



# Crystal Lake Soccer Federation

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## Minutes from Board of Directors Meeting May 18th, 2015

**Location:** Soccer House @ Lippold Park  
951 W. Terra Cotta Ave.  
Crystal Lake, IL 60014

**Time:** 7:00 PM

**Board Members in Attendance:** Steve Schofield, Tracey Dayton, Eric Bertalon, John Novy, Bernadine Hansen, Jack Bragg, Dave Besterfeldt, Bob Hansen, Joe Schenher, Ryan Savage

**Board Members Absent:** None

**Administrator:** Greg Cole

**Guests:** Dan Quinn – Director of Coaching, Donna Bertalon – Financial Coordinator, Nancy Gonsiorek - Accountant

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### Call to Order

Steve Schofield called the meeting to order at 7:00 PM. The following paragraphs summarize the decisions & actions taken by the Board.

### Audit Report

Eric Bertalon & Nancy Gonsiorek presented the Audit report

- Audit completed by Accountant.
- Documents to be submitted shortly to the State.
- 2013-2014 Fiscal Year Audited.
- Reviewed the following from the Audit:
  - Audited Financial Statements
  - Required Annual Board Review of Form 990 – Return of Organization Exempt from Income Tax
  - Management Letter with Control Deficiencies
  - Public Disclosure
- Immediate action items from the Audit:
  - End Volunteer Refund Program
    - Joe Schenher made a motion to ‘Eliminate the Volunteer Refund Program effective retroactively to the beginning of the 2015-2016 Force & Recreational registration per the advice of the CLSF Auditor’. Tracey Dayton seconded the motion, & the Board voted to approve the motion by 9 yes, 0 no, 1 abstain vote.
    - Steve Schofield to author letter to notify those who already have registered the program has terminated. Greg Cole to send letter. Dan Quinn to remove Volunteer Refund verbiage from CLSF website.
  - Donna Bertalon to commence W9 Due Diligence, including but not limited to, collecting W9s from all contractors.
  - Create a group to review the control deficiencies listed in the management letter & make recommendations to resolve.

### **Approval of April 2015 Board of Directors Meeting Minutes**

Bob Hansen made a motion to approve the April minutes. Jack Bragg seconded the motion, & the Board voted to approve the motion.

### **Treasurer's Report**

Eric Bertalon presented the Treasurer's report

- Current bank balance is \$111,559.97.
- Gave a brief update regarding April monies collected & paid out, May monies collected to date.
- Discussed past due player fees. Player passes to be pulled before this weekend.
- Chicago Fire Night did not meet expectations. As of this month's financials, the event is showing a loss (income = \$5,034 vs. expenses of \$5,680). Recommend dropping it from next year's program.

Bob Hansen made a motion to approve the Treasurer's report. Dave Besterfeldt seconded the motion, & the Board voted to approve the motion.

### **Preliminary 2015-2016 Budget Discussion**

Eric Bertalon

- Budget Committee Members to get Eric their availability to meet on Thursday, June 4<sup>th</sup>.

### **Recreational Committee Report**

Greg Cole & Bob Hansen presented the Recreational Committee report

- 65 registrations so far for the 2015-2016 season.
- Over the last 2 weekends several inappropriate activities occurred and where addressed.

### **Competitive Committee Report**

Ryan Savage & Dan Quinn presented the Competitive Committee report

- Did not meet last week due to Girls High School tryout makeup. Meeting on Tuesday, May 18<sup>th</sup>.
- Youth tryouts next week.
- Executive Committee, Dan Quinn & Ryan Savage met to revise Force Program Model. Proposed changes included in 2015-2016 budget planning documents.
- U23 tryouts underway. Hoping to have 2 girl's & 1 boy's teams.
- No update on the status of general liability policies for overseas trips.

### **Tournament Report**

Steve Schofield

- Proposed tournament budget discussion deferred until next meeting as the Tournament Director, Kristian Rockall, was unable to attend the Board Meeting.
- Steve Schofield forwarded Kristian Rockall's proposed tournament budget via email to the Board for review before the next meeting.
- No update on the status of the Tournament Director's contract.

### **Outdoor Message Center Update**

Jack Bragg

- Small message center to be installed this week.
- Large message center to be completed this week save painting.
- ETA for first message is TBD.

### **Crystal Lake Park District's Soccer House Restroom Request Update**

Greg Cole

- Alarm Code Pad moved. Hole in the hallway wall still needs to be patched by the Crystal Lake Park District.
- Overall Alarm Control Panel moved.

**Concessions Update**

Bernadine Hansen

- Large freezer compressor was delivered for installation.

Bob Hansen made a motion to adjourn at 9:11 PM. Jack Bragg seconded the motion, & the Board voted to approve the motion.

Respectfully Submitted,  
John Novy

Crossword