



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

General Board Meeting Minutes October 19, 2008

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:06 pm at the Soccer Complex Building by Mark Teslow.

Present: Mark Teslow, Darla Teslow, Tom Temple, Mike Poole, Tom Bailey, Dan Meehan, Dan Kubitz, Patti Isensee, and Jon Poppen

Not present: Michele Monroe and Steve Curren and Dan Kubitz @ 6:45 pm

2. **Agenda:**

No modifications to the consent agenda.

3. **Approval of minutes:**

Minutes from October 5, 2008 were reviewed.

Motion to approve minutes was made by Darla Teslow, Dan Kubitz 2nds. Motion passes.

4. **Director of Coaching Report:**

Jon is working on U9 and U10 team assignments. He hopes to have teams posted within the next two weeks.

Winter training:

Jon confirmed Wednesday evenings from 5:00 – 6:00 pm at Soccer Blast. We will have the whole dome and Soccer Blast is discounting the rental fee 50% because of the mix up. Winter training begins on Monday, January 12, 2009 and Wednesday, January 14, 2009.

Winter training schedule:

Monday	5:00 – 6:00 whole dome, U9 – U12 Boys and Girls
Monday	6:00 – 7:00 whole dome, U13 – U15 Boys and Girls
Wednesday	5:00 – 6:00 whole dome, U16 – U19 Boys and Girls

We still need to schedule off the ball training with the city.

5. **Director reports:**

Treasurer:

No report

Registrar:

No report

Referee Coordinator:

Currently paying fall referees.

Communication Director:

Community Ed. Winter Booklet - Dan Meehan provided 2009 summer registration and winter training information to Sherry Dvorak.

Winter training flyer to schools - Dan Meehan will be sending a flyer to Sherry Dvorak very soon.

Equipment Coordinator:

Dan Meehan will be collecting fall travel equipment within the next week.



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

Field Coordinator:

Dan Kubitz will schedule gym time for off the ball winter training.

Volunteer Coordinator:

No report.

Rec. Coordinator:

No report

Boys/Girls Director:

No report

Project Director:

Tom Bailey has spent some time clean up the board website.

We need to pay the city 10% of the concession stand gross sales. Mike Poole will take care of this.

Tom Bailey will schedule the following meetings.

Board meetings from March thru August. The March meetings will be scheduled at the Shakopee Library or log cabin . April thru August meetings will be scheduled at the soccer complex.

On Tuesday, January 20, 2009 will be in person registration for summer travel.

Recruit additional players – Jon will provide information to Dan Meehan to develop a flyer for school distribution.

Tournament Director:

Mandatory meeting on October 25, 2008.

6. South District meeting update / MYSA annual meeting:

Mark Teslow, Tom Temple and Jon Poppen will attend the MYSA annual meeting on November 1, 2008.

Mark attended the South District meeting on October 11, 2008. There were six clubs present at the meeting thus not enough for a quorum. Mark reviewed the following proposed rules and bylaws changes for this coming year.

- Bylaw 2.304 Registration and Bylaw 2.306 Good Standing - To stay in good standing, every recreational player will need to be registered with MYSA. Youth Council recommends approval.
- Bylaw 3.101 – 9.305 - MYSA Youth Council – The MYSA Youth Council has met several times over the last two years to discuss restructuring of its board to better serve its members. If approved, the appropriate name/title changes, etc. would also need to be reflected in the MYSA Policies and Rules Manual. The South district does not recommend approval because not enough time has been given to develop job descriptions for the three new positions.
- Rule 4.2.2.4.a.4 – Girls may play across to a boy's team at the same age level where a District has only one competitive division of play and combines age levels within that competitive division. Youth council recommends approval.
- Rule 4.3.2.4.c, proposed change - U9-U10 players may play up for any team for which they are age eligible as long as the team is within their club and not within the same age level and competitive division as the team to which they are rostered. Youth Council recommends approval.



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

-
- Rule 4.3.2.4.d Playing Up, proposed change - d. Except for Up Gold players, players cannot play for another team at the same age level and competitive division (play across) as the team on which they are registered. Youth Council makes no recommendation.
 - Rule 4.3.2.5.a Field Guidelines, proposed change – lengthen U9/U10 fields to a maximum of 60 yards and widen U11/U12 to a maximum of 55 yards. Youth Council recommends approval.
 - Rule 4.3.2.5.c Field Guidelines, proposed change – goal size U9/10 6'-0" x 12'-0". Youth Council does not recommend approval.
 - Rule 4.4 – 4.4.2.2 – District Operating Committee – The only site capable of hosting the State Tournament as currently formatted is the National Sports Center (NSC). The NSC knows this and has advised MYSA that when the current contract between MYSA and NSC ends in 2008, the NSC will be seeking significant concessions from MYSA to keep the State Tournament at the NSC. MYSA needs the freedom to reformat the State Tournament should this happen. Youth Council recommends approval.
 - Rule 7.1.3.b MYSA Modifications for U9 – U12 proposed change – field markings: U9-U12 four corner arcs to be 3 foot radius. Youth Council recommends approval.
 - Rule 7.7.1.b MYSA Modifications for All Ages, proposed change – exhibition games shall be complete after any amount of time has been played. Reason – If the visiting team has made the effort to travel to an exhibition game and that game is suspended for unanticipated reasons, it should not be required of them to make a second or third trip that it's essentially a scrimmage. Youth Council recommends approval.

Burnsville is seeking a ruling from the IRS on how they are paying referees.

7. Initiatives for upcoming year:

Mark presented the 2009 Board Initiatives. See attached 2009 SSA Board Initiatives.

Highlights:

- Marks top initiative is the 3 and 5 year plan.
- New website hosting. Same look as other associations in Shakopee.
- Reduce regular board meeting to once a month. Executive board will meet more frequently.
- Each director will submit a written report to the Secretary three days prior to board meetings.
- Each team manager to have a manual / packet to assist and guide them to be successful.
- Board members to learn all processes. We will have a concession stand training session before the season starts next year.
- On-line evaluations – players, coaches
- On-line surveys (feedback) for coaches, team managers, coordinators, parents

8. Board restructure:

Mark is still waiting on a number of job description / duties. We need the job descriptions before we assign people to positions. Mark is looking for clear job descriptions to hold people accountable for what they have decided to do. All outstanding job descriptions are due by October 24, 2008 to Mark. We will review this at the next meeting.

9. Review and approve the SSA Board goals and standards:

Mark reviewed the goals and standards to the board members that were present. Overall Mark is pleased with the hard work from everyone however he feels we could improve on a few things. We thought it was important for every board member to be present to approve the goals and



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

standards. Tom Bailey motioned to table this until next board meeting, Dan Meehan 2nd, motion passed.

10. Adjourn Meeting:

Motion to adjourn at 7:35 pm by Darla Teslow, Mike Poole 2nds. Motion passed.

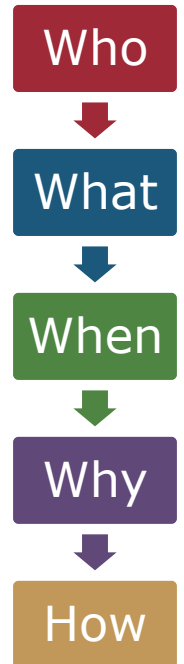
**Phone message pick-up duty for October 6 – November 2: Darla Teslow.
November 2 – November 16: Tom Bailey**

Minutes submitted by:
Tom Bailey
Secretary



2009 SSA Board Initiatives

- Updated Website and communications
 - Who: Mark / TomT / TomB
 - What: Move Website to new hosting that is more user friendly
 - When: No later than December 1st
 - Why: Better communications / easier navigation
 - How: Contact Corner Kick systems and move forward with site setup
 1. Positives
 1. Same user account as other associations in Shakopee
 2. Same look and feel as other associations in Shakopee
 3. Online volunteer registration
 4. Overall costs appear to be lower
 2. Concerns:
 1. Lack of control over look and feel
 2. Lack of our own merchant system resulting in payments being made directly to Corner Kick and not our account
 3. May have to continue payments on current system thru July of 2009
 4. Learning curve
- 3 and 5 year plan
 - Who: Mark / Tom / Tom / Mike P / Jon / Garth / Mike C
 - What: Develop a both a 3 and 5 year plan for the association with achievable and measurable goals that supports an overall strategy for both association and school goals
 - When: No later than January 1st
 - Why: Help set direction for the program both in player and team development. To aid in budgeting and goal setting for each year.
 - How: Meet with the parties listed above to come up with a plan that will support our mission statement.
 1. Must form a committee. First person placed on the committee is the chair.
 2. Referred to as the "Strategic planning committee", charged with bringing to the board for consideration a 3 and 5 year plan.
- Clearer Job Descriptions and process
 - Who: All
 - What: After we ratify the entire organizational structure, we need to look at all of the Job descriptions and edit to meet the current goals and realities. We must also clarify all job descriptions from Executive board to coach as laid out in our organizational structure. All processes related to each position, including volunteer positions must be documented.
 - When: Prior to posting volunteer positions
 - Why: This is an area that we are lacking in and need to give clarity to. We need programs and processes to help people succeed in the positions we are asking them to fulfill and a way in which to help keep them accountable.
 - How: Each board member must take the time to write down all of the processes and job descriptions under them and bring them to the board for approval.



- All open board positions filled
 - Who: Executive board
 - What: Fill remaining open board position
 - When: After organizational structure is in place and current board members have been assigned responsibilities.
 - Why: To spread the load
 - How: As a board we will identify people that may be willing to serve in the positions that are available. Those who are identified will meet with relevant board members to determine fit. We need to find people who are passionate about seeing Shakopee Soccer succeed.

- All open association positions filled
 - Who: Volunteer coordinator with the assistance of responsible board member
 - What: Fill remaining coordinator positions
 - When: Prior to Team meetings
 - Why: To enlist those who are filling the positions to assist with planning the season
 - How: As a board we will identify people that may be willing to serve in the positions that are available. Those who are identified will meet with relevant board members to determine fit.

- Define executive board meetings
 - Who: Executive Board
 - What: Executive board meetings
 - When: January 1st
 - Why: To lessen the amount of meetings that entire board needs to attend. Executive board will meet more frequently to assure that the club is meeting its stated goals and following thru on its commitments.
 - How: Develop and approve any necessary amendments to our by-laws defining executive board duties and responsibilities as well as area directors.

- Define board meetings and frequency
 - Who: Mark
 - What: Regular board meetings
 - When: January 1st
 - Why: See above
 - How: See above

- New meeting minutes / format
 - Who: Tom B / Mark
 - What: Develop a meeting and minutes format that conforms to Roberts rules of order and diminishes the length of meetings
 - When: January 1st
 - Why: I want to make sure that we are more efficient in our meetings and that we are conforming to Roberts Rules of order.
 - How: Tom and I can meet to discuss. Set an end time for all meetings, and require that all members provide a written report prior to the meeting.

- Coaches and Team Managers manuals/packets
 - Who: Michele / Jon / Darla
 - What: Develop detailed coaches and managers manuals/packets
 - When: Prior to Team meetings
 - Why: To have comprehensive coaches and managers manuals/packets to assist and guide them to be successful. These manuals must be comprehensive with clear and concise information as well as expectations.
 - How: Michele / Jon / Darla meet with select coaches and team managers to assimilate relevant information and put together samples to bring to the board for approval

- Age appropriate skill development and expectations (Player Development Plan)
 - Who: Jon / Mark / Michele
 - What: Develop age appropriate skill development and expectations
 - When: Prior to Team / parent meetings
 - Why: To aid parents and coaches in identifying a plan for growth for their child
 - How: Jon will give direction to this area

- Open Forum for coaches "What do we need to work on?"
 - Who: Jon / Mark / Michele
 - What: Hold an open forum for all Shakopee coaches, both association and school
 - When: TBD
 - Why: To assess and gather information and identify trends that can be addressed to work on together to develop players and continue to build a successful program
 - How: Hold an open forum

- Board Members learn all processes
 - Who: Darla / TomB
 - What: All board members will learn the processes we have (i.e. Field layouts / registration / try outs /who to call / Phone pickup / etc)
 - When: Spring 2009
 - Why: To support one another and be a better resource to all of the association members
 - How: Darla and Tom will identify what processes need to be learned, and will use one of our board meetings to go over all identified processes

- Concessions Documentation and Training
 - Who: Darla
 - What: Document all processes related to the concession stand and develop job descriptions and manuals along with a training process
 - When: By March 15th 2009
 - Why: To develop a sustainable process that can be simply carried out by many people.
 - How: Darla will meet with Karen Bohn to identify worker processes and develop a training manual.

- Player Evaluations
 - Who: Jon / Michele / Boys Director
 - What: Online or paper evaluations for players
 - When: Prior to the start of the season, preferably in time for player evals after winter training.
 - Why: Use for team placements / player development plans / many parents and players would like to have this in place. It would be best to have all players evaluated prior to, during and after the season.
 - How: Utilize existing evaluation form or develop a new one, adjust to fit current reality and place online. We must make this process mandatory for all coaches to complete.

- Coach Evaluations
 - Who: Jon / Michele / Boys Director
 - What: Online or paper evaluations of coaches
 - When: Prior to the end of the season
 - Why: To assist in evaluating our coaches and allow for parent/player feedback
 - How: Develop a form, place online

- Coach / Team Manager / Age group coordinators Feedback (Including Rec)
 - Who: Jon / Michele / Boys Director
 - What: Online or paper feedback form/system for coaches to evaluate the program and their season along with offering suggestions for improvement.
 - When: Prior to the end of the season
 - Why: To assist in evaluating our program and processes, identify areas of success and growth
 - How: Develop a form, place online.

