

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – February 2010	Location:	East Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, Feb 15, 2010 7:00 p.m.

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

	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	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. Discussed again decision-making process. Agreed issues should land first with committee. If within committee “job description” to address and decide, then address and decide. If not, escalation path for issues beyond committee remit is to Board.
2. Financials:
 - a. Jack reported he is getting refund e-mails. Discussed that there is no current effective criteria for scholarships. It was mentioned that YMCA has scholarship program that requires income tax return disclosure. Dave reported could use school lunch qualification. Suggested to check other soccer clubs. Agreed that scholarship criteria should be determined by Finance Committee. Also that scholarships should be budgeted. Finance Committee not yet started – Ryan said he would like to pull it together. Reiterated call for a “book-keeper” need to help with budgeting and tracking expenses and revenue. Steve will include in Soccer Shorts.
 - b. Fundraising. Mike has started an application on AmFam donation site. Dave will pick up and complete as he has contacts inside AmFam. Tom presented idea of selling cards that bring flowers to buyer every month. Fundraising Committee would be a sub-committee of finance committee.
3. Travel Program:

Sun Prairie Soccer Club

- a. Kirk presented documents for board approval and discussion. Revisions to #CA007 “Job Descriptions” – approved. “Club Philosophy” document – approved. Steve suggested to do a “voice over” on this and add to web page. “Player Development Curriculum” ties to US Soccer and pulls from MAYSA. – board asked Kirk to add 3 things: 1) what do kids like to do at this age? 2) What is the application + practice or games 3) add the one page MAYSA overview table. Dave to assign document #s as needed and forward to Ryan for publishing on Web Page. Steve and Ryan are considering replacing Google documents with Microsoft documents – will let us know.
4. In-House program:
 - a. Travel committee looked at issue of “challenger” or “academy” team for U-8 level. Player evaluation form at end of each year could be used to determine candidate players for team. Board discussed at some length and is more inclined to ask advanced player to play up a year vs. creating an “elite” team at such a young age. However, In-house program will own idea of a challenger/academy team and further consider.
5. In Door / Off season:
 - a. Third and last indoor session starts tonight. Club had committed to fixed amount of time, but registrations not keeping up with capacity – thus we are running a loss for this indoor year. Discussed dropping a few sessions but agreed will honor commitment made to Prairie Athletic Club. Next year may need to consider schools (as they can be free) or agree on a more flexible program with PAC that allows us some room to scale down if numbers low.
6. Registration / Team Formation:
 - a. Jeff reports that last week he registered about 50 kids – lots of transfers. Flyers went out at school a couple of weeks ago, but not sure East Side or North Side school students/parents received in school packages.
 - b. Discussed Fall registration timing. Jack stated if we can delay it is better, because Spring season is normally just underway and we are registering for Fall season. Jeff will check with MAYSA timing required to form/register teams. Classic tryouts likely first 2 weeks in June.
 - c. Fees. Finance Committee should look at fees. Should we be increasing? Dave suggested we get a copy of spreadsheet used 1-2 years ago to estimate fees (Rachel should have it?) and use that format as it seemed pretty close estimate last time we looked at fees. Again discussed scholarships – should they be granted for full year or half?
 - d. Jeff presented registration issues he would like considered. Forms? Separate? Brought together. Had people filling out wrong form. Can build automatic separation into League One software. Need some guidance for registrants on which program I should register for? Go? Groundhog? Liability Release: does coach need to have? No – it releases club (and coach) and needs to be on file with club. Medical Release: Coach gets yellow card for medical release/consent to treat. Club gets medical release form filed at registration. All current forms are maintained in document RA002 – Registration Templates & Forms. Jeff will document RA001 – Registration Procedure
7. Fields
 - a. Tom would like to split up Director and Coordinator role. Tom would like to serve as Coordinator. Tom has teams list. Discussing with SP parks possibility to shut down 2 fields to improve their condition: Stoneridge is one of those fields.
 - b. Mike looking to get his field complex letter: “case for support” approved by Board and asks board to review and consider. He needs something to take to potential donors – Mike will start using unless issue is raised by board. He is meeting with various parties about potential field complex
8. Coaching/Referees:
 - a. Some coaches asking when Spring coaches meeting will be. Coaches meeting invites will go out via e-mail prior to season start to coaches e-mail list.
 - b. Mike report Kevin, High School JV coach would like to help. Wants to hold monthly coaches meetings. Would also like to do a number of camps. Would like SPSC to be effective funnel to high school. Would like to see a premier level team. Agreed Kevin should meet with Kirk and Travel Committee first, then agree on way forward. Rachel will be included. After that, begin meeting between Kevin and coaches.

Sun Prairie Soccer Club

c. All agreed we are going to need coaches for the future growth. We need to get a program for premier teams and we will need coaches to support. Thus need clear coach pathway on up to "D" license (required for premier)

9. Equipment /Spirit Wear: No Updates

10. Events / Communications:

a. Steve led us through proposed communications via next "soccer shorts" issues. Agreed to add Beef O' Brady's fundraising event. Also refer to Bounce U, Culvers, etc. fundraising optys. Add Referee Clinic March 6-7.

b. Spring Festival is likely June 6th.

Action Items =Closed

Agenda Item Ref:	Action Description	Lead(s)
1	<u>Organizational Issues:</u> Receive IRS non-profit approval. 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 Finance/Executive Committee and first meeting (RB). Check w/ accountant how to handle tax liability for compensating individuals (Hold). Redo fees calculation/budget for next annual registration (TBD). Establish Fund-Raising coordinator/subcommittee (TBD). Determine scholarship criteria (TBD). Obtain volunteer book-keeper. Review fees for 2010-11 season (TBD). Complete AmFam donation application (DN)	Ryan, Jack, Dave, finance committee
3	<u>In-House:</u> Consider an "academy" team.	Ryan
3	<u>Travel:</u> Seek interim Travel Director for Spring. Pull together draft Travel policy, procedures, guides (KS)	Kirk, travel 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). Document registration procedure (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). Meet with JV coach Kevin and plan next steps (KS)	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>	Missy T.
10	<u>Communications:</u> Set-process on communicating SPSC newsworthy items to SP Star (TBD). Make call for volunteer bookkeeper and Indoor coordinator (ST)	Steve

Sun Prairie Soccer Club

Agenda Item Ref:	Action Description	Lead(s)
	<u>Other Business:</u> Improve academic scholarship communication (Board).	Board

Next Meeting

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