

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – May 2010	Location:	East Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, May 2, 2010 7:00 p.m.

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

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

Agenda:

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

Minutes:

We welcomed guests Emily Peterson and Mike McIntosh

1. Organization Issues:

- a. Mike A and Steve discussed feedback link on web site for 1) general feedback and 2) coaches evaluation.
- b. Mike A presented grievance policy. A conflict resolution process. Dave mentioned had visited issue last year and concluded escalation process should start with coach, move to division directors, before coming to board – full board had reviewed several issues last year – very time consuming! All agreed with escalation process to first parent-coach neutral party: to division, then board. Also discuss idea of a separate “ombudsman” when greiver uncomfortable discussing with coach.
- c. Tom led discussion of volunteers. Suggested a “dibs” system – go on-line and volunteer. Pay fee or volunteer choice. Discussed how it works at other clubs. DeForest has a sign-up process but not a commitment. Ron suggested we first make a list of things we need done. Generate 20 ideas – then review as board and validate we have the demand. Generally agreed, that without a field complex or other facility (with concessions, maintenance, etc) we have limited opptys to spread across 650 family base.

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2. Financials:

- a. See registration item #7 for financial analysis of registration fees.
- b. Tom presented a floral fund raising opportunity. Gift card for flowers each month. Cost \$20 each. SPSC gets \$15. Floral shop gets \$5. Minimum \$795. Have to sell 53 to break even. We wondered if “shelf life” could be one year from date of purchase so that if we purchase card we can sell throughout the year without having pressure to sell them all at once – Tom will look into. It was suggested Missy take a look as our fundraising “goddess.”
- c. Dave reported that AmFam application for funding scholarships is ready to go and will be submitted shortly.

3. Travel Program:

- a. Mike A and Kirk discussed player pass policy (from recreation team to classic). Current coach can overrule and veto pass. Needs to be empowered to manage their team. Mike will tweak policy and review with board.
- b. Travel committee meeting Tuesday. Topics: Coach selection, player progression, tryouts & team formation, age progression. When do we start a more competitive framework? Identify players earlier and channel them? Legacy documents are still with travel committee to review and update as needed.

4. Coaching/Referees:

- a. Mike A wants to set up coaches meeting to discuss coaches development program, Included Rich, Amber, Rachel, Chad (Wistler?). Goal to prepare for premiere league. May need to coordinate with other club(s) as we may not have enough premiere players. Per Ryan 160 kids at Poynette – may be interested in collaborating as club small so options limited.
- b. It was reported that there are still no internal applicants for Boys high school varsity coach. Job was posted in-house at school a couple weeks ago. School is now looking externally. JV coach role open too.
- c. Referees: As part of fee analysis (see registration item #7) we discussed going to 2-3 refs for U-10-U19 recreation league. Right now we pay for one referee. All agreed 1 ref fine below U-10. Adding refs would increase fees – also would have to pay ref assignor another \$2.50 per ref. Concluded expense not justified to add 2 refs. Parents often serve as line judges. SPSC kids could serve as line judges w/o ref card. Pay \$10 each? Would amount to about \$5 per player per team during season.

5. In-House program: See registration, item 7

6. In Door / Off season: No updates

7. Registration / Team Formation:

- a. Kirk, Ron, Jack and Ryan met to discuss registration fees for next year. A re-evaluation is needed. The last evaluation was done 3 years ago. MAYSA fees are up. Ryan in his analysis added \$10 x 2 for in-house and \$50 for travel coaches. Transaction fees on web system is 3.95% of every transaction plus \$1.50 per transaction. A U-9/10 team costs about \$1300 to cover for entire team for season.
 - i. In-house has been losing money according to analysis. Kinderball costs about \$75 per player, but we have been charging \$50. Discussed eliminating the furnishing of soccer balls as a cost savings measure. Many agreed that kids prefer to buy their own ball and some have built up several balls over the years due SPSC furnishing. Motion made and passed to no longer provide soccer balls with registration fee.
 - ii. Analysis does not include cost of scholarships. Scholarships come down to income – ability to pay. Still struggling to put into place criteria. School, lunch qualification good criteria, but provides not evidence in form of card. All agreed separate committee to review scholarship.

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- iii. Referee costs are \$55 U-12 and \$90 U16. Field rental costs \$12.50 at Stoneridge. Ryan estimated 20% of registration fees need to go into “envelopes” to fund equipment expenses, etc. Net analysis: we are losing some \$ at each level. Average cost is \$185 both seasons per player per Kirk. Highest fee is \$175 for U17-19. Motion made and passed unanimously to increase fees \$20 across all levels for all players.
 - iv. Jeff will open registration. Website to be updated. Tryouts to be updated. Kirk will do e-mail blast to coaches and players regards tryouts.
 - b. Marshall talking about SPSC registering their players – would still be a separate Marshall club however.
8. Fields:
- a. Discuss field charges (as part of registration fees analysis – see item #7). Per Tom filed lining is charged per field. Field maintenance was \$4600 for Fall/Spring season. Tom’s view is filed lining fees are reasonable – liner is out there a lot.
9. Equipment /Spirit Wear: No updates
10. Events / Marketing/Communications:
- a. Culvers fundraising event netted \$445.13. Owner stated “most ever raised in an evening fundraiser.” Per Emily, Perkins restaurant willing to do 10% once a month.

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 Maunsha 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). Draft grievance policy (MA)	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 and floral card 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). Draft player pass policy. 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). Open registration and increase fees \$20 each (JR)	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	Tom, Leann

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Agenda Item Ref:	Action Description	Lead(s)
	fields (TG). Coordinate field re-seeding (TG)	
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). Make call for volunteer bookkeeper and Indoor coordinator (ST). 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 June 6th @ 7:00 @ East Side Community Building