



Hillsborough Soccer Club

Subject:	Hillsborough Soccer Club Board Meeting Minutes	
Date & Time:	August 18, 2018; 8:00pm	
Location:	Petrock's Bar & Grill	
Attendees:	Niles Johnson, Adam Sparks, Shawn Pierson, Ralph Manrique, Trey Woody, John Ciccarelli, Ashley Bender, Becky Mercurio, Carlos Ruiz, Joanna Robison, Robert Sutton	
Non-Attendees:	Konrad Madej, Candace Reigrod	
CC:	Club Website (www.hillsboroughsoccerclub.org)	
Scribe:	Adam Sparks	
MEETING MINUTES		RESPONSIBILITY
<p>1. Welcome and Introduction</p> <ul style="list-style-type: none"> a. The Board Meeting was called to order at 8:15PM b. Dan Vitu, New Regional Coordinator for RBNY c. Board discussed with RBNY bringing Parents Education sessions to HSC d. Discussed possibility of RBNY / HSC official partner banner, corner flags <p>2. Secretary's Report</p> <ul style="list-style-type: none"> a. July 2018 Board of Directors meeting minutes; Sec Motion, Comm Seconds; <u>Unanimously approved.</u> b. Create HSC Board gmail accounts c. Create Slack accounts d. Review By-Laws e. Collect / Review / Publish HSC Policies (Financial Assistance, Family Discount, Club Passing) f. Review Old Business - Open Actions Items <p>3. President's Report</p> <ul style="list-style-type: none"> a. The Director of Coaching has tendered her resignation effective immediately but she will stay on to transition the role b. P. Carragher will at some point in the future to discuss 501(c)(3) liabilities and risks c. Parents' Meeting will be held, the week of 9/3/2018; tentative Wed, 9/5/2018 <p>4. Vice President's Report</p> <ul style="list-style-type: none"> a. VP would like to do more strategic planning for the club this year <p>5. Coaching Director's Report</p> <ul style="list-style-type: none"> a. Recruit coaches for teams without coaches b. 03B team formed c. 03G team may be combined with 01/02G d. Training Schedule will be released e. Melissa Sherwood will be independent trainer for 10G <p>6. Treasurers Report/Work Bonds</p> <ul style="list-style-type: none"> a. Field lights need to pay in advance via check; Fields will inquire about paying 50% invoice up front and 50% later b. Treasurer will investigate getting non-profit credit card c. Set-up regular financial report to Board and Audit schedule <p>7. Registrar's Report –</p> <ul style="list-style-type: none"> a. 202 registrations of ~270 players; Reg emailed outstanding players personally to generate registrations b. Coaches will be printing and using self-laminating cards c. Coaches need to register in Stack; Pres will provide list of approved coaches for each 		

team.

- d. Festival players need to be sent to Equip to order uniforms
- e. Board members need to register (if not a coach)

8. Ways & Means Report.

- a. Various grant applications ready for submittal
- b. Move picture night to Fall season
- c. CrazyRaise will be reviewed for roll out to club; structure on what funds can be used for will be developed
- d. Submission for Affinity Grant needs to be finalized – line striping machine; back stops; and goals

9. Communications Directors Report

- a. TeamSnap invitations sent; some teams have not accepted their invitations. Pres / Tech Dir will contact coaches.
- b. Website will be over-hauled; Comm will investigate moving website to Stack; Sec will send Stack web services contact.

10. Field Directors Report-

- a. Field permits are in place for Fall
- b. Lighting locations will be investigated at Docherty
- c. Fields will investigate line striping machine
- d. Amsterdam will be booked for Spring
- e. List of Assets needs to be developed

11. Equipment Directors Report

- a. \$1800 Adidas money left for use by 12/31/2018; Pres will send new coaches for Polos
- b. Uniforms have been delivered with very minimal errors

12. Meeting adjourned at 11:03PM

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THE MEETING MINUTES ARE MEANT TO REFLECT THE ITEMS DISCUSSED AT THE MEETING. IF CORRECTIONS ARE REQUIRED, PLEASE ADVISE THE DESIGNATED SCRIBE IN WRITING WITHIN FIVE (5) WORKING DAYS FROM RECEIPT. IF CORRECTIONS ARE NOT RECEIVED, THIS WILL STAND AS WRITTEN AND ASSUMED TO BE ACCURATE.

ITEM NO.	MEETING ACTION ITEMS DESCRIPTION	ACTION BY	DATE REQUIRE D	OPEN / CLOSE D
OLD BUSINESS				
6.10	<p>6/21/17: Parent volunteer will be added to oversee Work Bond to determine roll over lists. P. Passalacqua volunteered.</p> <p>8/16/17: Meeting set for week of 8/21/17.</p> <p>9/14/17: Niles, Adam and Linda meet. Discussed proposed changes to work bond program. Niles will develop proposal. SignUp Genus was renewed. Linda will construct email to club regarding work bond is still effective</p> <p>10/16/17: Still in progress. Changes need to be made and email constructed</p> <p>1/11/17: Work Bond/Got Soccer reconciliation committee will be developed. Google spreadsheet will be developed to list Work Bond opportunities and placed on Website. Communications director will continue to research SportsEngine to track and advertise work bond</p> <p>2/21/18: Work bond document has been developed and will be sent out.</p> <p>3/14/18 Announcement will be sent out to parents</p> <p>4/18/18 Pushed to Next Meeting</p> <p>5/17/18 PUSHED</p> <p>6/14/18 Initial work bond payment will be 9/1/18. Need to firm up specifics of program</p>	N. Johnson/ A. Sparks	7/30/17 9/20/17 11/16/17 2/12/17 2/28/17 3/30/17	OPEN
6.16	<p>6/21/17: Transition to Elias for Fields including position description.</p> <p>8/16/17: Open Elias resigned Fields position due to schedule conflicts. List of job descriptions will be sent. Recruiting for position</p> <p>9/14/17: Job Description received 9/11. Linda will pursue Russ Nelson. Equipment Director will assume responsibility until position filled.</p> <p>10/16/17: On hold for until new President in place</p> <p>1/11/18: H. Golden will assume equipment and announcement sent out for fields.</p> <p>2/21/18: Still open will continue to advertise</p> <p>4/18/18 Still Recruiting for fields director</p> <p>5/17/18 <i>R. Manrique to be appointed Fields Director</i></p>	N. Johnson	2/12/18	Closed
8.5	<p>9/14/17 Develop policy for extended financial aid assistance.</p> <p>1/11/17: Policy has been written and will be incorporated into 2018 budget</p> <p>2/21/18 Sibling discount and scholarship policy will be completed and presented at next board meeting.</p> <p>3/14/18 Will be addressed in new budget proposal</p> <p>4/18/18 In place in current budget.</p> <p>5/17/18 See Budget notes, 250\$ off for 3rd kid, 500\$ off for 4th kid.</p>	R.Sutton A. Sparks	10/14/17 2/12/18 3/30/18	Closed
8.6	<p>9/14/17 Linda will set up intro meeting with Parks and Recreation to introduce herself as new president.</p> <p>10/16/17 Meeting on hold until new president in place</p> <p>1/11/18: Meeting with Rec Department will occur Friday 1/19/18.</p> <p>2/21/18: recapped with DOC</p>	N. Johnson	10/14/17 1/19/18	Closed

9.1	<p>9/14/17 Email to be sent to HS age teams to register for Spring – Communicate to existing Parents and players.</p> <p>1/11/18 Completed and last emails will be sent out to try and finalize teams</p> <p>2/21/18 There will be no 01 Boys Gold team. Refunded players</p> <p>3/14/18 Closed</p>	N. Johnson/ C. Reigord	9/20/17	Closed
9.10	<p>9/14/17 Look up MNJYSA scholarship.</p> <p>10/16/17 Researched for seniors will reach out to current Seniors to provide information. Debbie will share with current coaches. Email will be blast to club will be closed when Debbie sends out.</p> <p>1/11/18: R. Sutton will review available scholarships and post on website.</p> <p>2/21/18 Will send to available to appropriate players and post on website</p> <p>3/18/18 Closed and is on website,</p>	R. Sutton	10/16/17	Closed
9.13	<p>10/16/17 Email will be sent out to Club regarding open positions.</p> <p>1/11/18: N. Johnson will construct emails to acknowledge departure of past president and ways and means and discuss T and K and recruit open positions</p> <p>2/21/18: Discussion held regarding interested parties for open positions. Determination made for ADOC. Another call will be made for scheduler. If no response, Director of Operations will be approached.</p> <p>5/17/18 General Meeting date needs to be established along with recruitment of new board members</p> <p>6/14/18 DATES to PICK From Given out. Shawn to email board to determine actual date.</p>	N. Johnson	11/16/17	Open
10.2	<p>10/16/17 Lacking of policy for over and under coverage for Red Bulls trainers. Will develop policy and present next board meeting.</p> <p>1/11/18 Continue to work. Completed prior to coaches meeting</p> <p>3/14/18 Coaches will be responsible for biweekly update to be sent by A. Sparks</p> <p>3/14/18 Time Sheet Needs to be created for Lee Nichols non Red Bull Trainer.</p> <p>5/17/18 A. Sparks sent information to coaches regarding hours and notice they will be billed for extra hours</p> <p>6/14/18 Not discussed</p>	C. Reigrod	11/16/17	Open
1.1	<p>1/11/17 K. Madej can present Constant Contact and Niles will present MNJYSA website</p> <p>3/14/18 Training on hold until after tryouts</p> <p>5/17/18 Not discussed</p> <p>6/14/18 Konrad to use constant contact regarding camp dates this summer.</p>	N. Johson K. Madej	2/11/18	Open
1.2	<p>1/11/17 Post EDP and MNJYSA spring schedule and announcement on website</p> <p>2/21/18 Schedules have been posted</p>	N. Choski	1/14/18	Closed
1.3	<p>1/11/17 Communication Director will research SportEngine for possibility of using for Work Bond. And Bonzi (Soccer United)</p> <p>2/21/18 Table for now.</p> <p>5/17/18 Table for now</p> <p>6/14/18 There is no communications director currently. Will change to new website provider. Will need to vote on use of teamsnap by teams/club once teams are officially formed.</p>	N. Choski	2/12/18	Open

1.4	<p>1/11/17 Communication Director will send out list of email accounts on Gmail and simplify the accounts to appropriate positions and people GSuite 3/14/18 C Reigord Jr Raiders and CYO (league athletic) 3/14/18 Fields open Harvey Equipments 5/17/18 R. Manrique appointed fields director</p>	N Choski	1/19/18	Open
3.1	<p>3/14/18 Develop survey to see if teams are willing to develop Elite team, Travel Teams and Inter County teams. Understand audience of players. 4/18/18 Survey Reviewed by Board. Refer to Survey Results. Survey did not indicate current desire to form Elite teams.</p>	C Reigrod	3/30/18	Closed
3.2	<p>3/13/18 Observation of Trainer Performance at Games and Training Sessions. Feedback to be Given to training Supervisor (Trey) 5/17/18 Table for Now 6/14/18 Table for Now</p>			Open
3.3	<p>3/13/18 Proposal to set up tent at Rec for Player Recruitment 5/17/18 Rec tent????? 6/14/18 Niles and Rob to set up Rec tent. Sending email for recruitment of additional volunteers. Niles/Konrad had Griffin of rec send out email to rec families regarding HSC. 6/16/18 Niles and Rob went to rec for player recruitment</p>			Closed
3.4	<p>3/13/18 Affinity Grant 5/17/18 Did not get it</p>	R. Sutton		Closed
4.1	<p>4/18/18 Send Out Outstanding Bills to 2017-2018 Players for all programs 4/22/18 Sasso, Sparks, Johnson, Pierson met to review outstanding fees. Spring payment schedules were adjusted to 5/1 and 6/1. Bills were sent out to players with outstanding balances. Bills for 2003 B Gold team were to be sent out for participation as a full year team along with letter explaining billing (N. Johnson).- Did highlighted happen? 5/17/18 Email to 2003 Gold boys team, Niles to send email. 6/14/18 Collections Progress for 2017-18. About 5 K outstanding.</p>	Sparks/Johnson/Sasso		Open
5.1	<p>5/17/18 Recruitment of travel players at Rec. Email to elicit volunteers to man HSC tent. 6/2/18 and possibly 6/9/18 will be dates to recruit and advertise at Rec. Send email to Griffin Regarding recruitment of rec players to travel soccer. 6/14/18 Status- Rob and Niles to go this weekend. Niles sent email to Griffin. Niles to send email to coaches. 6/16/18 Rob and Niles went to Rec for player recruitment</p>	Sutton/Johnson		Open
5.2	<p>5/17/18 Solicit Parent Volunteers and Coaches for 2018-2019 6/14/18 Not discussed</p>	Reigrod		Open
	<u>New Business</u>			
6.1	<p>6/14/18 Summer Select Uniform Ordering- Ordered today.</p>	Konrad		Closed

6.2	6/14/18 2018-2019 Uniform Ordering. A. Need to craft letter to players for ordering B. Need to craft letter to coaches to create player #s once teams formed C. Need to contact sportszone about player numbers (#60 new players, 75 percent will be youth sizes) D. Need to develop ydp uniform package (practice quality jersey, soccer, shorts) E. Need to confirm with sportszone ability to change numbers on existing game jerseys. (may be necessary if teams merge)	Pierson		Closed
6.3	6/14/18 Need to formalize policy of age group player is playing at. Konrad to draft policy. OK to have done by 9/2018 board meeting	Konrad		open
6.4	6/14/18 Need to develop practice player price	Sparks		open
6.5	6/14/18 Need to formalize teams	The Board		Open
6.6	6/14/18 Need to formalize budget	The Board		Open
6.7	6/14/18 Written policy for financial aid and sibling discount	Sparks		Open