| Meeting Minutes | | | |
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| Overview | | | |
| *Purpose/Objective****:*** | **Executive Board Meeting** | | |
| *Date/Time of Meeting:* | Thursday 07, Feb 2013, 7:05PM –10:15pm | | |
| *Location:* | Capital Club House, Waldorf MD | | |
| *Attendees* | Jerry Unger | Melanie Unger | *Absent*:  Walter Gibbs(Deployed)  Shawn Bingham  Mike Merwin |
| Dave Weavill | Mana Labrie |
| Christine DePriest | Andy Baratta |
| Richard Benitez | Colin Herriot |
| Jim McCluney |  |
| *Meeting Facilitator:* | Jerry Unger | | |

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| **Minutes** |  |  |
| ***Topic*** | ***Lead*** | ***Discussion*** |
| 1. Call to Order | Jerry Unger | Jerry brought the meeting to order at 7:05M |
| 1. Roll Call | Chris DePriest | Roll call was maintained by proper attendance |
| 1. Reading of Minutes and Acceptance | Jerry Unger | Jerry called to accept the Jan. 2013 meeting minutes. Mana Labrie seconded the motion. Voting was conducted. Unanimous approval was obtained. |
| 1. Reading of Correspondence and Communications | Jerry Unger | Jerry presented two correspondences that he received to the Executive Board. The reading of the request for waiver from Mark Duncan, Assistant Coach of the ’97 Girls Orange team, initiated a discussion around current deficiencies with the Travel Program policy, especially in the area of travel fee calculations for mid-year/pre-Spring roster additions, which was reinforced by the request from’99 Boys Orange Team Manager, Regan Meccia, requesting to waive current Policy Directive 2012-1, Travel Program paragraph 10.a.iv and back-date recent roster additions. The board has taken into consideration both emails and will deliver a vote at March’s Executive Board Meeting. |
| 1. Officer Reports | Various | * ***President***   Jerry reminded the Executive Board that we will be using the Officer Reports from this date forward. They must be submitted to the Secretary NTL than the Tues. prior to the Thursdays Executive Board Meeting. So they can be emailed/drop-boxed, etc.. to the other EB members. This will allow the other EB members to look over everyone’s submitted report before meeting and ask questions as needed. This will also allow the EB to discuss future information rather that past information. All Officer Reports will be attached to the appropriate Board position for membership reading.  Presidents Officer Report for January 2013       * ***Vice President, Administration***   **Vacant**   * ***Vice President, Recreational Program***   •Richard informed the EB that Team Registration U14-18 with the County was until 1 March, 2013.  •Schedule for county teams will be complete by March 23 with   Roster Changes (Add/Drop) through April 12, 2013.  •Nick, county representative wanted to stress that no college students are allowed to play, even if you are still Ages 17 or 18 when season starts. Richard said he will follow up.   * ***Vice President, Travel***   **NA(Military Deployment)**   * ***Treasurer***   Current Balance as of Jan. 31, 2012 compared to Jan. 31. 2013. 2013-$49,564.80  2012-$49,574.65  Dave stated the club has no major expenditures for the month of Feb.  •WAGS, NCSL, BBSL and MSYSA fees are all current.  •1099 have all been sent to Vendors and coaches  •Met with CPA twice  •Stated he will start pulling funds from Team Accounts to pay for Capital Clubhouse time.   * ***Secretary***   Christine confirmed the Spring Coaches meeting location is confirmed and secured. 16 March 2013, John Hanson Leaning Hall/10:00am-1:00pm.  She also informed the EB that in the future the Meeting Minutes will be changing to reflect the New Action Item Tracker to replace the current Suspense Item Will discuss with Jerry on how we want it to reflect.       * ***Registrar***   Melanie said the second walk-in Registration went well for Waldorf Soccer Club as of 7 Feb. 2013 there were 621 Registrations and she had 39 more registrations to put into system. Will have final count available at March EB meeting*.*    ***Boy’s Program Director***     * ***Girl’s Program Director***   ***NA***   * ***Equipment Director***   ***NA***   * ***Scheduling and Scoring Director***   See President’s attachment. Jerry will be filling in until  position is filled.   * ***Merchandising Director***   •Mana will need final county for Recreational Uniforms by 16 Feb, 2013.  •Registration #’s are low possible ordering extra set of uniforms (one Roster set) U8 & U10.  •Scheduled meeting with Sarah from Soccer Post.  •Gift Card program for Recreational Coaches. What are we going to do?   * ***Media Director***   Andy informed EB of below Task he performed  • Flyers printed and distributed to schools  •Banners printed and hung throughout Waldorf (7 total) - thx to                Jimmy for all the help               •Signs and forms printed for in-person registration               •Multiple mass calls out reaching approximately 1400 numbers               each time, last call tomorrow (2/8)               • 2 SMD advertisements   * ***DOC***   The Director of Coaching Colin Herriot informed the EB that the U9G, U10G and U12G all participated in MD Futsal State Cup the U9G won crowned U9 Champions.  He also informed the board that a player from the U15B was selected into Region 1.  The 99B and 97B participated in the Triangle Tournament during the weekend of Feb 2-3. Both won their brackets. |
| 1. Unfinished Business |  | •Waldorf SC Website overhaul and enhancement will/should be complete by May. 2013.  •The on-going saga of the DC United Tickets 16vs . Dan will provide formal documentation that the tickets are being used. Feels that we have an 80% return rate on tickets used.  •Shawn Bingham is going to present plan/statistics for the current 16 tickets per season to only purchasing 8 tickets. More details will follow.  •Jerry has a meeting with Joe Ward on Friday 8 Feb. 2013.  •Dave provided background information on what the CPA informed him about the Tax-Code of being a 501-3(c) Non-profit. There is absolutely no tax code that states/says you can’t refund monies. This relates back to Travel Player Gibbs issue with wanting Fundraising Funds refunded back to family and put towards older daughter’s team fees. The EB was presented with 3 new options concerning the issue:  1) Leave decision as voted on at December, 2012 EB Meeting.  2) Rescind vote  3) New vote and Allow transfer of fees to another team.  Jerry motioned to put vote out to rescind vote from Dec. 2012 of $177.52 to the Gibbs Family. Andy seconded the motion voting occurred Ayes-6, Nayes-2, Abstenations-0.  Jerry then motioned to special circumstances $177.52 be refunded to the Gibbs Case. Richard Second motion, voting took place. Ayes-6, Nayes-2 and Abstenations-0.  •35th Anniversary of Waldorf Soccer club event on opening weekend- This is an open item that will be discussed at March’s EB Meeting. |
| 1. New Business |  | •Club-wide fundraising-Krispy Kreme Fundraiser-TBD Spring  •Sponsorship package-Andy is working on package more to follow at next EB meeting.  •The Club is seeking ways to energize volunteerism across the Recreational side of the Club. Open to ideas from General Membership.  •Jerry introduced a annual Calendar once every suspense item is enter it   will automatically adjust year. This will alleviate manually tracking by   board members. More discussion at next EB meeting.  •Strategic Plan Framework-Jerry went over the 1,3,5 year Strategic Plan Framework Document will send to members/post on Dropbox for EB. It needs to be evaluated and published by June. Everyone needs to read and ask questions across the Club.  •Academy Plan-Doc Colin Herriot presented his academy plan to the EB like to implement in the Fall 2013 for the U6 & U8 age groups. He stated this is the age you make kids fall in love with the game. He stated that most of the recreational coaches don’t participate in the Friday night PDP that is offered to recreational players. He has a well developed plan for this implementation. A motion was taken for implementation date of Fall 2013 and second motion was heard and voting was conducted. Unanimous approval was obtained. |
| 1. Suspense Items Feb.2013 |  | * Ensure All Travel Teams Have Forwarded Copies of Spring Budgets – Treasurer * All Materials Needing Reproduction for the Spring **Mandatory** Coaches Meeting to Media Director – VP, Rec * Reproduce All Materials for the Spring Mandatory Coaches Meeting and Build Coaches Packets – Media Director * Place Recreational Uniform Order – Merchandising Director * Executive Board Monthly Officer Report to Secretary by 1st Tues of month-Executive Board * Director of Coaching Monthly Suspense Document to Secretary by 1st of Month-DOC * Determine Fall Season Sequence of Events – Executive Board   + Registration Dates (On-Line, Mail-In, Walk-In)   + Walk-In Registration Site   + Coaches Meeting Date and Location (Primary and Alternate)   + Season Start and End Dates (Any Non-Play Weekends?)   + Picture Dates (Primary and Alternate) |
| 9. Miscellaneous |  | •Dave informed the EB that he had a meeting with CPA over New Tax Code and with Club growing might have to hire accountant to help with paying coaches and DOC program.  •He also stated that it might be time to have separate programs in the Club, Recreational Program, Travel Program, SMD Classic, Merchandise Tent, Concession Stand and whatever else is applicable. |

\*Discussion Type – Information Sharing, Update, Review, Decision Making, Direction Setting, Approval or Feedback

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| Action Items | | | | |
| **Created Date** | **Action** | **Assigned to** | **Due Date** | **Status\*** |
| 13 Sept, 2012 | Coaches meeting Spring Location (Primary and Alternate) | Richard/Mike/Jim |  | Complete |
| 1 Nov. 2012 | Prepare Annual State of the Club Report to the General Membership | Mark/Jerry |  | Complete |
| 1 Nov. 2012 | DOC performance evaluations   * + Recommendations on salary increases in excess of 3% minimum | Executive Board |  | Open |
| 3 Jan. 2013 | WITHIN SEVEN DAYS OF BACKTO SCHOOL: Deliver Copied Registration Flyers to All Approved Distribution Sites | Andy |  | Complete |
| 3 Jan. 2013 | Process and distribute IRS Form 1099 to applicable vendors | Dave |  | Complete |
| 3 Jan 2013 | Set Date for Recreational Tournament | Executive Board |  | Complete |
| 3 Jan 2013 | Set Date for Southern Maryland Classic Travel Tournament | Executive Board |  | Complete |
| 3 Jan. 2013 | Set Date for All-County Play-Off Tournament | Executive Board/County |  | Complete |
| 3 Jan 2013 | Identify Recreational & All-County Play-Off Tournament Director | Executive Board |  | Complete |
| 3 Jan 2013 | Set Date for Travel Program Fall Session Try-Out | Colin/Walter |  | Open |
| 3 Jan 2013 | Amend, as Required, the Rules and Procedures Document | Richard |  | Complete |
| 3 Jan 2013 | Confirm Mandatory Spring Coaches Meeting Location | Richard |  | Closed |
| 3 Jan  2013 | Director of Coaching Monthly Accomplished Document to Secretary by 1st of Month | Colin |  | Complete |
| 3 Jan  2013 | Executive Board Officer Reports due 1st Tue of Month to Secretary | Executive Board |  | Complete |
| 3 Jan  2013 | Fall Coaches Meeting Location | Richard |  | Open |

\*Action Item Status – Open, Completed

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| **Future Meetings will be held at Capital Clubhouse, Waldorf, MD at 7:00 unless otherwise noted** |