Kirk, Mike Aughey reported that the Sun Prairie High School varsity boy’s soccer coach had resigned. Mike also reported that former junior varsity coach, Kevin German, may be moving to the area and is interested in working with the club to provide training to coaches.
  - b. Kirk Scott reported that the deadline for coaches to apply to be a coach of a travel team for the Fall ‘10/Spring ’11 season is May 15. The application has been posted on the club’s website since February. A couple of applications have already been submitted. Kirk and Mike to determine the Coach Selection process and Committee.
5. In-House program: See “Equipment”
6. In Door / Off season: No updates
7. Registration / Team Formation:
  - a. Discussed registration process improvements. Use member and coaches e-mail list to “blast” announce registration. Send other packets with school envelopes (to reach new prospective members). Do an Ad/Press release in Sun Prairie Star.
  - b. New process for tryouts agreed: 1) register for tryout 2) pay tryout fee at tryout 3) coach informs team made 4) register for team within 2 weeks or lose slot. Steve will develop an online registration system for the tryouts. Steve will include a reminder about tryouts in the next issue of Soccer Shorts.
8. Fields: No updates
9. Equipment /Spirit Wear:

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- a. Ryan motioned for spending \$2100 to purchase 8 new soccer goals for the Groundhog and GO! (U8) programs. The club already has 22 of this particular type of goal. The goals are made of metal and are extremely durable. The goals are expected to last 8 to 10 years before needing to be replaced/repared. The motion passed.

10. Events / Marketing/Communications:

- a. Spring Youth Appreciation night at high school set for May 14th.
- b. Brad suggested we develop a process for reporting game scores to the local newspaper. Brad will explore and report at the next Board meeting.
- c. There was discussion of working with the parent organizations at the elementary schools to get a table set up at school functions to market the club. The club will also be looking to send out flyers for the fall season prior to the end of the current school year, as well as putting an advertisement in the local newspaper.
- d. Steve reports only 325 of Soccer Shorts get opened. Spirit Wear biggest responses.

**Action Items** =Closed

| Agenda Item Ref: | Action Description   | Lead(s)                             |
|------------------|--|-------------------------------------|
| 1                | <u>Organizational Issues:</u> Organize/document SPSC policies & procedures (DN). Draft Admin asst job description (Hold), Work out relationship details between Maunasha SC and SPSC (RB). Process for collecting feedback on SPSC for board review (MA, ST). Re-naming of divisions including girls travel "SPSC/Zia." (all)  | Dave, Ryan, Mike, Steve             |
| 2                | <u>Financials:</u> Set-up Finance/Executive Committee and first meeting (RB). Redo fees calculation/budget for next annual registration (RB). Establish Fund-Raising coordinator/subcommittee (TBD). Determine scholarship criteria (TBD). Obtain volunteer bookkeeper. Review fees for 2010-11 season (TBD). Complete AmFam donation application (DN). Consider "dine and discounts" program (all). Send budget and tax return to Dave for AmFam application (JW) | Ryan, Jack, Dave, finance committee |
| 3                | <u>Travel:</u> Seek interim Travel Director for Spring. Draft Travel policy, procedures, guides (KS), Fall tryout preparation  | Kirk, travel committee              |
| 4                | <u>Coaches / Referees:</u> Add team/coach etiquette on "running up the score" to coach's manual. Draft "coaching philosophy" and add to coaching curriculum. Explore "coaching support group" (TBD). Meet with JV coach Kevin and plan next steps (KS). Determine the Coach Selection process and selection Committee (MA, KS)   | Kirk, travel committee              |
| 5                | <u>In-House:</u> Consider an "academy" team.   | Ryan                                |
| 6                | <u>Indoor / Off-season:</u> Report on revenues & costs for 2009-10 season (SL), Meet w/PAC (MA, others)  | Sergio L., Mike                     |
| 7                | <u>Registration/Team Formation:</u> Document registration procedure (JR). Develop an online registration system for the tryouts (ST).  | Jeff, Steve                         |
| 8                | <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                          |

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| <b>Agenda Item Ref:</b> | <b>Action Description</b>   | <b>Lead(s)</b> |
|-------------------------|---|----------------|
| 9                       | <u>Equipment /Spirit Wear:</u> Order Spring Equipment (RT). Explore on-line catalog (TBD)   | Rich Tomscak   |
| 10                      | <u>Events:</u> Plan Spring Festival (MT)  | Missy T.       |
| 10                      | <u>Communications:</u> Set-process on communicating SPSC newsworthy items to SP Star (BD). <u>Make call for volunteer bookkeeper and Indoor coordinator (ST).</u> Include in next Soccer Shorts: announcement about Coach application process, reminder about tryouts, AmFam employee reminder, call for finance committee volunteers (ST). | Steve, Brad    |
|                         | <u>Other Business:</u> Improve academic scholarship communication (Board).  | Board          |

### **Next Meeting**

Date: Sunday May 2nd @ 7:00 @ East Side Community Building