**Date**: Wednesday July 6, 2016

**Call to order**: 7:06 pm

**Location:** Waterford Club House

**Attendees:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendee** | **Position** | **Status** | | |
| Craig M | President | \* |  |  |
| Eric B | Vice-President | \* |  |  |
| Jeff E | Treasurer | \* |  |  |
| Jason G | Secretary | \* |  |  |
| Vanessa B | Dir. of Coaching |  |  |  |
| Kevin G | Field Scheduler |  |  |  |
| Katie W | Assistant Registrar |  |  | **AL** |
| Matt B | Registrar |  |  |  |
| Andrew C | Maintenance Coordinator |  |  |  |
| Michele D | Uniform Coordinator |  |  | **AL** |
| Perry P | Referee Assignor |  |  |  |
| Mandeep | Volunteer / Parent |  |  |  |
| Jim D | Coach |  |  |  |
| Leslie S | Fundraising Coordinator |  |  | **AL** |

|  |  |
| --- | --- |
| **Legend** | |
|  | Did not attend |
|  | Attendee |
| **\*** | Executive Board Member |
| **AL** | **A**rrived **L**ate |
| **LE** | **L**eft **E**arly |

**Open Comments**:

* Upcoming Waterford/East Lyme Soccer Jam was discussed:
  + 5 fields in use at Bridebrook (E.L.) and 4 at Spera (Wtrfd)
  + Scheduling will be done the week prior to the games
  + All attempts will be made to keep teams’ games at same location
  + All kids registered in 2016 are eligible to participate
  + An additional email to coaches will be sent by Registrar (Matt B)

**President’s Report**:

* Discounts for WSC from active military parents will be tabled to provide additional time to think about this topic
* Process improvement updates:
  + Membership proposed and voted on continuing efforts to develop improved calendar items. The proposal was approved unanimously and efforts will be led by Kevin G by July 31st.
  + Additional feedback related to the travel policy document shall be provided to Andrew C. early enough for a draft proposal of changes for the August meeting.
  + The evaluation process this past month will be looked at for efficacy at a later time
* Proposed changes to the Spera Clubhouse:
  + CCS would like to provide internet/cable TV to the clubhouse and a new TV
  + Any and all expenses will be paid for by CCS
  + Benefits cited include online training, the ability to hold events, and other club activities
  + Needs identified include rules/controls to maintain an environment for children to play soccer, use policies, and scheduling policies
  + The club voted unanimously to allow CCS to pursue the option with the understanding that WSC will re-evaluate the rules/controls at a later date

**Registrar’s Report**:

* Registrations for the Waterford/East Lyme Soccer Jam will not be handled through our online website
* Refund policy is in place and has been leveraged successfully this past season

**Referee Coordinator Report:**

* It was agreed that some in-service clinics are in progress at this time
* The board needs to confirm the minimum age when a child can being the referee classes

**Coaching Report:**

* ALCs are expected to be grouped by every other year (e.g., an ALC will cover U14 and U13, another ACL will cover U12 and U11, etc.)
* Fall 2016 teams:
  + Teams for U12 and below are already in place and submitted to the Registrar
  + Teams for U13 and above are not yet finalized. Additional information with regards to schedules, interest in WSC vs. other programs (CLMS, etc.) must be obtained prior to teams being finalized and coaches assigned
* 2016 Player Evaluations:
  + Initial feedback from the 2016 evaluations has been positive
  + How many evaluation sessions are required was brought forward as an item to discuss
  + The pricing structure of evaluations moving forward
* WSC Strategic Partnerships:
  + WSC re-affirmed the strategic partnership with CCS (previously agreed)
  + Re-evaluation of this partnership was suggested on a periodic basis; further discussion to be conducted in August meeting
  + CCS is functioning in a consultant capacity and should be viewed as a provider for services WSC may request through the Director of Coaching
  + WSC will need to further discuss and decide who is authorized to make decisions regarding CCS (WSC board, an individual position, etc.)
* The need for an Assistant Director of Coaching was proposed as a position that should be added to the club. This was discussed and approved by unanimous vote; policy and/or calendar changes shall be made accordingly

**Treasurer’s Report**:

* June Report:

|  |  |  |
| --- | --- | --- |
| **Element** | **Value** | **Remarks** |
| June – Total Income | $17,592.00 | June 2016 only |
| June– Total Expenses | $9,270.44 | June 2016 only |
| Previous Cumulative Available Balance | $40,629.86 | As of May 31, 2016 |
| **CURRENT CUMULATIVE AVAILABLE BALANCE** | **$48,951.42** | **As of June 30, 2016** |

*Note – values may not sum to Cumulative Available Balance due to factors including timing (e.g., posting dates)*

* + *does not include $3,500 evaluation expenses*
  + *does not include concession stand funds*

**Maintenance Report**:

* Fields layout to be changed by July 15 (includes U14 field)
* Watering schedule to be adjusted to account for increased use during CCS camps (Andrew C to coordinate schedule timing)

**Old Business:**

* Spera Fence
  + Details from vendors will be obtained (fence types, height, quality, etc.)
  + The club is considering a 6 foot high fence from the clubhouse running due West along the current edge of the parking lot, turning the first corner/edge due South, and continuing on for approximately 8 feet southward
  + An eight foot gate will be present at the clubhouse corner and a three foot gate will be present at the end corner
  + Signage will be placed on the fence; sign options will be gathered for August meeting
* Waterford Day
  + Has been moved to October 16 (Sunday)
  + Raffles will be conducted
  + Leslie will coordinate personnel and resources while Craig will confirm with the Town of Waterford
* Concessions
  + Eric will reach out to Dana Flynn, a parent volunteer who may be interested in becoming the Concession Stand Coordinator
* Waterford/East Lyme Soccer Jam
  + Volunteers needed for August 6,7
  + Recommendations for the even include
    - Check-in tent
    - Food from local Pizzarias
    - Concessions stand for Spera
    - Leslie to coordinate personnel and resources for this event

**New Business**:

**Meeting Adjourned**: 8:39 pm

**Action Items:**

Action Items represents a cumulative collection of items assigned during meetings. Unless specified, all Action Items are due prior to the next WSC meeting. Items older than a month are identified as such.

*Matt B:*

1. *Compose and send an email to coaches for Waterford/East Lyme Soccer Jam 8/6 & 8/7*

*Jeff E:*

1. *Supply to the board an estimate of the monthly water bill (from June 2016)*

*Eric B:*

1. *Contact Waterford Little League’s supplier to ask about clothing options for the WSC jackets (from June 2016)*
2. *Confirm with Perry the age at which kids can begin the referee training classes*
3. *Reach out to Dana Flynn about the Concession Stand position with WSC including details. Kevin G has contact information for Dana Flynn*

*Craig M:*

1. *Complete and send in form to registration vendor so that WSC can use the new registration system as soon as possible (from June 2016)*
2. *Research permits for building the fence – due June 15*
3. *Confirm with Town of Waterford that October 16 can be called “Waterford Day”*

*Andrew C:*

1. *Continue to collect any and all process improvement feedback and work with Kevin G to to incorporate feedback into draft proposal for August meeting*

*Jason G:*

1. *Minutes for meeting*
2. *Agenda items to add for August:*
   1. *Proposed process improvements*
   2. *Establish controls*
   3. *Evaluation of CCS partnership including when to re-evaluate, how many evaluation sessions for kids are required, pricing structure w/CCS, who makes decisions*
3. *New position: Assistant Director of Coaching - discussion*

*Vanessa B:*

1. *Continue to finalize U14 teams*

*Kevin G:*

1. *Work with Andrew C to prepare a draft proposal of changes to processes*
2. *Set aside the new Waterford Day field time (October 16, entire day)*
3. *Continue to update/revise WSC Calendar of Events as needed; Vanessa, Matt, Jeff et al, as needed via email – due for August meeting – some items discussed previously include:*
   1. *Notification dates to parents of teams*
   2. *Notification dates to coaches of teams*
   3. *Deadlines for team development*
   4. *Large budget items (registration, equipment purchases, etc.)*

*Katie W:*

1. *Research signage with Critical Signs, Camero Signs, SignCraft, Fast Signs. Research includes pricing, dimensions, times, etc. - due for August meeting*

7/11/2016 JAG