

St. Vrain FC Board of Directors (BOD) Meeting

Wednesday, October 17, 2010, 7:40 – 9:30 PM

Present: Bill Zietlow, Mike Clayton, Steve Lepper, Timothy Laxson, Michelle Maes, Eric Grabau, Richard Tyrell, John Stringer

Minutes/notes by: Bill Zietlow

Action Item Summary

Action Item 1: Richard and Steve will survey coaches via email to get opinions regarding changing existing coaches' fee refund policy

Action Item 2: Staff will provide individual job descriptions to BOD by December meeting

Action Item 3: BOD resolved to address the decision process for the winter indoor T-shirt sponsorship with a BOD executive session. The BOD will find out the details of this decision and relate this info to the staff ASAP

Topic 1: Staff report - Steve

This past season has been by far the best in terms of scheduling, referees, and finances

No HS boys' teams

All three action items from last month's BOD meeting have been completed (one for Steve and two for Mike)

Topic 2: New business

Financials – Michelle

Based on discussion with Keith, she will transfer \$xxx from savings into checking to cover current expenses including field fees to school district and City, referees, and payroll. Although we have a cash flow issue now, we appear to be on track to exceed the 2010 budget income when more spring 2011 registration fees are received.

Coaches refund program – Steve

Staff proposes to change volunteer coaches' refund to Playoff gift certificates instead refund of player fee by check or non-payment. He has developed detailed proposal for procedures and controls. The staff feels this would have the benefit of less paper work and more face time with the coaches, who would have to come into the office to get the certificates. The amount is approximately \$14,000 per season. BOD unanimously agreed to table proposed change until at least fall season pending results of coaches' survey and if proceeding, developing more financial controls with The Playoff. We will also

consider other potential changes to the refund policy that may accomplish some of the same positive aspects without some of the potential customer liability and financial control issues.

Action Item: Richard and Steve will survey coaches to get opinions regarding changing existing policy

Staff job descriptions

Staff wants to understand motivation of BOD asking for staff job descriptions. The BOD responded that resource and process planning is difficult without understanding current staff roles. We also need to plan for growth and manage risk of losing/changing staff personnel or structure. The BOD is trying to distinguish individual responsibilities from team functions.

Mike feels there is currently an imbalance in coaching/administrative functions and would like to include a proposal for a new Club structure as part of the job descriptions. The BOD asked for individual job descriptions related to current tasks first.

Action Item: Staff will provide individual job descriptions by December BOD meeting

Indoor soccer shirts

Staff is concerned that:

1. Process not followed by BOD in this decision
2. Staff was not notified when decision was made by BOD to provide shirts for Boulder Indoor Soccer Winter league teams
3. Staff response was apparently not considered in this decision process
4. Michelle will get invoice from The Playoff and won't know if or how much of it should be paid
5. Growing expense with diminishing returns
6. Fighting the LUSA model of something for nothing - dangerous precedent of giving things out
7. Some teams were not notified about free shirts

BOD agreed that each of these complaints has merit and that the BOD did not follow our recent directions to the staff regarding process and cadence planning.

Action Item 3: BOD resolved to address this issue with a BOD executive session. The BOD will find out the details of this decision and relate this info to the staff ASAP.

Staff projects for winter – Steve

1. Budget predictive model

2. Club grown plan
3. Revise structure of U9/U10
4. Hispanic outreach program

BOD suggested that these kinds of tasks can be part of the cadence planning.