



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

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## **General Board Meeting Minutes April 20, 2008**

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:04pm at the Soccer complex building by Mark Teslow .

Present: Mark Teslow, Darla Teslow, Tom Temple, Mike Poole, Cheryl Besser, Dan Meehan, Steve Curren, Tom Bailey, Michele Monroe, Mickey Willard @ 7:16pm

Not Present: Dan Kubitz.

Guests: Karen Bohn.

2. **Approval of agenda:**

Motion to approve the amended agenda made by Michele, Tom Temple 2nds. Motion passed.

- Remove coaching director reports
- Add tour of building as #4
- Add Building update at #8

3. **Approval of minutes:**

Minutes from April 6, 2008 were reviewed. Motion to approve the amended minutes with the correction of Mickey's arrival time to 7:25 from the erroneously listed time which was an hour before the meeting even started made by Tom, Dan seconds. Motion passed.

4. **Tour of building:**

Mark explains that we have a temporary occupancy permit, not a complete occupancy permit. The reason is that if the city gives a complete occupancy permit, within 3 weeks they would have to give the contractor his final payment and he hasn't finished everything yet. So we have a temporary key and temporary use of the building. The board toured the building.

5. **Director reports:**

**Treasurer:**

Mike got things balanced through March. He started doing the tax return and that should be done within the next week or so. Mark and Mike will get together to start the budget process.

**Registrar:**

For travel soccer we are at about 286 players now. For Spring Rec, Tom has a number of 305, however, 15 are not paid yet. He just received some payments via mail to reconcile. The player passes will be ready this week, except for those players where we are still waiting on birth certificates and those who have outstanding payments.

**Referee Coordinator:**

Darla has been busy working on Field Coordinator duties along with Michele and has no referee business to report.

**Communication Director:**

Dan sent the Kids' camp flyer to Sherry. It was supposed to go to SACS on Thursday, not sure if that happened or not, and it is going to the public schools on Monday. Valley News has incorrectly listed our ad for Girls, is still running our ad when they should have pulled it already. Dan will contact them again and get the ad removed.



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### Equipment Coordinator:

The goals are on the fields. Dan will be handing in the invoices soon. He has the T-Shirts and they came in under the quote given, so that was good news. He is working on the tool kits for the fields. Mark asks Dan to check online for what's available for more rec size goals, 6 ft x 4 ft. Uniforms are going to be ready on Friday.

### Field Coordinator:

Darla met with Sherry about the concession stand, city agreement, contract, field scheduling, field striping, and the nets in the goals. Regarding the Coke contractor, we ordered a refrigerator and we can either order the soda through Coke or we can buy from the store, but we can only sell Coke products. The city will be approving the contract Tues, the Mayor signs it, and then Mark signs. Our agreement says we give the city 10% of the gross sales of the concession stand. We need to fill out a facility form for every practice, game, Kicks camp, fun night, etc. which we need the building and/or the fields for. Darla has filled out the facility forms and turned in for all of our activities except fun night as she needed to verify the date on that. She will be dropping those off to Sherry. She requested the liability certification from Pullen Insurance company and sent that Sherry.

Mark mentions that Fields 1 and 2 do not have any goals or nets on them and that the Rec goals are missing nets. Darla will contact Sherry.

### Volunteer Coordinator:

Mickey will be making up a flyer asking for volunteers for the concession stand on Monday nights and Saturday mornings. Mickey will word an email request, send it to Steve who will forward it to all Rec parents looking for volunteers.

### Rec. Coordinator :

Discussed below in item #6

### Boys/Girls Director:

*District seeding and selection.* - Michele has been getting a lot of complaints about the length of travel, mostly from one particular team. She has parents who want to drop, others who want to forfeit, and others who want to move to another team. We have already done what we can with MYSA in regards to this age bracket and games and the team is registered with passes created. Michele will work with the manager and coach and see if they want to reschedule some of the away games out to June when school is out or onto a weekend, as long drive on a school night is the particular concern.

### Project Director:

Board reviewed the timelines provided by Tom and asked any questions.

### 6. Rec Planning:

Steve is planning on having markers on each field for tomorrow night. We will send the players out to their fields. We will have the trainers start with the players and then at the end of practice, the coaches can hand out the T-Shirts. We will have a table set up in the building for last minute, walk-in, registrations and any questions. Tom suggests that next year and for fall Rec, we have a coaches meeting 5 days prior to the beginning of Rec, the board agrees that sounds good. For tomorrow night, we will set up at 4:45 PM, Rec starts at 5:30. We can have maps/signs posted on the windows of the building. Dan will be bringing the SSA banner that says registration. We will give the coaches each a bag with their teams T-Shirts. Jon will assign the trainers to their fields. Steve will call Jon tonight to go over this with him. We will have the bathrooms open tomorrow night also.



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### 7. Concessions:

Darla and Karen went shopping and got a popcorn popper, popcorn, candy, chips. They have ordered a hotdog maker and a nacho cheese warmer. They are waiting for the Coke machine to arrive. They bought shelving and are looking for a cash register. They are looking at getting a freezer for ice, etc. Once we get it all up and running, Karen has offered to be our point person. We have to have a food inspector come out and we need to get a full certificate of occupancy. We will want the concession stand open for sure Monday nights and Saturday mornings. Ideas discussed regarding starting slowly with Mondays and Saturdays and the Festival using volunteers and then see how things are going and determine our plans from there, i.e., having it open at soccer games, etc. Karen will be purchasing what we need and submitting a request for reimbursement, she said that would work okay with reimbursement within a week. They will keep an inventory of what they have on hand, and what has been used for the concession supplies. Discussed having spiritwear T-Shirts available for sale in the concession stand as well.

### 8. Building Update:

We need to set a schedule for open and closing the bathrooms, building, etc. Practices start around 5 pm, so we need the bathrooms open 5 to 8:30. Mark will double-check with the city, but believes that it is our responsibility to lock and unlock the bathrooms. We will cover again next meeting.

### 9. Commitment:

Tabled until next meeting

### 10. Fundraising:

Tom and Mark will draft a letter and send to those who contributed last year and thank them for last year's donation and see if they want to contribute to our tournament again this year for an advertising spot on our flyers. Mark and Tom will send out the letter.

### 11. Tournament update and planning:

This year we are going to give away pins...Tom shows us a picture of the design. We ordered enough to hopefully give every kid in the travel program one also. 67 teams have registered for the tournament. Games will start at 8:30 in the morning and will end at 6:30 at night. Some age brackets don't have enough teams, so we will send some more targeted emails and then, if we need to we can combine some age brackets as our policy states we reserve the right to do so. Mickey has already started working on the volunteer list, will be sending stuff out this week. We are planning on having a speed kick fundraiser booth.

### 12. Adjourn Meeting:

Motion to adjourn made at 8:40 pm by Michele, Steve 2nds. Motion passed.

### Upcoming Events/Calendar Review:

4/21/2008

*Spring Rec Begins*

**Phone message pick-up duty for**

**April 21 – May 4:  
May 5 – May 18 :**

**Cheryl Besser  
Michele Monroe**

Minutes submitted by:  
Cheryl Besser  
Secretary