

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – June 2010	Location:	East Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, June 7 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, Dave, Ron	6	Indoor Program	Ryan
2	Financials	Jack, Dave	7	Registration / Team Formation	Jeff
3	Travel Program	Kirk, Mike A, Brad	8	Fields	Tom
4	Coaches / Referees	Kirk, Mike A	9	Equipment / Spirit Wear	Rich T.
5	In-House Program	Ryan, Jeff, Ron	10	Events / Marketing / Communications	Steve

Minutes:

We welcomed guests Kevin German, Sergio Louriero, Mike McIntosh and Rich Tomaszak. We opened meeting by accepting minutes from May meeting. Then we opened forum for guests to comment. Guest comments located in below appropriate subject matter section of these minutes

1. Organization Issues:

- a. Board discussed decision-making process. Re-affirmed “Roberts Rules” as authority on process. Discussed what is subject to motion. Dave referred board to Sept, 2009 minutes where decision-making process was similarly discussed and process further defined. Sept, 2009 agreement was: “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.” Board discussed and building on Sept, 2009 agreed:

- 1) preference to hold motions until the next board meeting

- 2) in interim periods between board meetings, where it is determined that the decision should not wait until the next board meeting, e-mail can serve as a means to propose, discuss and pass motions

Sun Prairie Soccer Club

- 3) if a majority of board members indicate that the motion can wait until the next board meeting, then motion shall wait
- 4) any such interim motions should be proposed by any board member to the President or the Secretary
- 5) the President or Secretary will then pose the motion to the broader board and open discussion
- 6) the President or Secretary will close discussion after appropriate discussion among board members (duration of discussion, and # of board members involved) and call for a vote
- 7) the President or Secretary will tabulate votes and determine pass or failure to pass motion 8) motion will be then recorded in the next board meeting minutes

2. Financials:

- a. Jack reports no final total on Spring Festival but it appears festival was very successful fund raising with \$3-4,000 estimated. Qwik Trip and Cousins Subs will return some \$ to SPSC based on sales at festival. Lots of donations – example Culver donated ice cream. Missy will put together final total.
- b. Jeff reports on feedback from parents on rate increase approved last meeting: very little has been said from families, parents. All re-affirmed rate increase needed to maintain financial health of club – rates still very competitive, on low end in Madison area.
- c. Jack said he needs totals from our SPSC field work done on school fields so that we can take these costs to school board and ask that field fees be waived commensurate amount. Tom itemized work done: Aerated, put down seed, ATV plus trailer, about 6 guys for 3 hours each. Mike to e-mail Jack totals.
- d. Dave reported that AmFam application for funding scholarships was declined. Dave will inquire as to reasons for decline and what we can do to improve our chances.

3. Travel Program:

- a. Per Kirk tryouts going well, smoothly. Evaluators impressed with organization and players. Evaluation focusing on objective, independent evaluation. Short right now on evaluators for HS Girls June 22nd and 23rd. Two make up days planned: June 11th and 14th. Kirk has taken close to \$1000 in tryouts fees.

4. Coaching/Referees:

- a. We welcomed new High School coach Kevin German to our meeting. Kevin spoke about his desires to more closely integrate the High School program with SPSC. He said it is “important to create a bond.” He would like HS to hold coaches clinics, etc. in order to help develop SPSC coaches and thus players. Is first planned game on new HS field which he described as “second to none in the state.” Kevin would like to do some camps with High School players working with younger SPSC players. He shared that 5 “coach contact days” for HS players will start July 19th.
- b. Mike A developing a template or Coaching Director role. Why needed? Mike A explained teams depend on good coaches. Coaches volunteer “out of the goodness of their heart.” Some have never played. Thus we need to support coaches. Coaches in turn support players. We have a significant drop off in Boys players after U-10 – at that point we are short a key component in keeping boys in the game: the key is coaches. Coaches need support of a Coaching Director – to help develop them as coaches, help with practices planning, etc. At Mike M has volunteered to be interim Coaching Director – to take effect immediately. Beyond that Mike A sees a formal application process and eventually a paid position, perhaps a couple thousand \$ per year. An open application process could start as early as August. Board passed motion naming Mike McIntosh as interim Coaching Director reporting to Coaching Committee head. Kirk posed motion of Coaching Committee / Coaching Selection overseen by Mike Aughey. Motion passed.
- c. Still have a few slots open on coaching selections for next season.

5. In Door / Off season:

Sun Prairie Soccer Club

- a. Ryan reports that he wants to put together a committee to organize in-door for next winter.
- 6. Registration / Team Formation:
 - a. Jeff reports registration is open with lots of Girls registering. Not a lot of Boys yet.
 - b. Discussed again scholarships. Discussed that with AmFam application decline will have to consider financial impact – what can budget support? Jack suggested we may need to become more stringent with scholarships. Jeff reports with YMCA one has to fill out an application. Currently SPSC asks if family qualifies for free or reduced school lunch. Agreed we need to assess scholarship demand coming in with registrations, then determine what we can support – Jeff will monitor and tabulate requests.
- 7. Fields:
 - a. Discussed field lining: Scottish Highlands, Royal Oaks, West Side Elementary. No field rentals this summer but Scottish Highlands & Royal Oaks should see a lot of summer activity. Need to weed spray Stoneridge. Discussed sorry state of city fields: Creekside is “rocky” with “divots.” Horizon is a “liability.” High School will not be using Sheehan any more due new fields – so this should help SPSC upper levels. Still, this Fall season will be tight on fields – Ryan will call Bob at SP Parks to discuss the field issue.
 - b. Tom reports Sherwin-Williams willing to carry SPSC on account for lining paint – would simplify process vs. check and carry. Tom proposed motion for no more than \$100 account level with Sherwin-Williams for paint. Motion passed.
- 8. Equipment /Spirit Wear:
 - a. Guest Rich Tomaszak led discussion on equipment in his role as equipment manager. Need to order uniforms by end of June. JBK gives us a competitive bid – about \$8 per kit less or \$32. Elite in downtown Sun Prairie is figuring \$3-4 per t-shirt per Jeff – but they have not figured out shorts yet. Two club logos is not helping volume pricing discounts on gear – Ron suggested a “unified look.” Rich to bring up to “moms” and bring back to board their view – would save \$ to have unified look. Board posed and passed motion for a unified look for uniforms.
- 9. Events / Marketing/Communications:
 - a. Coach Kevin German suggested Fall Youth Appreciation night be moved in September due better weather. Kevin will check on potential to do YAN on September 23rd or 24th.
 - b. Per Steve e-mail list cleaned up. Steve reports about 35% or about 300 people open SoccerShorts. Some may think it is spam for selling soccer shorts. Steve doing what he can so that soccershorts does not look like spam. Jeff suggested another reminder in soccershorts about registration. Ron suggested sending out to coaches to then send out to parents – as parents perhaps more likely to open coach e-mail.

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). Establish Fund-Raising coordinator/subcommittee (TBD). Determine scholarship criteria (TBD). Obtain volunteer bookkeeper. Inquire why decline on AmFam donation application (DN). Consider “dine and discounts” program and floral card program (all).	Ryan, Jack, Dave, finance committee

Sun Prairie Soccer Club

Agenda Item Ref:	Action Description	Lead(s)
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). Ask SP Parks to aerate fields (TG). Coordinate field re-seeding (TG). Call Bob at SP Parks about Fall Field concerns (RB). E-mail Jack itemization of school field work/costs (MA)	Tom, Leann, Ryan, Mike A.
9	<u>Equipment /Spirit Wear:</u> Order Spring Equipment (RT). Explore on-line catalog (TBD)	Rich Tomscak
10	<u>Events:</u> Decide if Fall Youth Appreciation Night moved to September	Board
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 July 11h @ 7:00 @ East Side Community Building