

Date: 8/6/18 (Monday)

Location: St. Paul's United Methodist Church in Saint Albans, Vermont

Time Start: 630 PM

Attendees: Jeremy, Jessica, Mary, Stephen, and Valdemar.

Topics:

1. July minutes, and general minutes procedure.

~Jeremy sent the the minutes to the board members prior to the meeting via e-mail.

~As a group we went over the minutes, and updated various topics. We made corrections (revisions), and approved them.

~ Jeremy stated that he prefers that the official note taker be physically present at the board meetings.

~The approved minutes will eventually be posted on the website after it's updates (currently just a template)

2. Next board meeting?

~The first Monday at 630 PM of every month. If the first Monday of the new month does not work then the exception would be the second Monday of the month. Jeremy will send email reminders.

3. Status of fall season

~ Jeremy used a considerable amount of time to send individualized emails to each player. Question of using a template for future emails. Jeremy open to have someone eventually take over this role.

~Need player release forms/payment/uniform forms for each player.

~Discussion of current number of players for each age group and possible combinations to make complete teams. Currently, U8 coed, U10 coed, U12 boys, U14 boys.

~Question of whether players are dropping out due to inability to accept credit cards.

~Important to note that we can't compare season to season (i.e. fall vs. spring).

4. Fundamental change of ownership

~August 1<sup>st</sup>, 2019- shifting of ownership from Jeremy to the community.

5. Survey Monkey (Stephen).

~The questionnaire on survey monkey looks great. We are thinking of presenting this survey next year, because Jeremy personally spoke to all parents re: feedback after the spring season.

~Jeremy stated that his ultimate feedback gauge is the number of people that sign up again in the fall.

~Feedback should be anonymous, therefore the survey monkey questionnaire is ideal. We like that this questionnaire is short, concise, and to the point of what we are trying to understand regarding our club.

6. RiseVT (Valdemar)

~Valdemar will be working with RiseVt to see how we can complement each other to help this community from a health standpoint.

~It was noted that Jessica Frost works at RiseVt. Jessica's daughter participates at the SAYSC (U8 in spring season). Question of whether this connection has already been made. Valdemar will look into this.

#### 7. Utilizing outside coaches (Valdemar).

~Jeremy doesn't want outside coaches right now. This will possibly be voted on by the board at a later time. Lots of things to consider- who it is/what the scope is/who the group is/payment involved.

#### 8. Request for photos (Valdemar).

~Photos are located on the web site.

#### 9. Hard'ack lock (Valdemar).

~The recreation department does not want the gate to be open unless there is a scheduled event. Only a few people can open the gate. Rec department is very strict with the gate.

#### 10. St. Albans Rec Dept.

~Hoping to have the Rec department send out our blurb regarding our Sunday games, and if any kids are interested in extra playing time (join SAYSC). We are hoping that we can work together and support one another. Jeremy has sent various emails, with no answer, or no help. We have helped promote GPS.

~Questions: Does the Rec dept have a policy in place about promoting other organizations? Are there alternate practice fields outside of Hardack?

#### 11. Advertising

~Hoping word of mouth will be enough to promote the club.

~SACS has a resource fair the first week of school where groups can go in and advertise. Stephen has connection to this already from Cub Scouts (?).

~Share advertisement on facebook.

~Can we give schools a flyer to send home with kids?

~Can we revamp the flyer?

~St. Albans Messenger- Jeremy is doubtful that the previous ad in the Messenger stimulated any interest.

~Yard signs- Jeremy placed various signs around St. Albans. Speculation that one sign was removed at Taylor Park, and two (2) other locations.

~KidsVT for advertisement?

~Connecting with Kevin Smith Sports and having a flyer up/postcards at the checkout counter?

#### 12. Gratton fields.

~We have not received assurance that we will be allowed to use the field in the future (Spring 2019), and years to come.

~Flattening attempted in the Spring season 2018 but the fields were too wet. Rec dept said we can do it again. Possibly an opportunity to bring up a long term contract since we would be paying to improve the field. Fields currently in good shape.

### 13. Uniforms.

~We like our yellow soccer jerseys. They do get dirty, but they are nice looking.

~Uniforms involve socks, shorts, shirt with logo.

~Kevin Smith Sports reached out to Jeremy and said they could do uniforms for cheaper. Would be an online order directly through store. A little less flexible re:deadline for ordering. If someone signs up late they could order it on their own through the Adidas website. Discussion of whether we could use this for fall or if it's too late. Question of using KS for winter season.

**~Jeremy will email Mary specifics re: uniforms and Mary will reach out to KS and bring info back to next meeting. (Cost to parents, how it works, deadlines, etc.)**

### 14. Got Soccer administrator accounts.

~All board members will need admin accounts in Got Soccer. Everyone on the board needs to be approved by VSA. Need a background check and need to take a concussion course. VSA requires \$25 per person for each coach or board member. Once registered, get coach passes whether actually coaching or not.

### 15. Financials/budget.

~Meticulous log of finances in Got Soccer. Everything (invoices/credits/overpayments/refunds/etc.) all recorded. All income has come from players, no donations.

~Went through handout through end of Spring 2018. This doesn't include any equipment, only bare skeleton of club stuff.

~For 8/1/2019, financial structure will have to change.

~VSA can change fees as they see fit.

~Current income list includes uniforms and tournaments (recurring-shouldn't be a net expense with exception of ordered uniforms not paid for)

~Team fees and referee fees are standard and not dependent on # of players.

~Can't withdrawal a team once entered in the league. No refunds.

~Would like to spread equipment costs over several years.

~Question of having sponsors on jerseys to help with cost.

~Will need to decide for 8/1/2019 what belongs to Jeremy and what belongs to the club.

- Current club inventory- yard signs, wagon.

- For 8/1/19, create an inventory of what belongs to club.

- Building up equipment for coaches will take some time.

We talked about donations, and Jeremy mentioned that he read that we cannot ask for money since we are a not for profit. This is an unclear topic; Valdemar will do more research regarding L3C versus 501(c)(3).

### 16. Board member roles.

~List of roles, some duplicates. We will need to fit this to our needs. 7 members currently. Need to make sure everything is covered.

~Boards function very differently. Some clubs are very private and closed. Some are very open and allow for anyone to be any role.

~VSA and Rec Dept. aware of us starting a board without any identified roles yet.

Roles discussed:

Coaching Coordinator: coordinating the VSA accts (coaches and board members). Involved with the Development Director

Development Director/Training Coordinator: Handles player development opportunities. Handles coaching clinics (i.e. Who's it for? Is it free? Helps with tryouts).

Equipment Coordinator paired with Field Coordinator: Distribution/collection of equipment. Inventory of what coaches get, what needs to be replaced, where to purchase, storage. Calls about field maintenance, goals, where should fields be painted based on dryness and flatness, etc.

Travel Coordinator: Navigates spring/fall league quirks. Meetings for coaches. In charge of forfeit fees and ref fees post season. Runs tryouts, gets assessments from coaches, creates team rosters.

Registrar: Handles Got Soccer. Bills players. Submits lists of registered players/coaches and payments. After VSA sends rosters and player cards, registrar picks up and distributes. Manages paperwork and headshots.

President: Conducts board position elections, reviews treasurer info, other things as needed.

Assistant President: Assists president

We will go through the next half of the list at our next board meeting.

17. Bylaws, policies, and procedures.

Response: we will review these at our next meeting, next month.

Meeting Adjourned: 843 PM

Note: Valdemar mentioned to Jeremy that there was one topic he wanted to talk about regarding the financials. He was going to email the group regarding L3C and 501(c)(3), and do more research.

**Next Steps:**

~Jeremy will email Mary re: Kevin Smiths and Mary will connect with KS (see above #13)

~Stephen will look into the SACS Resource Fair

~All members: Think about different positions and roles for the board

~All members: Think about fundraising opportunities

