

Sun Prairie Soccer Club

Meeting Minutes / Action Items

Meeting Name:	Monthly Board Meeting – October 2010	Location:	East Side Community Center
Recorder:	David Nelson	Time / Date:	Sunday, October 3, 2010 @ 6:00 p.m.

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

	Name		Name		Name		Name		Name		Name
Y	Mike Aughey, Vice President Girls Travel	Y	Ryan Baker, President, In-House	N	Brad Davidson, Girls Travel	Y	Tom Gehrmann, Coed Travel	Y	Ron Greisch, In- House	Y	Dave Nelson, Secretary, Coed Travel
Y	Jeff Risseuw, In- House	Y	Kirk Scott, Member-at- Large	Y	Steve Traut, Coed Travel	Y	Jack Wilkinson, Treasurer, Girls Travel				

Agenda:

Item No.	Subject	Leader(s)	Item No.	Subject	Leader(s)
1	Organizational Issues	Ryan, Mike, Dave	6	Indoor Program	
2	Financials	Jack	7	Registration / Team Formation	Jeff
3	Travel Program	Kirk, Mike A, Brad	8	Fields	Tom, Mike A
4	Coaches / Player Development	Kirk, Mike A	9	Equipment / Spirit Wear	Jack, Jeff
5	In-House Program	Ryan, Jeff, Ron	10	Events / Marketing / Communications	Steve

Minutes:

1. Organization Issues:

- a. Annual General Meeting: We discussed annual meeting preparations. We reviewed, revised and approved “call for nominees” letter to be published on web site and distributed via soccer shorts. Dave also pitched a call for volunteers and a rough draft. We agreed we should ask coaches to also “spread word” about AGM and need for nominees and for volunteers –Ron will do a “synopsis” of the letter and send to coaches: 1) attend meeting 2) future of SPSC at stake 3) consider serving on board 4) consider volunteering.
- b. As part of AGM discussion again discussed board representation. Considering eliminating 3 board representatives for each division (currently in-house, Travel-Girls and Travel-Coed/Boys) next year – agreed it should be left to new 2011 board to decide.
- c. Also discussed Idea is too potentially transition to 1) In-house 2) Travel-Recreation and 3) Travel-Competitive divisions next year. This would rather than organize us by gender, more organize club by interest and skill level (progression). We discussed need to push to regional level and state level teams in order to provide full growth path and options for players who have left for other clubs to fulfill their growth desires. In end agreed In-House, Recreational, Competitive seem like good separations of divisions. Will propose motion to membership of same – Dave will prepare redline/markup on changes to constitution.

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- d. Discussed AGM agenda: 1) Welcome 2) President's report 3) committee updates (financial, in-house, travel, fund-raising, fields (including complex). Coaching (Kevin German speaks) 4) final call for nominees (Ron suggested we limit to 5 minutes each plus Q&A) 5) Board election. We will need a list of SPSC members from Jeff in order to validate members eligibility to vote (check members off list as they arrive and hand ballots)
 - e. Discussed "call fro volunteers. In addition to note to members before meeting, we discussed that president's report should bring up critical general needs for volunteer with each committee report should talking about specific needs. Perhaps Mike M and Missy man a "volunteer table" with sign ups.
 - f. Discussed terms of board members. In the end, agreed while it is not ideal we turn over 50% of board members, we could not come up with an improved board term (might mean some members serving 3 years) and so agreed board member terms "not broken" or not a critical issue that needs to be put to membership for vote. Agreed volunteers the much more critical issue to effectiveness & success of board and of club.
 - g. We also discussed board terms. Currently a 2 year term drives 50% of board to turnover every year. This is a big change-over and if we have a resignation (as we did last year) it's even more difficult to assure some continuity. Discussed 1 year and 3 year terms. Agreed 3 year terms might impact nominees volunteering. This issue was also unreconciled – we agreed to consider and discuss again.
2. Financials:
- a. Fundraising: Tom G reported nothing has changed on the Coffee fundraising update. An order of six bags or more and the person ordering can customize/personalize bags – otherwise bags would have SPSC logo. Discussed ordering -can we send out a pdf order form vs. a paper form? At this time most felt we could not execute this in time this Fall – even though all agreed great fundraiser and great holiday gift choice for members.
 - b. Ryan took us through Chevrolet fundraiser. Basically a raffle for car (regionally?)or locally (in Wisconsin?) a big flat screen TV. Idea being to ask for donation in exchange for a chance to win. Would provide tickets to teams to try to move (suggest \$5 donation) with incentives offered to team by club – but no "quota." Chevy gives us \$500 just for trying. Board passed motion to execute on Chevy fundraiser ASAP.
 - c. October 25th is another potential Culver's night for SPSC. Not as attractive as before but still good – A progressive % contributed to SPSC based on sales. Need thus to increase sales within 3 hour period 5-8. Need volunteers (ideally wearing SPSC uniforms) working inside – cleaning tables, etc and outside with an SPSC poster flagging cars/people down. Culver's will provide a poster for displaying around town. Ryan expects we could make about \$500.
3. Travel Program:
- a. Kirk reported he is working with Coach G and Mike M to schedule and organize High School Boys Classic tryouts for SPSC Spring team. Coach G must not be physically present nor involved in team selection due WIAA rules No other updates. Kirk reports we will need coach(es) for Spring High School club team.
 - b. Ron asked about eh tournament expectation for travel teams. Kirk responded 2-4 per season for Competitive.
4. Coaching/Player Development/Referees:
- a. Referee assignor is Scott Masak. We are having some difficulty with referees not showing up at games. How to address?
 - b. Mike A has drafted a coaching director job description.
5. In-House Program:
- a. No updates.
6. In-Door / Off season:

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- a. We plan not to execute agreement with Prairie Athletic Club (PAC) for this winter. The SPSC lost approx \$10,000 on winter program at PAC last year – partially due to PAC terms/rental fees. We do not feel we were provided an appropriate deal last year by PAC. Rich Tomscak and Mike have explored possibility of local gyms this winter for indoor soccer. Idea is via providing using Gyms, schools support soccer development for high school. Schools supportive so far. Considering Northside elementary. Checking on Royal oaks, Prairie View and Patrick Marsh other possibles. Likely 5-9 Monday-Thursday. Not sure on fees yet to SPSC members. Perhaps a donation by members.
- 7. Registration / Team Formation:
 - a. Jeff reported he can maintain registration system on his own now.
- 8. Fields:
 - a. No updates
- 9. Equipment /Spirit Wear:
 - a. Ron mentioned some parents interested in ordering an extra jersey. They want an extra due to extra games during the week or a larger size for wearing over a shirt in cold weather. Jack explained how to order. In Spring we will be able to set up player order. Kids can try on apparel at shop at Elite in town. Team order still would be on-line.
- 10. Events / Marketing/Communications:
 - a. No updates.

Action Items = Recently Closed

Agenda Item Ref:	Action Description	Lead(s)
1	<u>Organizational Issues:</u> Draft Admin asst job description (Hold), Work out relationship details between Maunsha SC and SPSC (RB). Process for collecting feedback on SPSC for board review (MA, ST). Draft Re-naming of divisions including girls travel “SPSC/Zia.” (DN). Draft grievance policy (MA), Prepare for Annual General Meeting (all)	Dave, Ryan, Mike, Steve
2	<u>Financials:</u> Establish Fund-Raising coordinator/subcommittee (TBD). Determine scholarship criteria (JR). Obtain volunteer bookkeeper. Consider “dine and discounts” program and floral card program (all). Consider Coffee fundraiser (all). Prepare budget for 2010-11 (FC)	Ryan, Jack, Jeff, Dave, finance committee
3	<u>Travel:</u> Draft Travel policy, procedures, guides (KS). Draft player pass policy (MA). HS Boys Spring Tryout preparation (KS)	Kirk, Mike A, travel committee
4	<u>Coaches / Referees:</u> Add team/coach etiquette on “running up the score” to coach’s manual. Draft “coaching philosophy” and add to coaching curriculum. Explore “coaching support group” (TBD). Determine the Coach Selection process and selection Committee (MA, KS). <u>Draft letter on club change / coaching director (MA)</u> . Draft Coaching Director job description (MA)	Kirk, Mike A, travel committee
5	<u>In-House:</u> Consider an "academy" team (IHC). Define a “playing up” policy (IHC)	in-house committee
6	<u>Indoor / Off-season:</u> Explore/ Ste-up indoor program at local school gyms (KG, MA, RT)	Kevin, Mike, rich Tomscak

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7	<u>Registration/Team Formation:</u> Document registration procedure (JR). Develop an online registration system for the tryouts (ST).	Jeff, Steve
8	<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). Ask SP Parks to aerate fields (TG). Coordinate field re-seeding (TG). Call Bob at SP Parks about Fall Field concerns (RB). E-mail Jack itemization of school field work/costs (MA)	Tom, Leann, Ryan, Mike A.
9	<u>Equipment /Spirit Wear:</u> Explore on-line catalog (TBD)	Rich Tomscak
10	<u>Events:</u>	
10	<u>Communications:</u> Set-process on communicating SPSC newsworthy items to SP Star (BD). Make call for volunteer bookkeeper and Indoor coordinator (ST). Include in next Soccer Shorts: announcement about Coach application process, reminder about tryouts, AmFam employee reminder, call for finance committee volunteers (ST).	Steve
	<u>Other Business:</u> Improve academic scholarship communication (Board).	Board

Next Meeting

Date: Annual General Meeting - November 7 @ 3:00 @ East Side Community Building