

**Mentor Soccer Club  
Board Meeting Minutes  
January 8, 2017**

**In Attendance:**

Scott Brown  
Aldo Lucrezi  
Brian Penkowski  
Margaret Brown  
Chrystal Poling  
Marissa Rogenthien  
Lynn Patterson  
Ken Werner  
Len Kostaka  
Chris Andreano  
Michelle Barkoot  
Rich Wachhaus  
Mike Kolschetzky

**Absent:**

Tom Katoch

7:00 pm call to order.

**Meeting Minutes**

Michelle motions to approve December meeting minutes with a second from Chris. 12 in favor, motion passes.

**Finance / Treasurer's Report** – see reports from Marissa

There are 6 policies/forms that the finance committee has completed that require vote of the board. - Reimbursement Check Request.

- Cash/Check deposit report - provides historical information and "proof of custody" for cash/check deposits made outside of Blue Sombraro.

- Coaching services pay/offer sheet. In essence this is an offer sheet (not really a contract) that outlines services and affiliated pay for coaches. Once submitted to the treasurer, Marissa would not need any additional documentation in order to issue checks. It also puts in writing what the expected salary will be for each coach.

- Event Budget Proposal/Event Final Report. For events that we hold, not included in our regular budget.

- Expenditure policy. We wanted to make it clear what acceptable practices are, in regards to issuing payment and the handling of funds. Motion to approve this policy was made by Chrystal and is seconded by Ken. 9 for and 0 against, motion passes

- Donation receipt letter. Document to donors, acknowledging receipt of a donation.

- The finance committee recommends that moving forward, the club provide an automated means for collecting registration fees. The auto-bill features of Blue Sombraro can fulfill this process.

- After much discussion, the finance committee recommends that we alter the constitution to reflect the change in our budgeting process. The key is that we no longer receive the majority of our revenue in spring, making it impossible to settle on a final budget by June 1. What we propose is amending the constitution and calling the budget, our Annual Operating Plan, and giving us the latitude to update the plan as we move through our fiscal year, which is essentially how we've been operating for the last 3 years. A vote to proceed is required. Once approved, the finance committee will finalize a draft amendment for board approval, and then we will put it to a vote of the membership and have a ballot box at either the indoor tournament or other method as determined. Scott disagrees with this. Nothing to change now.

Moving budget approval to August or September instead of June

- The finance committee has begun evaluating Wave fees, and what the impact would be if we included 2 tournaments in the base outdoor fees.

- The annual stipend sheet is in the process of being updated.

- We are at the beginning of contractor (coach) tax season. Marissa will be handling the appropriate forms with the coaches and IRS.

### **Committee Updates**

#### *Comm/PR*

Updated officers on website

Need to get key to Krueger attic to inventory apparel for 4v4 tournament before placing order

Mighty Mites and Technical Footskills emails sent to club for sign up As of meeting time Mighty Mites is full

Received PFC-Wave rosters from Shaker, setting up on uniform site

Get any info you want in Newsletter to me by Thursday Jan 12th.

### **Rec Report**

Mighty Mites is all scheduled, Thanks Aldo for all your help with coordinating that.

Registration for Mighty Mites is open and set to begin January 15 for 6 Saturdays.

Looking at jersey options for All Star scheduled for May 19.

Spring Registration will open on January 15.

Getting ready to begin spring scheduling.

A survey monkey was sent to all allocated Rec families. Will begin analyzing results as to whether a tournament will be welcomed back this year or if we will wait until next year.

Working with Len on budget for next year so we can finalize a Rec cost.

### **Wave Report**

Goals of Wave:

1. Volunteers
2. State League rep and equipment volunteer
3. Pricing and expectation communication
4. Major sponsor for Wave program
5. Establish better cycle of processes

- Communicated Wave Coach Leadership changes to Wave coaches, then to Club membership

- Addressing several requests for new players
- Recruited goalkeeping coach (Rob Emmett - Lake Erie College)
- Developed draft of the uniform policy (Chris Andreano)

Specific Team issues:

- U14/15 Boys - recruited 5 boys from Mentor HS 9th grade to play on U14/15 team (Coach Dan Rosbottom) in the spring, enabling team to play 11v11 format
- U10 Boys - dealing with 3 players who are missing practices/games due to commitment with another soccer club

Indoor Report: Aldo

- Planning/billing for Indoor session 2 practices/games for each Wave team at Heisley
- Collection of outstanding fees for session 1
- Scheduled footskills (3 sessions), Mighty Mites 3-4 yr old, and Goalkeeping sessions for session 2 - registration programs set up by Janis
- Sponsorships - Jeff Petro - Dicks and major sponsor for 2016-17?
- Wave car magnets - requested by Wave team, need to reorder?

### **Indoor Report/Tournament:**

- Planning/billing for Indoor session 2 practices/games for each Wave team at Heisley/Force.
- All teams except 2 participating
- Collection of outstanding fees for session 1 (1 has not paid, on suspension list)
- Scheduled footskills (3 sessions), Mighty Mites 3-4 yr. old, and Goalkeeping sessions for session 2 - registration programs set up by Janis
- Need to start thinking about tournament volunteers. This is always an obstacle!

### **Administration**

President's report:

Discussions with Jeff P regarding the transition of duties.

2. Helped Aldo get a few teams squared away for 2nd indoor session.

3. Helped Chrystal with setting up structure for Mighty Mites.

4. Met with Ken and Chrystal to discuss their top 3 goals for upcoming year. Had some discussion on how we could approach some of them and some challenges we may have. It was a great discussion to make sure we are all working together and directing the club in a common direction.

5. Still working on getting Kreuger locks changed. Locksmith needs a formal letter from the City authorizing the change. I will work with Donna Cornell in Parks Dept. to get that this month.

### **DOC: Tom Katoch**

- Two DOC coach meetings have been held

Goals of Wave:

1. Volunteers
2. State League rep and equipment volunteer

3. Pricing and expectation communication
  4. Major sponsor for Wave program
  5. Establish better cycle of processes
- Starting coach scrimmages @ Heisley Sunday mornings 9:00 am  
Coach clinic at 10:00 am  
Academy wave juniors – from rec  
Chris Payne working on curriculum  
Town Hall to be held in March @ Memorial

### **Old Business**

Would like to get exit interviews from players leaving the club  
Volunteer update – state league scheduler, state league registrar, web master,  
Rec registrar, equipment volunteer  
Chris – can you update the website with some job descriptions and time commitment for these openings?  
Novice and recert ref training to be done on same day  
Len please send ref clinic info to Chris for communication

### **New Business**

Tournament volunteers  
Scholarship application has been updated and sent to the scholarship committee for review. Should be ready to send out to schools by the end of the month hopefully  
Chris will look into whether kids can scan their picture and birth certificate into Blue Sombrero  
Look for a volunteer to conduct exit interviews?

Motion to adjourn is made by Chrystal and seconded by Michelle. All in favor –  
adjourned 8:42 pm.

## **MSC Board Action Items**

1. Chris will look into whether kids can scan their picture and birth certificate into Blue Sombrero
2. Look for a volunteer to conduct exit interviews?

## **Calendar of 2017 Meetings:**

**January 8**  
**February 12**  
**March 12**  
**April 9**  
**May 14 (Mother's Day)**  
**June 11**  
**July 9**  
**August 13**  
**September 10**  
**October 8**  
**November 12**  
**December 10**