



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

General Board Meeting Minutes January 16, 2007

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:34 p.m. at Lion's Park Youth Building by Mark Teslow.

Present: Tom Bailey, Tom Temple, Mark Teslow, Darla Teslow, Peggy Dokka-Thorson and Todd Feely

Not Present: Tim Root, Dan Meehan, Steve Curren, Mickey Willard and Michele Chase

Guest: None

2. **Approval of agenda:**

Motion to approve the agenda by Darla, second by Peggy, motion passed.

3. **Approval of minutes:**

Minutes from January 2, 2007 were reviewed, moved to accept the amended minutes by Peggy, second by Todd, motion passed.

- Under coaching director – Tom T. and Mark will discuss how to contact the parents in lieu of Tom T. will contact Tim about how to contact the parents.

4. **Director reports:**

Treasurer:

Peggy reported opening new bank accounts at M&I Bank. She opened a money market account with a starting balance of \$10,000. The interest rate on the account is 4.55%. She also opened a checking account with a starting balance of \$1,000. She left \$1,000 in the current checking account for any outstanding checks to clear and automatic withdrawals.

Coaching Director:

Todd reported John Seipp has approved the U16 Boys petition to play at level C2.

Todd talked to Ian Barker on hosting an "E" Certificate Course in Shakopee. Ian is sending more information to Todd. Ian has no problem with Kevin Brown as one of the instructors. He would like one additional instructor to help Kevin. There is a minimum of 15 candidates to hold the class otherwise it will be canceled. The course will be advertised on the MYSA website.

The course includes 6 hours of class room training and 12 hours of field training. SSA will be responsible for finding space to hold these events. We discussed holding the field training outside but because of unknown weather conditions it was decided to schedule the field training indoors. Todd will contact Soccer Blast for availability and Tom B. will contact the City of Shakopee for gym time at Sun Path and class room space. We discussed the following schedule.

Thursday, April 19, 2007 class room training from 6:00 – 9:00 p.m.

Saturday, April 21, 2007 field training from 8:00 a.m. – 2:00 p.m.

Thursday, April 26, 2007 class room training from 6:00 – 9:00 p.m.

Sunday, April 29, 2007 field training from 11:00 a.m. – 5:00 p.m.

Todd will contact Kevin Brown to see if this will fit into Kevin's schedule.

Currently the team manager meeting is schedule for Monday, Feb. 26, 2007 and the team meeting is scheduled for Sunday, March 11, 2007. Some teams may not have a manager by Feb. 26, 2007. It was suggested to move the managers meeting after the team meeting. This



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would give us an opportunity to discuss the manager's roles / responsibilities at the team meeting and possibly finding volunteers. Michele is currently working on developing a team manager job description / responsibilities. We also decided to move the team meeting to Feb. 25 or 26. This would give us more time to work with new team managers. Tom B. will schedule the team meeting for either Feb. 25 or 26, 2007 at the High School auditorium starting at 6:30 p.m. and will schedule the team manager meeting for Sunday, March 11, 2007 at the log cabin starting at 6:30 p.m.

The Boys Commissioner, Tim, would like to send out an email to open up the communication lines with the parents. He would like to let them know if they have any questions or comments to contact him. Tom T. and Mark will discuss how to contact the parents.

Registrar:

Tom T. reported the following new summer travel players.

2 – U9 Boys, 1 – U9 Girl, 1 – U10 Boy, 1 – U10 Girl, 1 – U11 Girl, 2 – U12 Boys, 2 – U14 Boys, 1 – U13 Boys, 1 – U14 Girl and 3 – U17 Girls and 1 - U18 Girl. We will need to contact the U18 girl and let her know there will be no U18 team.

Referee Coordinator:

Darla reported no information has been posted on the MN State Referee Committee website regarding the certification or recertification classes. She will continue to contact them to find out the status. Four people have contacted Darla for information on the classes. She told them to continue to check our website or the MN State Referee Committee website for information. Darla will develop a referee flyer for registration.

Fundraising Director & Communication Director:

No report

Equipment Coordinator:

No Report.

Field Coordinator:

No Report

Volunteer Coordinator:

No report.

Rec. Coordinator:

No Report.

Tournament Director:

Tom T. reported MYSA has approved our tournament application. Our tournament is listed on the MYSA website.

5. Old Business:

a. New Jerseys:

Tom T. reported Valley Sports gave us a quote of \$40.00 per uniform. The quote includes two jerseys, shorts, socks, SSA logo and number. One jersey is red with black and white trim and the other jersey is white with black and red trim. The shorts are black with white trim. We requested the name brand of the jersey to be relocated from the front of the shirt to the left sleeve. Valley Sports is providing two color options on the logo, red and black. The two color options should be available within the next couple of days. We will need to decide on which color will work. Dan will start looking at number schemes. We will have sample jerseys available at registration for players to try on. If players are not able to



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come at registration and if they would like sizing information they can visit Valley Sports. Tom T. will contact the people that have register on-line if they would like sizing information to visit Valley Sports. Valley Sports also indicated they would sponsor our tournament.

b. Indoor Team Training:

Tim contacted Soccer Blast and the Hopkins Pavilion. It's very unlikely we will be able to get time at Soccer Blast and the time available at the Hopkins Pavilion is very limited and undesirable times. If we have 19 teams Tom B. suggested the U9 teams would practice once a week.

c. Team Pictures:

Dan has received two quotes from Sunshine Photo and Varsity Photo. Peggy offered to review the two quotes and present a recommendation at the next meeting.

6. Registration:

Darla delivered 50 registration forms to the Community Center. The volunteer fee is listed on the registration forms including the on-line form. Tom T. will bring the necessary office supplies.

7. Volunteer Hours:

Mickey is working on developing a volunteer list.

8. Updated Financial Process:

Mark reviewed the new SSA Guidelines for Financial Management. He explained it's more of a dual control. The Secretary would record incoming mail payments, the Treasurer would process the money and President and Vice President are authorized to sign checks. Mark has also developed an expense reimbursement form. See attached documents for additional information.

9. Taxes:

Peggy will be completing and submitting all the necessary tax forms.

10. U10 Girls Team:

Jenny Roemer emailed Mark, Tom T. and Tom B. requesting a transfer / release for her daughter. In her email she does not state why she is requesting a transfer / release. The board needs additional information before making a decision. Several board members would like to wait on a decision until registration is over, January 31, 2007. Todd will contact Jenny for more information on the request. There are 11 girls currently on the U10 team.

11. Upcoming Events / Calendar Review:

No discussion.

12. South District Meeting:

Mark will be attending the South District Meeting on January 20, 2007

13. Winter Symposium:

The MYSA Winter Symposium will be held on Friday Feb. 2, 2007 and Saturday Feb. 3, 2007. There are a number of seminars offered. If you are interested in attending the club will reimburse you. The deadline for registering is Friday, January 26, 2007. Refer to the MYSA website for more information. Mark will send out an email regarding this. Tom T. mentioned there is a tournament table there to advertise local tournaments. Tom T. will develop a flyer for the Shakopee Festival Tournament.



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14. Soccer Equipment / Field Grants:

We need to discuss at the next meeting whether or not to pursue the equipment grant. If we decide to move forward with this than we need to decide what equipment we need. Equipment includes: goals, nets, kickboards, field lining equipment, back netting for goals, field upgrading, limited to re-seeding, leveling field or adding top soil and fencing, limited to areas that assist field development. If we decide to pursue this Tim would complete the necessary paper work.

The MYSA Equipment/Field Grant is due by 5:00 p.m. on Friday, March 2, 2007. Successful applicants will be notified by the week of March 19, 2007. A purchase of soccer equipment must be completed by May 1, 2007. A copy of bill of sale or contract for services must be submitted to the MYSA office within 12 business days from purchase.

15. Winter Training Review:

Tom T. reported 25 players registered. We turned away two players. We had one player drop and one no show. We currently have 23 players enrolled. We have no plans on adding new players. Everything went well the first night. However, Mark and Tom would like it to flow better. It appeared the players were sitting around a few times. Mark and Tom T. discussed this with Kevin. Todd will also discuss this with Kevin and make sure he has a training plan for each session so that volunteers can help him out.

16. Mike Ceola Summer Camp:

Mike Ceola has expressed an interest on conducting a summer camp in July with T.J. Hendrikson. SSA has no issues with this. Todd will contact Mike for more information.

17. Dave Hauger Strength and Conditioning Training:

Mark contacted Dave Hauger to see if he would be interested in providing strength and conditioning training for SSA. Dave is willing to provide this training for SSA. We discussed and thought this would be good opportunity. Todd will contact Dave for more information.

18. Adjourn meeting:

Motion made to adjourn at 9:20 p.m., motion passed.

Minutes submitted by:
Tom Bailey
Secretary

Shakopee Soccer Associations Guidelines for Financial Management

Type of Accounts

The Shakopee Soccer Association must have a minimum of two accounts; an operating account and an investment account. The Association will retain an investment account with a minimum balance of \$5,000.00. Authorization for transfer of funds must be approved in advance by the officers.

Name of Accounts

All Shakopee Soccer Association accounts must be in the name of the Shakopee Soccer Association only. Shakopee Soccer Association accounts must never be in an individual's name.

Location of Accounts

All Shakopee Soccer Association accounts must be located in institutions insured by FDIC or by another federally insured institution and approved by the board of directors. It is recommended that local financial institutions that offer online banking be used when ever possible. Each account should not exceed the maximum amount for which it is insured.

Signatures Required

Shakopee Soccer Association requires the signature of two authorized officers on checks exceeding \$1000.00. In keeping with standard business accounting practices, the person responsible for the checks, will not have check signing authority. Check signing authority is granted to the association President and Vice President who will not be granted access to blank checks of the association.

Reconciliation of all Financial Statements

The Secretary will receive all account statements and a copy will be made and distributed to the Association President, prior to giving the statements to the Treasurer. All Shakopee Soccer Association bank accounts and financial statements must be reconciled by the Treasurer who has no check signing authority. A financial report of the reconciled accounts must be given to the Shakopee Soccer Association board for review at monthly board meetings, and a yearly financial report will be prepared for the annual general meeting.

Documentation Required for Expense Reimbursement

The Shakopee Soccer Association expenses will be paid only as a result of documentation presented supporting the expense. That documentation may include association expense reimbursement forms with proper attachments such as receipts, invoices or other written billing. After being approved, all reimbursements will be paid on the first Monday following the first board meeting of each month.

Audits of the Financial Records

Audits will be performed at least every two (2) years on all Shakopee Soccer Association accounts or when ever the office of treasurer changes, which ever is less. An independent accounting firm which is not affiliated with the SSA board of directors or the Shakopee Soccer Association must perform these audits.

Cash Deposits

Deposits of all cash and checks must be made on a regular and consistent basis with a minimum of once per week. The Secretary will be the person completing the deposit slips and shall not be the same person making the deposit. All cash receipts must be logged in a prenumbered receipt book.

Fund Raising

All fundraising efforts will be conducted with full knowledge of the Shakopee Soccer Association, and coordinated thru the Fundraising Director. All receipts for donations will be prepared by the Treasurer in accordance with IRS rules and regulations.

Reports

As noted above, the Treasurer will provide a report of the reconciled accounts to the Shakopee Soccer Association board for review at monthly board meetings, and prepare a yearly financial report to be presented at the annual general meeting of the association.

PURPOSE:

To

Address

APPROVED: