



## **General Board Meeting Minutes February 21, 2010**

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:12 pm at the Shakopee Library by Tom Temple.

Present: Darla Teslow, Tom Bailey, Tom Temple, Julie Maynard-Johnson, Patti Isensee, Ben Kroll and Jon Poppen

Absent: Robert Harder, Michele Monroe, Mark Teslow, Aaron Teslow  
Guests: Amanda Besser

2. **Agenda:**

- Remove number 3, Approve January 25, 2010 meeting minutes.  
Motion made by Tom Bailey to approve the amended agenda, second by Ben Kroll.  
Motion passed unanimously.

3. **Approval of minutes:**

- Removed

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

See attached report

- 4.1 **Winter Symposium Review**

- A group of coaches attended two sessions in the morning and afternoon. The coaches enjoyed the sessions.

- 4.2 **Teams Update**

- U13 Boys: We have 12 – 13 boys registered. Need 2-3 more players.
- U16 Boys: We have 12 players registered. Need 2-3 more players.
- U11 Girls: Three players have transferred to another club and we are down to 10 players on the C2 team. There are 11 players on the C3 team. We need a few more players. One family who transferred is requesting a registration and volunteer check refund. SSA will not be issuing a refund per our handbook “no refund is made to a player transferring to another soccer club, unless they cannot be placed on a club team of equal age/skill level.”

- 4.4 **Age Group Trainers Set**

- Jon has five trainers for the U9 – U12 teams.  
Training nights: game nights Tuesday / Thursday...train on Monday nights  
game nights Monday / Wednesday...train on Thursday nights

- 4.5 **Winter Training**

- Tom B. received gym time this past week and Jon has developed a practice schedule.

- 4.7 **PACT**

- MYSA will cancel the PACT seminar if we don't have a minimum of 30 people registered.

- 4.8 **TOPSoccer**

- Mark, Darla and Jon attend a TOPSoccer seminar at the winter symposium. TOPSoccer is a community-based soccer program that is designed to meet the needs of children



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ages eight and older with physical and/or mental disabilities. The program is geared toward player development rather than to competition. Athletes are placed on teams according to ability NOT by age. Any child with a disability can play TOPSoccer. MYSA is willing to attend a board meeting to give a presentation. MYSA is also willing to work with the club to help set up the program. We felt this program would benefit the community and Darla will contact MYSA to set up a meeting.

**Boys Director:** Robert Harder

- No report

**Girls Director:** Michele Monroe

- No report.

**Recreational Director:** Julie Maynard-Johnson

- Moved spring rec registration deadline to April 1, 2010
- Julie has been accepting requests from parents. SSA will try to accommodate their requests but we can't guarantee it.

5. **Director reports:**

**President:**

- No report

**Treasurer:** Open

- No report

**Registrar:** Mark Teslow and Patti Isensee

- See attached report.
- We will issue three adult passes per team.
- Every coach, assistant coach, manager, age group trainer and trainer over the age of 17 must complete the background check. This includes the travel and rec programs.

**Admin. Assistant** – Patti Isensee

- See attached report

**Referee / Field Director:** Darla Teslow

- The city is concerned about the condition of field 6. The goal mouths are in rough shape. We discussed moving some field around based on the comments from the city meeting. We could move field 6 (4-U9U10 fields) to field 5 (U13-U19) and move field 7 (U11-U12) to field 4 (U13-U19). By moving the field around, we would potentially create more bare spots around the complex. Field 6 would have approx. 6 bare spots on the field because of the U9-U10 goal mouths...thus more of a hazard. We felt the best solution is to not move any field around.
- We received a donation from the Lion's Club last year for the kick wall. The parks department was not comfortable building the wall without approval from the Department Heads or City Council. Since we were not granted the MYSA Equipment/Field grant we would like to use the money for team benches. We will need to contact the Lion's Club before we do anything.
- Field host will need to check goal anchors this year.
- Need to purchase new durable folding field signs. The signs last year are in rough shape and they were hard to stick into the ground.
- Adult League begins Memorial weekend and runs through the end of September.



**Communication Coordinator:** Tom Temple

- Ran an ad in the Shakopee paper for additional players needed.
- Submitted summer brochure to the city.
- Need to advertise spring rec in the Shakopee paper for three weeks. The ad should go in as soon as possible.
- Need to distribute a spring rec fliers to elementary schools as soon as possible.
- Need to distribute a U11 Girls (5<sup>th</sup> graders) flyer to the elementary schools as soon as possible.
- Need to post team manager meeting and goalkeeper training on the home page.

**Equipment Director:** Aaron Teslow

- See attached report.
- Will collect summer / fall equipment this week.
- Will distribute equipment at the coach's clinic on Feb. 28<sup>th</sup>.

**Volunteer Director:** Patti Isensee

- See attached report.
- Need to add volunteer hours for spring rec trainers. These hours are for high school kids to help Jon with spring rec. These trainers must attend the "Y" course on April 10, 2010.
- If a team has one assistant coach he/she will receive credit for 10 volunteer hours. If there is more than one assistant coach on a team the coaches will split the volunteer hours.
- SSA will need a volunteer check from every family. We will hold player passes if we don't receive a check.
- We will not be participating in the Derby Days Parade.

**Concessions Director:** Ben Kroll

- No report

**Tournament Director:** Tom Temple

- Registration is open.
- Teams will be able to pre-order t-shirts for the festival. Teams will pick up their t-shirts when they check in. We will need to set up an online store for the festival. T-shirts will not be available for sale the day of the festival.
- In the past we have had a program listing the participating teams and sponsors. We decided not to have a program since this is a one day festival. Thus we will not seek donations from local businesses.

**Secretary:** Tom Bailey

- See attached report.
- Received gym time from the city. Jon has developed a practice schedule.

6. **Team Meeting Review:**

- Meetings went well. Seem to have a bigger turn out this year.
- Collecting the volunteer checks went well.
- We ran out of handouts. Parents were taking multiple handouts to get an additional medical form. We should have additional medical release forms on hand for multiple players in a family.
- We need to review with the parents where to turn in their medical release form.



**Shakopee Soccer Association**

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- Individual team meeting was noisy...very hard to hear. The Jr. High cafeteria would be better than the Middle School. Next year possibly use the Jr. High auditorium to start than hold individual team meetings in the cafeteria.

**7. Team Manager Meeting:**

- See Referee / Field report.

**8. Adjourn Meeting:**

Motion to adjourn at 8:00 pm by Darla Teslow, second by Tom Bailey.

Motion passed unanimously.

**Next meeting March 7, 2010 at the Shakopee Library at 6:00 pm.**

Minutes submitted by:  
Tom Bailey  
Secretary



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**Director of Coaching Report**  
**2/20/10**

- 1. Winter Symposium Review**
- 2. Teams Updates**
  - a. U13 Boys**
  - b. U16 Boys**
  - c. U11Girls**
- 3. Teams in need of a Coach**
  - a. U12 Boys**
  - b. U17 Boys**
- 4. Age Group Trainers Set**
- 5. Winter Training Time**
- 6. Email to families to follow up from Team Meetings**
- 7. PACT**



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**Registrar Report**

General Board Meeting

Submitted by: Patti Isensee

Date: 02/21/10

Registration seem to have stopped for Summer travel

Spring rec is at 131 so far- e-mail sent out for new deadline

I will be sending out another invoice as soon as I get who received the latest set of Financial aid.

The phone messages have started to increase and most questions are about rec soccer- when ages how do they sign up.



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### Referee / Field Director Report

General Board Meeting

Submitted by: Darla Teslow

Date: Feb 20, 2010 (this meeting is at the Library on 2/21)

Task	Deadline	Status
Request use of Rec Fields & U9/10 Fields on May 8, 2010	March	Email sent to City (both Sherry & Jamie) on 1/2/2010. They appear unwilling to bend. Mark and I are meeting with the City on Friday, February 5 (Sherry, Jamie, Bill).
Meet w/ Park& Rec	February	Mark and I met with Sherry Dvorak and Bill Egan to submit our date requests and discuss field maintenance. We were told they'd make every effort to have nets on the goals by April 15, and lines shortly thereafter. Summer schedule includes mowing twice a week, painting on Tuesdays. We need to move some layouts around to help restore the fields. Probably switch 5 & 6, or 6 & 7.
Fundraiser at Cub Foods	January	Letter sent to Cub requesting a date. Have not received a response yet. Bagging info/restrictions was emailed to Patti to enter into Dibs.
Goal/Field Grant	Jan 15	Form was submitted requesting \$3000. We were NOT granted a Goal/Field Grant.
Referee Clinics	Jan-Mar	1 <sup>st</sup> Clinic (Grade 8) took place this weekend. Only 10 attendees – next year we'll go back to the two Saturday format. Still to come: March 6 and March 20 (Grade 8 Recert clinics). I welcomed the instructors and made sure the computer was functioning and the volunteer was in attendance (both days).
Ref Assignor Clinic	March	I will be attending the Ref Assignor clinic on March 24. I sent Peggy info to register for a New Assignor clinic.
Team Meetings	February	Team Meetings on February 2, 2010. I attended the Team Meetings and assisted with Registration.
Team Manager Books	March	I worked with Shari Temple to gather information for the Team Manager book. I have been creating documents for the book compilation. We plan to hand out a book to every team manager at the March 2, 2010 meeting. Most information has been sent to Patti and will work with Patti to ensure all Team Managers have a book.
W-9's and 1099's	January	I worked with Mike Poole to collect W-9's on all independent contractors, and then to distribute all 1099's on January 24, 2010. W-9 form was emailed to Patti so she can collect these forms as the year goes along, rather than in December.
Concession Stand	January	Dates of concession stand use were given to Ben to use for his calendar prep. Once he has all dates



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		confirmed, he will email those dates to Patti for verification against Dibs. MN Dept of Agriculture Certificate was located. Scanned and sent to Tom B. and Patti, original was given to Ben to frame and display.
MYSA Winter Symposium	February	Attended Winter Symposium – attended Roles & Responsibilities of Club Boards, Recreational Soccer, Insurance Seminar, Referee Seminar, TOPSoccer Seminar, Club Registrar Meeting – I'll give a brief update in person.



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### Equipment Director Report

General Board Meeting

Submitted by: Aaron Teslow

Date: Feb 20, 2010 (this meeting is at the Library on 2/21)

<b>Task</b>	<b>Deadline</b>	<b>Status</b>
Winter Training	February	Patti organized and labeled all remaining Winter Training t-shirts, and I brought them to Winter Training and gave to Coach Poppen for distribution Feb. 1
Uniform/Warm Up Fittings	January	Final uniform/warm-up fitting at the log cabin happened on Tuesday, January 26. It was a very busy night, but all went well. Thank you to Denise Hennen, Patti Isensee, Sami Isensee and Melonie Kroll.
Equipment Room	February	I'd like to go to the Equipment Room and start organizing-probably when swimming ends, next week.
Referee Certificate	March	I will recertify as a Grade 8 Referee on March 6.
South District Winter Symposium	March	I will be unable to attend the SDWS on March 6 due to my ref recert class. If the meeting is rescheduled for the afternoon, I will plan to attend.
Team Meetings	February	I attended the first session as a helper/board member and the second session as a player/coach.
Equipment Distribution	February	I plan to have equipment ready to distribute at the Coach Clinic on Sunday, February 28 <sup>th</sup> at the end of the clinic. I will be working on retrieving all equipment this week.



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### **Volunteer Report**

General Board Meeting

Submitted by: Patti Isensee

Date: 02/21/10

Still working on collecting volunteer checks from families.

Need to discuss if Assistant coaches should get 10 hours also

Does everyone agree to hold passes for checks not turned in

Still tweeking hours in DIBs

Have received very few e-mails or calls about people having problems getting into DIBs

Shakopee Derby Days Parade. I think that I should be in charge of getting the volunteers but who will be getting the permit for our spot in the parade and organizing what the volunteers will do? Is this a communications items?



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## Secretary Report

General Board Meeting

Submitted by: Tom Bailey

Date: 02/21/10

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### President - Mark

1. Request money from Lion's Club?

### Treasurer – open

1. Prepare tax return

### Secretary – Tom B.

1. Need to schedule board meetings: April – Aug.
2. Added Goalkeeping Training, Street Soccer, SSA Kicks Camp, SSA Fun Day to the calendar.

### Registrar – Patti & Mark

1. Summer travel adult background check.
2. Summer travel – need birth certificates of new players.
3. Submit summer travel teams to MYSA on March 8<sup>th</sup>.

### Communications Coordinator – Tom T.

1. Website communication (home page): goalkeeper training, team manager meeting,
2. Spring rec flyer to schools
3. Advertise spring rec in Shakopee newspaper.
4. Team pictures - contact Sunshine Photography

### Director of Coaching - Jon

#### Boys / Girls Directors – Robert and Michele

1. Coordinate strength & conditioning schedule with Dave H.
2. Issue indoor practice schedule to coaches, Feb. 25
3. Communicate team manager meeting.

### Recreational Director - Julie

1. Develop spring rec program with Director of Coaching.
2. Spring rec details – when, where, etc...
3. Updated task dates:

	start	end
Spring Rec - order equipment	4/1	4/5
Spring Rec - recruit coaches	4/1	4/12
Spring Rec - coaches packet	4/1	4/12
Spring Rec - coord. field layout w/ Field Coord.	4/8	4/12
Spring Rec - create teams	4/2	4/8
Spring Rec game schedule	4/2	4/8
Spring Rec - order t-shirts	4/8	4/8
<b>Spring Rec. (8 weeks)</b>	4/19	6/12



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**Referee Director & Field Director – Darla**

1. File referee assignor at MYSA office.
2. Develop indoor practice schedule. Issue indoor practice schedule to Boys & Girls Directors by Feb. 24.
3. Develop outdoor practice schedule. Coordinate practice and Age Group Training times with Director of Coaching. Issue schedule by March 20<sup>th</sup>.
4. Verify field layouts, travel and rec.

**Equipment Director – Aaron**

1. Fall equipment return...status?
2. Summer equipment pick up date? Practices begin March 5<sup>th</sup>.

**Volunteer Director - Patti**

1. Coordinate volunteer schedule (Dibbs)

**Concession Director – Ben**

1. Apply for MN Department of Health License

**Tournament Director – Tom T.**

1. Marketing, flyers, mass email
2. Tournament planning...t-shirts