



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

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## **General Board Meeting Minutes August 20, 2009**

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 7:35 pm at the Shakopee Soccer Complex by Mark Teslow.

Present: Mark Teslow, Darla Teslow, Tom Temple, Tom Bailey, Mike Poole, Michele Monroe, Robert Harder, Poppen and Patti Isensee @ 8:10.

Absent: Dan Meehan  
Guests: none

2. **Agenda:**

- Add administrative assistant to the agenda. Tom Bailey motioned to approve the amended agenda, second by Darla Teslow. Motion passed unanimously.

3. **Approval of minutes:**

- Meeting minutes from August 2, 2009 were reviewed. No corrections.

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

### **TRYOUTS**

- Tryouts went well. Having two sets of evaluators worked well. The format of small sided games and large games went well.
- Jon and the team of evaluators made fair decisions and the revised tryout policy supported their decisions.
- Two tryout dates are definitely needed if there is more than one team in an age group.
- In the future, parents will need to stay off the fields during evaluations. Evaluators will need to enforce this.
- Some players didn't register prior to tryouts and had to register when they came. Possibly charge a late fee for those who don't register prior to tryouts.

### **TRAVEL**

- U11 and U12 Boys and Girls teams are posted.
- The remaining teams (U13-U19) will be posted by the end of next week except for the following teams: U16 Boys, U15 Girls and U19 Boys. Jon would like to announce the U16 Boys, U15 Girls and the U19 Boys at a later date because of numbers. We do need more players at other age groups but the U16 Boys, U15 Girls and U19 Boys are a big concern.

### **TRAINING**

- Futsal - we will skip Nov. 12 date because there is no facility available that night. Five sessions for \$25.
- Still need to order futsal goals. Robert will check into this.
- Winter Training – three hours on Monday evenings is not available at Soccer Blast. Soccer Blast can offer two hours, 5:00 – 7:00 pm on Monday evening.



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**5. Director reports:**

**Treasurer:** Mike Poole

- Checking and savings account balances are good.
- Mike called the state and confirmed we need to pay sales tax for goods sold at the concession stand. He applied and received a state ID # for sales tax. This should be filed online every quarter even though there may not be any sales tax owed. Mike will prepare the first.

Quarterly sales tax:

July – Sept 2009 due October 20, 2009

Oct – Dec 2009 due January 20, 2010

Jan – March 2010 due April 20, 2010

April – June 2010 due July 20, 2010

**Registrar:** Mark Teslow and Darla Teslow

- Verifying on fall rec payments.
- Will be submitting the fall rec players to MYSA.
- Fall travel – waiting on one payment. Passes will be available by the end of this week. Coaches and managers should complete the background check as soon as possible. Robert and Michele will send out an email to coaches and managers.
- Submitted fall registered players to city.

**Referee / Field Director:** Darla Teslow

- MYSA issued the Fall Travel game schedule today. The schedule is due back Aug. 24 by 5:00 pm.
- Will be loading the games into RefCoord.
- Need to distribute the practice schedule / field assignments to the fall travel teams.

**Communication Coordinator:** Tom Temple

- We will not place an ad in the Shakopee paper for the AGM. Tom T. will email blast the association. Tom will announce how many board positions are available.
- Place an ad in the Shakopee paper for 2 weeks prior to the U9-U10 tryouts. The ad will be similar to the U11-U19 ad.
- Develop a U9-U10 tryout flyer for fall rec, school and the soccer building. The school flyer should be sent the week of Aug. 24 for a Sept. 14 distribution.

**Equipment Director:** Dan Meehan

- See attached report.

**Volunteer Director:** Patti Isensee,

- See attached report.
- Next Wednesday Patti will be cashing the volunteer checks.
- Looks like we will have enough volunteers for Monday nights.



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**Recreational Director:** Open / Darla

- Rec is going good.
- We are in need of one coach however Josh Teslow is able to help out.
- Maxed out all the teams. We still have a waiting list of approx. 20-25 kids.
- We advertised opening ceremonies. Jon will have some activities for the kids.

**Girls Director:** Michele Monroe

- No report

**Boys Director:** Robert Harder

- No report

**Secretary:** Tom Bailey

- See attached report.

**Tournament Director:** Tom Temple

- No report

6. **Review Tryouts:**

- See Director of Coaching.

7. **Fall Travel:**

- Two teams do not have a coach, U10 Girls Red and U10 Girls White. Michele will set up a meeting with the parents on Monday to discuss the situation. The team may need to hire a coach if no one is willing to coach the team.
- Coaches and managers will need to complete the background check as soon as possible. Robert and Michele will send out an email to the coaches and managers.
- Passes will be available by the end of this week.
- Robert and Michele will send out an email to the coaches and managers regarding the mandatory meeting on Saturday, Aug. 29. They should verify if there are in teams in another district.

8. **Administrative Assistant:**

- The administrative assistant position was approved in our 2009/2010 budget. This new position is budgeted for 16 hours per week at \$15 per hour. Mark would like to fill the administrative assistant position this year. Mark does not have a good job description and that's why he is asking the first year to be flexible. The duties will be developed over the first year. However, we need to be careful not to dump everything on this person. This position is not meant to be a dumping ground. Patty Isensee has asked to be considered for this position.

Duties may include the following:

*Scheduling of all activities except fields*

*Scheduling team picture*

*Putting together all communication pieces and distributing*

*Answering all phone communication*



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*Handling all administrative duties – copying, filing (Paper work / birth certificates etc)  
putting together team packets / coaches manuals / team managers manuals  
Registering teams with keeper  
Accounting / Bookkeeping, bank deposits.*

Tom T. thinks we should look at having the Registrar position be paid and adding any administrative tasks to that job description.

We need to figure out where our needs are and build around that.

Darla motioned to contract with Patti Isensee to be our new club Administrative Assistant beginning Sept. 1, 2009, second by Michele. Motion passed 6-0. Patti Isensee abstained.

**9. AGM:**

- Mark would like reports from directors.
- Mark will work on the power point presentation.
- We will meet at 5:30 pm to set up.
- We have seven open positions. Tom B. has received three nominations. No need for ballots at this time.

Darla Teslow – term expires

Michele Monroe – term expires

Mike Poole – term expires

Robert Harder – term expires

Steve Curren – resigned, 1 year remaining

Dan Meehan – resigned, 2 years remaining

Open – 1 year remaining

Patti Isensee – 1 year remaining

Mark Teslow – 2 years remaining

Tom temple – 2 years remaining

Tom Bailey – 2 years remaining

**10. Adjourn Meeting:**

Motion to adjourn at 9:00 pm by Tom Bailey, second by Darla Teslow. Motion passed unanimously.

**Next meeting AGM Sept. 13, 2009 at the Shakopee Jr. High School starting at 6:30 pm.**

Minutes submitted by:

Tom Bailey  
Secretary



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### **Equipment Coordinator Report**

General Board Meeting

Submitted by: *Dan Meehan*

Date: *August 14, 2009*

### **EQUIPMENT:**

#### **Warm Ups and Backpacks:**

We have a few on order that are scheduled to be delivered with the Uniforms. I will deliver them when they arrive.

#### **Uniforms:**

Uniforms have been ordered. They will arrive toward the end of August, and should be ready by the first week of September (numbering and logos need to be applied). Fall Traveling season starts Saturday, September 12.

#### **Team Equipment:**

I will be performing an inventory on the team equipment the weekend of August 29. To date, I have had only 4 teams return their equipment (U9 Boys Black, U9 Girls White, U12 Girls, and U15 C3 Girls). I will send out another email to notify coaches that equipment must be returned.

Also set up 20 bags for Rec Soccer. Each bag has 3 #4 balls, 12 cones/discs, and 5 pinnies.

#### **Rec T-Shirts:**

Rec T-Shirts were delivered around Friday, August 7. If any additional t-shirts are needed please let Sharon Walsh know ([sharon@incentiveexcellence.com](mailto:sharon@incentiveexcellence.com)).

#### **Futsal Goals:**

Will need to order Futsal goals for the Thursday Futsal training this Fall. To date, I have not order any Futsal goals (felt that I should defer this to the board at this point in time).



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**Volunteer Report**

General Board Meeting

Submitted by: Patti Isensee

Date: 08/20/2009

All things going well.

Sending an e-mail with deadline of a week and we will cash checks. I understand this is after the Aug 1<sup>st</sup> deadline but many people are trying to get their hours in. We need the volunteers so I have been working with each family.

Patti



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## Secretary Report

General Board Meeting

Submitted by: Tom Bailey

Date: 08/16/09

- Posted 7/12/09 meeting minutes on the website.
- Issued updated timeline schedule.
- Developed a checklist for the Shakopee Tournament.
- Received four scholarship request for fall rec, and one for fall travel. Received one scholarship request for 2010 summer travel. Executive board approved the five fall requests.

### Facility Requests - Tom Bailey

1. Futsal, session 1

Status: Will receive confirmation in Sept.

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### Task Item Update

#### **President - Mark**

1. Coaching Director review
2. Prepare Annual Report
3. Review Board Turnover

Status: June 30, 2009

Status: Aug. 1-Sept. 10, 2009

Status: Aug. 1, 2009

#### **Vice President – Tom T.**

1. None

Status:

#### **Treasurer - Mike**

1. Confirm fall rec & fall travel payments
2. Year end close out

Status: July 27-Sept. 1

Status: Aug. 1-Aug. 30

#### **Registrar – Mark and Darla**

1. Adult background checks
2. Submit fall rec players to MYSA
3. Submit rec players to the city

Status: Aug. 1-Aug. 20, 2009

Status: Aug. 10-Sept. 1, 2009

Status: Aug. 10, 2009

#### **Communication Coordinator – Tom T**

1. Summer travel – flyer to schools, grades 2-4  
(Monday, Sept. 14 distribution date)
2. Advertise AGM in Shakopee Paper
3. Email blast U9/U10 tryouts

Status: Aug. 25, 2009

Status: Aug. 20-Sept. 10, 2009

Status: Aug. 20-Sept. 1, 2009

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

1. Reserve Blast time for winter training
2. Fall travel – coord. practice schedule  
w/ Field Director
3. Fall Travel – Background checks for  
coaches and managers
4. Issue field assignments to coaches
5. Fall Travel – notify coaches & manages  
of mandatory meeting

Status: Waiting for confirmation

Status: July 20-Aug. 10, 2009

Status: Aug. 1-Aug. 20, 2009

Status: Aug. 10, 2009

Status: Aug. 20, 2009



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**Recreational Director –**

1. Tryouts - flyer to 8-10 years olds

Status: Sept. 1, 2009

**Referee / Field Director – Darla**

1. Adult background checks for +18 yrs old referees
2. Receive prelim. schedule from MYSA
3. Schedules due back
4. Enter fall travel games into RefCoord
4. Fall activities – coord. field layout w/ city
5. Fall travel- issue field assignments to to Boys & Girls Directors

Status: Aug. 1-Aug. 20, 2009

Status: Aug. 20, 2009

Status: Aug. 24, 2009

Status: Aug. 24, 2009

Status: July 1-Aug. 1, 2009

Status: Aug. 5, 2009

**Equipment Director – Dan M.**

1. None

Status:

**Volunteer / Concession Director - Patti**

1. Monitor volunteer schedule
2. Return/destroy 2009 volunteer fees  
Start cashing checks Aug. 1, 2009
3. Develop & coord. volunteer schedule for 2010

Status: on going

Status: July 31, 2009

Status: Sept. 1-Jan. 15, 2010

**Tournament Director – Tom T.**

1. None

Status: