



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

General Board Meeting Minutes March 1, 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 Isensee, Dan Meehan, Robert Harder, Michele Monroe and Jon Poppen

Absent: Steve Curren

Guests: none

2. **Agenda:**

- No modification to the consent agenda

3. **Approval of minutes:**

- Meeting minutes from February 8, 2009 were reviewed. No corrections.

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

- See attached report.
- U15 and U16 Boys - still need 3-4 more players. U15 Boys are at 15 players and U16 Boys are at 14 players. Jon talked to 4-5 boys who are interested.
- U19 Girls – still need more players. Currently 8 players have registered. Jon talked to Bloomington and they have U19 Girls with 12 players. If we can't get enough girls we could offer them to play in Bloomington provided they still have room.
- U11-C3 Girls - still need a coach. Two parents are willing to be assistant coaches. Michele has a couple of people in mind.
- U10 boys Gold – currently have 8 players. Could use 1-2 more boys.
- U15-C3 Girls – still need more players. Currently have 12 players.
- U18 Boys – 8 out of the 17 players have paid their registration fee. We need to contact the other players to confirm if they are playing.
- Off the ball training schedule is set with Dave Hauger. Jon forwarded the schedule to Michele and Robert.
- Street soccer - A small sided 4v4 playing opportunity for all players that promotes creativity on the ball and ownership of the game. Players will play five to six eight minute games on the smaller fields that surround the soccer complex. After each game, players will report their individual points to coaches before being reshuffled to play with a different group of age appropriate players for the next game. This playing opportunity is modeled after pick-up where just playing game is the most important thing. See attached worksheet.

5. **Director reports:**

Treasurer: Mike Poole

- Checking and savings accounts are good.
- If any board members receive a check for registration they must submit the check to the Secretary, Tom Bailey. The Secretary will then record the payment.



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Registrar: Mark Teslow

- Summer travel - 139 letters were sent out to families with outstanding balances.
- Summer travel - over \$11,000 outstanding.
- Will be submitting teams this week to MYSA. Mark will not submit the U19 Girls team until we know if there will be a team. Deadline to submit is March 9, 2009.
- Need a process for receiving and approving scholarships.
 - The Secretary will receive the scholarship request.
 - The Executive Board will meet once a month to review and approve scholarships.
- It was also suggested to hold a fundraiser to replenish our scholarship fund and/or help individuals with their summer travel registration fee. The money raised would be divided up equally and applied to their account. Anyone requesting a scholarship will need to participate in the fundraiser. Scholarship players will still need to pay 50% of the registration fee and uniform cost. The fundraising money would not be applied to their remaining balance. Fundraising suggestion...bagging groceries at Cub foods and pancake breakfast at Applebee's. Darla will look into fundraising opportunities.
- Parameters meeting will be on March 21, 2009 in Faribault. The Boys and Girls Director to notify the coaches of this meeting.

Referee / Field Director: Darla Teslow

- See attached report.
- Indoor gym time – need to notify the coaches not to put tape down on the floor when practicing.
- Teams will be practicing on the same nights as their games (outdoor).
- Tom Bailey has prelim. field assignments. We need to get information from coaches about when they want to practice specifically on Friday's, Saturday's or Sunday's. Tom would like to send out field assignments the first week of April.
- Reserve soccer complex fields from 8:00 am – 2:00 pm on Saturdays.
- Recreational fields will be identified as A1-A6 (small field) and B1-B6 (big field). We will need new signage for these fields.

Communication Coordinator: Tom Temple

- Sent summer brochures to the city.
- Next week Tom T. will be sending a flyer to the schools regarding spring rec soccer.
- Tom T. will send another flyer out towards the end of April regarding SSA Kicks Camp.
- Tom T. will place a spring rec ad in the Shakopee paper under "Sports Brief's".
- Need to update the following information on the Recreational page on the website.
 - No soccer on May 16, 2009. Move to Sunday May 17, 2009 due to Shakopee Festival.
 - Revise fall rec to include ages 5 – 12 year olds.

Equipment Director: Dan Meehan

- See attached report.
- If we need to cancel any uniforms we should do this by end of next week.
- We will have the coaches distribute the uniforms to their teams. We will hold jerseys for players who have not paid for their uniform. This will need to be communicated to the coaches.
- Dan will schedule a day for spirit wear pick up.



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Volunteer Director: Patti Isensee,

- See attached report.
- Mark will contact Team Sports technologies regarding the three issues we are having with Dibs.

Recreational Director: Steve Curren

- 76 kids have registered for spring rec.

Girls Director: Michele Monroe

- Team manager meeting is this Tuesday at the log cabin from 6:00 – 7:30 pm.
- Volunteer fee collection process:
The team manager will collect the volunteer fee from their team. The team manager will turn in the fee to the Girls or Boys Directors, girl's teams – Michele Monroe, boy's teams – Robert Harder. The fees should be turned in by April 15, 2009. Michele and Robert will turn in the fee to the Volunteer Director, Patti Isensee. The Volunteer Director will retain the fees until the end of the season. If there are multiple siblings we will collect from the older sibling. We need to provide some documentation to the team manager who to collect the fee from. If the family completes their volunteer hours their check will be shredded.
- We will issue three adult passes per team. If a team requests more adult passes they will pay for the pass.
- MYSA game schedules will be available for pick-up on April 25, 2009 at Soccer USA in Burnsville. SSA will pick-up the packets and distribute the packets to the teams later that day.

Boys Director: Robert Harder

- See attached report.

Secretary: Tom Bailey

- See attached report.
- Event worksheets should be sent to the entire board.

Tournament Director: Tom Temple

- No report.

6. **Review Team Meetings:**

- Meeting went well.
- Set up was good with a check in table near the front entry door, assembly area and then break out area into individual team meetings.
- Dan had activity at the uniform table. Most of the people were checking what they had ordered.
- We didn't take in any new registrations. Would not recommend a registration table next year.
- Recommend a financial table next year where people can check on their account and/or pay their remaining balance.

7. **New Documents: Travel Payment and Refund Request**

- Mark developed two new documents / forms since a number of people have been requesting them.
- Refund Request Form



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- To request a refund, Parents of player must complete and submit a Refund Request Form postmarked no later than March 1st . If a refund is approved, the player or player's parents who completed the form will be refunded the amount paid less a \$50 processing fee. Any late fees and or uniform fees will not be refunded.
 - Travel Payment
 - If an individual chooses the 3 payment plan option they can complete the form and submit the form to the Treasure.
 - 2009 payment due dates are: March 1st, March 15th and April 1st .
 - Payment dates for next year will need to be established.
 - Next year there will be a \$5.00 fee added to the 2nd and 3rd payments to cover the service fees.
- 8. Team Training / Goalkeeper Training at Soccer Blast:**
- Jon will be providing goalkeeper training March, 30, April 6 and April 13 at Soccer Blast and April 20 and April 27 at the Shakopee Soccer Complex, see attached worksheet. Jon is still looking for a goalkeeper trainer. He will be using half of the dome and the remaining half can be used for team training. Tom B. will schedule team training at Soccer Blast.
- 9. Selling Spirit Wear Online:**
- Previously we discussed selling spirit wear online. Mark talked to Team Sports Technologies and they don't have an online store option. If we want to sell spirit wear online our only option is to set up a PayPal account. We all thought it would be a good idea to sell spirit wear online. Dan talked to General Sports and they recommend placing orders once a month as a group order. Dan suggested running the orders through him and in turn he can work with General Sports. Merchandise will be ordered once we have confirmed payment.
 - Motion made by Michele Monroe to give Mark Teslow permission to set up a PayPal account to sell spirit wear online, second by Dan Meehan. Motion passed unanimously.
- 10. Other Business:**
- Discussion on whether or not board members should pay for uniforms. Currently registrations fees are waived for board members. Since we put in a lot of time and effort people felt waiving the uniform fee is justified.
- Motion made by Tom Temple, board members shall have their uniform cost waived, second by Dan Meehan. Motion passed unanimously.
- 11. Adjourn Meeting:**
- Motion to adjourn at 9:10 pm by Darla Teslow, second by Michele Monroe. Motion passed unanimously.

Phone message pick-up duty for March 1 – April 5: Dan Meehan

Minutes submitted by:
Tom Bailey
Secretary



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Director of Coaching Report
3/2/09

- 1. Teams/Coaches Updates**
 - a. U15B, U16B, U19B, U19G**
 - b. U11GC3 Coach**

- 2. Goalkeeping Training 3/30, 4/6, 4/13 @ the Blast and 4/20, 4/27 at Soccer Complex. U9-U12 from 5-6 and U13-Up from 6-7.**

- 3. Saturday Street Soccer: Six Saturdays throughout the summer**
 - a. Encouraged but optional for all U11-U19 players**
 - b. April 25th, May 9th, May 30th, June 13th, June 27th, July 11th**
 - c. 2:00-5:00, Boys 2:00-3:30 and Girls 3:30-5:00**
 - d. Scoring System set up, but will need volunteers to help record**



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Referee / Field Director Report

General Board Meeting
Submitted by: Darla Teslow
Date: March 1, 2009

Task	Deadline	Status
Reserve Soccer Complex Fields	January 15, 2009	Not complete yet
Referee Clinic 3+ years	February 21, 2009	Done. No volunteer signed up to host the clinic, but I was in the class so I was there from 8:00am-2:00pm.
Referee Clinic Bridge 9 to 8	March 14, 2009	Dated confirmed. Space reservation with City revised. Class still upcoming.
Attend Ref Clinic	February 21, 2009	Done. Attended February 21, 2009
Collection of Soccer Building Keys	January 2009	Complete.
Submit Donation Request Form to Walmart	February 2009	Not complete.
Contact Sherry Dvorak about restroom signs and Adult League	February 2009	Emailed. No response.
Prepare for Team Meetings	February 12, 2009	Done.
Reserve Fields with the City	February 2009	Not complete yet
Update Ref webpage	Ongoing	Continuous – most recently done last week.

Other Miscellaneous Tasks:

1. Helped continue Registrar duties by continuing to maintain the Master Spreadsheet with new payments each day.
2. Fielding more emails regarding ref clinics.
3. Tested possible concession stand item – “pizza pocket”
4. Fielding calls for Registrar.
5. Sent emails trying to recruit more players for U19Girls and U19Boys.
6. Attended coaches clinic.
7. Hoping to be back in the swing of things this week.



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Equipment Director Report

General Board Meeting

Submitted by: Dan Meehan

Date: 03/01/09

- Team equipment has been handed out for the most part (the U18 Boys have not received their equipment yet). Equipment was handed out at the 2/25 Coaching Meeting.
- There is a shortage of Pugg goals, but this will probably be fixed once Winter Training is over.
- I had a volunteer help me with getting the equipment from the Soccer Building, as well as putting the equipment together (Chad Wallebeck). Having a volunteer really helps!
- I will be handing out game balls, ice packs and corner flags once we are on the fields in April.
- Uniform and warm up orders have been placed with General Sports.
- Currently there are a number of players who have not indicated their size for their uniforms. They mainly are from the U16 Boys, U18 Boys, U19 Boys and U19 Girls.
- I have ordered what I thought these players might need, along with 5% over what our order was for.
- If we want to place orders online - we can do it but with the following conditions:
 - 1) They will need to be done our website only
 - 2) Orders will need to be sent to me once they've been collected - but we will need to place orders once a month or when we have a larger amount requested. Ordering one item at a time will be costly.
- I will need another volunteer or three when uniforms come in (around Mid April). I suspect that having three volunteers would be optimal.
- Another volunteer opportunity will present itself when we are getting Rec equipment together in April.



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Volunteer Report

General Board Meeting

Submitted by: Patti Isensee

Date: 03/01/2009

There have been several people not able to view the volunteer opportunities when they log onto the system. They are not getting the utilities tab after they sign in.

I have been working with Krista, hockey volunteer director, because several of the people were hockey families and we were trying to determine if that was an issue. She has offered up to help in any way she can.

Should I be contacting tech support when families are unable to log on or what is the process for that. I have gone over to one house and it is nothing she is doing it just does not come up the way it should. The common thread I have noticed with a few of them is that their child was signed up on the old system to play soccer not the new one? Would that make a difference?

A few more people have signed up for hours but it still is not filling up like I thought

Can we bring it up at the team meeting to have team managers remind the families to sign up for hours?



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Boys Traveling Director Report

General Board Meeting

Submitted by: Robert Harder

Date: 03/01/2009

- Indoor practice schedules have been sent to all teams. I have asked the Boys Coaches to try to reschedule with another team if they have any conflicts. We still have some slots available, so we need to find teams that want extra practice, or more gym time.
- We still need a few team managers, and I have asked the coaches to check with parents to see if any want to volunteer.
- When should we send out Field assignments?
- Off the Ball Training Schedules have been sent to teams.



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Secretary Report

General Board Meeting
Submitted by: Tom Bailey
Date: 03/01/09

Facility Requests - Tom Bailey

1. Requested additional gym time for team training
March 30, April 6 and April 13 Status: request made 2/27/09

Task Item Update

President - Mark

1. Review Bylaws, Handbook Status: Jan 1, 2009

Vice President – Tom T.

1. Request money from Lion's Club Status: Feb. 1, 2009
2. Request liability insurance Status: March 1, 2009

Treasurer - Mike

1. Prepare tax return Status: due May 15, 2009

Secretary – Tom B.

1. Posted Parameters Meeting on the calendar Status: complete
2. Posted indoor team training schedule online Status: complete
3. Requested event worksheets from Registrar and Rec Director Status: no response from Registrar
no worksheet from Rec Dir.

Registrar – Mark

1. Coordinate Adult background check w/
Boys & Girls Directors Status: March 1, 2009
2. Submit teams to MYSA Status: March 9, 2009
3. Spring rec in person registration Status: March 31 & April 7, 2009

Tournament Director – Tom T.

1. Marketing for Shakopee Festival Status: March 1 – May 1, 2009

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

1. Off the ball training schedule Status: Feb. 15, 2009
2. Notify coaches of parameters meeting Status: March 1, 2009
3. Managers meeting Status: March 3, 2009
4. Coordinate outdoor practice schedule w/
Field Director Status: March 1, 2009
5. Coordinate Adult background check w/
Registrar Status: March 1, 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



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Referee / Field Director – Darla

- | | |
|---|----------------------------------|
| 1. Reserve soccer complex fields | Status: Jan. 15, 2009 |
| 2. Develop indoor practice schedule | Status: complete |
| 3. Referee assignor training | Status: March |
| 4. File referee assignor at the MYSA office | Status: March |
| 5. Develop outdoor practice schedule | Status: March 1 – March 20, 2009 |
| 6. Issue field assignments to teams | Status: April 1, 2009 |
| 7. Field layout | Status: complete |

Communications Coordinator – Tom T.

- | | |
|---|-----------------------|
| 1. Spring rec flyers to schools | Status: Feb. 25, 2009 |
| 2. Summer Kicks Camp flyer to schools | Status: Feb. 25, 2009 |
| 3. Advertise spring rec in Shakopee paper | Status: March 1, 2009 |

Equipment Director – Dan M.

- | | |
|--|---------------------------------|
| 1. Post equipment inventory on board website | Status: ? |
| 2. Issue equipment to teams | Status: 90% complete |
| 3. Process in place to pick up uniforms | Status: Feb. 1 – March 31, 2009 |

Volunteer / Concession Director - Patti

- | | |
|---|---------------------------|
| 1. Monitor volunteer schedule | Status: on going |
| 2. Develop concession stand duties (open / close) | Status: due April 1, 2009 |