

## Sun Prairie Soccer Club

### Meeting Minutes / Action Items

<b>Meeting Name:</b>	Monthly Board Meeting – July 2009	<b>Location:</b>	West Side Community Center
<b>Recorder:</b>	David Nelson	<b>Time / Date:</b>	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		

#### 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. 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 2<sup>nd</sup>.
- 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 2<sup>nd</sup>.
- 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
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. 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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<b>Agenda Item Ref:</b>	<b>Action Description</b>	<b>Lead(s)</b>
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 <sup>rd</sup> member to committee (Board). Publicize in next soccer shorts issue (MM)	Board

### **Next Meeting**

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