

Sun Prairie Soccer Club

Meeting Minutes / Action Items

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|----------------------|----------------------------------|---------------------|------------------------------------|
| Meeting Name: | Monthly Board Meeting – December | Location: | West Side Community Building |
| Recorder: | David Nelson | Time / Date: | Sunday, December 7, 2008 7:00 p.m. |

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

| | Name | | Name | | Name | | Name | | Name | | Name |
|---|---------------------------------|---|--------------------------|---|---------------------------------|---|---------------------------|---|-------------------------------|---|----------------------------|
| N | Ryan Baker, In-House Program, | Y | Tom Gehrman, Boys Travel | Y | Sergio Loureiro, Boys Travel | Y | Dave Nelson, Secretary | Y | Mike McIntosh, Communications | Y | Rachel Olson, Girls Travel |
| Y | Missy Thompson, Member at Large | Y | Rich Tomscak, President | Y | Tony Veroeven, In-House Program | Y | Jack Wilkinson, Treasurer | | | | |

Agenda:

| Item No. | Subject | Leader(s) | Item No. | Subject | Leader(s) |
|----------|-----------------------|---------------------|----------|------------------------|-----------|
| 1 | Organizational Issues | All | 6 | Indoor Soccer | Sergio |
| 2 | Financials | Jack | 7 | Registration | Rachel |
| 3 | Fields | Tom | 8 | Try-outs - January | Rachel |
| 4 | In-House Program | Ryan | 9 | Parents Advisory Group | Tony |
| 5 | Travel Program | Rachel, Sergio, Tom | | | |

Minutes

1. Organizational Issues:
 - a. Reviewed annual meeting. Sergio indicated board members should have run for a defined position rather than simply for a spot on the board, as was how the voting was held. Board agreed returning members announced their role at annual meeting and believed they would assume same role on election. Board agreed they will retain same roles as they held last year. Exception- new board member Missy will hold Member at Large role.
 - b. Non-profit. Jack spoke with Attorney Gary Hebl who is willing to do the non-profit legal work for us. Hebl is supposed to provide a price by Dec 12. We do have a tax ID. Missy's husband is an Attorney. Board agreed Jack & Missy will lead non profit follow-up.
 - c. State Registration: Per Rich WYSA now has our paperwork. We are paid up in full. State will review and on approval sends a letter.
2. Financials:
 - a. Discussed an accountant to help set-up budgeting and accounting process, likely using QuickBooks, then train SPSC member in book-keeping. Missy agreed to follow-up.

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- b. Discussed exploring better investment options with surplus funds. Would like to build fund for soccer complex.
- 3. Fields:
 - a. Parents Advisory Group meeting held on Fields – Tom Chairs Fields committee with Kimberly Trent, Mike Daniel, Chris Helstad members. Committee is making a list of Fields with to-dos for each field (goals, nets, lining, etc). Also working to identify practice areas in order to provide fields relief to maintain condition for games. Will need to coordinate with Sun Prairie Lacrosse program as they are using some of same fields. Lots of room reported at Horizon – would like to use for games in future. Want to create director of Fields with fields needs identified, then take to city to develop an action plan for field maintenance & growth. West Side looking at two U-10 fields. The back 40 at the old high school may become more available when new HS moved in. Hope to put practice schedule for fields on web page in Spring.
- 4. In-House Program:
 - a. No update. Will leave open action to perform a “profit & loss” analysis on in-house program.
- 5. Travel Program:
 - a. Discussed previously introduced idea survey – Mike will explore survey options. Could to web survey or bring to game. Discussed survey should understand likes, dislikes, desires, needs.
 - b. Discussed tournament requirement for classic travel teams. Agreed to add to coaches manual that classic coaches “highly encouraged” to participate in tournaments. Discussed including tournament costs in fee registration for classic (as Hockey does). Agreed this could complicate registration financials for those who do not make classic teams and that it works fairly effectively for team manager to coordinate, receive and pay for tournaments.
 - c. Starting in Spring, all travel coaches will need to show coaches pass to referee - must have pass to be on sideline with team.
- 6. Indoor/Off-Season Programs:
 - a. Sergio reported on initial indoor program at PAC. A couple more payments from registrants and fall/winter session will have broken even. Since this is the initial indoor program offering from SPSC we are learning as we go and making adjustments. For the next session, Sergio proposed a number of schedule adjustments intended to balance the participation while offering something for as many members as possible. Board reviewed proposed changes and accepted. Sergio emphasized indoor intended for fun & to give kids maximum time “kicking the ball.” Sergio and Ryan will add information on the indoor program to the web page. A registration session will be planned at PAC for next session.
- 7. Registrations:
 - a. Mike submitted mock-ups of a proposed simplified registration flyer. Board discussed at length. All agreed with concept of simpler flyer, challenge was layout of information. Settled on new proposed layout – Mike will revise and send back on to board for approval. Will add \$10 late fee. Will remove groundhog from U-10 for in-house. March 6 will be turn-in date.
- 8. Tryouts:
 - a. Boys High school tryouts are Mon Jan 12. Alan Mileham willing to coach a boys HS team. Need independent evaluators for tryout. Rich will e-mail Tim McDowell to see if he can identify some evaluators. Players must register by Friday, Jan 9 or pay a \$10 late fee. Rachel will handle the registration. Will need try-out t-shirts – should have extras left over from June try-outs.
- 9. Parent’s Advisory Group:

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- a. Rachel looking into setting up referee committee – plan to meet this week or next. Pam Jaidy may coordinate refs. Planning a level 8 referee course in January. Working on an in-house referee program – and how to coordinate / schedule.
 - b. Jack reports he is receiving inquiries from equipment suppliers regarding our business, suggests we obtain bids in advance of season in order to get better price and avoid time crunch. Rich wants to set up an “equipment committee” and will take lead on setting it up.
 - c. Tony will contact Adam Reiersen about implementing the “responsible sports” program in Spring registration.
10. Other Business:
- a. Policies & procedures now posted to web page. Dave offered to serve as “gatekeeper” for document changes, making changes per suggestions, routing to board for approval, and then implementing via web page publish.

Action Items =Closed

| Agenda Item Ref: | Action Description | Lead(s) |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1a | Organizational Issues: Check constitution for election procedure, confirm to board | Rich |
| 1b | Non-profit Incorporation: Arrange legal 503 non-profit status and incorporation. Submit to IRS. Send tax exempt form to state of Wisconsin. Receive IRS approval. Legal incorporation. Get quote and engage attorney. | Jack, Missy |
| 1c | State Registration: Send letter to WYSA state soccer assoc notifying them of new club (VP). Follow-up with state to confirm approval of SPSC (RT). Send application to WYSA with minutes for ZIA dissolving ZIA & merging with SPSC. Follow-up to confirm review and approval by state | Rich, Vince |
| 2a | Financials: Seek accountant to help set-up budgeting & accounting system. | Jack, Missy |
| 3 | Fields: Draft field scheduling policy/procedure including issue escalation process & e-mail or review with board (KT, TG). Start fields committee (TG), Check availability U-10 field at Patrick Marsh & add goals (KT). Check field lining & U9/10 size w/Vern (TG). Order new goals. Communicate U9 & U10 field size to Vern (TG), Hold initial Fields Committee meeting (TV, TG) | Kimberly, Tom, Tony |
| 4 | In-House: Estimate profit / loss for In-house program and present to board with any recommendations | Ryan |
| 5 | Travel: Explore survey for Travel program parents and players (MM). Specify process for mid season player adds. Specify classic tournament requirement/expectation in Coaches manual (RT) | Mike, Travel leads, Rich |
| 6 | Indoor / Off-season: Contact PAC, Meet with PAC. Get cost/hour and volume price breaks from PAC (RO). Draft use plan and fee schedule (SL). Complete negotiations with PAC and book indoor field for 2008-9 season (SL). Deposit checks for Fall Season (SL, JW). Add information on indoor program to SPSC web page (SL, RB) | Rachel, Sergio, Rich, Jack, Ryan |
| 7 | Registration: Simplify registration package , consider on-line sign up, review collection of travel fees pre or post registration, Revise & circulate simpler registration flyer to board (MM) | Rachel, Ryan, Mike |

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| 8 | <u>Tryouts</u> : Have updated evaluation process in place for January HS tryouts. E-mail Tim to solicit volunteer evaluators for January tryouts. | Rich |
| 9 | <u>Parents Advisory Group / Committees</u> : Hold first committee meetings, review mission/description (board leads), post with members and point contact to web page (RB). Implement responsible sports program Spring or Fall (TV, AR). Seek parent rep for each school (TV) | Tony, committee leads, Adam Reiersen |
| 9 | <u>Equipment</u> : Establish an Equipment Committee | Rich |
| | <u>Events</u> : E-mail coaches again on Youth Night include equipment exchange & spirit wear | Rich |
| | <u>Spirit Wear</u> : Fund \$2,500 to spirit wear volunteers (JW). Order and set-up catalog (KB, CR), catalog post to web (RB), selections available at Youth Night (KB, CR) | Jack, Cindy, Kari, Ryan |
| 10 | <u>Policies, Procedures & Guides</u> : Post coaches curriculum to web page (SL, RB). All review, finalize handbook and post to web page (?). Complete Coaches Manual (SL, RT) | Sergio, Rich |
| | <u>Scholarships</u> : Develop college scholarship program. | Vince |

Next Meeting

Date: January 4 @ 7:00 @ Prairie Athletic Club

Agenda Items:

Evaluation of U-12 in-house program