

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – March 2010	Location:	East Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, March 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	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	Financials	Jack, Ryan, Dave	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. Did Dave send Ryan and Steve all updated documents? Think so, but he will re-send.
2. Financials:
 - a. Steve Traut introduced Steve H of “Dine and Discounts” who presented the Dine and Discounts fundraising program. Program is card for sale at \$25 by players, with club keeping \$15-20. Discounts arranged with local merchants with goal for club to be exclusive. Also have access to web site where discounts to merchants nationally can be accessed, 330 in Madison alone. Steve H will provide list of proposed local merchants. Football team only program in town currently doing a card. Board discussed decided soon enough to include with or just after registration for Fall season.
 - b. Dave presented AmFam fundraising sponsorship issues. Need financial report (or tax return) budget, #AmFam families, names of AmFam volunteers to complete application for \$6000 per year in player scholarship funding for 3 years.
 - c. We have had two responses back for a bookkeeper – Michelle and Robin. One has volunteered to help with fundraising. Ryan and Jack still planning to get finance committee forward and will engage Michelle and Robin.
 - d. Ryan attended MAYSA general meeting. Reports that we should see some cheaper fees from MAYSA next year.

Sun Prairie Soccer Club

3. Travel Program:
 - a. Kirk and Travel Committee continue to work on structure from player start to premier team level – do not think it will be ready for this Spring Will push commitment & expectations of classic level. Will recommend specific tournaments – including a minimum and maximum number per season.
 - b. In meantime, working on 2 page document: tryouts, evaluations, how we form teams. Travel committee has dates for first week of June. High School Girls later June 21-22 due HS championships. Kirk will e-mail draft schedule of tryouts. Last year had \$15 tryout fee and \$10 late fee. Propose to increase tryout fee in order to reinforce commitment. Motion passed to increase tryout fee to \$30 with a \$15 late fee.
4. In-House program:
 - a. Ryan, Jeff, Ron reported. Registration ended a week ago. Numbers up again. Another huge season. 4 U-10 teams, 19 for kinderball. We need to order equipment (see Equipment notes below). We need more coaches to support growth. Will set a In-House coaches meeting.
5. In Door / Off season:
 - a. Sergio Loureiro visited to report/review Indoor program he continued to administer this year. Session I had planned 20 players per session – we hit 745 of this target resulting in loss of about \$1000. Session II was worse at about 50% of target or loss of about \$2500. Session III is not looking any better than Session II. Discussed canceling Session III. Mike suggested 3 sessions perhaps too much – kids need a break, perhaps go to 2. Rich suggested market is there, just need better hours and lower cost – schools gyms can be had for much less. Agreed to continue with Session III due commitment made to players and Prairie Athletic Club (PAC). Board members will meet with PAC to expose losses, ask for some help for session III, and discuss how we both might forecast demand/coordinate/price/schedule better. Sergio offered to continue to serve as Indoor Coordinator – he will also e-mail an estimate of revenue and costs for 2009-10 Indoor season.
6. Registration / Team Formation:
 - a. Jeff found Rachel's old fee calculation spreadsheet. All agree still need to re-consider at fees and re-calculate considering budget needs.
 - b. Blast need to be out on web site that registration is closed for Spring.
7. Fields
 - a. Mike reports QBE is selling off the land between their building and hwy 19 = 114 acres. Mike met with a Developer regards land for field complex. Some land at County C and 151. He is continuing his networking efforts.
8. Coaching/Referees:
 - a. Per Kirk, Travel Coaches Spring meeting is next Sunday at 6:30 with Rich. Jack needs from the meeting coaches name and the funds each need for referees.
 - b. Travel Committee looking at how we set coaching progression requirements. Would like to get to D license for all classic coaches. Would like to upgrade coaching across the board, provide more resources. Visitor Amber Marsh commented that why not think about increasing classic fees to help reinforce commitment but also to help fund coach development/licenses.
9. Equipment /Spirit Wear:
 - a. Rich Tomscak visited with board in role of Equipment Coordinator. Rich presented list of needed equipment to replenish supplies for Spring season. Rich would like to order by Thursday to assure availability in time for Spring. List total of \$1826. However does not include size 3 balls, nor small pinnies – Ryan to check and estimate need & e-mail Rich. List does not include Uniforms or Coaches shirts. Board passed motion to approve \$3000 in total expenses for Spring equipment order.
10. Events / Communications: No updates.

Sun Prairie Soccer Club

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),	Dave, Steve
2	<u>Financials:</u> Set-up Finance/Executive Committee and first meeting (RB). Redo fees calculation/budget for next annual registration (TBD). 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)	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. Draft Travel policy, procedures, guides (KS), Fall tryout preparation	Kirk, travel committee
5	<u>Indoor / Off-season:</u> Report on revenues & costs for 2009-10 season (SL), Meet w/PAC (MA, others)	Sergio L., Mike
6	<u>Registration/Team Formation:</u> 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> 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)	Kirk, travel committee
8	<u>Referees:</u>	Missy
9	<u>Equipment</u> Order Spring Equipment (RT)	Rich Tomscak
9	<u>Spirit Wear:</u> Explore on-line catalog (TBD)	TBD
10	<u>Events:</u> Plan Spring Festival (MT)	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
	<u>Other Business:</u> Improve academic scholarship communication (Board).	Board

Next Meeting

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