



**Stafford Area Soccer Association
Board of Directors Meeting Minutes
April 9, 2014**



I. Call to Order

The meeting was called to order at 7:30 p.m.

Board Members Present: Sean Harrigan, Randy Sparks, Mark Bowman, Renee Frey, Krista Lenzmeier, Monty Ottwell.

Board Members Absent: Carla Smith.

Others Present: Barry Hill, Stephanie Johnson, Kyle Lessig, Farrell Sullivan.

II. Public May Address the Board

Pam Yeung. Ms. Yeung addressed a product promotion for shin guard sleeves which can be customized to include the club logo. Her daughter currently has a contract with sports companies and she inquired whether the club would have an interest in purchasing or including the product within uniform kits.

Robin Topley. Ms. Topley raised several concerns within the travel program. Initially, she asked for greater transparency and clarity, particularly with respect to the tournament cancellation policies. She indicated that many parents felt they should receive some form of credit due to a fall tournament that had been cancelled for inclement weather. The Board noted the problem. After reviewing several areas where the information is posted, the Board agreed to update travel program summaries for future seasons to include a note about tournament cancellations.

Ms. Topley next addressed the fall 2013 tryout process and fee structure shift. She stated that she was surprised at the fee shift and that more could have been done to notify parents of the policy changes prior to tryouts. The Board discussed the various changes that took place and the reasons therefor, along with the redesign of the website. The Board acknowledged communications limitations with its previous software, noting that was a major reason for the shift, and will review whether other notices can be added to the tryout registration forms online to better disseminate this type of information.

Ms. Topley inquired about a team account for her daughter's team. She stated that she believes there is one and that parents have contributed funds, but that she cannot determine the status. She had also been informed (incorrectly) that the Board dictates how team funds are to be used. The Board has adopted a team account policy to avoid these types of issues, but not all teams have team accounts. This will need to be reviewed with the team and the team manager.

Ms. Topley's final concern was with summer camp management. She stated that the first day of camps (Summer 2013) was disorganized and unprepared for the weather. She indicated that the club needed to provide more tents, water, first aid kits, and similar items for the type of program being run and the cost of the program. The issues raised appeared to have been addressed in subsequent camps.



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III. Other Reports

Technical Director - Barry Hill

Barry stated he met with Stephanie and county staff and would allow Stephanie to address that meeting.

He recommended delaying irrigation of GEMS based on the late start and potential issue of not being able to hold practices or games for the fall season if irrigation was to commence now. Barry stated that the Embrey Mill fields are planned to be online for Fall 2015 and the GEMS renovations should be done then when the additional fields will alleviate strain on existing facilities. Barry stated that the Widewater fields are still not in the best shape and grass has not been growing due to weather.

Barry noted several other fields issues so far this spring season including fields not being lined at Willowmere. Randy noted that Smith Lake goals were not being properly set between the small and large fields.

The U5 sessions start this coming weekend. Barry stated that in some U8 games some coaches were having difficulties managing sidelines as a coach while performing refereeing duties on the field. Randy stated that some referees were misunderstanding rules of the game as well.

Barry noted that the Argentina teams would play at Smith Lake next week. Barry is participating with US Soccer Training at the end of April and will be out starting July 7th to attend the NSCAA premier diploma course.

Director of Coaching - Kyle Lessig

Kyle addressed the club's affiliation with DC United, stating that the U12-U14 programs were improving and several opportunities for younger players would be presented in the fall. Kyle noted that staff coaches were coming May 7th to run sessions for the U12-U14s and might attend tryouts if their schedules permit.

Kyle noted that he was planning a coaches' technical session and pro team social, tentatively on June 28th.

Kyle discussed State Cup results noting that both the U14 boys and girls won in penalties. He stated Heidi Wilbrandt's team played a very well organized match and expressed his appreciation for her efforts with the team.

Travel tryout dates are set for May 27-29 and June 2-4 with a makeup date on the 5th.



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Spring Break Camp has 30+ registered participants and he will ensure that shelters and water are provided for the programs.

Director of Operations - Stephanie Johnson

Stephanie noted that April 12th would be the last Saturday office hours for the spring season. The office staff will continue to hold hours on Thursdays from 2-7 as this seems to be a busy time for the office.

Tryout and registration dates will be posted on the website and e-mailed to members.

Stephanie addressed the profit and loss statement. She inquired about crediting or refunding dues and noted that the camp and regular policies should be separately identified. Current accounts receivable are below \$5,000; \$3,000 had to be written off to bad debt. This will result in player cards being pulled for about six players.

Stephanie has begun sending e-mails semi-monthly to inform members of various rules that are sometimes mistaken and often lead to disagreements with game officials.

She noted that she was still reviewing numbers to determine an appropriate figure for consideration for multiple player incentives. Stephanie stated that merchandise sales were ongoing and that Laura Mason would be taking some items to the Belgian National Team this summer. Stephanie inquired about hosting a uniform exchange and the Board discussed keeping this active on social media sites.

Stephanie requested Randy's assistance in reviewing all travel coaching contracts for updating the structure within which the coaches are engaged. This follows VYSA guidance on 1099 versus employee status.

Financial aid is enabling more than 40 families to continue with soccer this season. Scholarship information for the St. Patrick's Day tournament will be posted.

Lastly, Stephanie addressed several posters prepared by Stafford County showing current fields and populations by age groups. These will be helpful in future planning and team assignments.

Rules & Discipline Committee

Farrell indicated there were no current R&D issues to report, but that he would be providing information to the coaches about R&D in the coming weeks. Sean and the Board welcomed him.

Coordinator Reports

None.



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IV. Approval of the Minutes

The Board reviewed the March meeting minutes. Sean moved to approve the minutes. Renee seconded the motion. The motion passed 6-0 with one absent.

V. Action Items

None.

VI. Board Reports

President - Sean Harrigan

Sean thanked Kyle for some good information being sent out to the travel coaches via e-mail.

Sean stated that the club will have a booth at the Stafford 350 event, but may need help staffing. Sean also noted that he would like to schedule a budget meeting.

Vice President - Randy Sparks

Randy inquired about collections efforts and whether his firm might assist. The Board agreed that Randy's firm could assist and collect for its efforts.

Secretary - Mark Bowman

Mark summarized the proposed changes to the by-laws and operations manual. The changes include consistent references to the club and members, modifying provisions regarding required meeting attendance, and modifying and implementing the change in fields scheduling and team assignments.

Treasurer – Krista Lenzmeier

Krista reported that she will be reviewing financial policies and procedures over a few months and provide any recommendations that she may have.

Recreation Program Director - Carla Smith

Absent.

Revolution Academy Director - Monty Ottwell

FASA teams did not show up for games the first weekend of the season. This was apparently a miscommunication from FASA to its coaches, but should be corrected now. The clubs are cooperating to attempt to reschedule those missed games. All



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affected members were notified and that issue aside, the parents' comments about inter-club play have been positive.

Monty stated that the first pro training sessions were held April 8th and these were significantly improved over prior seasons.

Travel Director - Renee Frey

Renee congratulated the U14 boys and girls for their State Cup wins. She noted that Laura Mason was making a trip with the state ODP team to play against the Belgian team and also congratulated her.

Renee said the DC United community soccer series was a great event and that our players and the pros loved it. She noted that we had the largest turnout of any DC United affiliate to date.

VII. Old Business

Land Update. The club will look to obtain an appraisal and get the current files into a .pdf format so that they can be viewed without CAD software. Sean noted that the club had been asked to reduce its price further in contract negotiations.

Travel Team Manager Incentive

The Board deferred this discussion until June following close of the spring season.

Multi-player Discounts

The Board deferred this discussion until June following close of the spring season.

VIII. New Business

The Board deferred discussion of a club-wide organizational chart.

The Board addressed the group ticket sales for international games and determined it was best for its members to opt in or out through use of social media.

The Board discussed sportsmanship in the high school recreational leagues and how best to address allowing friends to continue to play with one another while balancing the desire for more evenly matched competition among teams.

VIII. Executive Session

The Board met to discuss contracts and address questions for changes to the Operations Manual.

IX. Adjournment



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There being no further business to conduct, Sean moved that the meeting be adjourned. Mark seconded the motion. The Board voted unanimously to adjourn the meeting at 10:00 p.m.