

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – May 2009	Location:	West Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, May 3, 2009 7:00 p.m.

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

	Name		Name		Name		Name		Name		Name
Y	Ryan Baker, In-House Program Director	Y	Tom Gehrmann, Coed Travel	Y	Sergio Loureiro, Coed Travel Director	Y	Dave Nelson, Secretary, Coed Travel	Y	Mike McIntosh, Communications Director	Y	Rachel Olson, Girls Travel
N	Vince Padilla, Girls Travel	Y	Missy Thompson, Member at Large, Girls Travel Director	Y	Rich Tomscak, President	Y	Tony Veroeven, In-House Program, Parents Advisory Group	Y	Jack Wilkinson, Treasurer		

Agenda:

Item No.	Subject	Leader(s)	Item No.	Subject	Leader(s)
1	Organizational Issues	Rich	7	Registration	Rachel
2	Financials	Jack	8	Try-outs	Rachel
3	Fields	Tom	9	Parents Advisory Group	Tony
4	In-House Program	Ryan	10	Events	Missy
5	Travel Program	Missy Sergio	11	Equipment / Spirit Wear	Rich
6	Indoor Soccer	Sergio	12	Referees	Rachel

Minutes

1. Other Attendees: Terra Cleveland, Paula Walker, Mike Augie, Pam Jaidy, Leann, John.
2. Organizational Issues:
 - a. State Registration: Per Rich, with completion and passing of SPSC bylaws WYSA has now approved SPSC.
 - b. Soccer Shorts put out a call for volunteers and we have new help for Equipment and Fields! The volunteers introduced themselves and their role (names and roles noted below).
 - c. Rich introduced John, SPHS Soccer booster club member. Other members are Diane Wiersema and Janet Wipperfurth. John explained mission and needs of booster club. We want to be sure SPSC kids have a good place to play in High School. High School has had same uniforms for 3 years. Have to buy own socks. Last uniforms were donated. School itself has not purchased uniforms in 6-8 years. Rich set goal of SPSC trying to help booster club raise \$1,000 each year. Will start at Youth Appreciation Night this May 12th – bring a can for food pantry and \$1 for booster club. Suggested HS players can help SPSC kids by running a skills camp during indoor season. Agreed to add High School schedule link to SPSC web page.

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3. Financials:

- a. Jack inquired about auto-deposit of on-line registrations into SPSC account. We'd need to be able to reconcile website check with registrations.
- b. Tom needs check for school district fields use. Probably about \$1000.
- c. Zero \$ have to date been donated towards the \$1,000 match challenge. Suggested we do something at Spring Festival – perhaps fill up a soccer ball?

4. Fields:

- a. Leann has volunteered to serve as field coordinator. She will work with Tom – they will meet to do start-up. Fields calendar is up on web site. With links to MAYSA calendar. U10 is only in google calendar. Tom will work with Leann to sync up common calendars.
- b. We had issue on field closures with recent bad weather weekend. We should try to make decision by 7:00 day of game –however can close anytime we feel we need to close due weather conditions.
- c. Nets: Nets at ½ of Horizon. Everything is staked per Tom. Set of goals sitting at Prairie View. Have to move Patrick Marsh goals. Should we stencil our goals? Could be confusion on who owns.
- d. Conditions: Carriage Hills still has potholes. Horizon needs rocks removed. Our grass seed used up on Stoneridge, Northside & Renstone. Should aerate fields once per year. Creekside not yet being used – has full sized goals. All to e-mail Tom issues on fields. Tom to lead Fields committee to formulate needs list and plans for each field.
- e. Dr. Augie shared news on soccer complex efforts. Due economy he reports time may be right as land is available. He is working with Madison and has discussed with Mayor Dave C. Some land exists around AmFam that may work. Dan Tierney has 350 acres around Sun Prairie and has expressed some interest in soccer complex. Dr. Augie suggested ad in SP Star seeking donor – price \$425 for 2 weeks. Tony offered to help work on ad copy – Motions passed to fund the ad.

5. In-House Program:

- a. Report that fields are getting beat up. Tom suggested using Grandview park (behind Dean Clinic)
- b. Discussed cancellation of in-house games against U-10 travel teams. We had made decision as board to play these games, but not as board to cancel. Suggested to add portions about running up the score to coaches manual under team/coach etiquette. Also agreed that issues should be communicated to board when in doubt and if time allows, if not board member leading program or committee to make the decision and inform board.

6. Travel Program:

- a. Tryouts: Dates scheduled. Needs to reserve fields – Tom to reserve. Need to acquire tryout t-shirts. Need to identify evaluators. Suggest 3 volunteers for tryout committee – 2 travel directors select committee and evaluators. Rachel to send e-mail to Sergio regards her needs. Varsity coach to be an evaluator – all agreed good idea.
- b. Sergio has discussed w/Steve Rowe of Deforest Norski club potential of cooperating on advanced player program for NE Madison. Other areas perhaps Beaver Dam, Columbus, Cottage Grove. All agreed need exists on NE side.

7. Indoor/Off-Season Programs:

- a. Dave inquired about summer play – particularly to keep competitive players sharp. Perhaps a KEVA summer league? Coaches pick-up play Wednesdays 6:30 @ Bird.
- b. Prairie Athletic Club wants to evaluate how indoor season went. PAC wants to increase interaction with SPSC. Could give us 36 hours to run everything including leagues they previously ran. Perhaps lease the field and operate. Plan is to discuss with PAC.

8. Registrations:

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- a. Rachel reports we are up and running on-line. But not sure where Fall registrations volume is as can't see on-line status.
 - b. Need to change shorts supplier next year as parents complaining shorts running small.
 - c. Need volunteers Tuesday May 12th Youth Appreciation Night to work registration table.
9. Coaches:
- a. Process for re-imburement of coaches training agreed as approved training + copy of card (pass the course) + paid receipt.
10. Parent's Advisory Group (PAG):
- a. Parent brought up need for porti-potties at fields. All agreed this is city issue, SPSC is not in the potti business – unless we get a soccer complex that is.
 - b. Also inquiry on price concessions for playing just Spring or Fall season. All agreed Classic players need to be committed to both seasons. Could perhaps work out a discount for single season recreation play.
11. Events:
- a. Missy took us through Spring festival preparation. American Family Insurance donated \$500! Attendees will buy tickets at cashier, then use on games, etc. Publicity – Flyers in grocery stores. Planning to call SP Star newspaper to take photos, write article at fest. Perhaps a radio station remote broadcast? All agreed festival shaping up very nicely – thanks Missy!
 - b. Youth Appreciation Night May 12th shaping up nicely. Lets get out the club members to attend!
12. Equipment:
- a. Per Rich, Terra Cleveland and Paula Walker have volunteered to manage equipment. Rich does have an equipment binder and will connect up with Terra and Paula to “train” them.
 - b. Dr. Augie has handed out a bunch of cleats and shin guards from our used equipment stock.
13. Referee Committee:
- a. Pam Jaidy ref coordinator reported fielding a complaint about a referee. New ref, did not referee effectively. Discussed how to address. Have coach supervise & take feedback? Assign ref Mentor? Decided to have evaluator come out and view.
14. Communications:
- a. Mike shared next issue of Soccer Shorts: Youth Appreciation Night, Parents Advisory Group, Registrations.
15. Other Business:
- a. College scholarships program had no applicants. Agreed need to publicize better next year.
 - b. Sergio re-iterated need for strategic plan and planning session.

Action Items =Closed

Agenda Item Ref:	Action Description	Lead(s)
1	<u>Organizational Issues</u> : Add High school schedule link to web page (RB). Hold strategic planning session and deliver plan (SL)	Ryan, Sergio

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Agenda Item Ref:	Action Description	Lead(s)
1	<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.	Jack, Missy
1	<u>State Registration:</u> Follow-up to confirm review and approval by state	Rich, Vince
2	<u>Financials:</u> 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 (TG, Leann). Develop fields improvement list/plan (TG). Sync up calendars (TG, Leann) Place ad in SP Star seeking soccer complex land donors (MA), Reserve fields for tryouts (TG)	Tom, Leann Mike Augie
4	<u>In-House:</u>	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). Identify volunteer evaluators & name committee (SL, MT)	Mike, Sergio, Missy
6	<u>Indoor / Off-season:</u> explore with PAC greater role for SPSC in running PAC indoor program (SL)	Sergio,
7	<u>Registration:</u> E-mail draft registration letter to board (RO). Conduct Fall registration on-line	Rachel
8	<u>Tryouts:</u> Schedule U13/14 girls tryout (RO)	Rachel
9	<u>Coaches:</u> Draft job description for Coed & Girls Traveling Directors & post to web (SL). Hold coaches meeting, release coaches manual and advise travel coaches they need to apply for Fall. Provide link on web site to tournaments/camps (RB). Add team/coach etiquette on "running up the score" to coaches manual	Rich, Sergio, Ryan
10	<u>Parents Advisory Group / Committees:</u> Post with members and point contact to web page (RB). Implement responsible sports program (TV).	Tony, Ryan
11	<u>Events:</u> Finalize Spring Fest program.	Missy
12	<u>Spirit Wear:</u> Consider on-line catalog	Rich
12	<u>Equipment:</u> Establish an Equipment Committee. Train Terra and Paula on equipment.	Rich
13	<u>Referees:</u> Settle on referee feedback process. Send evaluator for recent poor performing ref issue	Pam Jaidy
14	<u>Scholarships:</u> Develop college scholarship program (VP). Revise Draft (DN). Name 3 rd member to committee (Board). Publicize in next soccer shorts issue (MM)	Board

Next Meeting

Date: June 7th @ 7:00 @ West Side Community Building

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Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – July 2009	Location:	West Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, July 26, 2009 7:00 p.m.

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

	Name		Name		Name		Name		Name		Name
Y	Ryan Baker, In-House Program Director	Y	Tom Gehrmann, Coed Travel	Y	Sergio Loureiro, Coed Travel Director	N	Dave Nelson, Secretary, Coed Travel	Y	Mike McIntosh, Communications Director	Y	Rachel Olson, Girls Travel
N	Vince Padilla, Girls Travel	Y	Missy Thompson, Member at Large, Girls Travel Director	Y	Rich Tomscak, President	N	Tony Veroeven, In-House Program, Parents Advisory Group	N	Jack Wilkinson, Treasurer		

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6	Indoor Soccer	Sergio	12	Referees	Rachel

Minutes

1. Organizational Issues:
 - a. Tom will draft a job description for an "administrative Assistant" and bring it back to the BOD for consideration.
 - b. Discussed continuing need for strategic direction / plan. Dave needs to determine a date for a mid October "Direction of Club" meeting of the BOD.
2. Financials:
 - a. Ryan will speak with an accountant about how we would handle tax liability for compensating individuals. Sergio and Jack asked to be included in the discussion.
3. Fields:
 - a. Rich will order a full size net for Stonehaven (Stoneridge, whatever) for the Fall.

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- b. Tom will contact Chris Lay about purchasing U12 goals for Royal Oaks. We will be using RO as a U12 game field this Fall. Tom will also measure the area at RO and see if we can line a full size field over the top of the U12 for practices.
- 4. In-House Program:
 - a. Ryan and Rachel will meet to finalize plans for an "academy" team composed of U8 Groundhog players who received a '5' rating from last year's coach. This team will play in the U9 in-house league. The team will be split up for the next season (Fall or Spring?) Mike Augie was suggested as the coach for this team.
- 5. Travel Program:
 - a. Tryouts: HS Boys August 2nd.
- 6. Indoor / Off-Season Programs:
 - a. A motion was made by Tom, seconded and passed to reserve a minimum of 12 hours a week from November 1 to March 31 at the PAC for indoor soccer contingent on securing said space at the public rate or better.
- 7. Registrations / Team formation:
 - a. Rachel will e-mail board team / coaches list for Fall season.
 - b. It's agreed that Rachel really, really needs an assistant to help with registration!
 - c. No BOD meeting next week due to HS Boys Try-outs August 2nd.
- 8. Coaches:
 - a. The traveling coaches meeting will be August 4, 7:00PM at the Westside Community Center - Rich to send out email. (FYI we have 28 traveling teams this Fall)
- 9. Parent's Advisory Group (PAG):
 - a. No updates.
- 10. Events:
 - a. All agreed the Spring festival a great success. – thanks to Missy and all the volunteers!
 - b. "Summer Splash" pool party planned for August - Jack will contact a DJ for the pool party. SPSC also plans to participate in Corn Fest parade.
 - c. Fall Youth Appreciation Night planned for October. Missy Thompson was appointed Events Director. Congratulations Missy.
- 11. Equipment:
 - a. Equipment pickup at the storage unit will be August 5 & 6. - Rich to send out email.
 - b. We will order white jerseys w/red trim, black shorts and black socks for the boys and red socks for the girls. Left over yellow jerseys will be offered for \$10 for those that need an alternate jersey this year and do not have a yellow one.
- 12. Referee Committee:
 - a. No updates.
- 13. Communications:
 - a. Mike shared next issue of Soccer Shorts.

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14. Other Business:

Action Items =Closed

Agenda Item Ref:	Action Description	Lead(s)
1	<u>Organizational Issues:</u> Add High school schedule link to web page (RB). Re-organize/document SPSC policies & procedures (DN). Hold strategic planning session and deliver plan (DN). Draft Admin asst job description (TG)	Dave, Tom
1	<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.	Jack, Missy
1	<u>State Registration:</u> Follow-up to confirm review and approval by state	Rich, Vince
2	<u>Financials:</u> Set-up Financial/Executive Committee and first meeting (JW). Check w/ accountant how to handle tax liability for compensating individuals (RB)	Jack, Ryan
3	<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) Place ad in SP Star seeking soccer complex land donors (MA). Reserve fields for tryouts (TG). Order full size net for stonehaven / ridge (RT). Discuss w/Chris Lay U-12 goals for Royal oaks (TG)	Tom, Leann, Rich
4	<u>In-House:</u> Finalize plans for an "academy" team	Ryan, Rachel
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). Identify volunteer evaluators & name committee (SL, MT).	Mike, Sergio, Missy
6	<u>Indoor / Off-season:</u> explore with PAC greater role for SPSC in running PAC indoor program. Commit to 12 hours/week winter 09-10	Sergio,
7	<u>Registration:</u> E-mail draft registration letter to board (RO). Conduct Fall registration on-line	Rachel
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10	<u>Parents Advisory Group / Committees:</u> Post with members and point contact to web page (RB). Implement responsible sports program (TV).	Tony, Ryan
11	<u>Events:</u> Finalize Spring Fest program. Finalize pool party. Finalize parade. Plan fall YAN.	Missy
12	<u>Spirit Wear:</u> Consider on-line catalog	Rich
12	<u>Equipment:</u> Establish an Equipment Committee. Train Terra and Paula on equipment.	Rich

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14	<u>Scholarships:</u> Develop college scholarship program (VP). Revise Draft (DN). Name 3 rd member to committee (Board). Publicize in next soccer shorts issue (MM)	Board

Next Meeting

Date: Sept 13th @ 7:00 @ West Side Community Building