



Shakopee Soccer Association
1160 Vierling Drive #124
Shakopee, MN 55379
952-953-7246
www.shakopesoccer.com

General Board Meeting Minutes April 5, 2009

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:07 pm at the Shakopee Library by Mark Teslow.

Present: Mark Teslow, Darla Teslow, Tom Temple, Tom Bailey, Mike Poole, Patti Isense, Robert Harder, Michele Monroe, Steve Curren and Jon Poppen

Absent: Dan Meehan

Guests: none

2. **Agenda:**

- Agenda reviewed with the following modifications:
Move No. 9 Scholarship Process before Director of Coaching Report
Motion made by Darla Teslow to approve the amended agenda, second by Patti Isense.
Motion passed unanimously.

3. **Approval of minutes:**

- Meeting minutes from March 1, 2009 were reviewed. No corrections.

4. **Scholarship Process:**

Mark would like to have a clear scholarship process. The turnaround must be faster than in the past. Mark handed out a document that defines the process.

Request - the applicant would complete the Scholarship Request Form found on the website.

Receipt - the secretary would then process the request, record the request and notify the applicant the application has been received. The secretary would then upload the document on the board website for review by the Executive Board.

Decision – Executive Board takes a vote either in person or by email.

Scholarship Approved – the applicant is notified by the Treasure of amount granted and payment plan, if requested.

Scholarship Denied – the applicant is notified by the President. If a payment plan was requested, details are given to player's family.

The applicant's will be notified within two weeks from the time that a request is received by the Secretary. Those requesting scholarships must submit them in writing using the form found online.

5. **Director of Coaching Report:** Jon Poppen

- See attached report.
- U19 Boys – a few more players are needed.
- Good turnout at the first night of goalkeeping training. Approx. 15 older kids attended.
- Winter Training – went pretty well. The whole dome worked well. A little tight in the second hour. Would look at three hours next year vs. two hours this year.
5:00 – 6:00 U9-U11 Boys and girls
6:00 – 7:00 U12-U19 Girls
7:00 – 8:00 U12-U19 Boys



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- Winter training - Jon would look at hiring more trainers next year to accommodate missing trainers, one extra is not enough. Comments - have a smaller trainer to player ratio especially at the younger ages there was a questionable attitude with one trainer.
 - Street Soccer U11-U19 players – we will need to communicate this to the club. Tom Temple will send out an email blast to the association. Robert and Michele will notify the coaches. Jon will need 4-5 coaches to keep score.
The last Street Soccer day is on SSA Fun Day, July 11. Jon will look at incorporating Street Soccer with SSA Fun Day.
 - Spring Rec – Jon currently has 6 trainers...will need more trainers. Possibly looking at recruiting players from U14 on up to help with the 5 and 6 year olds.

6. Director reports:

Treasurer: Mike Poole

- Checking and savings accounts are good.
- Concession Stand – our current register does not work properly. QuickBooks has a program called Cash Register Plus. The software is free.
Pros – ring sales faster and run detail reports, simplify end-of-day closing and bookkeeping.
Cons – does not track inventory, advanced synchronization with QuickBooks accounting.
We would need a computer and a touch screen monitor. Mark would donate a computer to SSA but SSA would need to purchase a touch screen monitor. A touch screen monitor is approx. \$400.00.
We all thought this software would benefit the club. Mark will purchase a touch screen monitor and Mark will donate a computer to the club.
- Paid trainers for winter training.
- Waiting to receive winter training invoice from Soccer Blast.
- Uniforms – approx. \$4,600 outstanding
- Travel registration fee – approx. \$7,300 outstanding
- Issued \$800 in refunds.

Registrar: Mark Teslow and Darla Teslow

- See attached report.
- We need to verify with MYSA if our spring rec coaches and trainers need to complete the adult background check.
- 208 kids have registered for spring rec.
- Districts – we have U14 Boys, U16 Boys and a verbal commitment for U13 Boys.
- Made a request to host regions. Regions are the weekend after districts.

Referee / Field Director: Darla Teslow

- See attached report.
- Outdoor field assignments complete. Tom B. will forward the schedule to Michele and Robert. Mark will draft a cover letter and Michele and Robert will forward the schedule to the teams.

Communication Coordinator: Tom Temple

- "Sports Brief" still remains unreliable. Spring rec information was in the paper one time out of three weeks.
- No spring rec flyers yet in red folders. Hopefully they will be distributed tomorrow.
- Tom T. will send a flyer out towards the end of April regarding SSA Kicks Camp.
- Tom T. will send out a spring rec email blast.
- Tom T. will contact Sunshine Photography to schedule pictures for the travel teams. Time frame - end of April or beginning of May.



Equipment Director: Dan Meehan

- See attached report.
- Will need to order black t-shirts for spring rec trainers.

Volunteer Director: Patti Isensee,

- See attached report.
- Mark and Darla will be at the field clean up on Saturday, April 11 from 9:00 – 11:00 am.
- There will be a concession stand training session at the next board meeting for all board members.
- Tom B. asked if we have job descriptions for volunteer opportunities. Patti indicated there is a brief description for each opportunity. However, she has a more detail description off line. A suggestion was made to add a statement to the website...if you have any questions about a particular job or need a more detailed job description please feel free to contact the Volunteer Director.

Recreational Director: Steve Curren

- There was no response to the Age Group Coordinator positions.
- Steve will begin scheduling teams and games next weekend.
- Need equipment available to trainers. Equipment is not necessary for coaches since they will be running games.
- Tom T. will look into purchasing pins for awards.
- Fall Rec – Sherry D. revised our age group for fall rec from 5-12 to 8-12. She did this because it conflicts with the city program. She did agree our program is a little different than the cities program and any player (ages 5-7) who signed up for our spring program can sign up for our fall program. We will not revise the age groups on our website.

Girls Director: Michele Monroe

- Michele has a new email address.
- The U9 Girls White team is full, U9 Girls Black team has 11 and U9 Girls Red team has 10.
- Managers don't need a pass if they are not going to sit with the team.
- Mark has requested Michele and Robert to contact players with little to no activity (no payment or partial payment). No progress has been made.

Boys Director: Robert Harder

- Robert has a new contact number.

Secretary: Tom Bailey

- See attached report.
- Tom T. will post the background check instructions on the website.
- Since the Boys and Girls Directors are receiving information from the Director of Coaching, Registrar and Referee / Field Director, Tom B. thought it would be helpful to create a communication flow chart. The Boys and Girls Directors communicate the information to the teams. We believe it's necessary to send information to the coach, assistant coach and team manager since each team operates differently.
- Team Contact template – Tom B. created this template so we can be consistent from year to year. The Boys and Girls Directors are to complete this document and upload the document to the board website.



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Tournament Director: Tom Temple

- Tom T. has not heard back from the t-shirt guy.
- Short teams at the U13-U14 Boys level.

7. Outstanding balances – registrations and uniforms:

- Mark and Darla have received player passes and have created a pass packet for each team. Darla distributed the packets to Michele and Robert. Michele and Robert are to hand out the packets to coaches immediately. The pass packets will not include passes for any adults who have not completed their background checks, or for any player who has an outstanding balance or outstanding birth certificate. A list will be included for each coach listing what passes they have, and indicating to contact Robert or Michele for missing passes. Robert and Michele will receive a list for each Boys or Girls team indicating what is needed to issue a pass. Coaches/Players/Parents must act quickly to resolve any issues so as to receive their passes in time to obtain signatures, pictures and get them laminated before games begin on May 4.

Highlighted names have issues and if there's an "X" next to the name it mean we have their pass. We must have communication weekly between Robert, Michele and Darla.

8. Recap of meeting with the city:

- Reviewed field layout.
- Fencing for Fields 1 and 2 – the city council will need to approve this project since they are in arbitration with the contractor. The city is planning to use the money left over from the project.
- Goals and nets – we hope to get out by April 15 but that will depend on the weather. The city will let us know when we can start practicing. The city will start setting up goals the week of April 13th (or earlier) and painting the fields a week later. We expressed concerns regarding the condition of some existing nets. Some nets are in bad shape.
- Mark will be signing a new concession agreement.
- Adult Leagues – currently Sherry Dvorak has received one request to use the fields. The other group who has used the fields in the past has not requested the fields.
- Signage – the city will be installing restroom signage. The city is not planning to have a Biffy near the soccer fields. We highly recommended having at least one Biffy near the soccer fields.
- Kick wall – discussed installing a kick wall out at the complex. The city is willing to build the kick wall as long as SSA pays for it. We requested pricing from them for an 8'-0" high x 24'-0" long kick wall.
- We requested the meeting room floor to be cleaned once a month.
- The city will verify that both doors into the meeting room are operational.
- Non-resident fee – the city has changed their non-resident fee to a flat fee of \$36 per person per year. SSA's non-resident participants will need to pay the \$36 fee to the city. The city will be tracking fee and will be requesting participant's information earlier than in the past.

9. Lion's Club:

- We were on the agenda at the last Lion's Club meeting but Tom T. was unable to attend. Tom will verify when their next meeting is scheduled.



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10. Volunteer Requirements:

- Each family is required to pay the volunteer fee whether they are a scholarship player or not. Each family is required to complete a minimum of 7 hours. The hours can be complete by the parent or a player who is 13 years and older.
- Updating a team's website is not a volunteer opportunity. Parents must sign up using Dibs. This is the only way Patti can track volunteer hours.

11. Concessions:

- Mark decided to issue a SSA check card to Karen Bohn since she will be purchasing items for the concession stand. This way she is not using her own money to purchase items for the concession stand.

12. Update on Fundraising:

- See Referee / Field Director report.
- Another possibility is the concession stand at Cub Food.
- We decided to do the Dining to Donate fundraiser at Applebee's. We will do it for the month of May on Monday's and Tuesday's. Darla will be contacting them.

13. Other Business:

- Online store – the online store is up and running. Current items for sale are backpacks, warm ups, parent t-shirts and 2009 travel uniforms. Tom B. suggested having a SSA t-shirt available similar to the rec t-shirts in the following colors: white, red and black. Mark and Tom T. will add the SSA t-shirt to the online store.
- Team websites – each team should be utilizing the SSA team's website. This was one of the reasons why we went with Team Sports Technologies. Mark and Darla have received comments from parents about where to look for information for their kids. One team is using SSA team website and the other team is using another website. We need to make sure that all the teams are using the SSA team website.

14. Adjourn Meeting:

Motion to adjourn at 8:26 pm by Michele Monroe, second by Darla Teslow. Motion passed unanimously.

Phone message pick-up duty for April 5 – April 19: Patti Isensee
April 19 – May 3: Mike Poole

Next meeting April 19 at the Shakopee Soccer Complex starting at 6:00 pm.

Minutes submitted by:
Tom Bailey
Secretary



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Coaching Director Report

General Board Meeting

Submitted by: *Poppen*

Date: 4/5/09

1. Team/Coaching Update
 - U11GC: Coach found- Dan Meehan
 - U19B: Player to contact from PL
 - U15GC3: Two additional players
 - U9G: A few additional found

2. GK Training Update:

3. Reviewing Winter Training:
 - Three hours would be ideal,
 - 1st U9-U11
 - 2nd U12-U19 Girls
 - 3rd U12-U19 Boys

4. Street Soccer Set-up
 - Volunteers needed



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Registrar Report

General Board Meeting
 Submitted by: Mark and Darla
 Date: 04/05/2009

Task	Deadline	Status
Spring Rec In-Person Registration	Tue, Mar 31 6-8pm	Done. 33 kids were registered online. We used 3 laptop computers and 1 printer. Steve Curren, Mark Teslow, Darla Teslow, Patti Isensee, and Aaron Teslow. Registration went very smoothly.
Spring Rec In-Person Registration	Tue, April 7 6-8pm	Upcoming. Who is working? How many computers? Darla is not available.
Spring Rec Registration	Ongoing	We currently have 205 players registered for Spring Rec
Summer Travel Registrations	Ongoing	We currently have 329 players registered on 24 teams. We have given 5 refunds totaling \$800.
Summer Travel Passes	Ongoing	We have received passes, and pass packets will be distributed to Michele and Robert at our 4/5/09 Board Meeting, to be handed out to coaches immediately. The pass packets will not include passes for any adults who have not completed their background checks, nor for any player who has an outstanding balance or outstanding birth certificate. A list will be included for each coach listing what passes they have, and indicating to contact Robert or Michele for missing passes. Robert and Michele will receive a list for each Boys or Girls team indicating what is needed to issue a pass. Coaches/Players/Parents must act quickly to resolve any issues so as to receive their passes in time to obtain signatures, pictures and get them laminated before games begin on May 4.
Orphan Registrations	Ongoing	If any Board Member will be registering a player online, you will need to do this as an "Orphan Registration." Mark has some printed instructions (we used them on Spring Rec In-Person Registration night) and he can also send you an electronic copy if you need one.



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Referee / Field Director Report

General Board Meeting
 Submitted by: Darla Teslow
 Date: April 4, 2009

Task	Deadline	Status
Reserve Soccer Complex Fields	April 15	Ready to do. I have the form and I have the dates. Will complete and submit this week
Submit Donation Request Form to Walmart	May 1	Done March 30. Walmart meets the 1 st of each month to determine donations
Contact Sherry Dvorak about restroom signs and Adult League	May 4	City will be providing restroom signs. Carlos has not requested to use the fields this year, however another adult group has.
Update Ref webpage	Ongoing	Continuous.
Fundraiser at Cub Foods		There are no dates available until school starts. I have submitted the Letter of Request, and asked for any available dates. I have not heard back yet.
Fundraiser at Applebees		<p>We can do a breakfast fundraiser if we'd like, however it's not their preferred option. For the breakfast, we pay \$1 per plate served, including any volunteers. We need a max of 10 volunteers for a full restaurant of 150 people. We can charge any amount we'd like.</p> <p>They have a new fundraiser option called Dining to Donate. We would pick a night or nights (only Mondays, Tuesdays and Wednesdays). We hand out flyers which the customer brings in to Applebees. The flyer is attached to their receipt, and at the end of the night we would get 10% of the receipts attached to flyers. No Tuesdays available in April.</p>
Referee Background Checks		I have sent an email to the adult referees reminding them to complete their background checks. I receive regular updates on those adults who have cleared their background checks.
Game Schedules	April 13	I received the Master Game Schedule for Shakopee home games on Friday morning. I must have the schedule completed with times and fields no later than 9:00am on April 13.
Concession Stand		We met with Karen Bohn about the concession stand. A microwave will be purchased this week. We have also determined how to best allow Karen to make purchases from Sams, Cub, KwikTrip, and Target. I delivered the cash register and instructions to Patti.



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Equipment Coordinator Report

General Board Meeting

Submitted by: *Dan Meehan*

Date: *April 5, 2009*

EQUIPMENT:

Uniform Update:

As of Friday, April 3 – most of the uniform order has been received by General Sports. General Sports has given us the uniforms from the uniform fittings to use for our club at no cost to us. However, we will probably need to order some additional sizes as shown below. To Date, Here are the numbers:

Jerseys – Needed vs. Ordered (Red Jerseys / White Jerseys) and difference

	<u>Needed</u>	<u>Ordered</u>	<u>Difference</u>
Youth Small	7 / 7	3 / 3	-4 / -4
Youth Medium	34 / 34	35 / 35	1 / 1
Youth Large	57 / 57	67 / 67	10 / 10
Youth XL	34 / 34	33 / 33	-1 / -1
Adult Small	21 / 21	22 / 22	1 / 1
Adult Medium	42 / 42	39 / 39	-3 / -3
Adult Large	39 / 39	44 / 44	5 / 5
Adult XL	8 / 8	6 / 6	-2 / -2
Adult XXL	1 / 1	1 / 1	0 / 0
Women Small	11 / 11	9 / 9	-2 / -2
Women Med.	37 / 37	42 / 42	5 / 5
Women Large	23 / 23	32 / 32	9 / 9
Women XL	2 / 2	1 / 1	-1 / -1

Shorts – Needed vs. Ordered, and difference

	<u>Needed</u>	<u>Ordered</u>	<u>Difference</u>
Youth Small	4	4	0
Youth Medium	47	44	-3
Youth Large	67	63	-4
Youth XL	25	26	1
Adult Small	13	12	-1
Adult Medium	41	41	0
Adult Large	49	47	-2
Adult XL	9	11	2
Adult XXL	0	0	0
Women Small	29	30	1
Women Med.	32	29	-3
Women Large	17	8	-9
Women XL	1	2	1

Socks – Needed vs. Ordered (White Socks / Black Socks) and difference

	<u>Needed</u>	<u>Ordered</u>	<u>Difference</u>
Small	81 / 81	90 / 90	9 / 9
Medium	155 / 155	152 / 152	-3 / -3
Large	80 / 80	92 / 92	12 / 12

Jerseys (as of April 3) were being printed for logos and numbers. It is anticipated that they should be ready within the next two weeks. Warm Ups should be ready around this time as well.



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Equipment Update:

The remaining equipment will be handed out the week of April 20. Rec Equipment will also be prepared and ready for the beginning of Rec Soccer.

Rec T-Shirts:

I will need numbers as to how many t-shirts to order, and what sizes so that I can get these done in time for the beginning of Rec Soccer.



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Volunteer Report

General Board Meeting

Submitted by: Patti Isensee

Date: 04/05/2009

Issues with not being able to view the website has been resolved and the only issues out there now I am able to correct with step by step directions.

4/11/09 (Saturday) is field clean up. 5 volunteers are signed up to work from 9-11. Who from the board will all be there? I have to work at 10: so I can be there until 9:40.

Adding two spots for making substitution wheels for rec.

How is collecting the checks for 100.00 going.

Trying to program the register for the concession stand so we atleast have a calculator. I will want to implement that all sales go through the register this year and rang up at individual items. Ex 1.50 hot dog .75 candy not 2.25 as one entry. The math will be done right this way.

Things going pretty smooth so far.



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Secretary Report

General Board Meeting

Submitted by: Tom Bailey

Date: 04/05/09

- Spent some time creating templates for the club. I will be posting them on the board website shortly. I would recommend everyone to download them once I have posted them to the site. Templates include the following:
Director Report, Event Worksheet, Letter Head, Memo, Payment by Mail Log , Team Contacts and Field Schedule.
I would like to create the following templates: equipment inventory, equipment distribution. I believe Dan has something already created. Are there any others?
- Created a Background Check Instruction document. Should we post this on the website?
- Completed outdoor practice schedule. I was given no information on Tim Root's training days.
- Spring Rec. - requested event worksheet from Rec Dir. but never received the worksheet.

Facility Requests - Tom Bailey

1. None

Status:

Task Item Update

President - Mark

1. Begin budget process

Status: April 15 – July 1, 2009

Vice President – Tom T.

1. Request money from Lion's Club

Status: March 17, 2009?

Treasurer - Mike

1. Prepare tax return

Status: due May 15, 2009

Secretary – Tom B.

1. None

Status:

Registrar – Mark

1. Coordinate adult background check w/ Boys & Girls Directors
2. Spring rec in person registration
3. Coordinate spring rec registration w/ Rec Dir.
4. Issue MYSA team rosters to coaches, coordinate with Boy & Girls Director
5. Need birth certificates form new traveling players coordinate w/ Boys/Girls Directors
6. Spring Rec – adult background check
7. Spring Rec – submit players to MYSA
8. Travel – Issue MYSA player passes to teams

Status: March 1, 2009, on going

Status: March 31 & April 7, 2009

Status: March 31 – April 10, 2009

Status: March 15, 2009

Status: due April 15, 2009

Status: April 10 – April 20, 2009

Status: April 30, 2009

Status: April 2 – April 27, 2009

Tournament Director – Tom T.

1. Marketing for Shakopee Festival
2. Tournament committee?

Status: March 1 – May 1, 2009

Status: April 5



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3. Tournament planning Status: April 5 – May 10, 2009

Boys & Girls Directors & Coaching Director – Robert, Michele & Jon

1. Coordinate Adult background check w/ Registrar Status: March 1, 2009
2. Issue MYSA team rosters to coaches, coordinate with Registrar Status: March 15, 2009
3. Request birth certificates form new traveling players coordinate with Registrar Status: due April 15, 2009
4. Assist w / Issuing MYSA player passes to teams Status: April 2 – April 27, 2009

Recreational Director - Steve

1. Participation awards – spring & fall Status: Jan 1 – April 15, 2009
2. Spring rec in person registration Status: March 31 and April 7, 2009
3. Spring rec - recruit coaches Status: April 1 – April 15, 2009
4. Spring rec - coaches packet Status: April 1 – April 15, 2009
5. Spring rec - coaches background check Status: April 10 – April 25, 2009
6. Spring rec - create teams and game schedule Status: April 10 – April 15, 2009
7. Spring rec – coord. T-shirt order w/ Equip. Dir. Status: April 15, 2009

Referee / Field Director – Darla

1. Reserve soccer complex fields Status: complete
2. File referee assignor at the MYSA office Status: March
3. Issue field assignments to teams Status: April 1, 2009
4. Summer ref background check Status: April 1, 2009
5. Field clean up Status: April 11 or April 18?

Communications Coordinator – Tom T.

1. Spring rec flyers to schools Status: complete
Seen nothing in red folders
2. Summer Kicks Camp flyer to schools Status: April 25, 2009
3. Advertise spring rec in Shakopee paper Status: complete
4. Contact Sunshine Photography Status: April 1, 2009
(team pictures for travel teams)

Equipment Director – Dan M.

1. Post equipment inventory on board website Status: ?
2. Order spring rec t-shirts Status: April 15, 2009
3. Issue jerseys to coaches Status: April 15 – April 30, 2009
4. Schedule pick up time for warm ups Status: April 10, 2009

Volunteer / Concession Director - Patti

1. Monitor volunteer schedule Status: on going
2. Recruit field clean up volunteers Status: March 15 – April 5, 2009
3. Recruit tournament committee Status: March 15 – April 5, 2009
4. Collect volunteer fee from Boys/Girls Dir. Status: April 15, 2009
5. Concession training – Association & Board members Status: ?