



Shakopee Soccer Association
1160 Vierling Drive #124
Shakopee, MN 55379
952-953-7246
www.shakopesoccer.com

General Board Meeting Minutes April 19, 2009

1. The general board meeting of the Shakopee Soccer Association was called to order at approximately 6:02 pm at the Shakopee Soccer Complex by Mark Teslow.

Present: Mark Teslow, Darla Teslow, Tom Temple, Tom Bailey, Mike Poole, Patti Isensee, Dan Meehan and Jon Poppen

Absent: Michele Monroe, Steve Curren and Robert Harder

Guests: none

2. **Agenda:**

- Agenda reviewed with no modifications.

3. **Approval of minutes:**

- Meeting minutes from April 5, 2009 were reviewed. No correction

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

- See attached report.
- Rec soccer - need one more trainer Monday night.
- Rec soccer - need 4 – 5 U14 or older players to help and work with the trainers. Early shift would work better.
- Rec soccer – order black t-shirts for trainers.
- Street Soccer – Michele and Robert need to send out a reminder to the coaches of the U11 – U19 teams. Tom T. will send out and email blast.
- Street soccer - 75 t-shirts were ordered for the winners. Jon will need to determine how they will get distributed though out the season.
- We will cancel the last indoor off the ball training, April 30th, since the next scheduled training session is on May 2nd.
- Received positive feedback on off the ball training. We will continue to do this next year. Ran into a few scheduling issues with team training, coach's clinics and Easter week.
- Coach's clinic went well. The demo session with players went fairly well. Would look at keeping the same format for next year. Tom T. would like to get more involved in the demonstrations rather than watching. Ran into a few scheduling issues with team training and off the ball training.
- Jon would like to highlight a game every two weeks throughout the season. This would give people an opportunity to get out and support the teams / club. We all thought it was good idea. Highlighted games would be posted on the website.

5. **Director reports:**

Treasurer: Mike Poole

- Checking and savings accounts are good.
- Invoice for the uniforms will be coming at the end of April. We ordered 334 uniforms.
- Receivables and the end of the week – PayPal – approx. \$1,000 and TST – approx. \$8,000

Registrar: Mark Teslow and Darla Teslow

- See attached report.
- Mark indicated all future registrations must be done online.



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- Darla is on top of the passes. Once a player has everything in she's releasing the pass to Robert or Michele. Mark is making submittals every Wednesday and picking up passes on Friday. Some coaches still need to complete the background check.
 - Mark will be submitting spring rec players on Wednesday.
 - We may need to move a couple of girls from the white team. A couple of girls dropped from the red team and Mark and Darla were not aware of this.
Current roster numbers for U9 Girls- Red team: 9 players, one will be moving in June
Black team: 11 players
White team: 12 players
- Jon will talk to Michele to see if there is anyone interested in moving. We will need to do this before the season starts.
- U18 Boys – three players dropped. The team has 14 players now. Still waiting to receive registration payment from four players.
 - South District Packet – MYSA found out that the South District was not holding the mandatory coaches / managers meeting on April 25th. The South District packets were going to be available for pickup at Soccer USA in Burnsville. There was a meeting scheduled yesterday, April 4th to determine the distribution of the packets. We should know their decision by Monday, April 6. If there is a meeting it will be held at the Shakopee Jr. High School.

Referee / Field Director: Darla Teslow

- See attached report.
- Fundraising requests for Cub Foods should be made in January.
- Field signage - purchase reflective stickers. Field hosts to set up field signage.
- We will post the comprehensive field schedule on the website. A copy of the schedule will also be at the concession stand.

Communication Coordinator: Tom Temple

- See attached report.

Equipment Director: Dan Meehan

- See attached report.
- Dan will try and get the speed kick for the Shakopee Festival. We will hand out prizes to people if they can guess their own speed.
- Uniform handout process – Robert and Michele will hand out the uniforms and remove any uniforms that we have not received payment for.

Volunteer Director: Patti Isensee,

- See attached report.
- Two families have bought out their volunteer fee.
- Patti suggested the Recreation Director should handle the phone pickup during the first two – three weeks in April since a majority of the messages she received were for the Rec. Director.

Recreational Director: Steve Curren

- See attached report.
- 364 players currently registered. Mark is updating Steve daily.
- We will need to make some adjustments at the 5 – 6 age groups. Currently 14 fields are needed from 5:30 – 6:30 pm and only 6 fields from 6:30 – 7:30 pm. In addition Jon would need to hire more trainers at the 5:30 – 6:30 hour. Jon will talk to Steve.



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- We will need Fields A5, A6, B5 and B6. Dan will order 4 sets of rec goals. The city will need to line Fields A5, A6, B5 and B6 and we will need to order signage.

Girls Director: Michele Monroe

- No report

Boys Director: Robert Harder

- No report

Secretary: Tom Bailey

- See attached report.

Tournament Director: Tom Temple

- See attached report.
- Still no t-shirt vender.
- Ordered 1250 pins
- Field 5 will serve as our other U11-U12 field. The field shall be lined in yellow / gold paint.
- Darla would like a tentative game schedule so she can begin schedule referees.

6. **Soccer Building Keys:**

Key holders – Jon Poppen, Dan Meehan, Patti Isensee, Darla Teslow and Karen Bohn. Make sure all the doors are locked when you leave and don't borrow your key to anyone.

7. **2010 Budget:**

- Mark handed out budget process packet. The electronic file is linked together so don't add any columns. First draft due May 3. Budget accurately and don't go overboard. See attached 2010 Shakopee Budget Process.
- Travel - budget on 29 teams, 350 players
Boys – U9 (3), U10 (2), U11 (2), U12 (1), U13 (1), U14 (1), U15 (1), U16 (1), U17 (1), U18/19(1)
Girls – U9 (3), U10 (3), U11 (2), U12 (2), U13 (1), U14 (1), U15 (1), U16 (1), U17 (1)
- Spring rec – budget 400 kids

8. **Concession Stand Training:**

- We will hold a training session at our next meeting for board members. Each board member should know what goes on at the concession stand and be able to answer any questions. Darla, Patti and Karen Bohn have developed instructions on how to open and close the concession stand.

9. **Adjourn Meeting:**

Motion to adjourn at 8:13 pm by Darla Teslow, second by Patti Isensee. Motion passed unanimously.

Phone message pick-up duty for April 19 – May 3, 2009: Mike Poole
May 3 – May 17, 2009: Steve Curren

Next meeting May 3, 2009 at the Shakopee Soccer Complex starting at 6:00 pm.

Minutes submitted by:
Tom Bailey
Secretary



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Director of Coaching Report
4/19/09

- 1. Rec. Trainers:**
 - a. Have eight hired and confirmed- two going to the MYSA U6-U8 Youth Module in Chaska**
 - b. Working on more traveling players to help out: follow-up email to be sent out**
 - c. Working on plans**

- 2. Street Soccer: Need to send out a reminder email to all coaches**

- 3. Off the Ball Training:**
 - a. Remaining dates: 4/23, 4/30, 5/2, 5/9**
 - i. 4/23 and 4/30 are indoor**
 - ii. 4/30 & 5/2 are the same week**
 - b. U12 Boys and Girls start this week**
 - c. Feedback from the sessions**

- 4. Review Coaches Meetings**



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Vice President Report

General Board Meeting

Submitted by: Tom Temple

Date: 04/19/09

Vice President – Tom T.

1. Request money from Lion's Club Status: Pending

Spoke with Craig Kinsel, Lion's secretary. Craig indicated that we should get on the Lion's agenda for May. It would be a conflict of interest for Craig or Dean to represent Shakopee Soccer so someone from the board would need to be present. Craig believed the next meeting would be Tuesday, May 12th or 19th but was not sure. Need a board member to attend this session.



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Registrar Report

General Board Meeting
 Submitted by: Mark and Darla
 Date: 04/18/2009

Task	Deadline	Status
Spring Rec In-Person Registration	Tue, Mar 31 6-8pm	Done. 33 kids were registered online. We used 4 laptop computers and 1 printer. Steve Curren, Mark Teslow, Darla Teslow, Tom Bailey and Aaron Teslow. Registration went very smoothly again.
City Vouchers		We were made aware that the City grants vouchers to low-income families. They are bright green and we are expected to accept them in place of payment (only up to 50% of our program costs). Because the City neglected to inform us of these vouchers, and because we have our own scholarship program, this year we are able to note on our "City Bill" how much we accepted in vouchers, and remove that amount from our bill, per Sherry Dvorak.
Spring Rec Registration	Ongoing	We currently have 362 players registered for Spring Rec
Summer Travel Registrations	Ongoing	We currently have 335 players registered on 24 teams. 9 of those teams are full, and 2 of those have an over-rostered player.
Summer Travel Passes	Ongoing	Passes have been distributed. We are currently holding 92 passes due to missing payments or missing birth certificates. As payments are made and birth certificates are submitted, we are releasing those passes. Updates are done daily.
Spring Rec MYSA Submittals		Players will be submitted to MYSA for our Rec Program on Wednesday.
Coaches Passes		We are still missing background checks, and thus passes, for 4 coaches and 6 Team Managers. The U9Girls Black Team (Helgemo/Berndt/Baldzicki) has NO coaches passes. Their Team Manager, Julie Joint has a pass.

Current list of coaches, assistant coaches and team managers on the next page, along with who hasn't done the background check yet, and therefore doesn't have a pass.



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Current List of Coaches, Assistant Coaches and Team Managers

Team	Head Coach	Assistant Coach	Team Manager
U09 Boys Red	Doug Rogers	Paul Necklen	Amanda Holm
U09 Boys Black	Chad Krueger	Manuel Quinones	Barbi Studtmann
U09 Girls Red	Chuck Millis	Jeff James	Melissa Gregorie/Gina Boots
U09 Girls Black	Christine Helgemo	Tammy Berndt/Tami Baldzicki	Julie Joint (&Kevin Joint-no pass)
U09 Girls White	Amy Meckey	Mark Hill	Joey Happ
U10 Boys Gold	Melissa Sames	Paula Schulze	Open
U10 Boys Maroon	John Sheehan	Open	Becky Sheehan
U10 Girls Red	Tom Bailey	Robert Harder	Denise Bailey
U10 Girls Black	Brendan Finnegan	Richard Bachelor	Vicki Sherry
U11 Boys C3	Doug Rogers	Paul Necklen	Denise Harinen
U11 Girls C2	Thane Truax	Jim Verbeke/James Hurst	Jody Verbeke
U11 Girls C3	Dan Meehan	Pat Sawyer	Mary Ann Lomascolo
U12 Boys C2	Dan Meehan	Dave Bowman	Teresa Meehan
U12 Girls C2	Barry VanLerberghe	Darryl Lalim	Patti Isensee
U13 Boys C2	Tom Temple	Jason Steffens	Shari Temple
U13 Girls C2	Mike Ceola	Mike Blair	Michele Monroe
U14 Boys C2	Tom Temple	Craig Kinsel	Shari Temple
U15 Girls C3	Kayla Borstad	Shawn Marshaw	Steve Kickert
U15 Girls C2	Michele Monroe	Barry VanLerberghe	Mickey Willard
U15 Boys C2	Mike Loughery	Josh Teslow	Jonette Herbel
U16 Boys C2	Tim Gendron	Steve Vogt	Dan Kubitz
U16 Girls C2	Mark Teslow	John Dovolos/Aaron Teslow	Peggy Dokka-Thorson
U18 Boys C2	Andy Brown	Chuck Rust/Ed Voigt	Steve Curren
U19 Boys C2	Mark Teslow	none	Darla Teslow

	Pink means they have not done their background check, thus we cannot request a pass
	Yellow means we still need a coach, assistant coach, or team manager
	White means "All's well!"



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Referee / Field Director Report

General Board Meeting
 Submitted by: Darla Teslow
 Date: April 18, 2009

Task	Deadline	Status
Reserve Soccer Complex Fields	April 15	Done. Forms were turned in on Monday, April 6.
Submit Donation Request Form to Walmart	May 1	Done. Walmart has granted us a \$500 Gift Card.
Contact Sherry Dvorak about restroom signs	May 4	City has installed restroom signs and a concessions sign.
Fundraiser at Cub Foods		We have also been added to the list for the Coke Stand. No dates have been granted to us yet.
Fundraiser at Applebees		I have requested a message for the manager that we'd like Mondays and Tuesdays in May. I have not heard back.
Game Schedules	April 13	Game schedules were completed and submitted to MYSA prior to the deadline.
Concession Stand		Microwave has been purchased. Karen has received her check card, and we have verified it works at Sams. Concession stand has been stocked. Pop arrives on Wednesday. Cash register is set up and Karen has been trained.
Goals/Nets		Goals, nets and striping will be done this week.
Fields		Field clean up day happened on Saturday, April 11. Volunteers did a great job, and finished in 1 hour, 10 minutes. Fields were opened on Monday, April 13 – no cleats allowed the first week.
Schedules		The schedule is mostly complete. Need to add Tim Root's training times and the U16 boys practice times.
Referees		I am ready to input the game schedule into Ref Coord and schedule a Ref Pre-Season meeting. I plan to use Mentors this year.
Tournament		I have received a few emails from referees interested in working at our tournament. I can begin assigning games as soon as I receive the tournament schedule.



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Communications Coordinator

General Board Meeting

Submitted by: Tom Temple

Date: 04/19/09

- | | |
|---|-----------------------|
| 1. Spring rec flyers to schools | Status: complete |
| 2. Summer Kicks Camp flyer to schools | Status: complete |
| Hopefully in next weeks folders | |
| 3. Advertise spring rec in Shakopee paper | Status: complete |
| 4. Contact Sunshine Photography | Status: April 1, 2009 |
| Message left | |

eMail blast sent for Street Soccer, youth help for rec, spring rec, and volunteers. New T-Shirt design for Street Soccer.



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Equipment Director Report

General Board Meeting

Submitted by: *Dan Meehan*

Date: *April 19, 2009*

Uniforms

Uniforms are now in, and are scheduled to be handed out on Saturday, April 25.

- I will provide a list of uniforms sizes, names and numbers for each team – in addition to a master list that Michele and Robert can work off of.
- Initially, I had ordered 334 uniform sets. As of the last meeting, numbers indicated that we needed 316 uniforms. Since April 5, I've had to enter in additional uniform requests for late uniform orders, new additions, etc – which totals 15 uniform sets. The new uniform tally is 331 uniform sets.

Warm Ups and Backpacks

- On Sunday, April 19 – I handed out warm ups and backpacks to those who ordered them (from 2:00 – 4:00pm) at the Soccer Building. Funds collected during this time will be tallied on Monday to ensure that numbers are correct, and will be handed over to Mark and Darla Teslow to be deposited in the bank.
- The U19 Boys are short two warm up jacket and pant sets. I am currently working on this with the uniform rep to get this resolved.
- Warm ups and backpacks took a while because of a few factors:
 - This is a new product from Adidas, and this product has been well received by the soccer community. The Adidas Tiro warm up line replaced a couple of other warm up sets offered by Adidas, so there has been many clubs changing to this line – which has caused the delay.
 - The warm up pants are the same for all colors offered in the Adidas Tiro line – which makes the warm up pant all the more requested.

Rec T-Shirts and Street Soccer T-Shirts

- I have ordered the t-shirts for the above mentioned programs. They should be available by Friday, April 24. Listed below are the numbers ordered for the Rec T-Shirt order:

COLORS	YS	YM	YL	YXL / AS	AM	AL	AXL	AXXL	TOTAL
RED	7	10	13	3	3	4	4	2	46
DAISY	7	10	13	3	3	4	4	2	46
NAVY BLUE	7	10	13	3	3	4	4	2	46
FOREST GREEN	7	10	13	3	3	4	4	2	46
PURPLE	7	10	13	3	3	4	4	2	46
IRISH GREEN	7	10	13	3	3	4	4	2	46
ROYAL BLUE	7	10	13	3	3	4	4	2	46
KIWI / LIME	7	10	13	3	3	4	4	2	46
ORANGE	7	10	13	3	3	4	4	2	46
LIGHT BLUE	7	10	13	3	3	4	4	2	46
MAROON	7	10	13	3	3	4	4	2	46
SPORT GRAY	7	10	13	3	3	4	4	2	46
CHOCOLATE	3	3	---	---	1	1	1	1	10
GOLD	3	3	---	---	1	1	1	1	10
WHITE	3	3	---	---	1	1	1	1	10
DARK GRAY	3	3	---	---	1	1	1	1	10
BLACK	---	---	---	---	5	5	5	5	20
TOTAL	96	132	156	36	45	57	57	33	612



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Listed below are the numbers ordered for the Street Soccer program, in addition to an order for "SSA" T-shirts:

Adult sizes – Street Soccer

15 Small

20 Medium

30 Large

10 XL

75 Red shirts total

SSA logo T-Shirts (same as Rec T-Shirts) – Adult sizes

S qty 10 : 4 Red, 4 White, 2 Lime Green

M qty 20 : 8 Red, 8 White, 4 Lime Green

L qty 30 : 13 Red, 13 White, 4 Lime Green

XL qty 30 : 13 Red, 13 White, 4 Lime Green

2XL qty 10 : 4 Red, 4 White, 2 Lime Green

100 shirts total

Coaches Shirts

- I also placed an order for Coaches Shirts (ones that will match the new Adidas uniforms). Listed below are sizes ordered :
 - Small - 6
 - Medium - 16
 - Large - 20
 - Extra Large - 10
 - XXL - 6
- These should be ready within a week, as they have come back from Adidas and patches are being applied at this time.



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Volunteer Report

General Board Meeting

Submitted by: Patti Isensee

Date: 04/19/2009

--An e-mail was sent out to all families reminding them to volunteer and highlighted a few different opportunities

--Starting to put together the books for: is there anything people would like to see in these books

- Field marshal

- Concession stand

- equipment (Karen Bohn is making the highlighted copies and I am putting a second set in a book for back-up

- general questions and information

--Field clean-up went good

--Mark followed up with tst to get e-mail alert working which was not working

--Field host on 5/6 is first open slot right now- first week is looking really good. Then it starts for fall off after the second week or so and June is still pretty empty.

--a look 2 weeks ago still had 150 families not signed up for any hours. I will still need verification on the coaches and team managers of some teams. Most of that will come when I get the envelopes with checks.

-- Things still looking good for the most part.



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Recreational Director Report

General Board Meeting

Submitted by: Steve Curren

Date: April 19, 2009

Registration status

- Online registration is still active, no reason to disable or hide it
- As of April 18 we have 359 players registered. See attached Rec History.xls for details.
- Patti mention the flyers just got the parents last week and we had a mini surge in registrations and questions.

Tasks

- T-shirts have been ordered
- When will the rec goals be set up and fields stripped?
- Do we have all the trainers lined up?
- Coaches training Monday 7:30 – 8:00 pm.
- First night is a week from Monday



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Secretary Report

General Board Meeting

Submitted by: Tom Bailey

Date: 04/19/09

- Received four scholarship requests since April 5, 2009.
- Uploaded March 1, 2009 meeting minutes to the website.
- Deleted indoor training schedule from the website.
- Created scholarship request log.
- Posted the following documents on the boards website under Shared Document / Board Documents: Board Contacts, Communication Flow Chart, Shakopee Outdoor Facility Request Form and the following templates - Directors Report, Event Worksheet, Letter Head, Memo, Payment by Mail, Team Contacts. If you need to use these documents please download them from the board website.
- Sent Michele and Robert the Team Contact document which Darla put together. Asked them to verify and update any information as required and post it to the board website.
- Fall Rec - There are two registration dates given in the Park and Rec booklet. One is May 5 – August 27, 2009 and the other is June 20 – July 31, 2009. It should be June 1 – July 27, 2009.
- Added spring rec to the calendar. Need to update the SSA Recreational Player Manual – Spring 2009 to include games scheduled on May 16 will be moved to Sunday May 17th. What time on Sunday?
- In the future please send your director reports to Tom B. home email address.

Facility Requests - Tom Bailey

1. None

Status:

Task Item Update

President - Mark

1. Begin budget process

Status: April 15 – July 1, 2009

Vice President – Tom T.

1. Request money from Lion's Club

Status: March 17, 2009?

Treasurer - Mike

1. Prepare tax return

Status: due May 15, 2009

Secretary – Tom B.

1. None

Status:

Registrar – Mark and Darla

1. Coordinate adult background check w/ Boys & Girls Directors
2. Coordinate spring rec registration w/ Rec Dir.
3. Need birth certificates from new traveling players coordinate w/ Boys/Girls Directors
4. Spring Rec – adult background check
5. Spring Rec – submit players to MYSA
6. Travel – Issue MYSA player passes to teams

Status: March 1, 2009, on going

Status: March 31 – April 10, 2009

Status: due April 15, 2009, on going

Status: April 10 – April 20, 2009

Status: April 30, 2009

Status: April 2–April 27, 2009, on going



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7. Kicks Camp Registration begins Status: May 1 – June 5, 2009

Tournament Director – Tom T.

1. Marketing for Shakopee Festival Status: March 1 – May 1, 2009
2. Tournament planning Status: April 5 – May 10, 2009
3. Registration deadline Status: April 20, 2009
4. Game schedule Status: April 20 – May 1, 2009
5. Issue game schedule to teams Status: May 1, 2009

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

1. Coordinate adult background check w/
Registrar Status: March 1, 2009, on going
2. Request birth certificates from new traveling players
coordinate with Registrar Status: due April 15, 2009, on going
3. Assist w / Issuing MYSA player passes to teams Status: April 2 – April 27, 2009

Recreational Director – Steve

1. Spring rec - recruit coaches Status: April 1 – April 15, 2009
2. Spring rec - coaches packet Status: April 1 – April 15, 2009
3. Spring rec - coaches background check Status: April 10 – April 25, 2009
4. Spring rec - create teams and game schedule Status: April 10 – April 15, 2009
5. Spring rec – coord. T-shirt order w/ Equip. Dir. Status: April 15, 2009
6. Coaches meeting Status: April 20, 2009 @ 7:30 pm
7. Spring rec begins Status: April 27, 2009

Referee / Field Director – Darla

1. Summer ref background check Status: April 1, 2009
2. Enter summer travel games into RefCoord. Status: April 15 – April 30, 2009
3. Ref on-field training Status: April 15 – May 10, 2009
4. Shakopee Festival – coord. additional U11-U12
field with the city (Field 5) Status: May 1, 2009

Communications Coordinator – Tom T.

1. Summer Kicks Camp flyer to schools Status: April 25, 2009
2. Contact Sunshine Photography
(team pictures for travel teams) Status: April 1, 2009 ?

Equipment Director – Dan M.

1. Post equipment inventory on board website Status: ?
2. Order spring rec t-shirts Status: April 15, 2009
3. Spring rec equipment status: April 15 – April 20, 2009
3. Issue jerseys to coaches Status: April 25, 2009
4. Schedule pick up time for warm ups Status: April 19, 2009

Volunteer / Concession Director - Patti

1. Monitor volunteer schedule Status: on going
2. Collect volunteer fee from Boys/Girls Dir. Status: April 15, 2009
3. Concession training – Association & Board members Status: April 19, 2009
4. Shakopee Festival volunteers Status: Festival date April 16



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Tournament Director

General Board Meeting

Submitted by: Tom Temple

Date: 04/19/09

Tournament Director – Tom T.

- | | |
|------------------------------------|--------------------------------|
| 1. Marketing for Shakopee Festival | Status: Complete |
| 2. Tournament committee | Status: Pending |
| 3. Tournament planning | Status: April 5 – May 10, 2009 |

We posted openings for 72 teams and currently have 77 teams officially registered. One additional team is waiting for confirmation that I can fit them in, we're close. I have extended an opening to a CCUnited U13 Boys team that was looking for a vacancy but haven't heard back from them yet.

Currently we have 3 openings at U12 boys and 1 opening at U14 boys. All other posted openings are either filled or over filled.

The U12 boy bracket has been the toughest to generate interest in. I emailed around 50 teams and received one registration. The good news is that the one registration was what I REALLY needed.

Tournament committee and planning. Patti's email for volunteers mentioned the Speed Kick event. Although I do not believe that it was a money maker, I think it was fun to have available. Has anyone made arrangements for this and/or do we want to have it again? T-shirts. Michele to provide company that baseball used.



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2010 Shakopee Soccer Budget Process

Budget Timeline:

- April 19, 2009 Hand out budget packets
- May 3, 2009 First Draft Due for Review
- June 7, 2009 Second Draft Due for Review
- June 21, 2009 Budget to be approved by Board

Budget Instructions:

- Budget expenses in the month the event occurs
- Use the bottom of your budget sheet to write detailed notes about each budget item
- Always expense budget items to the proper budget line

Budget Worksheet:

- Your budget worksheet is linked to a master sheet, do not add or delete rows, columns, or change any formulas.
- New line items must be noted in the comments section at the bottom of the sheet
- Once budgets are returned new items will be assigned an account number and added to the top section

Additional Information:

- Any event that you are planning must have a completed event worksheet
- Know your financial status throughout the year