

## *Sun Prairie Soccer Club*

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### Meeting Minutes / Action Items

<b>Meeting Name:</b>	Annual General Meeting – November 2010	<b>Location:</b>	East Side Community Center
<b>Recorder:</b>	David Nelson	<b>Time / Date:</b>	Sunday, November 7, 2010 @ 3:00 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	N	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	President's Report	Ryan	7	Secretary's Report	Dave
2	Treasurer's Report / Financials	Jack, Ron	8	New Business	Ryan, Mike A
3	In-House Report	Ron	9	Coaching Update	Mike A
4	Travel Report	Kirk	10	Elections	All
5	Registrar's Report	Jeff	11	Annual Awards	
6	Fields Report	Tom			

### Minutes:

Ryan opened the meeting and presented the agenda. The October board of directors meeting minutes were accepted by the board. Member attendance at the meeting was taken.

1. President's Report:

- a. Ryan delivered the President's report. He spoke on the origins of the club some 5 years ago. Ryan said we have close to 30 teams in Kinderball right now. He spoke of the high growth the club has seen since merger of SPYSA and ZIA FC. Due to this growth Ryan reported that the need for volunteers in greater each year. He encouraged volunteering opportunities.

2. Treasurer's Report / Financials:

- a. Ron described how he, Jack, Tessa Peters, Ryan and Mike A had formed a finance committee this year. Ron displayed on the projector screen the July 2009 – June 2010 profit and loss numbers. He commented that financially for budgeting and expenses/revenue tracking, we are now breaking the club into 4 segments: in-house, travel, indoor and general.

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- b. Ron explained we had a loss estimated at \$50,000 in 2009. He explained that there were quite a few drivers. A big loss for us was the indoor program – the fees received were much too low to cover the field rental expenses. Uniforms were also a big expense. Ron commented that now we have a good bead on fixed and variable expenses. He said we have been making some “tough choices” on the indoor program, uniforms and fees.
- c. We took uniform expenses down via aggressive “shopping.” We also will be moving the indoor program to local Gyms this year. And we raised fees \$20 across all programs to better cover actual expenses. We have about \$30,000 in the checkbook right now. And the July 2010 – October 20-10 P&L shows a profit of \$30,000 thus far. Ron commented that there are expenses coming, but it looks like we will be able to break even. He closed by saying we will try to post financials on the club web page.
- d. Ron then asked members for any questions. A member asked about scholarships. Ron responded that we spend about \$6000 per year on scholarships. Jeff commented that we are working on improved criteria and process for scholarships, but this has not yet been approved by the board.

- e. Fundraising:

### 3. In-house Report:

- a. Ron led in-house report for Kinderball, GO, Groundhog and Challenger. He went through some statistics: Spring 2010 had 356 kids participating on 47 teams. Fall usually drops but still had 231 kids & 32 teams + Challenger. Total of 725 kids and 92 teams in SPSC. In-house is all volunteer run.
- b. Ron spoke on the key need for coaches. This year we formed an “in-House committee. Big committee task were uniforms, equipment, fields and schedules. We implemented an on-line registration, which assisted greatly with registration process. We brought in Marshall and held some games with them, which gave our kids some different competition.
- c. Ron went over the next year and what we are thinking about: Concern about second graders in GO and Groundhog – looking at ways to make more competitive. Also looking at marketing options – looking at getting more kindergartners in Fall – many join in Spring. Also looking at scheduling improvements. Ron called for questions from members. There were none.
- d. Ryan reported on recent fundraising. The Cholet fundraiser raised about \$2000 for the club as well as providing us some balls, cones, etc.

### 4. Travel Report:

- a. Kirk led travel report. He reported we had 21 recreation teams and 7 classic teams with 320 players overall. Kirk reported that 16 of our team finished in the top 3 in their league. In the Fall we fielded 13 recreation teams and 10 classic teams with just below 300 players. Two of these teams were undefeated and 9 of these teams were in the top 3 in their league. Kirk shared we’d like most of our teams to play in the middle of their league so that they learn from the competition. Team will move up or down in Spring based on Fall results.
- b. Kirk stated we formed a travel committee consisting of Alan Mileham, Mike McIntosh, Sergio Loureiro and Tim McDowell this year. The committee developed, and the board approved, their charter. The committee put forth a club philosophy of “possession soccer” which was adopted by the board. Other accomplishments included a Player Progression Framework, a Player Development Curriculum and processes around Classic team tryouts, player evaluation and team formation.
- c. Kirk re-iterated a plea for volunteers stating the board has lots of ideas but do a lot too that we need help on. Kirk closed by asking members if they had questions. A member asked why field do not have rest room facilities. Tom G reported that SPSC did fund a porta potti at Scottish Highlands and its about \$200 during a season – the board agreed to consider additional porta-potties for upcoming season.

### 5. Registrars Report:

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- a. Jeff led an update on registration. He reported on the on-line registration system we implemented this year. He also stated we awarded about \$1700 in scholarships this year. He then opened up the floor for member questions. A member asked how we adjust a child on-line. Jeff responded that on-line registration system is strict on birth dates.
6. Fields Report:
  - a. Tom G led a review of fields. He reported we have 9 fields with 51 practices going on every week. If we double up and share practice fields, then we are not that bad on fields. We have 30 U-8 and under teams squeezed in Renstone park and fields around Stoneridge – we could use more. We have looked into churches offering us fields. Tom reported we paid \$587 to city for fields for game play and \$300 to schools. For schools we only pay for days when school is not in session.
  - b. Tom then discussed field conditions and maintenance. The city will let us do maintenance as long as it does not involve machinery. The schools also let us do maintenance. Tom reported the only paid position in the club is the person who lines our fields for us. Creekside has field but it is in bad shape and we are not using it. A member asked if we are going to do something in the Spring about working on fields. Tom replied we have tried that before but that it is a struggle to get volunteers. Jack offered that the more voices the city parks and recreation department hears about fields conditions the better
  - c. Mike A spoke about the great need and opportunity for a fields complex. Rich Tomscak and Mike A have been networking extensively on fields. Mike A stated that the more we all as a club talk about it, the better. He stated we need more voices. And encouraged members to send a message to Mayor Chase about it. Mike A said we have talked to everyone who has a large parcel for sale. He said 30-40 acres would do a lot for SPSC and the city – we would run tournaments and make \$ for the club finances – which we sorely need \$ for. A complex would also bring people to spend \$ in local businesses. Mike A reported the city says “great” but that as of yet we have not heard anything. He reported on some green space zoned land that we are targeting between Madison and Sun Prairie. Mike A commented that SPSC would need help to build complex as we never have built one. And closed by saying we will keep pushing.
  - d. We closed fields report by asking members if questions. A member said he would help organize volunteers to work on fields in the Spring. Mike A reported that was on the docket of things to get done by the Fields Committee.
7. Secretary's Report:
  - a. Dave reported on processes and procedures initiative for club. He displayed an index of club procedures on the projector screen> Dave stated we were trying to get organized some that club processes could become “institutionalized” and we did not have to recall or figure out how things works all the time – particularly since 50% of the board turns over every year. Dave covered the main processes/functions of the club by way of the documents index. He said it indicated how much work needs to be done and again stated the strong needs for volunteers to help out on the club work.
8. New Business:
  - a. Board brought to members a proposal to change the constitution of the club (document #CA004) regarding changing division names. Those proposed changes are attached to the end of these minutes. Ryan led a discussion of the proposed changes. He explained we are trying to make the club division match what is in effect being run today. The proposal now provide for more clear progression from “in-house” to “recreational travel” to “competitive travel.” Also discussed was need to have an strong option for kids aged 12-18 who are looking for a stronger competitive experience. Dave pointed out that we lost 20-25 kids to competing clubs looking for stronger options and that the board had reviewed this situation in detail and concluded it was what the soccer community/market is looking for. Ryan posed motion to board – passed on a voice vote.
  - b. Ryan opened up the floor to members for discussion. A member asked why we had not communicated the proposed changes in advance. Another member expressed concern as well of no notice. Ron pointed out that the by-laws do not require the board to do so, but that there is no reason not to. Another member commented that calling it competitive does not make it competitive. A different member commented that we seem to be trying to make constitution match what is occurring today. Another member seconded this opinion and further offered that we have a lot of other issues that need to be addressed. Ryan again further explained the rationale behind the change. A member expressed concern that less attention might be paid to recreational

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division. Someone responded that competitive benefits (coaching, etc) would reach down into recreational and improve the coaching there too. Ryan posed motion to club members to pass proposal. Seconded by Jeff. Passed on a member voice vote with one member opposed.

### 9. Coaching Update:

- a. Mike A introduced Kevin German as newly named Coaching Director for SPSC. Mike A spoke of impetus – that board not always best soccer people... with 700+ kids in club, board has other issues to address... to take pressure off of board. Mike a said focus of Coaching Director would be education of coaches and player development. Mike A said strongpoint of a club is coaches – we need to support and assist coaches as this is key to player experience.
- b. Coach German then went on to say he wants to keep everything we have but wants to offer optys to kids to have a more competitive experience. Further that competitive coaches are there to support recreational coaches. Coach G said SPSC is loaded with talent, just need to harness and guide it in the right way. He spoke of some plans such as trainers coming to do some clinics with our coaches and kids, coach clinics & players clinics. Perhaps invite some UW or Platteville coaches to join in.
- c. A member asked what are you thinking about for player clinics. Coach G responded we would try to align by players age. For this winter, try to set-up in local gyms. Mike A responded we do have some winter training set-up in local gyms – 1.5 hrs per week. Coach G said he will try to do as many as he can including summer programs/camps. Rich Tomscak commented that one thing we are trying to do is no lose players – to bridge a gap and have every player receive what they want from the club. Rich commented that this is the first time we have had a varsity coach reach out to us.

### 10. Elections to Board of Directors:

- a. Ryan announced the current nominees for 5 open board positions: Dylan Hibbard, Lisa Marquardt, Tessa Peters, Erik Peterson and Kendra Trilling. Ryan called to members present for any additional nominees. With 5 open board positions and 5 nominees a vote was not needed. Ryan made a motion for board to accept nominees as new board members for a 2011-2012 term. Dave seconded. Motions passed b a voice vote.

### 11. Annual Awards

- a. Mike A and Mike McIntosh led presentation of annual awards to club volunteers:
  - i. Whistle Pig: Tom Meylink, Alan Mileham, Umit, Scott Masak, Rich Tomscak, Trevor Baldwin, Rachel Olson, Vern Gosnick
  - ii. Marmot award for outstanding service in 2010: Tim McDowell
  - iii. Grand Groundhog for ongoing service: Ryan Baker (joining Rachel Olson in SPSC “hall of fame”)
  - iv. Mike A presented Mike McIntosh with his own award for his dedicated service.

### Action Items = Recently Closed

Agenda Item Ref:	Action Description	Lead(s)
1	<u>Organizational Issues:</u> Draft Admin asst job description (Hold), Work out relationship details between Maunesha SC and SPSC (RB). Process for collecting feedback on SPSC for board review (MA, ST). <u>Draft Re-naming of divisions including girls travel “SPSC/Zia.” (DN).</u> Draft grievance policy (MA), Prepare for Annual General Meeting (all)	Dave, Ryan, Mike, Steve
2	<u>Financials:</u> Establish Fund-Raising coordinator/subcommittee (TBD). Determine scholarship criteria (JR). Obtain volunteer bookkeeper. Consider “dine and discounts” program and floral card program (all). Consider Coffee fundraiser (all). <u>Prepare</u>	Ryan, Jack, Jeff, Dave, finance

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Agenda Item Ref:	Action Description	Lead(s)
	<u>budget for 2010-11 (FC)</u>	committee
3	<u>Travel:</u> Draft Travel policy, procedures, guides (KS). <u>Draft player pass policy (MA)</u> . HS Boys Spring Tryout preparation (KS)	Kirk, Mike A, 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). Determine the Coach Selection process and selection Committee (MA, KS). <u>Draft letter on club change / coaching director (MA)</u> . Draft Coaching Director job description (MA)	Kirk, Mike A, travel committee
5	<u>In-House:</u> Consider an "academy" team (IHC). Define a “playing up” policy (IHC)	in-house committee
6	<u>Indoor / Off-season:</u> Explore/ Set-up indoor program at local school gyms (KG, MA, RT)	Kevin, Mike, rich Tomscak
7	<u>Registration/Team Formation:</u> Document registration procedure (JR). <u>Develop an online registration system for the tryouts (ST)</u> .	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). <u>Ask SP Parks to aerate fields (TG)</u> . <u>Coordinate field re-seeding (TG)</u> . <u>E-mail Jack itemization of school field work/costs (MA)</u>	Tom, Leann, Ryan, Mike A.
9	<u>Equipment /Spirit Wear:</u> Explore on-line catalog (TBD)	Rich Tomscak
10	<u>Events:</u>	
10	<u>Communications:</u> Set-process on communicating SPSC newsworthy items to SP Star (BD).	Steve
	<u>Other Business:</u> Improve academic scholarship communication (Board).	Board

### **Next Meeting**

Date: Board Meeting - December 5 @ 6:00 @ The Cannery

The board of Directors of Sun Prairie Soccer Club proposes that Article I if the SPSC Constitution be amended as follows:

Article I currently reading as follows:

**Article I – Name and Structure**

The name of this organization shall be Sun Prairie Soccer Club, and will be referred to as SPSC in the Constitution, By-Laws, and other documents.

SPSC shall be divided into three operating divisions:

- One division shall provide in-house recreational programs and shall be called Sun Prairie Soccer Club Recreation
- A second division shall provide soccer programs with boys’ or mixed-gender teams that compete primarily in leagues organized by the Madison Area Youth Soccer Association (or its successors) or the Wisconsin Youth Soccer Association (or its successors) and shall be called Sun Prairie Soccer Club.
- A third division shall provide soccer programs with girls’ teams that compete primarily in leagues organized by the Madison Area Youth Soccer Association (or its successors) or the Wisconsin Youth Soccer Association (or its successors) and shall be called Zia-SP United.

Shall be amended as follows:

**Article I – Name and Structure**

The name of this organization shall be Sun Prairie Soccer Club, and will be referred to as SPSC in the Constitution, By-Laws, and other documents.

SPSC shall be divided into three operating divisions:

- One division shall provide in-house programs organized by Sun Prairie Soccer Club, with play typically within Sun Prairie, for players up to U10 and shall be called Sun Prairie Soccer Club “In-House Division”
- A second division shall provide recreational soccer programs with girls, boys or mixed-gender teams consisting of players from U9 and up that compete in leagues organized by the Madison Area Youth Soccer Association (or its successors) and shall be called Sun Prairie Soccer Club “Recreational Division.”
- A third division shall provide soccer programs with girls, boys or mixed-gender teams consisting of players from U11 on up that compete in competitive level leagues organized by the Madison Area Youth Soccer Association (or its successors) or the Wisconsin Youth Soccer Association (or its successors) and shall be called Sun Prairie Soccer Club “Competitive Division.” Further divisions may occur in the “Competitive Division” depending on team formation changes in the future at the discretion of the Sun Prairie Soccer Club Board of Directors.