



## Crystal Lake Soccer Federation

P.O. Box 1084  
Crystal Lake, IL 60039-1084

[www.clsf.org](http://www.clsf.org)

Phone: (815) 477-CLSF  
e-mail: [info@clsf.org](mailto:info@clsf.org)  
Website:

### CRYSTAL LAKE SOCCER FEDERATION Minutes from Board of Directors Meeting February 16, 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, Donna Bertalon, Eric Bertalon, John Novy, Dan Quinn, Bob Hansen, Joe Schenher, Bernadine Hansen, Ryan Savage

**Board Members Absent:** Jack Bragg, Dave Besterfeldt

**Administrator:** Greg Cole

**Guests:** None

#### **Call to Order**

Steve Schofield called the meeting to order at 7:03 PM. The following paragraphs summarize the decisions & actions taken by the Board.

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

Tracey Dayton made a motion to approve the January minutes. Bernadine Hansen seconded the motion, & the Board voted to approve the motion.

#### **U10 Elite Girls Parent Concern**

Steve Schofield, Ryan Savage & Dan Quinn gave background related to 2 parents' complaints of & instigation towards each other. The situation between these parents is believed to have started outside of CLSF soccer & is believed to be unrelated to CLSF soccer. Further, Ryan Savage & Dan Quinn gave background regarding how the Competitive Committee, team coach, & assistant coach have repeatedly attempted in good faith to avoid further issues between these 2 families during CLSF programs & events.

- After much discussion Joe Schenher made a motion to remove the U10 Elite Girls Team Manager in an attempt to defuse the situation. Bob Hansen seconded the motion, & the Board vote by show of hands to defeat the motion (3 for, 7 against).
- After further discussion the Board decided a meeting with both families & 2 Board members would take place where the following would be communicated:
  - The CLSF Board has reviewed the situation.
  - The behavior between these parents needs to stop.
  - If family 1 still has concerns about the Team Manager, CLSF will offer to move family 1's player to another CLSF team.

- The special Family Agreement put in place by the Competitive Committee is now Null & Void as both families violated the spirit of the agreement.
- If the situation between both families continues to escalate, they will be asked to leave CLSF.

### **Treasurer's Report**

Eric Bertalon presented the Treasurer's report

- Current bank balance is \$137,356.
- Gave a brief update regarding January monies collected & paid out, February monies collected to date.
- Late fees to be assessed on February 20<sup>th</sup> for any past due accounts.
- Tournament profit has been moved to the reserve account.
- At fiscal year end, should look at making a payment on the field lighting loan.

Bernadine Hansen made a motion to approve the Treasurer's report. Tracey Dayton seconded the motion, & the Board voted to approve the motion.

### **Recreational Committee Report**

Bob Hansen & Greg Cole presented the Recreational Committee report

- Spring recreational registrations trickling in per usual.
- March 7<sup>th</sup> is CLSF/Dick's Sporting Goods Day, all members get 20% off per coupon on CLSF web site.
- Bob Hansen to send email with link to website/coupon to all members closer to the date.

### **Competitive Committee Report**

Ryan Savage & Dan Quinn presented the Competitive Committee report

- Force Tournament
  - Presented the role of Force tournament director should be a compensated role which was agreed to.
  - Kristian Rockall was selected as this year's tournament director.
  - Bob Hansen to contact IYSA to research typical tournament director compensation, tournament size, level of competition, etc. & report back to the Board.
  - Tournament name changing to Crystal Lake Force Classic.
- Overseas Soccer Trips
  - Greg Cole agreed to adapt CLSF's current indemnification verbiage for use by trip organizers.
  - Dan Quinn to distribute/collect from trip organizers.

### **Audit Update**

Eric Bertalon gave the Audit update

- Donna Bertalon has delivered requested audit information to Accountant.
- A few additional revenue related items requested & being worked.
- A copy of CLSF contract with Crystal Lake Park District requested & being worked.
- Meeting with Accountant took place, quick summary:
  - State of Illinois Attorney General's Office will require annual financial audits going forward.
  - A second extension was filed for 2013-2014 Tax Return.
  - CLSF should review Employee vs Contractor roles on a periodic basis & adjust per latest IRS guidelines. Budget committee to review & make recommendations with 2015-2016 proposed budget to the Board.
  - Concessions sales should be reviewed on a periodic basis & adjusted per latest IRS guidelines. Bernadine Hansen to review & make recommendations to the Board.
  - Strongly recommended against having couples on the Board & against CLSF compensated people on the Board (W2 nor 1099).
  - Average Board size for an organization like CLSF is 6-9. See **Annual Meeting/Agenda's/Candidate Slate** section for Board size action items.
- Eric Bertalon to ask Accountant to present findings & recommendations at a future Board meeting once Audit is complete.

### **Kiosk Update**

No update given as Jack Bragg was absent

### **Board Job Roles & Responsibilities**

Steve Schofield

- All documents are posted on Google Drive & should be updated there.
- More time was needed by many to complete their document review/revision.
- Further discussion to take place at next Board meeting.

### **Annual Meeting/Agenda's/Candidate Slate**

Greg Cole

- The CLSF Annual Meeting will be held on February 24<sup>th</sup>, 2015, at West Elementary at 7:00 PM.
- Four seats are up for re-election: Dan Quinn, Dave Besterfeldt, John Novy. Steve Scarfe (resignation).
- Dan Quinn stated he will not be running again, Donna Bertalon stated she is resigning. Both doing so in respect to the CLSF Accountant's strong recommendations listed above in the **Audit Update** section. Further discussion to take place regarding any remaining compensated persons/couples on the Board.
- Per current CLSF By-Laws, the Board can adjust Board size within 9-15 without membership vote.
- Dan Quinn, Donna Bertalon, & Steve Scarfe's seats on the Board will be dissolved.
- Future discussion to take place regarding downsizing one more seat as a Board of 10 (an even number) was generally viewed as potentially leading to voting deadlocks.
- 2 ballots will be created by Greg Cole: 1 for Dave Besterfeldt's seat & 1 for John Novy's seat.
- Any additions/revisions to proposed agenda should be sent to Greg Cole by Sunday, February 22<sup>nd</sup>.
- Any contributions to the President's Report should be sent to Steve Schofield by Sunday, February 22<sup>nd</sup>.
- The Board will meet immediately following the annual meeting.

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

Steve Schofield

- CLSF responded with their concerns.
- Discussions are ongoing.
- Next step is for representatives from the Park District to complete an onsite tour.

Bernadine Hansen made a motion to adjourn at 9:10 PM. Tracey Dayton seconded the motion, & the Board voted to approve the motion.

Respectfully Submitted,  
John Novy