



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

General Board Meeting Minutes May 5, 2009

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:00 pm at the Shakopee Soccer Complex by Mark Teslow.

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

Absent: Robert Harder and Jon Poppen

Guests: none

2. **Agenda:**

- Agenda reviewed with no modifications.

3. **Approval of minutes:**

- Meeting minutes from April 19, 2009 were reviewed. No corrections

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

- See attached report.
- Dan will order more youth large and adult medium t-shirts since we are adding the U10 teams.

5. **Director reports:**

Treasurer: Mike Poole

- Checking and savings accounts are good.
- Tax return is complete.
- Need to collect registration fees from approx. 20 spring rec. players. Darla and Patti are willing to help Steve Monday evening. Steve will provide information to them.

Registrar: Mark Teslow and Darla Teslow

- See attached report.
- Holding 3 girl's passes and 9 boy's passes.
- The city is requesting we submit a list of players to them two weeks after the registration deadline. The city will then verify who needs to pay the \$36 non-resident fee. The non-resident is an annual fee each year per person. This fee is to be paid directly to the City of Shakopee.

Referee / Field Director: Darla Teslow

- See attached report.
- We will pass on the Cub Foods fundraising.
- Tom B. has a design for the kick wall. The city is willing to build the kick wall if we pay for the materials. Tom B. will send the drawing to Sherry for pricing.
- All association city meeting highlights.
 - a. The city attorney reviewed the fencing project along 17th Ave (Field 1 & 2) and determined the project does not have to go through the CUP process. The project will go before city council this Tuesday for approval.



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- b. Mark talked to Sherry and Jamie and reminded them that our outdoor schedule starts April 15th. This year the city was behind in getting the field ready by April 15th.
 - c. Second sheet of ice was discussed. The city council will not support a second sheet ice if there's no a multi-purpose area. Mark also indicated SSA will not support this project if there's no multi-purpose area. The Shakopee Hockey Association representative is to contact other associations to discussion this project. SSA has not been contacted.

Communication Coordinator: Tom Temple

- Send out an email regarding street soccer.
- Contacted Sunshine Photography for travel and spring rec. pictures. Looking at Wednesday, May 20, Thursday, May 21 and Saturday, June 6. Tom T. will confirm this later this week.

Equipment Director: Dan Meehan

- See attached report.
- Placed warm-up order this past Friday, May 3. As discussed previously, Dan would be placing orders monthly. Mark would like orders placed weekly.
- Mark indicated we are \$300 short in collecting spirit wear money. We are \$1,200 short in collecting uniform money. However this does not take into account of 17 board member players. We should have payment of 337 uniforms minus 17 board member players.

Volunteer Director: Patti Isensee,

- See attached report.
- Need to find out the status of volunteer fee collection. Some teams have not turned in their volunteer fee envelope. Patti will send out an email reminding teams to turn in their volunteer fee envelope to Michele and Robert. Deadline was April 15, 2009.
- We have some cases where families can't issue a volunteer check because they don't have a checking account. What do we do?
- Patti will send out another email blast regarding the Shakopee Festival volunteer opportunities.

Recreational Director: Steve Curren

- 399 kids have registered for spring rec., a 26% increase.
- We have reached our capacity on Monday nights. We will need to add another training day next year.
- Every team has a coach.
- We should have had a computer on the first night to register walk ups.
- Need signs for the fields. Tom T. will be looking for a sign guy.
- Seems to be more confusion this year.
 - Switching training times a week before the program started. (U6 5:30-6:30 and 6:30-7:30)
 - Incorrect time in the Park and Rec booklet for U7 age group. Correct time is 11:00 – 12:00 on Saturday.
 - No game schedule on the first day of the program.
 - Ran short on small size t-shirts. Recommend to eliminate the t-shirt size on the registration form. U5-U6 - youth small and youth medium, U7-U10 youth medium and youth large.
 - Sort out t-shirts ahead of time in lieu of the first night. Too much going on the first night..
 - Parking lot was full. Need to encourage people to use Sun Path parking lot for Field B3 – B6.



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- Two people were interested in the Age Group Coordinator but it was too late. Mark suggested using them on Monday evenings to help Steve. Steve will contact them to see if they are interested.
 - Steve suggested board members should wear name tags so people know who we are. Darla will create the name tags.
 - Mark met with the coaches for about 15 minutes to review the player manual on the first night.
 - The rec coaches and trainers don't need to complete the background check.
 - Need to distribute Kicks Camp flyers to rec players.

Girls Director: Michele Monroe

- Michele and Robert will notify the U10 teams about street soccer on Saturday's.
- The U12 Girls team needs to complete the "Request to Over Roster" form.
- U9 Girls White team – Michele discussed with Amy M. tonight about the possibility of moving two girls from her team to the U9 Girls Red team to even out the teams. Amy is not comfortable moving players at this time.
- Michele recommended we collect birth certificates for new players at the team meeting.
- Michele recommended we collect the volunteer fee at the team meeting. We need to remember checks are good for 6 months.
- Need to distribute Kicks Camp flyers to travel players.
- The U15 and higher teams can't practice on Saturday, May 16 because of the Shakopee Festival. Michele will notify them.

Boys Director: Robert Harder

- The U12 Boys team needs to complete the "Request to Over Roster" form.
- Need to distribute Kicks Camp flyers to travel players.
- The U15 and higher teams can't practice on Saturday, May 16 because of the Shakopee Festival. Robert will notify them.

Secretary: Tom Bailey

- See attached report.

Tournament Director: Tom Temple

- 81 teams this year.
- Sent the schedule out on April 30th.
- First game is at 8:00 am and the last game will end around 6:30 pm.
- Tom T. will be available in the morning.
- The slushy guy will be back.
- We still have some outstanding registration fees from teams.
- Tom B. created a team check in / registration procedure document. It's posted on the board website.
- No t-shirt vender. Michele may have a source. Our t-shirts will be on display.
- No sponsors this year.
- Volunteers are scheduled the night before. Things to do: clean up fields, make sure the goals are anchored, sort out pins into bags, label bags, speed kick tickets for coaches and referees.

6. **Scholarship Process:**

Tom B. recommended we change the current scholarship process. Currently the Executive Board reviews the scholarship requests within two weeks received. They recently had a difficult



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time approving a scholarship because of the person's current attendance. This scholarship request had no supporting documentation. Approximately less than half of the scholarships received had supporting information, example letter from school showing eligibility for free/reduced lunch program, case number for current aid/assistance from the county. We should be reviewing all the scholarships at one time to ensure the right people are receiving scholarships. The current process does not allow this. We may also want to eliminate the 75% attendance criteria. When the Executive Board reviews the scholarships they typically have no knowledge of a player's attendance the previous year. If we want to keep the 75% criteria we would need to develop an attendance form for coaches to complete and turn in at the end of the season. We will need to enforce this policy otherwise it's not good.

The City of Shakopee is willing to assist us with the supporting documentation, example who is receiving free/reduced lunches. Darla will be checking with the city on how long it would take them to provide the supporting documentation.

New scholarship process as follows:

Summer travel - scholarships would be due by February 15th. The Executive Board would review and approve the scholarships by March 1st. Scholarships received after February 15th may be considered if funds are available.

7. 2010 Budget:

- Need budgets from Tournament Director and Recreational Director. Mark would like to receive them by the end of the week.
- Projected income \$185,000
- Budget 386 players for summer travel. U9-U10: 113 players, U11-U19: 273 players
- Budget 150 players for fall rec and 450 players for spring rec. We have reached our capacity on Monday evenings. Next year we will need to look at adding another training day.
- Need to look at hiring another trainer for spring and fall rec. We will need a trainer for fall rec and possibly this person can be involved in winter training.
- Currently Mark has a paid administrator in the budget. Budget is \$18,000 per year, 12-15 hours per week. Mark believes we need to add this position because he can't continue at this pace any more. Mark will keep the administrator in the budget and review this at a later date once we have all the budgets in. If approved, we would need to determine if this person is an employee or independent contractor.

8. Concession Stand Training:

- Instructions are posted for each piece of equipment in the concession stand.
- Telephone numbers are in the book.
- The cash register is fairly easier to learn and we understand the volunteers love it.
- Drinks in the cooler are to be taken from the left side. At the end of the night the remaining product is moved from the right side to the left. This will avoid having expired product.
- Open and close process.

Patti, Karen and Darla can't open and close the stand every night. Aaron Teslow has been opening and closing the stand the past few weeks. Aaron spends approx. 20 min. training the volunteers. We like the training before their shift because it's the first time for most of the people. Mark believes SSA needs to pay someone to open and close the concession stand. Mark asked if there's anyone else interested in doing this besides Aaron. No one else was interested.



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Patti Isensee motioned to have a paid concession stand start up and closer person for five hours per week at a rate of \$10.00 per hour and the person to be Aaron Teslow, second by Michele Monroe. Motion passed unanimously.

There are a few days Aaron can't open and close. Patti and Karen will be able to open and close on those days.

9. Adjourn Meeting:

Motion to adjourn at 9:13 pm by Michele Monroe, second by Darla Teslow. Motion passed unanimously.

Phone message pick-up duty for May 3 – May 17, 2009: Steve Curren
May 17 – June 7, 2009: Patti Isensee

Next meeting June 7, 2009 at the Shakopee Soccer Complex starting at 6:00 pm.

Minutes submitted by:
Tom Bailey
Secretary



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Secretary Report

General Board Meeting

Submitted by: Tom Bailey

Date: 05/03/09

- Received four scholarship requests since April 19, 2009.
- Uploaded April 5, 2009 meeting minutes to the website.
- Updated the calendar for spring rec.
- Started looking at the 2010 calendar.

Facility Requests - Tom Bailey

1. Try to schedule AGM for Sunday 9/13

Status:

Task Item Update

President - Mark

1. Begin budget process

Status: April 15 – July 1, 2009

Vice President – Tom T.

1. Request money from Lion's Club

Status: Meeting in May

Treasurer - Mike

1. tax return due

Status: due May 15, 2009

Registrar – Mark and Darla

1. Spring Rec – adult background check
2. Kicks Camp Registration begins
3. Fall rec. registration

Status: April 10 – April 20, 2009

Status: May 1 – June 5, 2009

Status: begins May 5, 2009

Tournament Director – Tom T.

1. Tournament planning
2. Issue game schedule to teams
3. Post tournament reports

Status: April 5 – May 10, 2009

Status: complete

Status: April 16 – April 26, 2009

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

1. Discuss/ Coord. 2010 tryouts
2. Discuss winter training program
3. Reserve Blast time for winter training
4. Notify teams of Kicks Camp
5. Coordinate evaluation forms

Status: May 5 – May 15, 2009

Status: May 1 – June 1, 2009

Status: May 1 – June 1, 2009

Status: May 15 – June 1, 2009

Status: June 1 – June 15, 2009

Recreational Director – Steve

1. Distribute Kicks Camp flyers to spring rec

Status: May 10 – May 20, 2009



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Referee / Field Director – Darla

1. Summer ref background check
2. Post tournament report
3. Shakopee Festival – coord. additional U11-U12 field with the city (Field 5)

Status: April 1, 2009
Status: May 17 – June 26, 2009
Status: May 1, 2009

Communications Coordinator – Tom T.

1. Contact Sunshine Photography (team pictures for travel teams)
2. Kicks Camp flyers to spring rec
3. Advertise Kick Camp in paper

Status: April 1, 2009
Status: May 10 – May 20, 2009
Status: May 1 – June 8, 2009

Equipment Director – Dan M.

1. Order Kick Camp t-shirts

Status: April 15, 2009

Volunteer / Concession Director - Patti

1. Monitor volunteer schedule
2. Collect volunteer fee from Boys/Girls Dir.
3. Shakopee Festival volunteers

Status: on going
Status: April 15, 2009
Status: on going