



**Shakopee Soccer Association**  
1160 Vierling Drive #124  
Shakopee, MN 55379  
952-913-9351  
[www.shakopesoccer.com](http://www.shakopesoccer.com)

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**Board Meeting Minutes**  
**January 8, 2017**

The board meeting of the Shakopee Soccer Association was called to order at approximately 7:07pm at the Shakopee AmericInn, by Jeff Seel.

Present: Jeff Seel, Josh Forsythe, Chris Lewis, David Leary, Troy Swallows, Terry Harder, Doyle Voss, Doug Anderson, Jon Poppen, Patti Isensee, Chuck Millis, Greg Wheaton, Tony Schuetz, Doug Rogers, Mark Teslow, Darla Teslow, Ted Cahill, Doyle Voss

Absent: none

**Approved meeting agenda as submitted**  
**Approved board minutes from December 4 board meeting**

- **President updates**
  - Roles and responsibilities document
    - Took document written by Mark Teslow and divided it into sections
    - Volunteering – plan to tighten policy
    - Move to Office 365 for all documents
    - Create new banking document
  - Office 365 email accounts
    - Some email addresses need to outlast people tied to the account
    - Create a “board” Office 365 group
  - SSA Task List on Office 365
    - Keep track of everything going on inside of Office 365
- Christmas Party
  - Discussed details
  - Finalized budget
- **Purchasing process**
  - Director on area where item needs to be purchased should figure out if it’s budgeted and pricing info – then make recommendation to Executive Board
  - Proposed process – no vote taken:
    - Budgeted item under \$1000 – 1 board member
    - Budgeted item over \$1000 – 1 board member plus Treasurer
    - Nonbudgeted item under \$1000 – 2 board members
    - Nonbudgeted item over \$1000 – 2 board members with approval by full SSA Board
- Website updates
  - Doug A sent out web pages for review by board members – please finish ASAP
  - Reached out to NGIN – maybe meet mid-December, maybe Jan 1 transition
  - Possibly look at Blue Sombrero instead of NGIN
- Golf cart expense
  - One golf cart had to be pushed in because it can’t charge
  - \$850 cost to repair and store



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- Moved by Josh F, seconded by Doug A, approved unanimously
  - Concessions
    - Water has been moved from the garage
    - Need to get iPads/TVs from concession stand
  - Refund request
    - One player decided to play another sport
    - Motion to keep tryout cost and processing fees
      - Moved by Chris L, seconded by Doug A, approved unanimously
  - Shoe drive
    - Patti will send emails to the club, boxes placed at futsal
    - Look to work with local organizations, too – such as Esperanza
    - Motion to approve shoe drive coordinated by Shelly Sanchez
      - Moved by Josh F, seconded by Troy S, approved unanimously
  - Offices closed until January 3 – same dates as school district winter break
  - Treasurer report
    - Concessions person is a necessity
    - Site host is a help, but we need coordination of the concession stand
    - Will go to accrual basis for accounting
    - Budget discussion – operating at a deficit, we need to keep 3-5 months of cash reserve
    - Motion to authorize Chris Lewis as a signer for the bank
      - Moved by Josh F, seconded by Dave L, approved unanimously
  - Bylaws/Articles of Incorporation
    - Reviewed proposed articles
    - Will discuss bylaws in depth at January meeting
    - Point of discussion – named positions vs at-large board members
  - Uniform discussion
    - Planning for next cycle – looking at all brands and suppliers

### Adjourn Meeting:

Motion to adjourn – Move Josh, second Jeff, approved

Meeting adjourned at 9:26p

**The next meeting will be Sunday, January 8 @ 7:00pm at American Legion.**

Minutes submitted by: Josh Forsythe