



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

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## General Board Meeting Minutes February 8, 2009

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:08 pm at the Shakopee Library by Mark Teslow.

Present: Mark Teslow, Darla Teslow, Tom Temple, Tom Bailey, Mike Poole, Patti Isensee, Dan Meehan, Steve Curren, Dan Kubitz, Jon Poppen, Robert Harder @ 6:13 and Michele Monroe @ 6:23

Guests: none

2. **Agenda:**

- No modification to the consent agenda

3. **Approval of minutes:**

- Minutes from January 25, 2009 were reviewed. Correction under Volunteer Director: Add field clean up to the list of volunteer opportunities. Motion to approve the corrected minutes was made by Darla Teslow, second by Patti Isensee. Motion passed unanimously.

4. **SSA Board Goals and Standards:**

- Motion made by Mark Teslow to move to executive meeting to review board standards, second by Tom Temple. Motion passed unanimously.
- Outcome from the executive meeting. Dan Kubitz was removed from the SSA Board effective immediately.

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

- Attended MYSA Winter Symposium this weekend.
- Held first of six coaching clinics on January 28, 2009. Reviewed team meeting preparation, Age group Trainers, current player openings and feedback for upcoming sessions.
- Kicks Camp will be held the week of June 22.
- More players are needed for the following teams:  
U15 Boys, U16 Boys, U19 Boys and U19 Girls  
The teams will need to be combined if we can't find enough players. Jon has contacted Prior Lake to see if they could help. At this time they can't. Jon is planning to contact Bloomington to see if they could help. If no progress is made we will move the U15 Boys to U16 Boys and move some U16 Boys to U19 Boys. We will need to communicate this to the parents at the team meetings.

6. **Director reports:**

**Treasurer:** Mike Poole

- Checking and savings accounts are good.
- Need to request (2) money bags from M&I Bank for the concession stand.
- 1/3 of the summer travel players have an outstanding balance.
- Mark will send out another email reminding them of their remaining balance. After this Mark will turn it over to Mike Poole.

**Registrar:** Mark Teslow

- Currently have 25 teams for 2009 summer travel.



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**Referee / Field Director:** Darla Teslow

- See attached report.

**Communication Coordinator:** Tom Temple

- Presented 2009 Shakopee Festival logo.
- Each team will have its own webpage. Tom T. developed instructions for the team webmaster. This will be handed out at the team meetings.
- Per Patti's request, Tom T. will develop Dibs instruction (how to) for the association.

**Equipment Director:** Dan Meehan

- See attached report.
- Ordered the last remaining equipment. New balls will be given to the traveling teams and the old balls will be given to the rec program.
- Need a list of players who have not ordered a uniform. Will need to provide the information to the coaches at the team meetings. Team meetings will be the last opportunity for players to try on uniforms.

**Volunteer Director:** Patti Isensee,

- 1193 hours are in the system.
- FAQ are almost complete and just need to be agreed upon and uploaded onto the website. This should also answer any policy questions.
- Working on sign-up sheet for field host to carry and have people sign in so it is standard for each night.
- 9 hours will be the maximum amount of hours a family can work.
- Field clean up – 5 people from 9:00 – 11:00 am either the weekend of April 11<sup>th</sup> or 18<sup>th</sup>.
- Patti will be issuing credit to families when they have completed their volunteer hours.

**Recreational Director:** Steve Curren

- See attached report.
- Steve has posted the playing times for spring rec.
- Spring rec registration is open.
- As registrations come in Steve would like to know who is willing to coach.
- No year end tournament for spring rec.
- Fall rec will consist of ages 5 – 12.
- Year end tournament for fall rec.

**Girls Director:** Michele Monroe

- Need MYSA background information for coaches.
- Need coaches for U11 Girls C3 and U15 girls C3. Currently not looking for a coach for the U19 Girls.
- Packets for coaches are complete. Information includes: coaches code of conduct, Q & A, lesson plan, tournament information. This will be handed out at the team meetings.
- Michele will notify the players on the teams that do not have a coach or manager.

**Boys Director:** Robert Harder

- Sent out rosters to coaches, U9 through U14. Instructed them to call their players and remind them to attend the team meetings.
- Robert will notify the players on the teams that do not have a coach or manager



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**Secretary:** Tom Bailey

- See attached report.

**Tournament Director:** Tom Temple

- No report.

**7. Summer Brochure:**

- See attached worksheets.
- Tryouts – players will need to pre-register prior to tryouts. There will be no in person registration the day of tryouts. Registration will open on July 1, 2009. Tryout fee \$50.00.

**8. Team Meetings:**

- Darla has completed the signs.
- Agenda
  1. Welcome & Introductions
  2. Coaching Director
  3. Player/Team Info
    - Uniform & equipment
    - Tournaments
    - Parent & Player Expectations (attached)
    - O.A.T.H.S. Guidelines (attached)
    - Playing Nights (attached)
    - Laws of the Game (attached)
    - Liability/Medical Release (attached)
  4. Shakopee Festival (May 16)
  5. Volunteers (Dib Training)
  6. Referees (age 12+)
  7. Questions
  8. Individual Team Meetings
- Set up
  - Greeting / check-in table placed near the front entry doors.
  - Registration table
  - Uniform and warm-up tables
  - General assembly
  - Area for individual team meeting
- Parents must complete a new liability/medical release form. They can't use the one from last year.
- The medical release form doesn't need to be notarized unless your team participates in an out of state tournament.



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**9. 2010 Summer Travel Fee:**

- Mark, Tom T., Mike, Tom B. and Darla met last week to discuss the fee for next year. We have not raised our fee the past two years. We feel it is necessary to increase our fee next year as our program continues to grow. We will need to determine whether or not to hire a part time administration person.
- Motion made by Tom Bailey to increase our 2010 summer travel fee by \$20.00  
U9-U10 - \$190.00 per player + uniform cost  
U11-U19 - \$220.00 per player + uniform cost  
Second by Darla Teslow. Motion passed unanimously.

**10. Adjourn Meeting:**

Motion to adjourn at 8:43 pm by Michele Monroe, second by Darla Teslow. Motion passed unanimously.

**Phone message pick-up duty for February 1 – March 1: Steve Curren**  
**March 1 – April 5: Dan Meehan**

Minutes submitted by:  
Tom Bailey  
Secretary



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## Referee / Field Director Report

General Board Meeting

Submitted by: Darla Teslow

Date: February 8, 2009

Task	Deadline	Status
Reserve Soccer Complex Fields	January 15, 2009	Not complete
Develop Indoor Practice Schedule	February 1, 2009	Done by Tom Bailey
Host Referee Clinic <3 years	February 7, 2009	Done. No volunteer signed up to host the clinic, so I was there from 8:00am-2:00pm.
Referee Clinic 3+ years	February 21, 2009	Dated confirmed. Space reservation with City revised. Class still upcoming.
Referee Clinic Bridge 9 to 8	March 14, 2009	Dated confirmed. Space reservation with City revised. Class still upcoming.
Attend Ref Clinic	February 21, 2009	Not complete, upcoming.
Attend Ref Assignor Clinic	January 2009	Done. Attended January 29, 2009
Collection of Soccer Building Keys	January 2009	Not complete. Still need key from Dan Meehan.
Submit Donation Request Form to Walmart	February 2009	Not complete.
Contact Sherry Dvorak about restroom signs and Adult League	February 2009	Not complete.
Prepare for Team Meetings	February 12, 2009	Agenda, set-up, purchase sign holders
Reserve Fields with the City	February 2009	Not complete.
Update Ref webpage	Ongoing	Continuous

### Other Miscellaneous Tasks:

1. Helped continue Registrar duties by continuing to maintain the Master Spreadsheet with new payments each day.
2. Helped reformat Master Spreadsheet to be used for team distribution to coaches.
3. Fielding emails regarding ref clinics.
4. Received 2009 License Renewal for MN Dept. of Health (for concession stand).
5. Sent reminder emails to my 2 teams from last year (U19 Girls & U19 Boys) about team meetings at the High School on Thursday, Feb. 12. Unfortunately, most are away at college.



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### **Equipment Coordinator Report**

General Board Meeting

Submitted by: *Dan Meehan*

Date: *February 8, 2009*

### **EQUIPMENT:**

#### **Uniform Fittings:**

We have one more uniform fitting on Thursday, February 12 (Team Meetings). Listed below are the numerical breakdown by age and sex (207 Total):

<b>Age</b>	<b>Girls</b>	<b>Boys</b>
<b>U9</b>	23	15
<b>U10</b>	18	13
<b>U11</b>	18	14
<b>U12</b>	10	14
<b>U13</b>	7	10
<b>U14</b>	9	13
<b>U15</b>	11	4
<b>U16</b>	13	5
<b>U18</b>	N/A	7
<b>U19</b>	N/A	3
<b>TOTAL (190 total)</b>	<b>109</b>	<b>98</b>

After February 12, the Uniform order will be placed on February 16. NOTE: It was decided that all players will receive 1 pair of black/white striped socks and 1 pair of white/black striped socks.

#### **Equipment Ordering:**

On February 7, I ordered the remainder of the equipment needed for 2009. Items needed include: ball pumps, ice packs, discs, coaches boards, equipment/ball bags, pinnies, goalie gloves and goalie jerseys (U9-U13 teams). I anticipate receiving the equipment before February 20.

#### **Equipment Coordination:**

I plan on gathering all the equipment together and start formulating team packages towards the end of February. If necessary, I will do this sooner (if gym time becomes available).

#### **Coaches Shirts:**

We'll need to order a new supply of Coaches Shirts, as we are low in stock. I'll coordinate this with Michele Monroe and order the new style of polo shirts, as we have new coaches and assistant coaches who'll need shirts. I anticipate ordering the following sizes:

- 2 – Adult Small
- 3 – Adult Medium
- 4 – Adult Large
- 2 – Adult XL
- 11 TOTAL



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## **Recreational Director Report**

General Board Meeting

Submitted by: Steve Curren

Date: 02/08/09

1. The "2009 Rec Player Manual" on ShakopeeSoccer.com has been updated with the specific times for practices and games for each age groups. We get a lot of calls looking for dates & times as parents are trying to fit their kids in multiple spring activities.
2. I have attached a draft email I am planning on sending to all the participants in our rec programs over the past 2 years. It's announcing the spring rec program, and asking for help as coaches and the new age-group coordinators. I would like to send this out asap.
3. When is spring rec registration officially open? We have March 1 in our docs but there is a small link in the rec home page that is working now. If it's ready to go we should open it up now.
4. Will the spring rec registration link show up in the main registration page? If so when?
5. Is there any help documentation we can send with the mass email showing them how to register using the new system?



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## Secretary Report

General Board Meeting  
Submitted by: Tom Bailey  
Date: 02/08/09

### Facility Requests – Tom Bailey

#### 1. Boys & Girls Directors

Gym time for team training

Status: complete, received 8 weeks of gym time. Scheduling is complete. Each team will have 4 indoor practices. I will forward the information to the Boys & Girls Directors for distribution.

### Task Item Update

#### President - Mark

1. Review Bylaws, Handbook, Tryout Policy

Status: Jan 1, 2009, in progress

#### Vice President – Tom T.

1. Request money from Lion's Club

Status: Feb. 1, 2009

#### Treasurer - Mike

1. Prepare tax return
2. Confirm 2009 summer travel registration payments

Status: Feb. 1...due May 15, 2009

Status: Jan. 1, 2009 – Feb. 25, 2009

#### Secretary – Tom B.

1. updated timeline schedule additions – Treasurer receive 1099's

1/1/09 – 1/31/09

#### Registrar – Mark / Darla

1. 2010 Summer Travel brochure
2. 2010 Fall Travel brochure
3. Confirm 2009 summer travel registration payments

Status: information due Feb. 8, 2009 to Comm. Coord.

Status: information due Feb. 8, 2009 to Comm. Corrd.

Status: Jan. 1, 2009 – Feb. 25, 2009

#### Tournament Director – Tom T.

1. none

#### Boys / Girls Directors & Coaching Director – Michele, Robert & Jon

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

Status: complete

Status: ?? due Feb. 5, 2009

Status: information due by Feb 8 to Comm. Coord.

Status: information due by Feb. 8 to Comm. Coord.

Status: due Feb. 12 at the team meetings

#### Recreational Director - Steve

1. Spring and fall rec brochure
2. Participation awards – spring & fall

Status: information due by Feb. 8 to Comm. Coord.

Status: ?? Jan 1, 2009 due April 15



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**Referee / Field Director – Darla**

2. Reserve soccer complex fields
3. Develop indoor practice schedule

Status: Jan. 15, 2009  
Status: complete

**Communications Coordinator – Tom T.**

1. Spring rec brochure, saber kicks camp brochure  
fall rec brochure, 2010 tryout brochure ,  
2009 Fall travel & 2010 Summer brochure
2. Spring Rec flyers to schools
3. Sabers Kicks Camp flyers to schools

Status: due Feb. 15 to the city

Status: due Feb. 25 to the city  
Status: due Feb. 25 to the city

**Equipment Director – Dan M.**

1. Order new equipment for 2009
4. Order 2009 uniforms
5. Post equip. inventory on board website
6. Provide uniform information to coaches  
at team meetings
7. Process in place to pick up uniforms

Status: complete  
Status: Feb. 16, 2009  
Status: ?  
Status: ? due Feb. 5, 2009

Status: Feb. 1, 2009 – March 1, 2009

**Volunteer / Concession Director - Patti**

1. Develop volunteer schedule
2. Process in place to collect volunteer fee

Status: 95% complete  
Status: due Feb. 5, 2009