

CECSC Board Meeting Minutes: 8/4/09

Present:

Chip Orben                      Jane Ellen Watkins  
Avril Schutte                  Jenny Carlson  
Theo Smith                      Andrea Davis  
Sean Deak

1. Meeting called to order at 7:45 p.m.
2. Passed motion to approve July minutes
3. Review of By-laws
  - a. Defining executive board member roles
  - b. Working committees: Now that a full board is in place, we should have the ability to begin to form working committees with club members.
  - c. Performance reviews: Proposal to put in place a performance review system for the DOC, the Administrator, and coaches. Performance review process should be in place for any paid staff.
    - i. Discussed the importance of communicating a policy or setting expectations for how conflicts are handled between coaches, parents, managers, etc...
      1. Recommend the policy include 24 hr cool-down period
      2. Include general recommendations for handling potential conflicts with the coach
    - ii. Jane Ellen will take the lead on a performance review form
      1. Recommendation for reviews twice a year.
      2. After each season
    - iii. Avril will take the lead on Issue Escalation policy
4. Financial Report
  - a. Reviewed fall fee structure
    - i. A motion was presented that for the Academy. The fee structure will include
      1. Capping coaching fee per player at \$60
      2. The club will pick up the remainder
      3. Will adjust the referee fees to include 6 games instead of 8 for U-9 Academy
      4. Subsidize remaining coaching fee not to exceed the \$4800
    - ii. Motion passes
  - b. Scholarship update
    - i. Brief review of scholarship application process
  - c. Audit
    - i. Being audited by the IRS for February 1, 2007-January 31, 2008

- ii. There has been a lot of board turnover since this timeframe
  - iii. September 2nd, 2009 is the date of the audit
  - iv. Reviewed list of key items required for the audit per the letter from the IRS
5. Capital Improvements
- a. Spent roughly \$12,000 last year on capital improvements to the fields
  - b. One of the goals is to continue irrigation West toward the people trails. There are several fields that we would like to irrigate as well.
  - c. Capital projects that are being considered
    - i. Field 9 irrigation
    - ii. Next field over toward the people trail (West)
    - iii. Restroom upgrades
  - d. The visitor center is applying for a US Soccer grant.
    - i. Discussed possible collaboration with the Visitor Center
6. Fundraising opportunities
- a. Tire barn promotion.
  - b. Chip will send info to the board
  - c. No cost to the club
  - d. Avril volunteered to be the Fundraising chairperson
7. Board and Paid staff code of conduct
- a. Have a player code and a parent code. Makes sense to have a code for board and paid staff as well.
8. DOC: no discussion
9. Review of Tryout and Commitment night process
- a. Need to start working the process earlier
10. Communication of board meeting attendance to the public
- a. All members are welcome to attend the meetings
  - b. Need to develop a policy to allow members to raise issues to the board
    - i. Add the process to the website
    - ii. Members need to raise issues that they would like to comment on or discuss 48 hrs prior to the meeting
  - c. Next board meeting will be Thursday, 7:30
    - i. The Executive Committee will meet from 7:00-7:30