

**SWM Soccer Club, Inc.**

**MINUTES**

Board Meeting Minutes

Place: LHS Team Room

Date: Thursday 1/17/2019

Time: 6:30 – 8:45 pm

**Board Meeting Board Member Participants** (8 of 10 current board members)

Uniform Coordinator:	Julie Samuel	Facility/Field Coordinator:	Gil Urban
At Large Members:	Brian Samuel	Treasurer	Christine Hein
Public Relations	Angie Winsman	Fund Raising Coordinator:	Kim Fordham
Registrar:	Pattie Warren	At Large Member:	Veronica Wolf

**Board Meeting Board Members Unable to Attend**

Director Coaching:	Jayne Cox	VP Team Administration:	Kelly Jeske
President	open	Secretary	open
Parent Representative	open	Director Coaching:	open

**I. Call Meeting to Order by Gil Urban 6:35 PM**  
**Meeting Decorum reminders**

- Stay on topic/agenda
- No side bar conversations
- Table items that become new during a discussion. If there is time at the end of the meeting, re-visit the parking lot item(s). If not roll into next meeting agenda
- Listen first and give the speaker time to complete the thought;
- No talking over each other/No interrupting
- Hold each other accountable for courtesy, professionalism and wise use of time during Board Meetings

**December 2018 meeting minutes approved**

**II. AGENDA**

**a. Discussion/Direction on SWM Kickers-LYSL merger – Gil Urban and Brian Samuel**

Gil and Brian reviewed the LYSL merger in SWM Kickers proposal that Jayme, Brian, and Gil had developed.

Jayne, Brian, and Gil met Jan 2nd to have a discussion on the SWM Kickers – LYSL integration and develop a recommendation to the board. They reflected on the positive impression the LYSL board members made at the last SWM Kickers board meeting. If it hadn't been for the commitment of the LYSL registrar, scheduler and treasurer we would likely have a different recommendation.

Their recommendation was to support LYSL in spring 2019 and to have LYSL merge into SWM Kickers in fall 2019.

Their recommendation has a short term and long-term component. The short-term component deals with spring 2019. The long-term component addresses fall 2019 and beyond.

SWM Kickers board had a detail review and discussion of the proposal. Points were clarified, question were asked and answered, a few points were added, and one recommended coordinator was changed to board position.

Changes & Additions to the proposal:

- Christine Hein stressed the need for a legal & financial due diligence activity. It was added.
- Julie Samuel discussed that the relationship between the board members and the coordinators needed to be specified. It will be specified in the final proposal.

- Pattie Warren felt that the significant Team Administration position should be changed from coordinator to director board position. This change was agreed to as appropriate and will be such in the final proposal.
- Pattie suggested for completeness the field setup for the Academy Jamboree should be identified as SWM Kickers spring 2019 activity. It was added.

SWM Kickers board at its January 17, 2019 board meeting approved SWM Kickers – LYSL integration steps for spring 2019 and for LYSL to merge into SWM Kickers in fall 2019.

**Actions:**

1. *Brian Samuel will contact Mark Smith and share SWM Kickers approved position on support for spring 2019 and LYSL merger into SWM Kickers in fall 2019.*
2. *Gil Urban will update the proposal and circulate to the board. This document should be kept confidential until the Brian, Jayme, and Gil can review it in person with the existing LYSL board members.*
3. *Angie Winsman will work with LYSL to finalize the spring LYLS signup and SWM Kickers tryout flyer to be distributed likely next week throughout the community / schools.*

**b. Follow Up on Rotary/SWM Kickers Fundraiser - Kim Fordam & Gil Urban Tryouts**

Rotary Club provided SWM Kickers 20% of the net income from the event. This amounted to \$837.47. The Rotary honored the 20% of net even though SWM Kickers only sold \$470 of pre-sales. Rotary would like to continue with SWM Kickers but expects more pre-sales. Gil Urban has shared with Rotary president that unless there were some changes in the method or selling tickets and incentive to SWM Kickers we should not expect other results. Therefore, Rotary is investigating developing an online method of doing pre-sales and a multiple ticket purchase discount. Instead of 20% of net profits from event Rotary is considering to offer SWM Kickers 20% of gross pre-sales. Rotary will make their decision in March so SWM Kickers can decide prior to June tryouts if we want to promote this event. Rotary strongly suggests if SWM Kickers is doing the pre-sale of tickets that they do event water and desert sales.

**c. Financial Items:**

1. Treasurer equipment & software needs – Christine Hein: The office of the treasure could use dedicated laptop and printer/scanner to isolate financial work from family computer use. In addition, this laptop could be the place to store all financial documents (such as tax return) and important documents (such as bylaws & policies). Board approved a \$1,000 budget for treasurer equipment. **Action Item: Gil Urban will acquire Office of Treasure computer equipment.**
2. Review the single season fee structure for teams which typically play two seasons U14 and below: Board reviewed the existing model with updated numbers for 2018-2019 seasonal year. Based on the model the half season fee for U10 is appropriate as \$325. The model has a few allocations by team versus by average team size. **Action Item: These will be reviewed by the treasurer and reported back to the board for potential fee adjustment for fall of 2019.**
3. Review tournament allowance provided to teams - Christine Hein: The SWM Kickers tournament policy from 2016-2017 season has recently not be literally enforced. Therefore, office of the treasurer should continue with process used in 2018 fall for 2019 spring. SWM Kickers provides 2 season WMYSA & Elite teams 2 tournaments, 1 season teams 1 tournament, and 2 season Premier teams 5 tournaments and 1 season Premier team 3 tournaments. **Action Item: office of the treasurer should review tournament policy and report back to the board.**
4. Discuss reimbursing non-player parent coaches for submitted valid expenses (define the list for valid expenses and if not on list pre-approval is needed). The approach for coach stipend and the approach for non-parent coach expense was only briefly discussed. This will need to be reviewed

next month. It was put on the agenda since it might be applicable to the boys U16 or U19 team coach for the spring season. ***Action Item: Julie is preparing recommendation for board review.***

**d. Discuss Use of Lehmann Memorial Field for Spring Matches - Brian Samuel**

The policy for using this field has not been finalized. Before SWM Kickers can determine which field to use the policy on how much the field costs to use needs to be set. Therefore, at this time for WMYSA. Elite, and Premier schedule will assign SJK fields. If the fee for Lehmann field is set before league schedule change fee is in effect, then SWM Kickers may decide to move a few of the games using a full size field. ***Action Item: Gil Urban to follow up with Brian Samuel and report back to the board.***

**e. Deferred to next board meeting:**

- Discuss WMYSA Stack software plan – Pattie Warren & Gil Urban
- Discuss SJ Kickers annual agreement renewal - Gil Urban
- Discuss a Communication Plan for 2019 Tryouts & Team Formation - Gil Urban