

**Stafford Area Soccer Association  
Board of Directors Meeting Minutes  
March 9, 2011**

**I. Call to Order:**

The meeting was called to order at 7:00 pm.

Board Members Present: Sean Harrigan; Randy Sparks; Bill Myers; Andrew Breithaupt; Rick Thoroughgood

Board Members Absent: Tim Conklin; Carla Smith

Others Present: Barry Hill; Renee Frey; Mark Bowman

**II. Public May Address the Board**

None.

**III. Other Reports**

**SASA Technical Director – Barry Hill**

Reported that registration numbers for Spring 2011 are up. We have 2300 players registered for Spring, up from 2200 for Fall 2010.

Reported that the Coaches Meeting is scheduled for March 12<sup>th</sup> at Colonial Forge HS. The Recreation division packets are done, and the office is working on the Classic division packets. Barry advised that his presentation is ready and that comments on sportsmanship are included.

Reported that 16 coaches attended the F course and 22 coaches attended the E course. The majority of these Coaches were SASA coaches.

Reported that Victoria is working on the schedules.

Reported that the office has purchased additional items (i.e., bags, water bottles, etc.) that will be offered for sale.

Reported that he is still looking into and working out the numbers on a proposal for incentives for Board members and AGC's. He hopes to have additional information by the next Board meeting.

Reported that background checks have been submitted and we are waiting on results.

Reported that, per our agent, interest in the land is falling off. However, a new proposal for the entire parcel of land was received today, and the agent's recommendation is to sell the land for the price offered. Barry advised that the County has stated its goal of building a 10-20 field complex and that Garrett Construction is looking to build a housing development that will include some fields. Given this, Barry recommended that, if we sell the land, we consider a smaller parcel of land that would allow the construction of a 2-3 field complex.

**Stafford Area Soccer Association  
Board of Directors Meeting Minutes  
March 9, 2011**

**SASA Rules & Discipline Committee** – Sean Harrigan

None.

**SASA Coaching Director** – Tom Armstrong

Reported that he is running coaching clinics. Andrew added that he has e-mailed all coaches to advise that coaching clinics take priority over practice.

Reported that he has looked into the costs of building small goals for the U7/U8 program. Based upon pricing of materials, he can build goals for about \$50 each. It would cost \$150 each to purchase from catalog. Tom will move forward with constructing some prototype small goals.

Reported that he is pleasantly surprised by the winter training program. He is considering structuring a year-round training program (i.e., summer and winter) given the success of this winter's training sessions.

**IV. Coordinator Reports**

**St. Patty's Day Tournament** — Renee Frey

Reported that schedules are completed and everything is running well. There was a good turnout at last volunteer meeting, and site coordinators are scheduled to pick up supplies, etc. on Tuesday and Thursday.

**V. Approval of the Minutes** – Minutes from the Board Meeting of February 9, 2001 were reviewed. Bill moved that the Minutes be approved; Rick seconded the motion. The Minutes were approved by a vote of 5-0.

**VI. Action Items** – None.

**VII. Board Reports**

**President** – Tim Conklin

None.

**Vice President** – Sean Harrigan

Advised that NSWC Federal Credit Union needed additional information given the size of SASA and NSWC Board will vote on affiliation at its March meeting. We will be advised of the results of the vote.

Advised that Bill will be transitioning day-to-day management of financials to Heidi after the St. Patty's Day tournament. Board discussed that we need to change the structure of the Treasurer position to involve management and oversight of SASA finances, but not day-to-day handling. A question was raised about the suitability of the office space with the contemplated transition. Barry will check with the landlord regarding the availability and cost of the space across the hallway.

**Stafford Area Soccer Association  
Board of Directors Meeting Minutes  
March 9, 2011**

**Secretary** – Randy Sparks

None.

**Treasurer** – Bill Myers

Distributed updated Profit/Loss Statement and Balance Sheet. Copies of these reports are attached to these Minutes.

Reported that we incurred a tax penalty, which is reflected in reports.

**Recreation Division** – Carla Smith

None.

**Classic Division** – Andrew Breithaupt

Reported that he lost a number of Classic coaches this season. As a result, he had to move some players to balance rosters, but tried to keep teams together. He thinks he is close to done with the rosters, and Royce Seibel has scheduled all of the practice fields.

Reported that the biggest complaint from Fall 2010 season was lack of skill/ability of players accepted into Classic division. Andrew advised that he is not willing to sacrifice quality for numbers in the division. Along those lines, he discovered a number of players from prior seasons that never registered or paid as a result of a deal cut for a parent to coach.

Reported that, for Fall 2011, he will look to use AGC's to assist with administration of Classic division.

Reported that Classic coaches social went well. Wings To Go has offered a promotion where SASA players will eat free on weekends if they are wearing a SASA uniform.

**Travel Division** – Rick Thoroughgood

Reported that he is finalizing the details for the Argentina visit. He believes that most of the kids have been placed with host families. Bill advised that Augustine is not available for the welcome reception due to renovations. Bill will explore other options.

**VIII. New Business**

Barry reported that they are still working on pulling the numbers needed for preparing the budget. He hopes to have the numbers available at the next meeting.

Randy advised that, after reviewing policies and procedures, there are substantial changes needed. The following time table for implementation of revisions by Fall 2011 season was established: Randy will prepare a draft of revised policies/procedures in

**Stafford Area Soccer Association  
Board of Directors Meeting Minutes  
March 9, 2011**

April; Board will review and provide any comments on revisions in May; and Board will note on revisions at June meeting.

Rick advised that a Travel player has requested permission to collect funds for a former Travel player suffering from severe medical issues at the St. Patty's Day tournament. The issue was discussed, and the Board voted that, while SASA would not be involved with the collection efforts, it would permit collection of donations at tournament sites and would consider a matching donation. [After the meeting, Tom reported back on the results of the fundraising effort. By e-mail, the Board voted to donate \$200.00 to the amount collected by a vote of 5-0].

The Board then went into executive session to discuss personnel issues. During the executive session, a course of action for handling the personnel issues was approved by the Board.

**IX. Adjournment**

Bill moved to adjourn, and Rick seconded the motion. At approximately 10:00 pm, the meeting was adjourned.

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**Stafford Area Soccer Association  
Board of Directors Telephone Conference  
March 29, 2011**

The conference was called to order at 8:00 pm.

Board Members Present: Tim Conklin; Sean Harrigan; Randy Sparks; Carla Smith

Board Members Absent: Bill Myers; Andrew Breithaupt; Rick Thoroughgood

Others Present: None

Prior to conference, a letter of intent to purchase of the land for \$950,000, with contingencies for study of the land and rezoning, had been circulated for review and consideration. Tim reported that the land was originally purchased for \$500,000 and that approximately \$300,000 had been spent on the potential development of the land. Our agent also provided land comparables to the Board, as well as listings of all undeveloped land in Stafford County, to assist with evaluating the purchase price.

The Board discussed the proposal set forth in the letter of intent. Sean questioned the lack of a non-refundable deposit since the land would be off the market for approximately 12-18 months under the proposal. Randy raised the possibility of taking back-up contracts or the ability to cancel the contract if a cash buyer presented.

After discussion, the Board voted to present two options for responding to the letter of intent to our agent: (1) The contract would have to include the ability to withdraw from the contract if a

**Stafford Area Soccer Association  
Board of Directors Meeting Minutes  
March 9, 2011**

cash offer was received and the ability to accept back-up contracts; or (2) The contract would provide for a non-refundable deposit of 2% of the purchase price which would be credited towards payment if closed.

After the telephone conference, Tim circulated an e-mail on April 1, 2011 regarding the response to our stipulations. Tim received word from our agent that the buyer would not agree to either of our two stipulations, but was still interested in moving forward with the purchase. Our agent recommended that we move forward with the transaction. By e-mail, the Board voted to enter into the letter of intent with the purchaser by a vote of 7-0.

Stafford Area Soccer Association  
Balance Sheet  
As of March 8, 2011

	<u>Mar 8, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Office Cash Box	107.04
SunTrust General Account	271,235.78
SunTrust Land Account	1,501.18
SunTrust Savings Account	725.80
SunTrust Tournament Account	93,383.02
SunTrust Travel Account	6,685.18
Wachovia Money Market	93,118.06
Total Checking/Savings	<u>466,756.06</u>
Total Current Assets	466,756.06
Fixed Assets	
Land - Operating	597,200.00
Total Fixed Assets	<u>597,200.00</u>
TOTAL ASSETS	<u><u>1,063,956.06</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	6,533.64
Total Other Current Liabilities	<u>6,533.64</u>
Total Current Liabilities	<u>6,533.64</u>
Total Liabilities	6,533.64
Equity	
Land Equity	347,200.00
Opening Balance Equity	320,875.46
Unrestricted Net Assets	227,814.86
Net Income	161,532.10
Total Equity	<u>1,057,422.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,063,956.06</u></u>

**Stafford Area Soccer Association**  
**Profit & Loss**  
 January 1 through March 8, 2011

	Jan 1 - Mar 8, 11
Ordinary Income/Expense	
Income	
Field Usage Fees	350.00
Membership Dues	
Recreation/Classic/Travel fees	159,382.01
Registration/Merchandise	46,013.32
Total Membership Dues	205,395.33
Tournament Income	
Advertising	1,050.00
Registration	96,443.64
Total Tournament Income	97,493.64
Total Income	303,238.97
Cost of Goods Sold	
Cost of Goods Sold	672.50
Total COGS	672.50
Gross Profit	302,566.47
Expense	
Bank Card Charges	176.54
Bank Service Charges	20.00
Club League Dues	
NCSL Dues	4,760.00
ODSL Dues	4,200.00
WAGS Dues	8,325.00
Total Club League Dues	17,285.00
Dues and Subscriptions	476.69
Field Expenses	
Field paint and Other supplies	6,048.30
Field Use	8,905.00
Field Expenses - Other	350.00
Total Field Expenses	15,303.30
Licenses and Permits	198.00
Miscellaneous Expenses	1,134.98
Payroll Expenses	34,123.02
Postage and Delivery	112.06
Referee Expense	144.00
Refunds	320.00
Rent	4,714.77
Returned Checks	115.00
Supplies	
Coach Supplies	437.85
Office Supplies	469.77
Total Supplies	907.62
Taxes	
Penalty	17,760.00
Total Taxes	17,760.00
Technical Director	
conventions	150.00
lodging	365.54
Meals	75.58
mileage and cell phone	750.56
Total Technical Director	1,341.68
Telephone	362.28
Tournament Application Fees	13,630.00
Tournament Expense	
Advertising	380.00
Field expense	6,360.00
Tournament merchandise	14,630.39
Total Tournament Expense	21,370.39
Travel & Ent	
Meals	224.03
Total Travel & Ent	224.03
Travel Coaches Expenses	
Hotels	537.50
Meals	75.43
Mileage	75.00
Total Travel Coaches Expenses	687.93
Uniform Expense	10,038.82
Utilities	
Gas and Electric	608.03
Total Utilities	608.03
Total Expense	141,054.14
Net Ordinary Income	161,512.33

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Accrual Basis

**Stafford Area Soccer Association**  
**Profit & Loss**  
January 1 through March 8, 2011

	<u>Jan 1 - Mar 8, 11</u>
Other Income/Expense	
Other Income	
Interest Income	19.77
Total Other Income	<u>19.77</u>
Net Other Income	<u>19.77</u>
Net Income	<u><u>161,532.10</u></u>

**Stafford Area Soccer Association**  
**Profit & Loss**  
 June 17, 2010 through March 8, 2011

	Jun 17, '10 - Mar 8, 11
Ordinary Income/Expense	
Income	
Field Usage Fees	350.00
Interest	0.27
Membership Dues	
Recreation/Classic/Travel fees	498,355.70
Registration/Merchandise	135,012.72
Total Membership Dues	633,368.42
Merchandise	178.80
Tournament Income	
Advertising	1,941.00
Merchandise	0.23
Registration	112,533.54
Total Tournament Income	114,474.77
Training Fees	4,500.00
Total Income	752,872.26
Cost of Goods Sold	
Cost of Goods Sold	672.50
Total COGS	672.50
Gross Profit	752,199.76
Expense	
Advertising	1,880.45
Awards	2,058.09
Bank Card Charges	1,217.04
Bank Service Charges	705.00
Club League Dues	
NCSL Dues	14,361.00
ODSL Dues	10,495.00
WAGS Dues	21,264.00
Total Club League Dues	46,120.00
Dues and Subscriptions	540.64
Field Expenses	
Field Lining	7,740.00
Field paint and Other supplies	9,615.94
Field Use	54,167.50
Field Expenses - Other	350.00
Total Field Expenses	71,873.44
Licenses and Permits	
Coaching License expenses	477.49
Licenses and Permits - Other	3,828.00
Total Licenses and Permits	4,305.49
Miscellaneous Expenses	4,007.53
Office Equipment	1,348.16
Office Salary Expense	
Salary-TD	7,428.75
Office Salary Expense - Other	402.68
Total Office Salary Expense	7,831.43
Payroll Expenses	98,492.40
Postage and Delivery	437.10
Professional Fees	
Accounting	20,554.00
Outside services	3,304.00
Trainer Fees	
U5 academy	930.00
Trainer Fees - Other	13,950.00
Total Trainer Fees	14,880.00
Total Professional Fees	38,738.00
Recreation/Classic Fees	9,055.00
Referee Expense	34,267.00
Refunds	1,085.00
Registration Expenses	5,751.25
Rent	14,144.31
Returned Checks	1,540.00
Supplies	
Coach Supplies	1,678.86
Office Supplies	1,779.23
Total Supplies	3,458.09
Taxes	
Penalty	17,760.00
Taxes - Other	211.38
Total Taxes	17,971.38

**Stafford Area Soccer Association**  
**Profit & Loss**  
 June 17, 2010 through March 8, 2011

Jun 17, '10 - Mar 8, 11	
Technical Director	
conventions	150.00
lodging	365.54
Meals	75.58
mileage and cell phone	4,150.34
Total Technical Director	4,741.46
Telephone	3,015.97
Tournament Application Fees	53,740.00
Tournament Expense	
Advertising	380.00
Field expense	6,360.00
Tournament merchandise	14,630.62
Total Tournament Expense	21,370.62
Travel & Ent	
Meals	347.45
Travel	207.30
Total Travel & Ent	554.75
Travel Coaches Expenses	
AGC Salary	9,500.00
Coach Salary	55,900.00
Hotels	3,437.30
Meals	1,268.60
Mileage	635.00
Total Travel Coaches Expenses	70,740.90
Uniform Expense	31,262.28
Utilities	
Gas and Electric	1,474.72
Total Utilities	1,474.72
VYSA Fees	17,199.00
Total Expense	570,926.50
Net Ordinary Income	181,273.26
Other Income/Expense	
Other Income	
Interest Income	158.02
Total Other Income	158.02
Net Other Income	158.02
Net Income	181,431.28