

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – January 2010	Location:	East Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, Jan 10, 2009 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	N	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	Dave	6	Registration / Team Formation	All
2	Financial	Jack	7	Fields	Mike
3	Travel Program	Kirk, Mike, Brad	8	Coaches / Referees	Kirk, Mike, others
4	In-House Program	Ryan, Jeff, Ron	9	Equipment / Spirit Wear	
5	Indoor Program	Mike	10	Events / Communications	

Minutes:

1. Organization Issues:

- a. Opened nominations for club officers. Nominated were Ryan for President, Mike for Vice President, Dave for Secretary and Jack for Treasurer. No further nominations were put forward. Board passed motion to accept nominees to fill these officer roles. Steve offered to take one-year board membership in order to return to process of 5 new board members each year (6 of 10 were elected this year due one resignation) – motion put forward and passed.
- b. Dave led new board through board mode of operations. Material (\$100 or more) expenditures come to board. Two officers must sign all checks. Lots of e-mail traffic during season in order to run club. Board members empowered to make non-material decisions in order to run club between board meetings. Material issues are those of expenditures and changes to policy or procedure. Motions can be made and passed via e-mail - Secretary tracks.
- c. Volunteers / Committees: Board discussed needs to structure volunteers to complement board in running club. All agreed needs/ideas well known and main barrier is resources and \$. Board agreed following committees should be structured to run club with actual/potential leads: 1: Financial/Fundraising (Jack) 2: Travel (Kirk) 3: In-House (Jeff, Ron) 4: In Door (TBD) 5: Fields (Mike, Tom) 7: Events (Missy Thompson) 8: Equipment (Rich Tomscak) 9: Awards/Ribbons (John Desens) 10: Spirit Wear (?) 11: Parent Volunteerism (Mike McIntosh) 12: Communications/marketing (TBD).

2. Financials:

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- a. Jack led group through high level overview of Financials and financial management process. Financially holding even. Scholarships are approximately \$4000 per year. Would like to open a separate “capital account” for investment and building field fund. Jack could probably move \$10k there. Discussed Finance Committee. Jack would lead. Duties TBD. Broad agreement we need accountant/book keeper to volunteer to keep the books – check writing would remain with officers. Would be a third financial control point and take load off of Treasurer. Book keeper would keep “chart of accounts” in order to improve reporting on financial cost and revenue elements. Board agreed we make “call for bookkeeper help in SoccerShorts.
 - b. Fundraising. Dave had put forth suggestion to offer “sponsorships” for scholarships, equipment, fields, etc. Sponsors would get web page recognition, banners, booth at events, naming on field nets, etc. Mike suggested club get fundraising advice from a pro – he will contact a relative who is a professional fund-raiser and invite him to give some free advice. Jack has a 472 page document with 10 businesses per page. Fund-raising committee of Jack, Missy Thompson, Robin was suggested.
3. Travel Program:
- a. Kirk reports Rich Tomscak, Alan Mileham, Sergio Loureiro, Tim McDowell sitting in on Travel – a budding travel committee. Committee to be responsible for player evaluation/selection, Competition Level Teams (classic/premier teams) and Travel Coaching (philosophy and curriculum). Travel committee will edit Travel Committee job description and add committee “charter.” Dave to e-mail Kirk all Travel policy/procedure/guides/documents that would be owned by Travel Committee: Tryout process, coach selection, player curriculum. Travel Committee will coordinate/run tryout process.
 - b. Mike McIntosh working on a document of “possession soccer” – as overarching club philosophy.
4. In-House program:
- a. In-house program discussion led by Ryan and Jeff. Jeff led board through a “next steps” document (attached to minutes). There will be an in-house committee. Right now consists of Ryan, Jeff and Ron – would like to have a few “age group coordinators.” Discussed Team Managers, Team formation, Co/Assistant Coaches, Player Development, Team/Coach Building, Winter Season, etc. In-House would be responsible for own coaches – but would need to coordinate with Travel as these coaches ultimately become Travel coach candidates. Still have a couple schools that don’t send SPSC brochures home in school packs. Suggestion to have table at school open houses.
5. In Door / Off season:
- a. Suggested needs for a separate committee. Running a bit of a deficit for Session II. Administration challenging. Good candidate for Administrative volunteer or paid staff.
6. Registration / Team Formation:
- a. Board reviewed Rachel Olson’s offer of \$8 per hour x roughly 60 hours to run registration in Spring. Board passed motion for Rachel to train Jeff and Wife in Registration with \$150 in compensation. Rachel still has SPSC Cell phone and external hard drive (contains scanned in birth certificates, releases, etc. Ryan will confirm and discuss registration offer and transfer of equipment.
7. Fields
- a. Tom not here to report. Jack estimates roughly \$2000 per year to line fields – suggest this could be a volunteer activity. Perhaps Halman-Lindsay would donate paint.? We’d need to buy a lining machine. Mike and Rich Tomscak still working on obtaining more fields. Mike has a Field Complex Committee started. Working on a 7 Field Site.
8. Coaching/Referees:
- a. Board discussed coaching/volunteering. Club volunteers must have a “coach pass” – issued via WYSA. Every coach at minimum is Y-1 (listed on WYSA web site). Part of process is a background check. Travel Committee planning on books that are age specific for coaching curriculum.
9. Equipment /Spirit Wear: No Updates

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10. Events / Communications: No Updates.

Action Items =Closed

Agenda Item Ref:	Action Description	Lead(s)
1	<u>Organizational Issues</u> : Receive IRS non-profit approval. e-organize/document SPSC policies & procedures (DN). Draft Admin asst job description (Hold), Publish new board. officers to Web page (ST)	Dave, Steve
2	<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/committee (TBD). Obtain volunteer book-keeper	Jack
3	<u>In-House</u> : Finalize plans for an "academy" team.	Ryan
3	<u>Travel</u> : Seek interim Travel Director for Spring. Pull together draft Travel policy, procedures, guides (KS)	Kirk, committee
5	<u>Indoor / Off-season</u> :	
6	<u>Registration/Team Formation</u> : Make offer to Rachel to train Jeff, return cell phone/hard drive (RB, JR)	Ryan, Jeff
7	<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
8	<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 coaching curriculum. Explore "coaching support group" (TBD)	Mike, Kirk, travel committee
8	<u>Referees</u> :	Missy
9	<u>Equipment</u> Train Terra and Paula on equipment (RT)	Rich Tomscak
9	<u>Spirit Wear</u> : Explore on-line catalog (TBD)	TBD
10	<u>Events</u> :	Pam Jaidy, Rich
10	<u>Communications</u> : Set-process on communicating SPSC newsworthy items to SP Star (TBD). Make call for volunteer bookkeeper and Indoor coordinator (MM)	TBD, Mike McIntosh
	<u>Other Business</u> : Improve scholarship communication (Board).	Board

Next Meeting

Date: Sunday Feb 7th @ 7:00 @ East Side Community Building

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In-House Next steps

- Improved Parent participation
 - Update Coaches handbook to offer suggestions on how to get parents more involved.
 - Add a coach to parent email examples/template for initial coach to parent contact. Help lay the ground work for parent participation and expectations
 - Include other templates for situations that come up during the season
 - State to coaches the importance of a team helper. Helper would be helpful for Kinderball through U9
 - Is Manager a scary word for parents?
 - Give helper/manager small jobs.
 - Snack helper
 - Sideline helper
- State the importance of having a co-coach
 - Make the need of a Co-coach or assistant mandatory for new coaches.
 - Get a coaching network going, have director reach out weekly and solicit questions and/or concerns before the coach is frustrated
- Winter Months
 - Improve participation of indoor league.
 - Get fliers to schools
 - Place ad in paper
 - Have information pointing parents to website
 - Have Soccer shorts or new In house communication email specific to indoor league.
- Initial Contact.
 - Is it possible to get a preliminary roster to coaches to allow for first communication by set date in registration form?
 - Or have registrar setup a system to send email stating your kid's coach will be "John Smith" and games will be on Saturdays starting at 10 am. Coach will be in contact soon. This is a simple mail merge, should be able to create this quickly..
 - Parents are waiting for first contact. Families need to plan and if we wait until all rosters are in we are past what registrations state and as a parent this was very frustrating.
- Team formation

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- Keep U9 and possibly groundhogs together. This will make teams better and make it easier for parents.

Coach Development

- Ask coaches throughout the season via email or phone what is working, what is not.
- Survey time?
- Have more coach clinics during the season? Get coaches together and maybe work on practice plans/ideas
- Coach clinics would help get coaches in groundhog and up coaching the same way with similar philosophies

Player Development

- Adopt a High school player early in the season and have them come to practices. Kids look up to them and they will listen to them

Team/Coach building

- Have teams scrimmage for a practice, mix up the teams during practice
- Make the combined practices fun, work on some fundamentals but make the practice about having fun.