| Meeting Minutes | | | |
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| Overview | | | |
| *Purpose/Objective****:*** | **Executive Board Meeting** | | |
| *Date/Time of Meeting:* | Thursday, 16 Aug, 2012, 7:30PM –10:07pm | | |
| *Location:* | Hampshire Neighborhood Center | | |
| *Attendees* | Mark Duncan | Mike Merwin | Colin Herriot |
| Steve Loftus | Jerry Unger | Andy Baratta |
| Richard Benitez | Stephanie Lloyd | *Absent*: Shawn Bingham |
| Walter Gibbs | Mana Labrie |
| Dave Weavill |  |
| Christine DePriest |
| *Meeting Facilitator:* | Mark Duncan | | |

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| **Minutes** |  |  |
| ***Topic*** | ***Lead*** | ***Discussion*** |
| 1. Call to Order | Mark Duncan | Mark brought the meeting to order at 7:30PM |
| 1. Roll Call | Chris DePriest | Roll call was maintained by proper attendance |
| 1. Reading of Minutes and Acceptance | Mark Duncan | Mark called to accept the July meeting minutes. Unanimous approval was obtained. |
| 1. Reading of Correspondence and Communications | Mark Duncan | •Letter from Mr. Earl Ging parent of youth on ‘99G Orange Team asking Waldorf SC reimbursement of money to Coach for purchase of rebounders for team. See Attachment:    Vote was conduct by board for refund of money –Ayes-0, Nayes-11 and Abstain-1. Refund was not granted. Mark will send formal letter to Mr. Ging and state reasons. Letter will be posted in Sept. meeting minutes. |
| 1. Officer Reports | Various | * **President**   **•Update on Futsal-Corporate is saying “NO” towards price that is offered for floor space rental. Team Manager needs to go out and acquire schools.**  **• Still have coaches who have not signed contract for year. Coaches will be notified and meet with Dave Weavill in neutral location. Some felt uncomfortable coming to Presidents house to sign contracts.**  **• Recreational Directive Policy- pass around room for reading questions asked and changes made will vote before end of meeting to accept the new policy.**   * **Vice President, Administration**   **•Background checks are going on now.**   * **Vice President, Travel**   **•Thanked individual board members for all the extra hard work in his absence.**  **• Talked with all Managers at practices to see how things are going.**   * **Vice President, Recreational Program**   **•Recreational coach’s shirts have arrived.**  **•Coaches meeting on 18th Aug. Packets are complete**   * **Boy’s Program Director**   **Vacant**   * **Girl’s Program Director**   **•Need one U6G coach**  **•Handling issues with parents.**   * **Secretary**   **•need list of team practicing at St. Peters to give to school in case an issue arises.**  **•monthly food drive at Bryantown to help local shelters and food pantry’s.**   * **Treasurer**   **•No financial statements from July.**  **•2012 Taxes are complete. IRS states that it must be covered and recorded in meeting minutes with the Executive Board.**  **Waldorf SC net Loss 2012- $513.00 against 2011 $3529.**  **•Tax returns are all public knowledge by written request.**   * **Registrar**   **•721 registered recreational players, 1-wait list. Numbers down from previous season and last year.**  **•285 Travel players**   * **Scheduling and Scoring Director**     **• Club picture dates: Sept. 15th, 29th Make-up-Oct.6th**   * **Merchandising Director**   **•new locks on C-container**  **•Cage was installed due to items disappearing.**  **•For coaches meeting everything has arrived but uniforms. If not here will schedule alternate day for distribution.**  **•Board of Health did inspection on concession stand-Great-one write up that has been written up since 2007 will have to be completed by county maintance. Next inspection in 6 months.**  **•Training shirts for travel –No guarantee that T-shirts will be the same in spring. will be minor changes only. T-shirts are orderd and being delivered no guarantee that they will be here for first Monday night training session.**  **•Travel uniforms for some teams are on back order. ’98girls are back-ordered 22 pairs of shorts. Can’t understand, these are custom order uniforms why they don’t have material. A side bar will be conducted after EB meeting to discuss.**   * **Media Director**   **•216 followers on Facebook**  **•set Google account for Club**   * **Equipment Director**   **•Cage installed in C-container**  **•St. Peters and Carrington fields mowed.** |
| 1. Unfinished Business |  | •**Capital Club house contract and negotiations ongoing**  **•Travel Training shirts-completed**  **•The Strategic Planning & Action Committee is pending at the moment due to Chairperson resigning from position.** |
| 1. New Business |  | ●**Motion vote was taken for Waldorf SC to become affiliated with a US Club. the Membership will cost club $1000.00 this will affect only the travel side, club will front money and each player who gets US club pass $20 will be add onto demosphere account. Vote was taken, Unanimous approval, Ayes-12 was obtained. Waldorf SC will submit application to become US Club affiliated.**  **●Motion to accept Recreational Policy and Amendment, 2nd motion, voting was conducted-Unanimous approval.**  **●Concession stand**  **•Stream Line items**  **•Meal Voucher system for referees, DOC and Field Marshall on Duty**  **•Reference Concession Stand SOP on Concession Stand Policy-Richard Benitez will update.**  **●Website Administrator**  **•CSM intern program**  **•Parent in club volunteer, has to someone other than EB member**  **•Contract**  **●Club Communications**  **•watch email between board members.**  **●Field Marshal SOP-Steve said he would take on job of creating a Field Marshall SOP due before start of season so it can be voted on for acceptance by board.**  **●SMD Classic Hot wash-date in Sept.**  **●Motion was brought forward to do background checks annually on all recreational and travel coaches and assistant coaches this would be effective immediately. 2nd motion was heard voting took place, Unanimous Approval was attained. Ayes-12, Nayes-0. Effective immediately annual background checks will take place for all coaches and assistant coaches recreational and travel within the Waldorf SC.**  **●Jim McCluney was nominated to become Boys Program Director for the remainder of term. Voting was conducted by board, Unanimous approval, Ayes-12. Effective immediately. 16 August, 2012.** |
| 1. Suspense Items   Aug 2012 |  | * **Prior to Practices Commencing, Ensure Fields and Equipment Ready for Play (Including Initial Mowing) – Equipment Director** * **Concession Stand Pre-Season Cleaning – Executive Board** * **Ensure All Travel Teams Have Forwarded Copies of Fall Budgets – Treasurer** |
| 9. Miscellaneous |  | ●**Stephanie presented question of why certain people were always getting DC United tickets for the Club. Mark said he would speak with Joe Ward about this.** |

\*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\*** |
| May 5, 2011 | Monthly e-Newsletter | Andy |  | Open |
| 5 July 2012 | Place Travel and Recreational Uniform Order | Mana |  | Complete |
| 5 July 2012 | Materials Needing Reproduction for the Fall Mandatory Coaches Meeting to Media Director | Richard |  | Complete |
| 5 July 2012 | Reproduce All Materials for the Fall Mandatory Coaches Meeting and Build Coaches Packets | Andy |  | Complete |
| 5 July 2012 | Ensure Lawn Mowing Equipment Serviced and FMC | Shawn |  | Complete |
| 5 July 2012 | Order Orange Paint and Nets, as Required | Shawn |  | Complete |
| 5 July 2012 | Contact Picture Vendor | Jerry |  | Complete |
| 5 July 2012 | DOC performance evaluations  -Adjustments to the next soccer year | ? |  | Open |
| 5 July 2012 | Director of Coaching Monthly Accomplished Document to Secretary by 23rd July | Colin |  | Complete |

\*Action Item Status – Open, Completed

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| **Future Meetings will be held at Hampshire Neighborhood Center at 7:30 unless otherwise noted** |

**DOC Attachment:**

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