



**Shakopee Soccer Association**  
1160 Vierling Drive #124  
Shakopee, MN 55379  
952-953-7246  
[www.shakopeesoccerclub.org](http://www.shakopeesoccerclub.org)

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## **General Board Meeting Minutes January 4, 2009**

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:17 pm at the home of Mark and Darla Teslow by Mark Teslow.

Present: Mark Teslow, Darla Teslow, Tom Temple, Tom Bailey, Patti Isensee, Michele Monroe, Steve Curren, Mike Poole and Jon Poppen

Not present: Dan Meehan, Dan Kubitz

Guests: none

2. **Agenda:**

- No modification to the consent agenda

3. **Approval of minutes:**

- Minutes from December 7, 2008 were reviewed. Correction to December 7, 2008 meeting minutes:  
Volunteer fee will be waived for a maximum of one head coach, one assistant coach and one team manager. Motion to approve corrected minutes was made by Darla Teslow, second by Michele Monroe. Motion passed unanimously.

4. **Director of Coaching Report:** Jon Poppen

- 63 kids have registered for winter training.
- Mark handed out winter training flyers to indoor teams at Soccer Blast last weekend.
- Finished writing up the curriculum for winter training. Younger player will be working on touches and dribbling and older players will be working on tactics.
- Trainers for winter training – Garth Thoulouis, Mike Ceola, Michele Monroe, Tim Root and Chaska girls coach
- Garth Thoulouis and Tim Root have agreed to work with our players this spring as Age Group Trainers.
- Sent coaching clinic information to Tom Bailey. Planning to meet twice a month alternating Wednesdays and Thursdays.
- Summer travel – more players needed at the following ages groups: U9 Boys, U10 Boys, U10 Girls, U12 Girls, U13 Girls and U14 Girls.
- Jon would like to look at the rec program to fill remaining openings at the U9 – U12 levels.
- Biggest concern is at U14 Girls. Only 6 girls have registered. 8-10 more players are needed. Some teams may be combined if not enough girls register.
- Teams must be set prior to the team meetings. We don't want to move players or combined teams after team meetings.
- Tom Temple will email the association members to inform them January 31, 2009 is the deadline to register for the 2009 summer travel.
- We need to contact (by phone) players from last year who have not registered to see if they are going to play. Michele will contact the team managers or coaches from last year to help with this effort.



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**5. Director reports:**

**Treasurer:** Mike Poole

- Checking and savings account balance at the end of November was approx. \$59,000.
- Paid the city \$8,900 for player fees.
- Checking and savings account balance at the end of December was approx. \$37,000.
- Still need to receive Ron Carters 1099.

**Registrar:** Tom Temple

- Pulling together all of our registration forms for Sports Technologies to develop.
- We will have a \$10.00 non-resident fee. We felt this would be less confusing than the current non-resident fee structure.
- Will add the following information to the registration forms.
  - Box for volunteer coach, assistant coach and team manager
  - Box for volunteer fee buy out
  - Box for donations

**Referee / Field Director:** Darla Teslow

- Submitted referee classes to MYSA.
- Proposed classes:
  - Recertification class for less than 3 years experience.
  - Recertification class for more than 3 years experience.
  - Bridge class for an upgrade from Grade 9 to Grade 8.
- Maximum cost to the club for the referee classes is \$1,100 - \$1,200.
- Submitted the Field Grant to MYSA

**Communication Coordinator:** Dan Meehan

- See attached report.

**Equipment Director:** Dan Meehan

- See attached report.
- Uniforms - for players that have not indicated a uniform size may do so at team meetings. Dan can place the uniform order shortly after team meetings.

**Volunteer Director:** Patti Isensee,

- Volunteer opportunities are in the new system, Dibs.
- Currently have 903 hours.
- Each family will need to complete a minimum of 7 hours to fulfill their volunteer requirement.
- Add the following opportunities into the system: Shakopee Festival set-up, Derby Days Parade, fall activities, two people for soccer fun day planner
- Field host for spring rec – minimum of two people.

**Recreational Director:** Steve Curren

- Need to recruit Age Group Coordinators for spring rec.

**Boys/Girls Director:** Michele Monroe

- Need contact information on teams who don't have coaches.
- Some coaches have requested rosters. Rosters will not be finalized until after January 31, 2009.



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**Secretary:** Tom Bailey

- See attached report.
- Need to schedule the following board meetings: January 25, 2009 and February 8, 2009. We will not meet on February 1, 2009.
- Each director will need to submit a written report prior to each board meeting. Reports shall be submitted to the Secretary not less than 24 hours prior to the meeting.

**Tournament Director:** Tom Temple

- No report.

**6. Registration Discounts:**

- A discussion took place on whether we should provide multiple sibling discounts. Other associations are not offering multiple sibling discounts. We decided not to offer a multiple sibling discounts.

**7. Refunds for Recreational Programs:**

- We need a refund policy in place for the recreation program similar to our competitive program refund policy.
- We need a system that tracks player's payment. We will be able to do this with our new website software.
- We need to improve the turn-around time once a family as requested a refund.
- The Recreation Director will need to confirm whether a player can be issued a refund.
- Parents will need to complete a Refund Request Form. Mark will develop this form.
- Refunds will be issued on the 1<sup>st</sup> of every month.
- Reasons for a refund:
  - If SSA cannot place a player on a team within SSA (100% refund).
  - Parents of player complete and submit a Refund Request Form postmarked no later than the last day prior to the start of the Spring (or Fall) Recreational Program (refund player fee minus \$15 processing fee).
  - No refunds will be issued after the Spring (or Fall) Rec Program starts.
- Darla Teslow motioned to approve the recreation refund policy as discussed above, second by Tom Temple. Motion passed unanimously.
- Darla will revise the handbook accordingly.

**8. Paper Form registration:**

- There will be no paper form registrations. If paper form registrations are submitted, they must be inputted into our system electronically.
- In-person registration for January 20<sup>th</sup> – we will provide computers for registration. Mark will provide a computer along with Mike Poole's and Tom Bailey's computers. Mark will make sure we will have internet service available.

**9. Summer Brochure:**

- Information for Spring Rec, Kicks Camp, 2010 Tryouts and Fall Rec are due by February 9, 2009 to the Communication Coordinator. Information is due to the city by March 1, 2009.



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**10. Team Meetings:**

- Tom Bailey is still waiting to hear back from the city for February 12, 2009 at the Shakopee High School.
- Tentative schedule: U9 – U10 boys and girls from 6:00 – 6:45 pm  
U11 – U13 boys and girls from 7:00 – 7:45 pm  
U14 – U19 boys and girls from 8:00 – 8:45 pm
- Mark and Darla will take of set up and the agenda.
- We will follow the same agenda as last year.
  1. Welcome & Introductions
  2. Player / Team Information
  3. Shakopee Festival (May 16)
  4. Volunteers
  5. Referees (age 12+)
  6. Questions
- We should have the new warm-ups and bags available to view with SSA logo.

**11. Finalize Teams:**

- See Coaching Directors report.

**12. Review Bylaws, Handbook and Tryout Policy:**

- Jon Poppen will review the tryout policy in June.
- Mark would like everyone to review the bylaws and handbook to see if we need to make any changes. It takes two consecutive meetings to make changes to the bylaws and changes to the handbook can be made at each meeting.

**13. Adjourn Meeting:**

Motion to adjourn at 8:57 pm by Darla Teslow, second by Michele Monroe. Motion passed unanimously.

**Phone message pick-up duty for January 4 – February 1: Mike Poole**  
**February 1 – March 1: Steve Curren**

Minutes submitted by:  
Tom Bailey  
Secretary



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## Secretary Report

General Board Meeting  
Submitted by: Tom Bailey  
Date: 1/04/09

### Facility Requests

- |                                      |                            |   |
|--------------------------------------|----------------------------|---|
| 1. <b>Annual team meetings</b>       |                            | Status: in progress, request made early Dec.  |
| 2. <b>Referee/Field Director</b>     | Referee training classes   | Status: complete  |
| 3. <b>Boys &amp; Girls Directors</b> | Managers meeting           | Status: complete<br>When: Tuesday, March 3 <sup>th</sup><br>Where: log cabin<br>Time: 6:00 – 7:30 pm        |
|                                      | Coaching clinics           | Status: in progress, request made Dec. 22   |
|                                      | Gym time for team training | Status: in progress, request made Dec. 22   |
| 4. <b>Recreation Director</b>        | Spring rec coaches meeting | Status: complete<br>When: Monday, April 20 <sup>th</sup><br>Where: soccer complex<br>Time: 6:00 – 8:00 pm   |
|                                      | Spring rec in-person reg.  | Status: complete<br>When: Tuesday, March 31 and Tuesday April 7<br>Where: log cabin<br>Time: 6:00 – 8:00 pm |

### Task Item Update

#### **President - Mark**

- |   |                      |
|---|----------------------|
| 1. Association letter                     | Status: ?, Nov. 2008 |
| 2. Prepare for annual meeting             | Status: Jan 1, 2009  |
| 3. Review Bylaws, Handbook, Tryout Policy | Status: Jan 1, 2009  |

#### **Vice President – Tom T.**

- |                                   |                      |
|-----------------------------------|----------------------|
| 1. Request money from Lion's Club | Status: Feb. 1, 2009 |
|-----------------------------------|----------------------|

#### **Treasurer - Mike**

- |                       |                          |
|-----------------------|--------------------------|
| 1. Prepare tax return | Status: due May 15, 2009 |
|-----------------------|--------------------------|

#### **Secretary – Tom B.**

- |                           |                     |
|---------------------------|---------------------|
| 1. Renew Corporate status | Status: in progress |
|---------------------------|---------------------|

#### **Registrar – Tom T.**

- |   |   |
|---|---|
| 1. Summer travel in-person registration | Status: Jan. 20, 2009 from 6:00 – 8:30, log cabin |
| 2. Summer travel registration deadline  | Status: Jan. 31, 2009                             |

#### **Tournament Director – Tom T.**

- |         |  |
|---------|--|
| 1. none |  |
|---------|--|



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**Boys / Girls Directors & Coaching Director – Michele & Jon**

1. Finalize teams
2. Issue team rosters to coaches
3. 2010 tryout information
4. Kicks camp information

Status: Jan – 1, 2009 - Feb. 1, 2009  
Status: Feb. 5, 2009  
Status: information due by Feb 1 to Comm. Coord.  
Status: information due by Feb. 1 to Comm. Coord.

**Recreational Director - Steve**

1. Spring and fall rec brochure
2. Participation awards – spring & fall
3. Post 2008 Spring & Fall Rec information on board website

Status: information due by Feb. 1 to Comm. Coord.  
Status: Jan 1, 2009  
Status: ?

**Referee / Field Director – Darla**

1. MYSA Field Grant
2. Reserve soccer complex fields
3. Develop indoor practice schedule
4. Request referee classes w/ MYSA
5. Referee classes

Status: ?, due Jan. 16, 2009  
Status: Jan. 15, 2009  
Status: Feb. 1, 2009  
Status: ?  
Status: Feb. / March

**Communications Coordinator – Dan M.**

1. Spring rec brochure, kick camp brochure  
fall rec brochure, 2010 tryout brochure

Due: March 1 to the city

**Equipment Director – Dan M.**

1. Uniform fitting date
2. Order new equipment for 2009
3. Order winter training t-shirts
4. Order 2009 uniforms
5. Post equip. inventory on board website

Status: Jan. 20, 2009 from 6:00 – 8:30, log cabin  
Status: 50% complete  
Status: ?  
Status: Feb. 1, 2009  
Status: ?

**Volunteer / Concession Director - Patti**

1. Develop volunteer schedule

Status: ?, due Jan 15, 2009



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## Equipment Director Report Communication Coordinator Report

General Board Meeting  
Submitted by: Dan Meehan  
Date: 01/04/09

### Equipment Director

- Submitted my reimbursement form to Mike Poole for the soccer balls purchased.
- Will order the remainder of the 2009 Equipment within two weeks (doing this to comply with keeping the budgetary spending low at this time).
- Another Uniform Fitting will take place on Tuesday, January 20 at the Log Cabin. Could we have an email blast go out to the Association to notify them of this?
- Additionally, we might want to schedule another fitting on Monday, January 26 if possible (Soccer Blast?). Uniform/Warm-Up orders are going to be placed on February 1, 2009.
- At our December Uniform Fitting we had 68 players place their uniform orders. Listed below are the breakdowns:
  - U9 Girls: 13
  - U9 Boys: 4
  - U10 Girls: 10
  - U10 Boys: 2
  - U11 Girls: 7
  - U11 Boys: 3
  - U12 Girls: 2
  - U12 Boys: 3
  - U13 Girls: 2
  - U13 Boys: 0
  - U14 Girls: 2
  - U14 Boys: 4
  - U15 Girls: 7
  - U15 Boys: 1
  - U16 Girls: 4
  - U16 Boys: 2
  - U17/18 Girls: 0
  - U17/18 Boys: 0
  - U19 Girls: 0
  - U19 Boys: 2
  - TOTAL: 68
- Winter Training T-Shirts: Will need artwork to submit to Sharon Walsh for T-shirt order. I can get the t-shirts turned around pretty quickly (2-3 days, but will have to pay extra to have this done). Will need to know how many to order.

### Communication Coordinator

- Flyers went out to the schools before Winter Break for Winter Training and Traveling registration.
- Will work on the Park and Rec brochure (I.E. - Spring Rec, Kicks Camp, 2010 Tryouts, Fall Rec). I will use the dates provided unless notified otherwise. When I have this completed I will provide to the board for their final approval to ensure no issues arise.