| Meeting Minutes |
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| Overview |
| *Purpose/Objective****:*** | **Executive Board Meeting** |
| *Date/Time of Meeting:* | Thursday 06, Dec. 2012, 7:34PM –11:23pm |
| *Location:* | Hampshire Neighborhood Center |
| *Attendees* | Mark Duncan | Jerry Unger | *Absent*: Richard Benitez |
| Dave Weavill | Mana Labrie |
| Steve Loftus | Andy Baratta |
| Christine DePriest | Shawn Bingham |
| Stephanie Lloyd | Colin Herriot |
| 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 7:34PM |
| 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 Nov. 2012 meeting minutes. Voting was conducted. Unanimous approval was obtained. |
| 1. Reading of Correspondence and Communications
 | Mark Duncan | None |
| 1. Officer Reports
 | Various | * **President**

**∙ November slow month. Tri-County Futsal season is under way.****∙ Incident with Referee at Capital Clubhouse. Individual is being monitored by Club and Mike Tretick has been informed.*** **Vice President, Administration**

**∙ 2013 Budget Review*** **Vice President, Recreational Program**

**∙Richard was not able to attend due to family obligation but sent email to EB member with bullets.** **∙∙Increase Recreational fees $10.($65/$75). Still cheapest in county and still providing best service.** **∙∙He sent in his 1/3/5 year plan in relation to his job and the club going forward for the future.** **∙∙concerns with the 16 DC United tickets the club currently pays for each season.****∙∙Referee mentor program. Need metric or report. Should have objectives written down and what we want to achieve out of this program.****∙∙Recreational Summer Camp****∙∙Would like to know what the Special Event Revenue/Expense is on the Budget. Seems to be a big chunk of money coming and going from it.*** **Vice President, Travel**

**∙Futsal season off to a good start.** **∙Walter brought up the idea of doing a Futsal Fundraiser. Member brought forth that doing a Fundraiser without prior notification is not good idea to place upon Travel Teams. If need be for Future Fundraisers for Futsal needs to be in place so it can be presented when new team meetings are conducted after Fall try-outs. Walter agreed.*** **Treasurer**

**∙ Current Balance as of Nov. 30, 2012 compared to Nov. 30. 2011. 2012-$57, 439****2011-$45,516****∙Concession Stand made of profit in the Fall 2012 of +$4000.00.** **∙Dave is currently working on collecting Demosphere funds from five families whose children are no longer playing travel soccer.****∙Dave has not received picture rebates from TSS-Jerry is working issue.****∙Still waiting on Referee reimbursement from County.****∙US Club Soccer some teams have already been carded club paid for $1000.00 this will be reimbursed from Travel Teams.****∙Paid Adidas $3872 for uniforms will get money back from travel teams.*** **Secretary**

**∙Chistine present EB voting results conducted electronically from the vendor change of Eurosport to Soccer Post. Unanimous approval was attained for Soccer Post to be the new vendor for Waldorf Soccer Club. 11-Ayes, 0-Nayes and 1- Abstention.*** **Registrar**

**∙No updates*** **Boy’s Program Director**
* **∙No updates**
* **Girl’s Program Director**
* **∙No Updates**
* **Equipment Director**

**∙New goals at Capital Clubhouse to be used for the Tri-County Futsal League. Old goals will be used by the county when their program starts. The new goals have been marked with NO HANGING on them.****∙Lawn mowers at Carrington have been moved out of the container so a portable light cart can be stored for the 99B who are using the field during winter.*** **Scheduling and Scoring Director**

**∙Jerry ask the question of Who is responsible management for the payment of the time clock operators?****∙Soft copy of Field Marshal SOP will be emailed to EB so they can look over and vote on at Jan. 2013 EB Meeting.****∙Families will be getting a monthly email update with balance from demosphere starting in 2013 this will help parents keep track of balance owed.*** **Merchandising Director**

**∙No updates*** **Media Director**

**Andy would like to do a phone call out to all Executive Board members new system he is doing trial period of two weeks. System that is used in Charles County Public Schools for notifications.*** **DOC**

**∙Colin presented the Executive Board with his vision of making the U6-U8 program an Academy where the basics of the game are taught. The majority of the Executive Board liked the idea will be a major change for the club and the area of Southern Maryland. Executive Board ask him to put into writing with $ figures so he can present to the Board formally.**  |
| 1. Unfinished Business
 |   | ∙Jerry will be meeting with Quality Printer in the next week to discuss the website Administration, ect.∙Field Marshal SOP will be voted on at the Jan. 2013 Executive Board Meeting.∙Dan form DC United couldn’t make the meeting so a meeting will be set up 30 minutes prior to the December 11, 2012, General Membership Meeting. The Board would like to hear from Dan of why the Waldorf Soccer Club should keep their 16 ticket per game.∙Background check was accomplished the coach who has been a long time coach for the Recreational side of the club came back Red Lighted. Individual resubmitted paperwork still comes back as a NO. Steve Loftus is looking into what issue. |
| 1. New Business
 |  | ∙Futsal Fundraiser- After a discussion that the Club will be losing money on the Futsal program this year the EB decided a quick Krispy Kreme donut sale on the 19th Jan. at the Capital Clubhouse. More detail to follow later.∙Budget was review thoroughly, questions were asked by board of certain monies. Vote was conducted to take the presented budget with some adjustments to the December General Membership Meeting and present it as the Waldorf SC 2013 Budget. Unanimous approval was attained.∙Walter brought up the question of securing hotels for the upcoming 2013 SMD Classic, said he talked with local hotels they are willing to set aside rooms for the Club just need to go talk with them.  |
| 1. Suspense Items Dec. 2012
 |  | * **EARLY DECEMBER: Deliver Approved Registration Flyer to Copier for Reproduction – Media Director**
* **Order IRS Form 1099 materials-Treasurer**
* **December General Membership Meeting**
	+ **Approval of Budget and Fee Structure**
	+ **Vote on Proposed Amendments to Club Governing Documents**
	+ **Club Elections**
	+ **Treasurer’s Financial Report**
	+ **President’s State of the Club Report**
* **Director of Coaching Monthly Accomplished Document to Secretary by 1st of Month-DOC**
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| 9. Miscellaneous |  | ∙Player removed from U9 team at Coach’s and parents request and placed on U10G team. Family would like money raised by this girl during a fundraiser be moved to her U15G sisters account. Discussion and voting took place. Since this involved a EB members child and other EB members who daughters play on that team those member s were not present during discussions or voting. 5-Ayes, 1-Nay and 2-Abstenations. |

\*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 Travel Team Forward Fall Budgets | Dave |  | Complete |
| 13 Sept, 2012 | Set Agenda for Fall General Membership Meeting | Steve/Chris |  | Complete |
| 13 Sept, 2012 | Walk-In Registration Site | Stephaine/Richard/Steve |  | Complete |
| 13 Sept, 2012 | Coaches meeting Location (Primary and Alternate) | Richard/Mike/Jim |  | Open |
| 13 Sept, 2012 | Set Date for Travel Program Spring Session Try-outs. Supplemental | DOC/VP, Travel |  | Closed |
| 13 Sept, 2012 | Reserve meeting location for GMM  | Christine |  | Closed |
| 4 Oct. 2012 | Determine Budget and Fee Schedule for Next Calendar Year | Mark/Dave |  | Open |
| 4 Oct. 2012 | Set Agenda for December General Membership Meeting  | Chris/Steve |  | Complete |
| 4 Oct. 2012 | NLT 30 Days Prior to the Fall GMM, Send Broadcast E-Mail Announcement | Chris |  | Complete |
| 4 Oct. 2012 | Contract and Reserve Spring Picture Company | Jerry |  | Complete |
| 4 Oct.2012 | Reserve meeting location for 3rd GMM (Second Tuesday in December)  | Chris |  | Complete |
| 1 Nov. 2012 | Director of Coaching Monthly Accomplished Document to Secretary by 1st of Month | Colin |  | Complete |
| 1 Nov. 2012 | Edit and Publish the Board of Education Distribution Approval Letter | Andy |  | Open |
| 1 Nov. 2012 | Publish the Fall Registration Flyer and Form  | Stephanie/Andy/Steve |  | Open |
| 1 Nov. 2012 | Sign the Board of Education Distribution Approval Letter | Mark |  | Open |
| 1 Nov. 2012 | Deliver the BoE Distribution Approval Letter / Registration Flyer to BoE | Andy |  | Open |
| 1 Nov. 2012 | Prepare Annual Financial Report to the General Membership  | Dave |  | Open |
| 1 Nov. 2012 | Approve Proposed Budget and Fee Structure  | Executive Board |  | Open |
| 1 Nov. 2012 | Prepare Annual State of the Club Report to the General Membership | Mark |  | Open |
| 1 Nov. 2012 | DOC performance evaluations* + Recommendations on salary increases in excess of 3% minimum
 | Executive Board |  | Open |

\*Action Item Status – Open, Completed

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| **Future Meetings will be held at Capital Clubhouse, Waldorf, MD at 7:30 unless otherwise noted**  |

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