



**Shakopee Soccer Association**  
1160 Vierling Drive #124  
Shakopee, MN 55379  
952-953-7246  
[www.shakopeesoccer.com](http://www.shakopeesoccer.com)

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## **General Board Meeting Minutes January 25, 2009**

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:05 pm at the Shakopee Library by Mark Teslow.

Present: Mark Teslow, Darla Teslow, Tom Temple, Tom Bailey, Patti Isensee, Steve Curren, Mike Poole, Dan Meehan, Dan Kubitz and Jon Poppen

Not present: Michele Monroe

Guests: Robert Harder, Karen Bohn

➤ **Agenda:**

- No modifications to the consent agenda

➤ **Approval of minutes:**

- Minutes from January 4, 2009 were reviewed. No corrections to the meeting minutes.

➤ **Open Board Positions:**

- Mark announced the Tom Temple's resignation as Registrar effective immediately. Mark will take over the registrar duties for now.
- We currently have one open board position. The term ends at the next AGM in September 2009. Mark, Darla and Tom B. met with Robert Harder to possibly fill the remaining board position. Robert grew up in Brazil and moved to the states when he was a teenager. He played soccer in high school and college where he received his semi-pro card. He lives in Shakopee and has two girls in the program. He was Tom Bailey's assistant coach last fall. They discussed the possibility of Robert stepping in and to take over the Registrar or Boys, Director position. After a lengthy discussion Mark, Darla, and Tom felt the Boys Director position would be a better fit. Robert also agreed. Mark indicated Robert has a lot of passion and enthusiasm for soccer. Robert would like to see Shakopee grow and would like to be a part of it.
- Motioned made by Tom Bailey for Robert Harder to be the Boys Director for the remaining term, next AGM in September 2009, second by Darla Teslow. Motion passed unanimously

➤ **Director of Coaching Report:** Jon Poppen

- See attached report.
- Age group trainers/supervisors will be working with the U9-U12 teams once a week. Age group trainers are Jon Poppen, Tim Root and Garth Thoulouis. They will also be working with the U13-U19 teams when they can.

➤ **Director reports:**

**Treasurer:** Mike Poole

- Checking and savings account balance through the end of the year was approx. \$48,000.
- Based on the 2008 budget the remaining balance was +\$11,000.
- 1099's are complete
- Additional \$11,000 – \$12,000 receivables



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**Registrar:** Mark Teslow

2009 Traveling Soccer Registration

- Entered everyone who has registered into a spread sheet.
- Tracking first and second payments and uniform payments.
- Sent out over 200 emails to families with an outstanding balance. 2009 registration payment is due January 31, 2009.
- Families can pay their remaining balance on line. They will need to set up new login information with our new system.
- Will be entering everyone into the MYSA keeper system on February 1, 2009.

**Referee / Field Director:** Darla Teslow

- See attached report.

**Communication Coordinator:** Dan Meehan

- See attached report.
- Mark announced Tom Temple will be taking over the Communication Coordinator position from Dan M.

**Equipment Director:** Dan Meehan

- See attached report.
- Has received 194 uniform orders
- Will be placing the uniform order around February 15, 2009.
- Will need to determine number of uniforms to have in inventory.
- Coaches will need to notify Dan of team sock color the night of team meetings.
- Suggestion to post warm-ups and bags on the website for purchase. Will need to find out from General Sports and Sports Technologies what would be the best process.
- Need to develop a process on issuing uniforms when they come in.  
When, where, payment (cash, check or on-line payment)  
Mark will check with Sports Technologies to see if we can set up an on line payment for uniforms, warm-ups and bags.

**Volunteer Director:** Patti Isensee,

- See attached report.
- Add two more volunteers to Derby Days.
- Add one volunteer opportunity for traveling soccer picture distribution.
- Add one volunteer opportunity for Sabers Kicks Camp.
- Volunteers for spring rec soccer will be provided by the traveling soccer parents.
- Will need 5-6 volunteers for the first night of spring rec.
- The first evening the concession stand will open will be the evening of Monday April 27, 2009, the first night of spring rec.
- Need to look into purchasing gift cards at Sam's Club so Patti or Karen are not spending their own money to stock the concession stand.
- Look at possibly selling t-shirts at the concession stand
- Need hours for the adult league on Sunday's
- We will not be accepting credit cards at the concession stand.
- Add field clean up to the list of volunteer opportunities.



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**Recreational Director:** Steve Curren

- Need to recruit Age Group Coordinators for spring rec.
- On line registration for Spring rec will begin Feb. 1, 2009
- Steve will email past participants to notify them that Spring rec registration is open.
- We will be adding 5-7 year olds to fall rec. program.
- Posted 2008 Spring and Fall Rec information on the boards website.

**Boys/Girls Director:** Michele Monroe

- See attached report.
- Jon and Michele need to sit down with Robert and see how he can get involved.
- Need team manger's manual done prior to their meeting on March 3, 2009.

**Secretary:** Tom Bailey

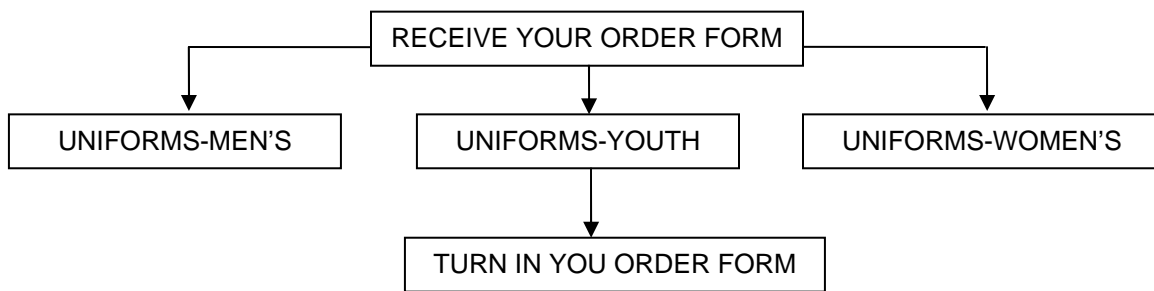
- See attached report.
- Each director will need to submit a written report prior to each board meeting. Reports shall be submitted to the Secretary not less than 24 hours prior to the meeting.
- SSA official website is [www.shakopesoccer.com](http://www.shakopesoccer.com).
- We need to be more professional when sending documents / information to coaches, managers and association members. We should include our letter head on all documentation including but not limiting to practice schedules, training schedules, meetings, etc.

**Tournament Director:** Tom Temple

- No report.

➤ **Review Uniform Fittings and In-Person Registration for Travel:**

- Great turn out. It was very busy from 5:45 – 7:30. The space was not big enough to accommodate the rush. People arrived before the event started.
- Tom Bailey heard from a few people the uniform fittings and in-person registration were unorganized and not professional. People didn't know what to do, where to go or where to turn in their uniform sizing form.
- Improvements:
  - Have greeters at the door to hand out uniform sizing forms and instructing them what to do or where to go (uniform fitting or registration).
  - Separate tables / area for youth, men's and women's uniforms within the room
  - Have someone available at a table to collect uniform sizing forms



- Have tables set up for people to complete their forms.
- Bigger space to accommodate the rush.



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- Designate a time for people to come.  
(example last name begins with A-J 6:00 – 6:30, etc.)
  - Clear understanding what we are doing at the registration table. Accepting registrations, full payment, partial payment, uniform payment, winter training registration, technology
  - Need to wear SSA spirtwear when helping out.
- **2010 Summer Travel Fee:**
- We need to determine our summer travel registration fee by the next meeting on February 8, 2009.
  - Jon would like to use four Age Group Trainers next year...cost approx. \$10,000. Jon will take a closer look at this number prior to the next meeting.
  - Factors we need to consider are:
    - Do we need a paid administrator to handle the paper work? Or can we still manage at this level?
    - Pay for more trainers
    - On-line credit card fee. The current fee is 5% per transactions.
    - More requests for scholarships given the state of the economy.
    - State of the economy...loss of jobs, wage increase freeze, etc.
    - Do we offer a payment plan?  
First payment due in August, second payment due in October and the last payment due in January.
    - Larger increase to the U9-U12 players, since the trainers are working with them more than the U13-U19 players? May need to do this over a two year span.
- **Summer Brochure / Event Worksheets:**
- Tom Bailey reviewed the event worksheet forms. Summer brochure information is due February 8, 2009 to the Communication Coordinator.
  - This form was developed to communicate event information to all board members. The director named at the top of the worksheet is responsible for completing the form. Once completed and finalized, the director is to email the worksheet to the directors who are checked in the distribution list and "CC" the remaining directors.
  - Tom B. will add a yes / no box to the worksheet for volunteer opportunities.
- **Team Meeting:**
- Everyone should arrive by 5:30 pm.
  - Set up
    - Projector – Tom T.
    - Microphone has been requested
    - SSA warm-ups, bags and uniforms – Dan
    - SSA spirtwear for parents (t-shirts) – Tom T.  
Sell for \$10, will need cash on hand
    - Registration table – Mark will provide a computer
  - Mark will email team roster information to coaches. Coaches are to contact their players reminding them of team meetings.
  - If we have not received a uniform size from players they can do that night.
  - Coaches will need to notify Dan of team sock color.



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➤ **Uniform Order:**

- See Equipment Director report.

➤ **Adjourn Meeting:**

Motion to adjourn at 8:55 pm by Tom Bailey, second by Darla Teslow. Motion passed unanimously.

**Phone message pick-up duty for January 4 – February 1: Mike Poole**  
**February 1 – March 1: Steve Curren**

Minutes submitted by:  
Tom Bailey  
Secretary



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## **Coaching Director Report**

General Board Meeting

Submitted by: Jon Poppen

Date: 1/25/09

### **1. Team Outlook**

**Boys:** Potentially 12 Teams

**Girls:** Potentially 12 Teams

#### **Teams with Number concerns**

U10G: Currently listed as three teams but may merge to two on the 31<sup>st</sup>

U14G: Will be combining with the surplus of U15 players to make a U15C3 Team

(Do we need to submit anything to the MYSA)

U19G: Probably will not have a team. May look to other communities to help interested players.

U10B: Need 2 more, May need to tap into the rec program

U15B: Need 5 more, May need to combine with the U16s

U16B: Need 3 more, May need to combine with U15s and U19

U19B: Needs several players

### **2. Coaches:** Several coaches in place with only a few left to go. Teams still in need are:

U9B: Talking to three parents and should have resolved before the 31<sup>st</sup>

U10B: No current lead

U15B: No current lead

U9G: one parent has volunteered to help but looking for another in a lead role.

Michele is sending out an email to the team.

U11GC3: No current lead

U15GC3: Looking into one option

### **3. Age Group Trainers/Supervisors**

### **4. Winter Training:** Off to a good start but would like to hear feedback from others. Wednesday has not worked out however and we are moving everything to Monday.

### **5. Camps:**

Kicks Camp: Would like to name Saber Kicks Camp with dates June 22-26

High School Prep Camp: Aug. 3<sup>rd</sup>-Aug. 6<sup>th</sup> (four day camp)

### **6. 2009 Tryout Dates:** Aug. 6<sup>th</sup> - Aug. 9<sup>th</sup> (Thur.-Sun.), U9/U10 at a later date (Sept. 19<sup>th</sup> or 26<sup>th</sup>)



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## Referee / Field Director Report

General Board Meeting  
 Submitted by: Darla Teslow  
 Date: January 25, 2009

Task	Deadline	Status
MYSA Field Grant Application	January 16, 2009	Done. Submitted application on January 15, 2009. Financials were emailed on January 16, 2009
Request Referee Classes w/ MN SRC	January 2009	Done.
Reserve Soccer Complex Fields	January 15, 2009	Not complete
Develop Indoor Practice Schedule	February 1, 2009	Not complete
Referee Clinic <3 years	February 7, 2009	Dated confirmed. Space reservation with City revised. Class still upcoming.
Referee Clinic 3+ years	February 21, 2009	Dated confirmed. Space reservation with City revised. Class still upcoming.
Referee Clinic Bridge 9 to 8	March 14, 2009	Dated confirmed. Space reservation with City revised. Class still upcoming.
Register for Ref Clinic	January 2009	Done. Attending February 21, 2009
Register for Ref Assignor Clinic	January 2009	Done. Attending January 29, 2009
Collection of Soccer Building Keys	January 2009	Not complete. Still need keys from Dan Meehan and Jon Poppen.

### Other Miscellaneous Tasks:

1. Helped resume Registrar duties by compiling multiple sources of information into a Master Spreadsheet. Continuing to help maintain spreadsheet.
2. Printed large copies of Master Spreadsheet for use on Registration Night (Jan. 20)
3. Printed extra copies of Registration Forms for use at Winter Training & Registration Night.
4. Helped check-in participants and collect payments at first Monday night of Winter Training.
5. Coordinated same check-in efforts (above) at first Wednesday night of Winter Training.
6. Compiled checks and made a deposit to SSA checking account.
7. Compiled checks for another deposit to be made to the SSA checking account.
8. Requested W-9 Form from Ron Carter.
9. Fielding emails regarding ref clinics.
10. Picked up a "Donation Request Form" from Wal-Mart to be submitted for SSA.
11. Emailed Sherry Dvorak at City of Shakopee. Requested dates/times that Adult League plays during the summer so we can add those times to our Concession Stand volunteer items in IBID. No response yet.
12. Emailed Sherry Dvorak at City of Shakopee. Asked if we could put up Restroom signs while we're out at the complex, and then remove when we leave. No response yet.



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13. Emailed Patti I. (Volunteer Director) dates/times for Ref classes and Fall games, so she can add those times to the volunteer items in IBID.
  14. Updated Referee webpage on new SSA website.
  15. Completed 2009 License Renewal Application for MN Dept. of Health (for concession stand). Once I have the check for the renewal fee, I will mail this in.
  16. Updated the SSA Handbook with changes determined at the Jan. 2, 2009 Board Meeting
  17. Sent reminder emails to my 2 teams from last year (U19 Girls & U19 Boys) about registration night/uniform fittings. Unfortunately, most are away at college.
  18. Completed the 2009 MN State Non-Profit Annual Renewal.

**To Do List:**

1. Reserve fields with the City (immediately)
2. Develop Indoor Practice Schedule (as soon as we have determined # of teams)
3. Prepare for Team Meetings on Feb. 12 - agenda/set-up/purchase sign holders (immediately)
4. Collect remaining keys to the building – no later than next Board Meeting
5. Host Shakopee Ref Clinics (as they happen)
6. Update Ref webpage - ongoing



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## **Equipment and Communications Coordinator Report**

General Board Meeting

Submitted by: Dan Meehan

Date: January 25, 2009

### **EQUIPMENT:**

#### **Uniform Fittings:**

To date, we have had 190 players place their orders for uniforms. Listed below are a breakdown of numbers by age and sex:

<b>Age</b>	<b>Girls</b>	<b>Boys</b>
<b>U9</b>	22	13
<b>U10</b>	10	21
<b>U11</b>	16	14
<b>U12</b>	8	12
<b>U13</b>	6	10
<b>U14</b>	9	13
<b>U15</b>	8	4
<b>U16</b>	9	5
<b>U18</b>	N/A	7
<b>U19</b>	0	3
<b>TOTAL (190 total)</b>	<b>88</b>	<b>102</b>

We have one more fitting (Monday, January 26 @ Soccer Blast). After this we will need to reach out to those who have not submitted their uniform order and get them to order. It is estimated that the uniforms (placing the order in early February) should be ready by mid-March.

NOTE: At the team meetings, I would strongly recommend that each team decide on what they want for socks for their uniforms – and let me know that night. The options: two pairs of WHITE with BLACK striped socks, two pairs of BLACK with WHITE striped socks, or one pair of each. This will help us figure out what to order in terms of socks. My recommendation: Make all teams take one each, as then it will be easier to order.

#### **Equipment Ordering:**

I have put ordering the remaining equipment on hold until after the uniforms have been completed (mid February). Equipment ordering usually has a quick turnaround, so it can easily be done within a weeks' time. I have a remaining budget of \$1300, and I intend to order the following: ball pumps, ice packs, discs, coaches boards, equipment/ball bags, pinnies, goalie gloves and goalie jerseys.

### **COMMUNICATIONS:**

Recently completed the rough draft of the Summer Brochure for the Park and Rec Brochure. This is due by March 1. Will need for this to be reviewed and determined if it is ready for print. Attached is a copy for your review.



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## **Volunteer Director Report**

General Board Meeting

Submitted by: Patti Isensee

Date: 1/25/2009

1031 hours are in the system as of right now. That would be 147 families at 7 hours each. This is not including coaches or team managers or any other that would do the volunteer work without actually logging into the system, an example of this would be Karen Bohn for helping at concessions.

The thing that I do not have in the system is actually walking in the derby days parade. There are two people with 2 hours each for planning the derby days parade but I don't know how to put in the derby days parade with what hours. Any thoughts.....

Another thing I do not have in there items for Recreation soccer. I was not sure how we decided to handle it. I see the following opportunities- field host, in person registration, hand out shirts, hand out equipment, and arrange teams. Will all this be under travel or will some be under rec?

What about a person to take pictures so we can have updated pictures on the website? Is that anything that we want to have a volunteer do?

How many weeks prior to the season start do we want to have the concession stand open? When do the fields open?

Do we have date of Dave Hauger start?

What is needed for Kicks camp?

Karen Bohn has agreed to come back and help out in the concession stands with most everything she did last year like, keeping the concession stand stocked, making sure towels are clean. The other thing we are going to work on is Laminating detailed directions of every machine in the concession stand as well as procedures while in there. We want it to almost be fool proof when running it. The stumbling block we have is the open and closing of the concession stand every time. When she is up there she will open and close it but there will be times when neither of us can do it.

A few people have already used the system to sign up so it is out there and working. I can always be adding additional items so when something comes up let me know and I can add it.



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## **Girls and Boys Travel Director Report**

General Board Meeting

Submitted by: Michele Monroe

Date: January 25, 2009

### Coaches:

Girls U9 Red: Chuck Millis and Chuck James, need a manager

Girls U9 Black: one prospect, sent an email out to recruit an additional parent, and a manager

Girls U9 White: Amy Meckey need an assistant coach and manager

Girls U10 Red: Tom Bailey and Robert Harder, have one person interested in team manager need to confirm with Tom

Girls U10 Black: Brendan Finnegan, need an assistant coach and manager

Girls U11C2: Thane Truax Head Coach, Jim Verbeke and James (can't remember his last name he coached with this team last fall) Manager Jody Verbeke

Girls U11C3: one prospect in mind need an assistant coach and a team manager

Girls U12C2: Barry Vanlerberghe Head Coach, assistant Darryl Lalim, and Team Manager Patti Isensee

Girls U13C2: Mike Ceola Head Coach, need an assistant, Team Manager Michele Monore

Girls U14/U15C3: Have one prospect in mind, need an assistant coach and a team manager

Girls U15C2: Michele Monroe Head Coach, need an assistant (possibly Dave Hauger and Barry Vanlerberghe), Team Manager Micky Willard

Girls U16C2: Mark Teslow and John Dovolos, Team Manager...guessing Peggy??

Girls U19: not enough players at this time if there is a team we will find a coach

Boys U9 Red: Doug Rogers and Paul Necklen, need a team manager

Boys U9 Black: Dave Hagen, need an assistant coach and a team manager

Boys U10 Maroon: John Sheehan, need an assistant, Team Manager Becky Sheehan

Boys U10 Gold: Need Head Coach, Assistant Coach and a Team Manager

Boys U11C2: Doug Rogers and Paul Necklen, Tyler Storm is interested as an Assistant, need a team manager

Boys U12C2: Dan Meehan Head Coach, need an assistant, Teresa Meehan Team Manager

Boys U13C2: Tom Temple, need an assistant and a team manager

Boys U14C2: Tom Temple, need an assistant coach, Sherri Temple Team Manager

Boys U15C2: need head coach, assistant coach, Jonette Herbel Team Manager?

Boys U16C2: Dan Kubitz, need an assistant coach and a team manager



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Boys U18C2: Andy Brown Head Coach, Steve Curren team manager

Boys U19C2: Mark Teslow, Darla Teslow Team manager

All Coaches that are in place have been sent an email about the upcoming Coaches meeting/training starting this Wednesday. Will send a follow up email tonight/tomorrow morning

In progress is the coaching manual should have finalized for proofing by Feb 1<sup>st</sup>.

Team Managers: meeting is set for march 3<sup>rd</sup>, will be asking coaches at this weeks meeting for a perspective manager, will hopefully have them all listed by the Team Meetings on the 12<sup>th</sup>.

I have updated the website for the team managers with links to useful information.

Feedback from Winter training is great...many compliments



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## Secretary Report

General Board Meeting  
Submitted by: Tom Bailey  
Date: 1/25/09

### Facility Requests – Tom Bailey

- |  |   |
|--|---|
| 1. Annual team meetings  | Status: complete<br>When: Thursday, Feb. 12, 2009<br>Where: Shakopee High School Commons area<br>Time: 6:00 – 9:00 pm   |
| 2. Boys & Girls Directors Coaching clinics<br>Gym time for team training | Status: complete<br>Status: in progress, request made Dec. 22<br>No gym time available until mid / end of February<br>because of additional school activities. Judy will keep<br>me posted. |

### Task Item Update

#### President - Mark

- |   |                                  |
|---|----------------------------------|
| 1. Association letter                     | Status: complete                 |
| 2. Prepare for annual meeting             | Status: Jan 1, 2009, in progress |
| 3. Review Bylaws, Handbook, Tryout Policy | Status: Jan 1, 2009, in progress |

#### Vice President – Tom T.

- |                                   |                      |
|-----------------------------------|----------------------|
| 1. Request money from Lion's Club | Status: Feb. 1, 2009 |
|-----------------------------------|----------------------|

#### Treasurer - Mike

- |  |                                      |
|--|--------------------------------------|
| 1. Prepare tax return                                  | Status: Feb. 1...due May 15, 2009    |
| 2. Confirm 2009 summer travel<br>registration payments | Status: Jan. 1, 2009 – Feb. 25, 2009 |

#### Secretary – Tom B.

- |   |                     |
|---|---------------------|
| 1. Renew Corporate status   | Status: complete    |
| 2. Director reports - submit reports to the Secretary<br>not less than 24 prior to a meeting. Please name<br>the file as follows:<br>File name: date Director Report – Director<br>012509 Director Report – Secretary |                     |
| 3. Created event worksheets   |                     |
| 4. updated timeline schedule  |                     |
| additions –   |                     |
| President: 2010 summer travel fee   | 1/1/09 – 2/1/09     |
| Volunteer Director: process in place to collect volunteer fee   | 2/5/09              |
| Equip. Director: provide uniform information to coaches   | 2/5/09              |
| Process in place to pick up uniforms  | 02/01/09 – 03/01/09 |
| Treasurer and Registrar: confirm the following reg. payments:   |                     |
| Winter training   | 01/01/09 – 01/10/09 |
| 2009 summer travel  | 01/01/09 – 02/25/09 |
| Spring rec  | 04/10/09 – 04/25/09 |
| Kicks camp  | 06/05/09 – 06/15/09 |
| Fall rec payments   | 07/27/09 – 08/10/09 |
| Fall travel   | 08/01/09 – 09/01/09 |



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**Registrar – Mark / Darla**

1. Summer travel registration deadline
2. Confirm 2009 summer travel registration payments

Status: Jan. 31, 2009

Status: Jan. 1, 2009 – Feb. 25, 2009

**Tournament Director – Tom T.**

1. none

**Boys / Girls Directors & Coaching Director – Michele & Jon**

1. Finalize teams
2. Issue team rosters to coaches
3. 2010 tryout information
4. Kicks camp information

Status: Jan – 1, 2009 - Feb. 1, 2009

Status: Feb. 5, 2009

Status: information due by Feb 8 to Comm. Coord.

Status: information due by Feb. 8 to Comm. Coord.

**Recreational Director - Steve**

1. Spring and fall rec brochure
2. Participation awards – spring & fall
3. Post 2008 Spring & Fall Rec information on board website

Status: information due by Feb. 8 to Comm. Coord.

Status: Jan 1, 2009

Status: complete

**Referee / Field Director – Darla**

1. MYSA Field Grant
2. Reserve soccer complex fields
3. Develop indoor practice schedule
4. Request referee classes w/ MYSA
5. Referee classes

Status: complete

Status: Jan. 15, 2009

Status: Feb. 1, 2009 – no gym time available

Status: complete

Status: complete Feb. / March

**Communications Coordinator – Tom T.**

1. Spring rec brochure, kick camp brochure fall rec brochure, 2010 tryout brochure

Due: March 1 to the city

**Equipment Director – Dan M.**

1. Uniform fitting date
2. Order new equipment for 2009
3. Order winter training t-shirts
4. Order 2009 uniforms
5. Post equip. inventory on board website
6. Provide uniform information to coaches at team meetings
7. Process in place to pick up uniforms

Status: Jan. 26, 2009 from 6:00 – 8:30, Soccer Blast

Status: 50% complete

Status: complete

Status: Feb. 15, 2009

Status: ?

Status: due Feb. 5, 2009

Status: Feb. 1, 2009 – March 1, 2009

**Volunteer / Concession Director - Patti**

1. Develop volunteer schedule
2. Process in place to collect volunteer fee

Status: 90% complete

Status: due Feb. 5, 2009