



Hillsborough Soccer Club

Subject:	Hillsborough Soccer Club Monthly Board Meeting Minutes	
Date & Time:	January 11, 2017; 8:00 PM	
Location:	Petrock's Meeting Room, Hillsborough	
Attendees:	John Ciccarelli, Linda Groff, Niles Johnson, Joanna Sasso, Brian Hawes, Mary Coyle	
Non Attendees:	Bill Herterich, Bill Hartman, Ami McCaffery, Candace Reigrod, Debbie Manrique, Bonnie Herterich	
CC:	Club Website (www.hillsboroughsoccerclub.org)	
Scribe:	John Ciccarelli	
MEETING MINUTES		RESPONSIBILITY
1. Welcome and Introduction a. Meeting called to order at 8:00 PM b. There was a quorum to conduct business.		J. Ciccarelli
2. Secretary's Report a. Reviewed December 2016 Board Meeting Minutes. Will approve at next meeting. b. Review Status of Previous Open Action Items (See table below).		A. McCaffery
3. President's Report a. Board and HSC Governance Structure: Succession planning for future positions which includes President and Registrar. See Action Item 11.2. N. Johnson volunteered to prepare a slide deck to facilitate the discussion. b. Uniform Committee Update: Chair Leslie Alexander reported that the committee issued the RFP on 12/19/16 and the due date for responses is January 13, 2017. Several respondents have asked clarifying questions and one response has already been received. Will plan for meeting after due date. c. Results of Academy-Style training survey were discussed as noted in Action Item #12.5. While about half of the 34 responses indicated they were happy with the current program, the others expressed a variety of concerns and difficulties. The issues varied for different genders and different age groups. After considering financial forecast for the current season the Board unanimously passed a motion to add another professional trainer to the teams in the age groups using the academy style training program. d. Report on meeting with Red Bulls for spring training planning. J. Ciccarelli and N. Johnson attended a conference call with Nick and Patrick from the Red Bulls to discuss the needs for the spring season. The Red Bulls were informed that we might need another trainer to handle the potential additional trainer for the academy style teams (in addition to the trainer for the high-school level spring only teams). e. MNJYSA site is open for Spring 2017 registration which is due January 14, 2017. Will need proposed flight assignments based on Fall 2016 results. f. Overall planning for spring administration activities was discussed (budget, tryouts) see Action Item #12.06		J. Ciccarelli
4. Coaching Director's Report a. Player withdrawal policy and refunds. Discussed list of players who accepted		N. Johnson

<p>offers and paid \$150 or more. Some did not commit and ultimately did not get assigned to a roster, while others are withdrawing for medical or other reasons. HSC will continue to handle these on a case by case basis.</p> <p>b. Winter Training update.</p> <p>c. Status of Spring only teams: HSC will register all 4 teams in MNJYSA for the Spring season, but the Boys Gold team needs more players to commit.</p> <p>d. Update on 2004 Red (U13) girls team request for players – good response from the coaches and team and there are some volunteers. HSC will make changes for Spring and will discuss at next meeting.</p> <p>e. Approval of roster moves and Spring only teams will be done once decided for next meeting.</p>	
<p>5. Treasurers Report (not present)</p> <p>a. Distribution of Actual-to-budget numbers for 1st Half FY2016. Treasurer provided a forecast and HSC is looking at potential surplus for FY2016.</p> <p>b. Budget planning for 2017 start in Feb/March and L. Groff will coordinate these planning meetings.</p>	L. Groff
<p>6. Communications Report</p> <p>a. State Cup. Developing the letter to send in the next 2 days. Carding and registration is an issue. Due date is February 1, 2017. See Action Item #10.5</p>	M. Coyle
<p>7. Equipment</p> <p>a. Update on ordering new equipment per Affinity Grant Check. Brian will order nets and sand bags.</p>	B. Hawes
<p>8. Fields (not present)</p> <p>a. Not present. Nothing to report. Coordinate layouts to make sure we have enough fields for the spring practices and we might need to work SWR.</p>	B. Herterich
<p>9. Work Bonds</p> <p>a. Outstanding Work Bond Balances – approach. Still have 44 families who have not accounted for dollars. Reconciled down to 44 missing work bond payments. This item will be moved to Section 5 under the Treasurer's Report.</p>	L. Groff
<p>10. Registrar's Report</p> <p>a. Will register 4 spring only teams at the high school age groups.</p> <p>b. Will need help on the NJ State Cup registrations, especially from Coaches.</p> <p>c. Winter space coordination not coordinated.</p>	J. Sasso
<p>11. Ways & Means Report (Not present, email report submitted)</p> <p>a. Banquet – 4 volunteers for the committee with initial meeting set up for January 27, 2017. Jean Trujillo has volunteered to be the Chair of the committee. Also will meet with Jen Wilke from HRC to discuss the preliminary planning that was done last year.</p> <p>b. Team Pictures – working with Milan Rose to schedule pictures in early March, before spring practices start. Need a space.</p> <p>c. HSC Magnets – discuss quote for 1000 magnets of HSC crest approximately 4"x5". Order should be placed. Typically sell magnets at 2 for \$5.00</p> <p>d. Affinity Grant – needs receipt from Brian to send to Township</p>	D. Manrique
<p>12. MNJYSA Report (Not present)</p> <p>a. Spring 2017 schedule is published on the website and registration is open.</p>	B. Hartman
<p>13. New Business</p> <p>a. Highlighted that the club has several kids in the Red Bulls' RDS program to do winter training.</p>	
<p>14. Meeting adjourned at 10:57 PM</p>	

THE ABOVE MINUTES ARE MEANT TO REFLECT THE ITEMS DISCUSSED AT THE MEETING. IF CORRECTIONS ARE REQUIRED, PLEASE ADVISE THE DESIGNATED SCRIBE IN WRITING WITHIN FIVE (5) WORKING DAYS FROM RECEIPT. IF CORRECTIONS ARE NOT RECEIVED, THIS WILL STAND AS WRITTEN AND ASSUMED TO BE ACCURATE.

<u>ITEM NO.</u>	<u>MEETING ACTION ITEMS DESCRIPTION</u>	<u>ACTION BY:</u>	<u>DATE REQUIRED:</u>	<u>OPEN / CLOSED</u>
OLD BUSINESS				
02.04	2/16/16: Contact G. Pinto and survey girl teams to gauge interest in Sky Blue club partnership proposal. 10/5/16: Will get more internal information. 11/2/16: Team on break, will check again at start of next season	C. Reigrod	3/17	OPEN
6.05	6/21/16: Figure out Waiver Process, ask Nick, John ask Pat 8/3/16: There is a draft, still working on it 10/15/16: John will talk to attorney for clarification of need for winter training. 12/7/16: Discussed adding to try-out forms to be filled out at the beginning of each yearly season.	J. Sasso J. Ciccarelli	3/17	OPEN
8.01	8/3/16: Start looking into tournament committee and contacting past information from L. Schneider 10/5/16: Put out email broadcast for volunteers, minimum 1 chair and 4-5 members (uniforms, tournament) 11/2/16: Email for volunteers sent on 10/31/16, with some responses already. J.Ciccarelli to provide names to D. Manrique. 1/11/17: List of committee volunteers given to D. Manrique. Close item and report on committee progress in minutes.	D. Manrique J. Ciccarelli	1/11/17	CLOSED
10.02	10/5/16: Reconcile Pre & YDP registration & payments 11/2/16: Need parent to volunteer and help. Explain to Red Bulls and call Nick to see if they can help reconcile. 12/7/16: Niles will touch base with Linda & Candace to reconcile. 1/11/17: Niles exported information from GotSoccer about who paid and will work with Candace and Trey during the winter.	J. Sasso N. Johnson	1/11/17	OPEN
10.05	10/5/16: Research and draft motion for State Cup team participation 11/2/16: MNJYSA limits to Flight 1 or 2 teams. 12/7/16: Money due Feb.1 for "registered" teams. Proposal is \$50/player to off set the cost. Club will cover the rest. 1/11/17: Paragraph will be finalized and emailed in the next couple of days. Need to draft follow up for coaches to emphasize their role and need to poll team parents. Coaches need to get started to meet the February 1, 2017 application deadline. Likely 3 teams eligible. Interested teams should contact club registrar. Need support from the interested coaches who will need to collect paperwork and provide to Joanna to expedite registration.	J. Sasso C. Reigrod M. Coyle N. Johnson	1/11/17	OPEN
10.09	10/5/16: Draft letter explaining Academy Style Training for U8-U10 teams. 11/2/16: Refer parents to the Red Bulls Tab and reissue the memo directly to those teams. 12/7/16: Niles has the draft from Candace. Needs to be circulated to the Board and issued. 1/11/17: Finalize the message and distribute.	C. Reigrod N. Johnson	1/11/17	OPEN
11.1	11/2/16: Research financial reporting in meeting minutes to be in accordance with Articles of Incorporation, HSC historic practices, and other organizations. 1/11/17: Sent email our Accountant and waiting for feedback.	L. Groff J. Ciccarelli	1/11/17	OPEN

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11.2	11/2/16: Research ideas for club officer structures including paid positions. 12/7/16: Look at Westfield's and Princeton's (PFC) websites for their club structure. 1/11/17: Will develop a slide deck to summarize. Board members to reach out to contacts at other clubs and how they manage.	Board N. Johnson	1/11/17	OPEN
11.3	11/2/16: Finalize message about player movement between fall & spring. 12/7/16: Letter drafted and there is feedback from RB trainers. Coordinate with 10.9.	N. Johnson	1/11/17	CLOSED
11.5	11/2/16: Research new magnets. 12/7/16: Have samples. Awaiting pricing. 1/11/17: Suggested to order the larger magnets.	D. Manrique	1/11/17	OPEN
11.7	11/2/16: Research obtaining a credit card for the club. 1/11/17: No cards are available through the Affinity Credit Union. L. Groff will research obtaining a card with some rewards (cash back) and will consult with Accountant about establishing some control procedures for Board use.	J. Ciccarelli L. Groff	1/11/17	OPEN
12.1	12/7/16: Order equipment with the grant money. 1/11/17: Order nets and sand bags. Also needs to buy practice goals for new RB trainers (2).	B. Hawes	1/11/17	OPEN
12.2	12/7/16: Candace transition Communications Director to Mary 1/11/17: Ongoing progress.	C. Reigrod M. Coyle	1/11/17	CLOSED
12.3	12/7/16: Find out from Tom Finn what MNJYSA is going to offer for U8 boys & girls. 1/11/17: Response from Tom indicates that we will register all teams in MNJYSA and withdraw as the flights develop.	N. Johnson	1/11/17	CLOSED
12.4	12/7/16: Draft message to Academy style parents regarding training model. See item 10.9 and 11.3.	N. Johnson C. Reigrod	1/6/17	OPEN
12.5	12/7/16: Poll parents of academy style players for feedback to help determine path forward. 1/11/17: Survey sent to parents on 1/7/17 and approximately 35 responses received. Discussed results. Board considered absorbing the cost of adding another professional trainer to alleviate the various difficulties being encountered. Based on current financial forecast for this season, primarily due to a fundraising windfall, it should be feasible to add a trainer. N. Johnson made the following Motion: To add another professional trainer to the teams in the age groups using the academy style training program to cover the week-day training. Seconded by M. Coyle. Unanimously approved.	J. Ciccarelli	1/6/17	CLOSED
12.6	12/7/16: Spring schedule draft. 1/11/17: Schedule tryouts, permits at township and schools, and budget meeting.	BOARD	1/11/17	OPEN
NEW BUSINESS				
01.01	1/11/17: Reconcile Foley Rents account as it appears that the club has been overcharged.	L. Groff	2/1/17	OPEN
01.02	1/11/17: Plan meeting with Recreation. G. Dunne has reached out to plan for the spring season.	J. Ciccarelli N. Johnson	2/1/17	OPEN
01.03	1/11/17: Check to see if Spring teams coaches are approved	N. Johnson	2/1/17	OPEN
01.04	1/11/17: Plan out the roster moves for Board to approve.	N. Johnson	2/1/17	OPEN
01.05	1/11/17: Announce motion to academy style teams regarding the Board decision. Include with items 10.9, 11.3 and 12.4 above.	J. Ciccarelli N. Johnson	1/17/17	OPEN

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01.06	1/11/17: Send copies of approved minutes from previous Board meetings to M. Coyle to be posted on the website.	J. Ciccarelli M. Coyle	1/17/17	OPEN
01.07	1/11/17: Register teams for the 2017 Spring season. Will need initial flight assignments before deadline of 1/14/17.	J. Ciccarelli N. Johnson	1/14/17	OPEN
	THE NEXT MONTHLY MEETING WILL BE HELD: DATE: February 1, 2017 TIME: 7:30 pm LOCATION: 24 Boehm Way, Hillsborough, NJ			