| Meeting Minutes | | | |
| --- | --- | --- | --- |
| Overview | | | |
| *Purpose/Objective****:*** | **Executive Board Meeting** | | |
| *Date/Time of Meeting:* | Thursday 07, March 2013, 7:05PM –10:00pm | | |
| *Location:* | Capital Club House, Waldorf MD | | |
| *Attendees* | Jerry Unger | Melanie Unger | *Absent*:  Walter Gibbs(Deployed)  Jim McCluney  Colin Herriot |
| Dave Weavill | Mana Labrie |
| Christine DePriest | Andy Baratta |
| Richard Benitez | Shawn Bingham |
| Mike Merwin |  |
| *Meeting Facilitator:* | Jerry Unger | | |

|  |  |  |
| --- | --- | --- |
| **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 Feb. 2013 meeting minutes. A second motion was asked, motion granted. Voting was conducted. Unanimous approval was obtained. |
| 1. Reading of Correspondence and Communications | Jerry Unger | None |
| 1. Officer Reports | Various | The Attached document is a breakdown of each Executive Board Member completed and ongoing Task during the month of March to help further the Mission and Strategic Plan of Waldorf SC.  Questions were ask from other EB members to specific issue on Officer Reports to help verify information  •Equipment Director- Christine asks Shawn for an updated list of teams that had already participated in the Fall Lawn Mowing Lottery so she can update Website.  •Jerry ask Shawn for a list of fields that WSC is responsible for (Goals, mowing and Etc.) County would also like a list.  •Mike, Richard and Shawn went over the logistics of forming teams for the EB. 3-teams of 20 players for the girls. 1-team will need 13 jerseys.  Boys-2 boys on waitlist as of 7 March, 2013.  • Mana informed EB that the 35th anniversary patch Logo that she was trying to get on the recreational jerseys this season will not happen due to the logistics. Will be on jerseys in Fall’13.  •Melanie asked if refunds for Recreational players get done by Treasurer or Registrar. Dave said he will take care of it.  •Dave asked Melanie to send him list of travel teams registered under US Club.  •Melanie asked questions on pending registrations for Recreational players/what happens. Richard and Mike explained process to her.  Dave Weavil-Treasurer  Informed EB of end of the month finances.  Feb. 2013-$106,397  Feb. 2012-$75,283.62  Major increase in account due to Recreational Fee raises $5.00 to be put toward long term Club funds.  Futsal program is still open still waiting to close out.  •Jerry stated that Demoshpere is willing to conduct on-line training Mon or Tue please get back with him in who is interested. |
| 1. Unfinished Business |  | • Waldorf SC will keep the 16 tickets per game for DC United through the current 2013 season. Waldorf will re-open discussion next Fall 2013 to reducing number of tickets to 8.  Need volunteer coordinator for tracking/issuing Club Seasonal DC     United Tickets.  • Jerry ask Dave to make appointment with CPA in May for review of new Tax Code for Waldorf SC. Dave said he would call CPA and set up appointment.  • Jerry brought forth discussion and motion of annual Waldorf SC Golf Tournament for 2014 Calendar year to be chaired by David Beavers. Christine DePriest second motion, voting occurred- Unanimous approval. David Beavers will chair the 2014 Waldorf SC Golf Tournament.  • Sponsorship packages- Andy is still working.  • Waldorf SC Policies-these are all working documents and can be   changed and updated as needed. They must be reviewed by Executive   Board and voted upon.  ◊ Concession Stand Lottery-voted, unanimous Approval. Document        used for travel teams of the running of the concession stand.  ◊ Inclement Weather-Open Document still be drafted-Shawn Bingham     ◊ Strategic Plan- Executive Board voted to have this document put on       the Waldorf SC website for general membership to read and see       the direction of the Club wants to grow.     ◊ Annual Calendar-Open Document     ◊ Bullying Policy Draft-Mike Merwin     ◊ Club Volunteer Program-on going how to get Recreational       parents/players involved with Club.     ◊ POC Matrix- Jim completed and uploaded it to Dropbox for       Executive Board use. |
| 1. New Business |  | •Richard did some research on getting survey’s out to the club membership and presented the Ex Board with information. He decided that Survey Monkey was the best option for the Club and asked the Ex Board to purchase for Club usage. $300.00 year. Unlimited Survey’s, Unlimited questions, Unlimited responses. After discussion Jerry brought the motion to order of purchasing one year’s usage of Survey Monkey, Andy seconded the motion voting was conducted-Unanimous approval. 8-Ayes, 0-Nayes, O-Abstentions  • Travel Flat Fee concept for Travel Teams- Dave presented the Executive Board with a Flat Fee concept to be used beginning in the Fall 2013 Season. One rate for age groups these will be decided upon before May try-outs.  •OOMA Andy introduced a new phones service he would like to start using for the Club for notifications to the General Membership. Jerry brought the motion forth; David Weavill seconded the motion, voting conduct-Unanimous approval. 8-Ayes, 0-Nayes, O-Abstentions  •Melanie ask does Waldorf SC have a policy to make sure Travel Team Managers are in good standing with the Club. The answer was “NO” but there will be a policy in place soon.  •Mana introduced new item that will be selling at the Merchandise tent starting this spring and on the on-line store at SoccerPost, a double sided scarf that says “Waldorf SC” readable on both sided for $15.00.  •The board had three major issues that they had to vote upon.  **Item 1.**  **Travel Fee Payment Deadline Extension**  Recommendation for the Fall 2012/Spring 2013 soccer year, all travel team roster additions effective January 1, 2013 or after to waive the March 31st fee payment deadline as defined by paragraph 10.a.ii of Policy Directive 2012-1, Travel Program and extend the deadline of final payment of Demosphere on-line fees to the same suspense laid out in paragraph 10.b.iii, which requires all fees to be paid off by 17 May, 2013.  Jerry brought the motion forth; a second motion was obtained, voting occurred-Unanimous approval. 8-Ayes, 0-Nayes, O-Abstentions  **Item 2.**  **Travel Fee Roster Additions-Effective Date Determination**  With my recommendation to evaluate and modify current Policy Directive 2012-1, Travel Program for the upcoming soccer year of Fall 2013/Spring 2014, I motion, for the current Fall 2012/Spring 2013 soccer year, all travel team roster additions effective January 1, 2013 or after, we waive the sole usage of the Maryland State Youth Soccer Association’s (MSYSA) roster “add date” for determining the pro-rated fee and replace with a date determined and agreed upon by two travel team officials (Coach and Team Manager) and the parents of the new player, but not to be later than the MSYSA roster “add date”. Roster modifications must have Full visibility-Coach, player, parent and Team Manager.  Jerry brought the motion forth; a second motion was obtained, voting occurred-Unanimous Approval. 8-Ayes, 0-Nayes, O-Abstentions  **Item 3**.  **Overhead Projector**  Christine DePriest, Secretary recommended with the Club’s Executive Board working to minimize the usage of hard-copy documentation, we have begun to utilize an overhead projector for our Executive Board meetings, leveraging individual member’s accessibility to projectors. To continue the push to go Green, a Club-owned projector will ensure availability for all of our meetings.  Jerry brought the motion forth; to purchase an overhead projector for the usage at Club focused meetings inclusive of our Executive Board and General Membership meetings, at a purchase amount greater than $500, but not to exceed $800. Christine Seconded the motion, voting occurred-Unanimous approval.8- Ayes, 0-Nayes, O-Abstentions. |
| 1. Suspense Items   March 2013 |  | * **Ensure Lawn Mowing Equipment Serviced and FMC – Equipment Director** * **Order Orange Paint and Nets, as Required – Equipment Director** * **Set Date for Waldorf SC Nights (Spring and Fall) at DC United – VP, Rec** * **Prior to Practices Commencing, Ensure Fields and Equipment Ready for Play (Including Initial Mowing) – Equipment Director** * **Concession Stand Pre-Season Cleaning – Executive Board** * **Contract and Reserve Fall Picture Company – Scheduling and Scoring Director** * **Reserve Fall Walk-In Registration Locations – Registrar** * **Reserve Fall Coaches Meeting Location – VP, Rec** * **Create, Publish and Distribute Post-Season and All-County Tournament Registration and Rules Package – Tournament Director** * **Executive Board Monthly Reports to Secretary by 1st Tues of month-Executive Board** * **Bi-annual Newsletter – Media Director** |
| 9. Miscellaneous |  | . |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | DOC performance evaluations   * + Recommendations on salary increases in excess of 3% minimum | Executive Board |  | Open |
| 3 Jan 2013 | Set Date for Travel Program Fall Session Try-Out | Colin/Walter |  | Compete |
| 3 Jan  2013 | Executive Board Officer Reports due 1st Tue of Month to Secretary | Executive Board |  | Complete |
| 1 Feb  2013 | Executive Board Officer Reports due 1st Tue of Month to Secretary | Executive Board |  | Open |
| 7 Feb  2013 | Ensure All Travel Teams Have Forwarded Copies of Spring Budgets | Treasurer |  | Open |
| 1 Jan  2013 | 35th Anniversary Event on Opening Day | Executive Board |  | Complete |
| 7 Feb  2013 | All Materials Needing Reproduction for the Spring Mandatory Coaches Meeting to Media Director | VP, Rec |  | Open |
| 7 Feb  2013 | Reproduce All Materials for the Spring Mandatory Coaches Meeting and Build Coaches Packet | Andy |  | Open |
| 7 Feb  2013 | Place Recreational Uniform Order | Mana |  | Complete |
| 7 Feb  2013 | Fall Season Sequence of Events   * + 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) | Executive Board |  | Open |

\*Action Item Status – Open, Completed

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