

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – February 2009	Location:	West Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, February 8, 2009 7:00 p.m.

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

	Name		Name		Name		Name		Name		Name
Y	Ryan Baker, In-House Program,	Y	Tom Gehrmann, Boys Travel	Y	Sergio Loureiro, Boys Travel	Y	Dave Nelson, Secretary	Y	Mike McIntosh, Communications	Y	Rachel Olson, Girls Travel
N	Vince Padilla, 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	7	Registration	Rachel
2	Financials	Jack	8	Try-outs - January	Rachel
3	Fields	Tom	9	Parents Advisory Group	Tony
4	In-House Program	Ryan	10	Events	Missy
5	Travel Program	Rachel, Sergio, Dave	11	Equipment	Rich
6	Indoor Soccer	Sergio	12	Referees	Rachel

Minutes

1. Organizational Issues:

- a. Annual Calendar: Rich brought calendar and we proceeding to identify all key dates for 2009. The club calendar will be posted to the SPSC web site.
- b. Non-profit. Per Jack & Missy, have paperwork for filing 403 and should be filled out this week. Then send in and we will have 403 status. This will take care also of tax-exempt form & status for Wisconsin.
- c. State Registration: Per Rich SPSC club should be approved by WYSA at their next meeting. It is on their agenda. Rich has been e-mailing Yvonne at WYSA regards WYSA view on worker's compensation exposure and approach for subcontractors (refs, filed liners, etc.)
- d. Document Mgt. Jack will acquire another file similar to that he has for financials and provide to Dave to retain legal and related documents. Jack also to explore safe deposit box. But we agreed if documents kept electronically plus in paper copy in documents files we should have appropriate back-up.

2. Financials:

Sun Prairie Soccer Club

- a. Jack checked with Melissa Warner on accounting needs for SPSC. Melissa did not see us requiring an accountant for now. But this could change as we grow, particularly if we have employees. Per Sergio cost >\$600 a year to prepare a 1099. We discussed accounting needs as 1) bookkeeping, 2) auditing books and 3) financial statements. We discussed getting someone to help set up a QuickBooks like program for us and having volunteer maintain. This would provide another level of financial controls on top of current two signatures on checks if we also we have a separate book-keeper. – no resolution on this issue. Tabled for now.
- b. Discussed need for executive / financial committee to address SPSC administrative and planning issues. Not sure if we have one or two separate committees. Jack to schedule financial committee.
3. Fields:
 - a. Tom G held a field committee meeting but only one attendee. Mike Augie, Kimberly Trent, Chris Helstad members. Mike Augie interest more on finding more fields. Still need a field Coordinator to replace Kimberly. Rich will e-mail Ron Greisch to check interest. Tom to e-mail Kimberly on creating field coordinator manual. By late February need to draft schedules for MAYSA. Need to note where teams are practicing and when.
 - b. MAYSA grant for new goals complete. Goals are on order. Per Jack we still have 100# of seed in storage. Should put down on fields early in Spring.
4. In-House Program:
 - a. Ad was in SP Star about Spring registration. Registration forms coming in. Deadline March 6. Kinderball at 45, up from 30 in Fall. 57 for Groundhog. 34 for GO! U-10 Coed has 12. U-10 girls only 6, no space in U-9, need coaches to make calls to bring in players. U-10 team wants to move to traveling. Ryan did e-mail coaches on issue Suggest they schedule with other local teams. Discussed need for team progression diagram on web page
5. Travel Program:
 - a. HS travel tryouts had 15 registered. Tryout went fairly well. Lots of interest from Hispanic players. Alan Mileham coaching HS classic team. First time we will have two teams at this level. Rec team too. Rachel working on uniforms. Word seems to be out that you don't have to pay. Discussed that should not have to give full scholarship to anyone. Scholarship criteria are those on free or reduced school lunch program qualify.
 - b. Rich confirmed Mid-season player adds process and tournament expectation will be in coaches manual and will be reviewed at travel coaches meeting in March.
6. Indoor/Off-Season Programs:
 - a. Sergio reported over demand in some indoor sessions, under-utilization in others. Brought in over \$8k so far. Field rental for second season not billed by PAC yet. Sergio and Jack will continue to monitor Indoor financials. Right now think \$2-400 under. Overall great success. Sergio proposes an Adult Spring/Summer "round robin" program to keep parents and coaches engaged in the game.
7. Registrations:
 - a. Simpler flyer done and released for in-house. Still need a simpler flyer for travel.
 - b. Rachel interested in "league one" or "active.com" for on-line registration. Would like to get on-line set-up for Fall registrations. All agreed great potential to simplify and streamline process. Board opinion is we need to move on-line. Ryan and Rachel to view "demo" and understand costs. Discussed that with on0-line form could ask members to donate to scholarship or soccer complex fund.
8. Tryouts:

Sun Prairie Soccer Club

- a. We reviewed evaluation form that coaches would complete on players at the end of a season. It would be an input to tryouts to complement tryout observations. All agreed coaches evaluation form a good idea and approved the form. Will add to coaches manual and cover at coaches meeting.
9. Coaches:
- a. Discussed SPSC paying for coaches courses. Rachel's course approved. Process going forward is coach to ask board and board to approve.
 - b. Discussed need for Coed and Girls traveling director. Sergio Coed and Missy Girls. Goal to be primary contact for coaches and managers. All agreed sounds like a good idea. Need a "job description." The post to web page and communicate at coaches meetings.
10. Parent's Advisory Group (PAG):
- a. PAG meeting was held just before the board meeting. A parent suggested we need more communication for parents new to town. Discussed idea of welcome packets in real estate agents kits.
 - b. Tony proposed we execute on "Responsible Sports" program for this Spring. Consists of a 10 question web quiz. Completion gets us points. Need to get in top 10 to receive \$2500. Campaign would be May 19-July 19. Should have a mission.
 - c. School reps discussed. Parent that could monitor attend monthly mtgs. No conclusion on absolute need for this, though school support varies. Rachel will report # of players by school.
11. Events:
- a. Missy has 132 donation request letters out for Spring festival. Goal is all activities and food paid for, plus items for raffle. Planning 12 different stations. Knights of Columbus offer skills competition. Have an internal soccer competition. Perhaps use bigger kids as volunteers/mentors. All agreed preparations look great!
12. Equipment:
- a. Need to order uniforms. Rich needs Recreation uniform numbers. Four teams for traveling.
13. Referee Committee:
- a. No news.
14. Other Business:
- a. Club "handbook" published to web. Board reviewed letterhead and approved.
 - b. Board reviewed Vince's college scholarship program document. Agreed must be under SPSC. Can recognize that idea and initial funding came from ZIA. Name girls scholarship for ZIA and Boys for SYSA. Committee recommend and board approves scholarship. Need to add college/tech school planning to attend to application.
 - c. Craig Weddle of Quik Copy printed out all Spring flyers at no charge. Mike proposed and board agreed we should have a "friend of SPSC certificate" for such good giving, suitable for framing on business wall. Perhaps a more substantial plaque after so many years of giving. Also acknowledge on SPSC web page.
 - d. Motion passed to order more ribbons. Mike proposed "founder's trophy" to put fo8unders and coach of year on. Perhaps maintain at local supporting establishment. Discussed purchasing workman's compensation insurance to cover those we compensate – referees, field liners, etc. Apparently this an emerging risk issue.

Sun Prairie Soccer Club

Action Items =Closed

Agenda Item Ref:	Action Description	Lead(s)
1a	<u>Organizational Issues:</u> Check constitution for election procedure, confirm to board (RT). Check with WYSA their position on workers compensation risk (RT). Get a file set-up for SPSC legal docs (DN). Finalize & publish calendar (DN, RB)	Rich, Dave
1b	<u>Non-profit Incorporation:</u> 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	<u>State Registration:</u> 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	<u>Financials:</u> Seek accountant to help set-up budgeting & accounting system. Check on safety deposit box (JW). Set-up financial/Executive Committee and first meeting (JW)	Jack, Missy
3	<u>Fields:</u> Draft field coordinator manual scheduling policy/procedure including issue escalation process (KT, TG). Hold initial Fields Committee meeting (TV,TG) Submit grant request to MAYSA, order new U9/10 goals (SL). Develop fields improvement list (TG)	Tom
4	<u>In-House:</u> Estimate profit / loss for In-house program and present to board with any recommendations	Ryan
5	<u>Travel:</u> Explore survey for Travel program parents and players (MM). Specify process for mid season player adds in Coaches Manual (RT). Specify classic tournament expectation in Coaches manual (RT)	Mike, Rich
6	<u>Indoor / Off-season:</u> Add information on indoor program to SPSC web page (SL, RB)	Sergio,
7	<u>Registration:</u> Obtain demo & costs on on-line sign up (RO, RB). Review collection of travel fees pre or post registration. Revise & circulate simpler registration flyer to board (MM). Draft simpler travel flyer	Rachel, Ryan, Mike
8	<u>Tryouts:</u> Implement coaches evaluation form.	Rachel, Rich,
	<u>Coaches:</u> Draft job description for Coed & Girls Traveling Directors & post to web.	
9	<u>Parents Advisory Group / Committees:</u> Post with members and point contact to web page (RB). Implement responsible sports program SpringI (TV). Seek parent rep for each school (TV)	Tony, Ryan
9	<u>Spirit Wear</u>	
10	<u>Events:</u> Finalize Spring Fest date (MT). Confirm Youth Appreciation Night date (RO). Finalize Spring Fest program.	Missy
11	<u>Equipment:</u> Establish an Equipment Committee.	Rich
12	<u>Referees:</u> Continue to develop referee program proposals.	Rachel
13	<u>Policies, Procedures & Guides:</u> Review, finalize handbook and post to web page (?). Complete Coaches Manual (SL, RT)	Sergio, Rich
13	<u>Scholarships:</u> Develop college scholarship program (VP). Revise Draft (DN)	Vince, Dave

Sun Prairie Soccer Club

Next Meeting

Date: March 1 @ 7:00 @ West Side Community Building

Agenda Items: