

## Sun Prairie Soccer Club

---

### Meeting Minutes / Action Items

<b>Meeting Name:</b>	Monthly Board Meeting – June	<b>Location:</b>	West Side Community Building
<b>Recorder:</b>	David Nelson	<b>Time / Date:</b>	Sunday, June 15, 2008 7:00 p.m.

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

	Name		Name		Name		Name		Name		Name
Y	Ryan Baker, Recreation Program, Communications	Y	Tom Gehrmann, Boys Travel	Y	Tim McDowell, Girls Travel	Y	Sergio Loureiro, Boys Travel	Y	Dave Nelson, Secretary	N	Rachel Olson, Girls Travel
Y	Vince Padilla, Vice President	Y	Rich Tomscak, President	Y	Tony Veroeven, Member at Large	Y	Jack Wilkinson, Treasurer				

### Agenda:

Item No.	Subject	Leader(s)	Item No.	Subject	Leader(s)
1.	Club Financials & Incorporation	Jack, Vince	6.	Girls Competitive Update	Tim
2.	Fields	All	7.	Registrations	All
3.	Skills Development	All	8.	Tryouts	Tim
4.	In-House Update	Ryan	9.	Other Business	All
5.	Boys Travel Update	Tom			

### Minutes

#### 1. Financials & Incorporation:

- a. Non profit 503 registration of club submitted to IRS per Vince. IRS approval can take up to one year. Until then ok to operate as non profit. Still need to submit tax exempt form to state of Wisconsin.
- b. SPYSA and ZIA checking account funds to be rolled in new SPSC checking account. Ryan has e-mailed Allan Coates to followup on SPYSA, Vince will roll Zia funds into SPSC acct.
- c. Jack, Ryan and Rachel have keys to newly rented SPSC storage unit. Jack has arranged one year lease for SPSC at \$160 per month. Will need to build shelving. Separate section for recreation and travel programs.
- d. Jack led discussion of expenses. Regular expenses include monthly cell phone & storage unit, annual web site and field fees as and when needed. Equipment and other items periodic – example recently bought 100# of seed for fields. Board agreed expenses should be published on an ongoing basis to membership via web page.

## *Sun Prairie Soccer Club*

---

### 2. Fields:

- a. Kimberley Trent creating a master list of all available fields, and is setting-up a scheduling process. Proposal is teams will pick practice times at beginning of season. Discussed Kimberly bringing scheduling process/plan to next board mtg for review.
- b. Rich, with Mike Macintosh and Mike Augie met with Dr. Culver and others representing SP schools regards use of school district lands for potential soccer complex. School board can only commit to 5 years for west side site at this time. Board agrees that this could make it difficult to realize a full soccer complex due investment needed to prep land. Discussions will continue with school board regards use of lands for soccer. Opportunity still remains for a strong partnership focused on fields across the district.
- c. Northside field in bad shape - will reseed. Discussed need to coordinate field maintenance with SP parks – who can and will do what? Liability concerns, etc.
- d. Rich will set-up a field committee meeting to review broad range of field issues. Board will need to consider Fields status & plans for Fall season at next board meeting.

### 3. Skills Development:

- a. Prairie Athletic Club (PAC) has committed 15-20 hours to SPSC for next Fall/Winter. Still waiting for PAC to quote times and cost. Rich will e-mail Eric at PAC to follow-up.

### 4. Recreation Update:

- a. Ryan reported 4 surveys have been sent out to parents. Used survey monkey. Topics uniforms, customer satisfaction survey. Have done for several years. Board to review results. Board agreed a membership survey should be a regular activity to gage club performance. Also agreed a travel program survey should be done towards the end of the Fall season.
- b. SPSC Recreation program is hosting a pool party at SP aquatic center June 28. SPSC marching in Flags of Freedom parade July 5. Plan do also be involved at corn fest later in August. Board agreed to order some t-shirts for SPSC volunteers to wear at public events to help promote club.

### 5. Coed / Boys Travel:

- a. Seeking U14 travel recreation team coach – this team has 3 older players who have waivers to play as they cannot play for high school. U11 travel recreation coach to be determined. May have enough players for second U11 team if more players register between now and Fall. Scott Klang has accepted as head coach U13 travel classic team. U12 classic and U12 Recreation coaches known.

### 6. Girls Travel:

- a. A U9 going to U10 team requested to remain together next season and opt out of SPSC annual team/player mixing policy. Board voted 8-1-1 in favor of upholding the player mixing policy in this case. Rich will advise team of board decision and invite coaches to board meeting to discuss.
- b. Three U11 teams are formed, 1 classic, 2 recreational – coaches are named for all three. There is no U12 team. U13 coaches Becca & Todd Mileham
- c. U16 has 2 classic teams. Vinace will coach one, seeking coach for other. Tim will coach U19 premier. Also fielding a U18 classic - seeking coach. Tim and Vince have made many inquiries and have one good possible volunteer – thus seeking definitely one more coach. One other potential coach wanted a per player payment for coaching. Board discussed paid coaches and passed a unanimous motion that SPSC is not in favor of paying coaches at this time, during the 2008-9 season. Ryan will call the Alan Mileham inquiring Mileham interest in coaching at this level.

## *Sun Prairie Soccer Club*

---

### 7. Registration:

- a. Registration went fairly well. Feedback from parent – definitely simplify registration package for in-house as it is too large and packed with information of little interest to in-house players, especially those very early in their soccer playing years. Also discussed potential next season of on-line registration followed by a check via mail.

### 8. Tryouts:

- a. Recent tryouts for 2008-9 season went well. Much better than last year. Still, have a couple learnings; A) need to do a better job on calls to parents/players – perhaps use a board member and B) need a back-up plan for tryouts if weather a problem.

### 9. Other Business:

- a. Tim proposed a better distribution list for board than google groups. Ryan will look into.
- b. Uniforms – need to order ASAP. Tim's teams need uniforms first week in August for tournaments. Feedback - people don't want black again!
- c. Suggest some generic clothing for SPSC – to promote club. Parents asking. Rich will explore. Will use circle logo for now.
- d. Tony to get team managers from coaches to be member of parents advisory council. Manager role to handle paperwork of team, serve as intermediary between parents and board.
- e. Ryan to update coaches list with new coaches e-mails.
- f. Coaches meeting planned last Sunday in July. Jack to confirm room.

### Action Items =Closed

Action No.	Item No.	Open Date	Action Description	Lead(s)	Target Date
D	2	Oct 07	Arrange legal 503 non-profit status and incorporation. <b>Submit to IRS.</b> Send tax exempt from to state of Wisconsin. Receive IRS approval.	Vince	Aug 08
E	2	Oct 07	<b>Send letter to state soccer assoc notifying them of new club.</b> Follow-up with state to confirm approval of SPSC	Vince	Aug 08
G	5	Oct 07	Recommend suggested structure for Recreation program and how to solicit volunteers	Ryan	Dec 07
I	5	Oct 07	Estimate profit / loss for Recreation program and present to board with any recommendations	Ryan	Dec 07
M	2	Jan 08	<b>Set-Up Cell Phone for SPSC, Publish # on web page. Discontinue SPYSA phone with message to SPSC phone #</b>	Jack, Ryan	Feb 08
O	4	Jan 08	<b>Contact PAC, Meet with PAC,</b> book indoor field for 2008-9 season	Rachel, Rich	Aug 08
Q	2	Mar 08	<b>Acquire debit card for SPSC</b>	Jack	Apr 08

## *Sun Prairie Soccer Club*

Action No.	Item No.	Open Date	Action Description	Lead(s)	Target Date
T	5,8	Mar 08	Changes to Fall registration: Logo, coaches names. Add Fall Kinderball, U9/10 in-house. Implement board approved fees. Predicted names of coaches to Rachel for MAYSA Classic (U-11 TG), (U-12 Russ Rockie), (U-13 SL), (U-16 VP), (U-18, TM). Hold May 1 registration session at Girls HS varsity game. Get prices on uniforms (RT)	Rachel, Tom, Sergio, Vince, Tim, Rich	May 08
U	5, 10	Mar 08	Set up e-mail database (RB). E-mail coaches requiring team manager be named for Fall (RB), Rachel send ZIA database to Ryan (RO)	Ryan, Rachel	Apr 08
V	9	Mar 08	Reserve field for June Tryouts. Add tryout schedule to Web Site	Rachel Ryan	May 08
W	9	Mar 08	Lead tryout committee meeting. Finalize tryout process & rules. Schedule & hold tryout committee meeting	Vince	May 08
X	3	Apr 08	Meet w/City & High school regards fields (RT), Start fields committee (RT), Check availability U-10 field at Patrick Marsh (KT), Fill in hole at Carriage Hills (TG, SL), Look into seeds purchase & re-seeding (TG)	Rich, Kimberly, Tom, Sergio	May 08
Y	3	Apr 08	Draft field scheduling policy/procedure including issue escalation process & e-mail or review with board	Kimberly	Jul 08
Z	1	Jun 08	Roll SPYSA and ZIA funds into the SPSC checking account	Ryan, Vince	Aug 08
AA	1	Jun 08	Build storage shelves at SPSC storage unit	Jack?	Aug 08
AB	1	Jun 08	Itemize expenses (Jack), publish to web page (Ryan)	Jack, Ryan	Aug 08
AC	5	Jun 08	Survey Travel program parents and players	Travel leads	Nov 08
AD	6	Jun 08	Finalize coaches for U-11 travel recreation, U-16 Girls classic and U-18 Girls classic	Travel leads	Jul 08
AE	7	Jun 08	Simplify registration package, consider on-line sign up	Rachel, Ryan	Feb 08
AF	8	Jun 08	Have updated evaluation process in place for January tryouts	Tim	Dec 08

### Next Meeting

Date: 2nd Sunday in July, 13th

### Agenda Items

1. Fall Season preparation
  - a. Fields Update