| Meeting Minutes | | | |
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| Overview | | | |
| *Purpose/Objective****:*** | **Executive Board Meeting** | | |
| *Date/Time of Meeting:* | Thursday 13, Sept. 2012, 7:48PM –9:30pm | | |
| *Location:* | Hampshire Neighborhood Center | | |
| *Attendees* | Mark Duncan | Jerry Unger | *Absent*:  Walter Gibbs(DePloyed)  Dave Weavill  Mike Merwin |
| Steve Loftus | Mana Labrie |
| Richard Benitez | Andy Baratta |
| Christine DePriest | Shawn Bingham |
| Stephanie Lloyd |  |
| Jim McCluney |
| *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 7:48PM |
| 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 Aug. meeting minutes. Minor typographical Christine will fix before posting on website. Unanimous approval was obtained. |
| 1. Reading of Correspondence and Communications | Mark Duncan | None |
| 1. Officer Reports | Various | * **President**   **• NCSL & BBSL Rep. being recruited**  **• Rec. Coaches Mtg. on 18th Aug. went well good participation**  **•’94B NCSL issue $895 loss to club**  **•meeting with Capital Clubhouse rejected proposal for three year contract will be year-to-year.**  **•NCSL fined the two U9B teams $250 each @2= $500. Loss to the club $1395 between three teams.**  **•NCSL PCA certifications with coaches. Good for one year if you do the on-line, if you attend one of the workshops 2-year certification.**   * **Vice President, Administration**   **•Adult Program has 4 teams 1/18 players, 3/16players.**  **•Background investigations-most are done, some are still pending. 3 Red lights on background investigations. Coaches have resubmitted information.**   * **Vice President, Recreational Program**   **• 80 players attended the 1st Friday night Player Development Training. Numbers will increase with season**  **• 5 new players names added to Juggling Hall of Fame**  **• Saturday of opening weekend field 12 got behind on games due to Referee doing 35min games instead of 30min games.**   * **Vice President, Travel**   **NA**   * **Girl’s Program Director**   **NA**   * **Secretary**   **•St. Peter’s has field practice schedule.**  **•Alicia St. Peter’s said she will email or call when fields need mowed.**  **•Nothing heard back from locations submitted for GMM in Nov and Dec.**   * **Treasurer**   **• All travel coaches are now under contract and being paid via direct deposit.**  **•Monthly payroll is now $17,083.66- this includes DOC.**  **•Provided SMD Tournament Committee with profit and loss statement.**  **SMD 2012=$12,589.87**  **SMD 2011=$10,373.80**  **•All travel financial aid has been awarded. Recipients have been notified and their accounts have been credited**  **•Mark and Walter have been provided a list of recipients in order to contact them for their volunteer requirements.**  **•Bank Cash Balances Aug. 31. 2012- $94,707**  **Aug. 31. 2011-$52,222**  **Good number but travel players payments are currently way ahead of travel expenses. As we pay coaches and incur more travel expense throughout the year, the balance will come down. This is really our new cash flow.**  **•Dave has the new Maryland Sales-Tax exemption certificate. Copies made for those that need to make purchases. Also will be provided to team managers.**   * **Registrar**   **•No updates**   * **Scheduling and Scoring Director**   **• Scrimmage Fest went well.**  **• 4 participates attended the Strategic Planning & Action Committee**  **•Game schedule for last Sat. has to been rescheduled due to cancellation of games because of severe weather.**     * **Merchandising Director**   **•Mana had meeting with Mrs. Watson who does the scheduling of referee’s at Bryantown.**  **•Food Vouchers obtain on Sat. Merchandising Tent, Sunday concession stand window. Must give 1st init. last name. They are allowed a choice of Hamburger, Cheeseburger, hotdog bag of chips and water. Absolutely no substitutions for Gatorade of Soda.**  **•Mana emailed Mrs Watson a letter informing her of the changes to the concession stand which didn’t get disseminated to the Referee’s. Mr. Tretick and some of the older referee not happy and voiced their opinion with new changes about food policy and storing of Referee personal items in Concession Stand. Bryantown is the only place Referee’s get a free meal. All other county fields the referee must bring own food and water. This is a privilege.**  **•Club will provided tent for referee’s it will be located near Merchandising Tent this will be area where Refs. can leave bags and relax out of weather if needed. Mr. Tretick will provide cooler and water.**  **•More communication between EB, Mrs. Watson and Mr. Tretick.**  **•Training shirts are two very distinct colors of orange. Nothing Mana can do. Eurosport and Adidas problem.**  **• U8 and U10 Rec. without #’s on shirts issue resolved. New shirts will be here the following week.**  **•New US Food Rep.- Keith Vogal**  **•No staff for Sunday 16th Sept. No travel teams available.**   * **Media Director**   **•236 Followers on Facebook.**  **•Sign back from Capital Clubhouse**  **•Wants to do banners instead of small signs and place in front yards of homes or business. Will be given automatic sponsorship.**   * **Equipment Director**   •No updates |
| 1. Unfinished Business |  | ● **Capital Clubhouse will be a year-by-year contract**  **•$115.00 per hr. for whole floor usage/$70.00 per hr. for half floor**  **•Oct. 1, 2012 Registration begins for Tri-County Futsal**  **A motion was brought forward, and a 2nd motion obtained that Waldorf SC would enter into agreement with Capital Clubhouse for the 2012-2013 Winter Futsal Season. Voting was conducted 9-Ayes, 0-Nayes, 0-Abstentions. Unanimous approval. Waldorf SC will enter into contract with the Capital Clubhouse.**  **●US Club membership Status- Waldorf SC is now a member of the US Club. Club Registrar will follow up with more information.**  **●Strategic Planning & Action Committee had first meeting only 4 members attended.**  **●Website Administrator- Nothing was discussed will be brought up as Action item at next EB meeting.**  **•CSM intern program**  **•Parent in club volunteer, someone other than EB member**  **•Contract**  **●Field Marshal SOP- Jerry Unger brought forth a document for the coverage of Field Marshal Duties. Document will be soft copied to all board members for them to read through and will be voted up at next board meeting in Oct.**  **Concession Stand SOP- An electronic vote was conducted and each individual email Christine directly with their vote. This was accomplished at the beginning of the week prior to the EB meeting so that the Concession Stand SOP would be in place by the weekend. Final Tally for Concession Stand SOP: 6-Ayes, 2-Nayes, 4-Abstentions.**  **●SMD Classic Hot wash-date in Sept.**  **A hot wash was conducted with the club but only 1 team sent representatives. Jerry Unger, Andy Baratta, Christine DePriest, Jim McCluney and 2 representatives from the ‘98B. Multiple tasks were trying to be completed with travel teams on this date and time. Training shirt distribution, Team Concession Stand Training. Good information was presented. Major issue will still be parking. Need to have Hotwash with county in next couple of weeks.** |
| 1. New Business |  | **●NCSL & BBSL Rep.**  **●Recreational Coaches Meeting for Futsal** |
| 1. Suspense Items Sept.   2012 |  | **SEPTEMBER 2012**   * **Obtain, Complete, and Submit MSYSA Club Registration Packet – VP, Admin** * **Receive MSYSA Insurance Forms – President or VP, Admin** * **Set Agenda for Fall General Membership Meeting – Secretary ICW VP, Admin** * **Determine Spring 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)** * **Set Date for Travel Program Spring Session Try-Out – DOC and VP, Travel** * **Determine FUTSAL Season Sequence of Events – Executive Board**   + **Determine Desired Play Location**   + **Registration Dates**   + **Coaches Meeting Date and Location (Primary and Alternate)**   + **Season Start and End Dates (Any Non-Play Weekends?)** * **Reserve meeting location for GMM (First Tuesday after the last game) - Secretary** * **Monthly e-Newsletter – Media Director** * **Director of Coaching Monthly Accomplished Document to Secretary by 1st of Month-DOC** |
| 9. Miscellaneous |  |  |

\*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 |
| 16 Aug. 2012 | Ensure Fields ready prior to practice commencing | Shawn |  | Complete |
| 16 Aug. 2012 | Concession Stand | Executive Board |  | Complete |
| 16 Aug. 2012 | Ensure Travel Team Forward Fall Budgets | Dave |  | Open |

\*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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**Spring 2013 Sequence of Events Document**

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