

## Meeting Minutes / Action Items

<b>Meeting Name:</b>	Monthly Board Meeting – December 2010	<b>Location:</b>	Cannery Grill
<b>Recorder:</b>	Lisa Marquardt	<b>Time / Date:</b>	Sunday, December 5, 2010 @ 6:00 p.m.

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

	Name		Name		Name		Name		Name		Name
Y	Mike Aughey, New President	N	Ryan Baker, President, In-House	N	Brad Davidson, Girls Travel	Y	Tom Gehrman, Coed Travel	Y	Ron Greisch, In-House	Y	Dave Nelson, Secretary, Coed Travel
Y	Jeff Risseuw, New Vice President	N	Kirk Scott, Member- at-Large	Y	Steve Traut, Coed Travel	N	Jack Wilkinson, Treasurer, Girls Travel	Y	Tessa Peters, New Treasurer	Y	Kendra Trilling, New In-house Coordinator
Y	Erik Peterson,  New In-house Coordinator	Y	Lisa Marquardt,  New Secretary	N	Dylan Hibbard,  New board member	Y	Kevin German,  Coaching Director	Y	Mike McIntosh		

**Agenda:**

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

**Minutes:**

1. Organization Issues:

- a. Introductions were made to familiarize previous and new board members with each other.
- b. Minutes from Annual General meeting were approved.
- c. Board passed motions to elect the following people into the positions below for the next year:

President, Mike Aughey

Vice President, Jeff Risseuw

Treasurer, Tessa Peters

In-house coordinators (in lieu of Director), Kendra Trilling and Erik Peterson

Secretary, Lisa Marquardt

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### 2. Financials:

- a. Tessa asked about the process of signing checks until the board member changes are finalized and new signatures are on file with Sun Prairie Bank. For now Mike Aughey will sign any checks. Jeff and Tessa will take care of getting their signatures in place at the bank.
- b. Tessa asked about needing two signatures on a check. Could we move to one signature with a maximum allowable amount of \$250? Lisa will check on the current process in the bylaws.
- c. Tessa asked about how payments are requested. There isn't a clear paper trail for auditing purposes. The board agreed a form should be created on our website to request payment. This will be an action item for our January meeting.

### 3. Travel Program:

- a. No report.

### 4. Coaching/Player Development/Referees:

- a. Mike reported that planning for Spring Tryouts needs to begin soon. The process needs to be in place by March. Tryouts take place during the second week of June. He stressed the importance of hiring an independent evaluation team. Things must run smoothly this year as there were some issues last year. Parents watch every move of the coaches and evaluators very closely.
- b. Kevin reported that he'd like to change the Spring Tryout name to "Classic Team Placement," as the process is really for those players who desire to play at a higher level. We could use the high school field where there are restrooms. The board talked about the possibility of holding a fundraiser for those parents attending to watch their child. We could offer food and drink, etc.
- c. Kevin explained that MAYSA's tryout window allows three days after the tryout process to get teams in place.
- d. Kevin said he's looking at putting together summer soccer camps in 2011 for eight different age groups. Kevin will distribute flyers at the winter training session. One of his ideas is to focus the camps on teams that have recently been formed to help them get to know each other and start training together earlier.

### 5. In-House Program:

- a. Ron reported that In-house flyers will be distributed soon. The deadline for travel team registrations is January 1. It's March 1 for all other programs.

### 6. In-Door / Off season:

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- a. Mike reported on the first Winter Training Session for U9 through the high school level. It's been very successful. Total of 142 players registered. Costs were \$35 for 7 weeks and \$25 for 4 weeks. Could bring in about \$4, 400. Most sessions are being held at local school gyms at no cost to us. Saturday space for U-13 and high school kids is being paid for.
- b. Mike mentioned paying Kevin for his time/involvement. We need to determine our financial arrangement with him. Exact amounts were not discussed. Looking at doing another session from February through April.
- c. Mike has been forming good relationships as a booster club liaison. Things are going well with the boys' side, but there's some work to do in establishing a better rapport with the girls' side.

### 7. Registration / Team Formation:

- a. Jeff reported that U-10 registration is now open. Registration information for remaining groups will be sent out to schools by mid January. The Board passed a motion to finalize the revised Scholarship form Jeff created. Thanks, Jeff!

### 8. Fields:

- a. Tom said he'd be willing to continue scheduling fields for us. Thanks, Tom! He would check with Dan Darmstader about forming a crew to maintain and repair the fields.

### 9. Equipment /Spirit Wear:

- a. No update.

### 10. Events / Marketing/Communications:

- a. Ron will focus on marketing duties from now on. He reported there is outstanding money due to SPSC from the latest Culver's fundraiser.
- b. Ron will approach local companies, such as Culver's, or even Walmart or Home Depot, about sponsoring us. He will provide the Board with his marketing plan at our January meeting. Some ideas include more family-oriented events such as a movie night.
- c. The Board passed a motion to make \$500 available for Ron to use in advertising and production flyers.
- d. Steve reported that a possible new website provider is Sport Ngin. He reviewed costs to pay someone to create a new website for us and maintain it. There's a \$695 set up fee, \$200 for a volunteer management tool , \$500 for data migration and \$780 annual charge. The Board failed to pass a motion to use \$1,500 to move the SPSC website to a proper service provider for ease of maintenance and usability.
- e. Jeff will research other providers and bring the information to our January meeting.

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- f. Steve will email the Board with information on the Sport Ngin provider.
- g. Jeff suggested getting a Google phone for the club instead of the personal cell phone in use at his home now. Nothing concrete was decided.
- h. The Board discussed how we can better communicate with our members. Mike mentioned emails we receives from DeForest about what's going on with sports in the area. Mike will send Jeff some samples of these emails.

**Action Items** = Recently Closed

Agenda Item Ref:	Action Description	Lead(s)
2010-2011  2011		
2	<u>Financials:</u> Present new form to request payment.	Tessa
10.	<u>Events, Mktg., Comm.:</u> Present research of other website providers for Board to decide who should create new site for SPSC and how we'll maintain it.	Jeff
	<u>Organizational Issues:</u>	
	<u>Financials:</u>	
	<u>Travel:</u>	
	<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).	Travel committee

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	<u>In-House:</u> Define a “playing up” policy (IHC)	Brad
	<u>Indoor / Off-season:</u>	
	<u>Registration/Team Formation:</u>	
	<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)	
	<u>Equipment /Spirit Wear:</u> Explore on-line catalog (TBD)	
	<u>Events:</u>	
	<u>Communications:</u>	Steve
	<u>Other Business:</u>	Board

**Next Meeting**

Date: Monthly Meeting - Sunday, January 9, time and location TBD