

**Hartwell Board of Directors**  
**Meeting Minutes**

**Monday, December 13, 2010, 7:30 PM**

**Location – SMS Room 1101**

**Planned Attendees:** *Dave Baker, Bill Haddad, Sue Buckley, Janine Batson, Mary Kay Brophy, Joan Norman, Jim Wadleigh, Rich Williams*

**Not Attending :** *Joe Andrade, Andy Pinkowski, Sandy Gardner, Tim Cavanaugh*

**Guests:** *Joanne Marcoux*

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Meeting was initiated at 7:40 PM.

**Guest – Joanne Marcoux (Potential Treasurer)**

Joanne Marcoux met with the board as a candidate for the Treasurer's position. Joanne has done work with Hartwell for many years. At the tournament she helps with the cash process. She is Hartwell's head ref and spends time mentoring new refs and refereeing games. She is a CPA at Haggett Longobardi & Co. Joanne stated that she has a very busy time from year end through mid-April. From mid-April through October she is not so busy. Mary Kay reached out to Haggett Longobardi but didn't hear back from them. She was looking to see if they would take on Hartwell as a pro bono opportunity so interns could help Joanne out. Joanne indicated that at this time her company is very lean and that may not be an option.

Joanne was asked if she would continue with her referee responsibilities in addition to the treasurer role. She indicated she really enjoys the refereeing and would like to continue. She did suggest some of the admin stuff could potentially be pulled out and given to Jerilyn Labas.

Sue Buckley wanted to know if Hartwell would be a good internship. Joanne indicated that most interns are paid and work full-time so probably not. Joanne thought getting some of the stuff off the plate would make it easier for her to take on the Treasurer's role - such as checking the P.O. Box.

Janine mentioned that Hartwell will no longer qualify for the easy 99 tax form due to the fact that thresholds have been lowered so we will now need to do the 990 form. Joanne has expertise in this area and stated that it may require we put new policies in place such as a conflict of interest policy and a whistle blower policy. Basically we need additional transparencies for the board, although this mainly applies to paid positions. In the 990 form there is a place to indicate whether policies are in place and Joanne recommends that we check off this box for all policies listed and work on them. Not having the policies (checked) is a red flag for an audit. Janine indicated we have a conflict of interest policy already but it should be updated and signed by the board annually.

Joanne will return to the January 10<sup>th</sup> board meeting to revisit the role. Joanne will also contact Mary Bergamo (who works for CBIA) to see if she would take a role helping her with the Treasurer's position.

*(Joanne left the board meeting at this point and board discussion continued)*

Janine was concerned that it would be a CJSA conflict of interest to be on the board of directors **and** be a paid referee.

Several board members got the sense that Joanne didn't really want the position. At this point, if she is willing to take it and it wasn't a conflict of interest, Janine would like her to take the position. Janine indicated that Joanne may want to decide what tasks could be peeled away, or even what level of detail Joanne decided to use when doing the books. Janine indicated the last treasurer didn't go into the level of detail that she did and each treasurer will do things differently.

Sue Buckley suggested we add a checkbox to the registration process asking if they would be interested in learning more about the open Treasurer position.

#### TO DO's:

- *Janine/Joanne: Sit down and carve out tasks that can be pulled from treasurer's day-to-day role to split off for others (e.g. credit card receipts).*
- *Janine: Identify policies that must be in place for us to file the 990 form.*
- *Dave Baker: Identify if it is against CJSA conflict of Interest policy if Joanne was on board **and** a paid referee*
- *TBD: Create & Implement any new/changed policies regarding 990 form (will revisit in January)*

#### **Strategic Initiatives**

Mary Kay gave an update on the strategic initiatives after the kickoff meeting. They scoped out goals and will be coming up with some recommendations for the board to review. We need to consider that for the last 17 years we've been asking for money and we haven't delivered any "field of dreams" or significant project. At this point people need to see some "product" if we want further investments. The field of dreams concept was removed from the website and Hartwell fundraising documentation over a year ago.

Mary Kay felt strongly that Hartwell needs to give back to the community or High School in some significant way. She stated that she participated in the CIAC interviews and the results of them stated that Glastonbury's H.S. facilities were not ranked highly – they were ranked poorly.

Jim Wadleigh stated that Trish Adkins (H.S. Athletic Director) has a master plan for the H.S. and wondered if we could work with them and ride on the coattails of the turf H.S. project. Mary Kay stated that this was one of the things the strategic team was looking into. It involved H.S. Field #14 (Baldwin Field).

Jim suggested SMS lower as an opportunity but Mary Kay felt there were wetland issues with those fields.

It was suggested that we look at what football and baseball have done in the past to learn from some of their progress. It was noted that Football has a large booster club behind them in addition to the Youth Football League and Hartwell didn't have a large booster club behind them.

The strategic initiatives committee will come back to the board in January with additional information and recommendations.

## **Premier Soccer & Hartwell**

Rich Williams and Jim Wadleigh proposed implementing a Premier Soccer option for some Hartwell teams and/or age groups. Rich Williams feels that we have coaches that are as good, or better, than some of the premier clubs. He wanted to be clear that we were NOT competing with a club like Oakwood if we did this. We would be competing with some of the premier clubs that have weaker teams (e.g. Simmons, Foundation) or 2<sup>nd</sup> Tier Teams of stronger clubs (e.g. CFC Azzurri). Our town loses kids to weaker teams and he feels we could compete with that and keep them in Hartwell. At this point Jim/Rich are just proposing this as an option that needs more due diligence.

Bill expressed concern about why we needed to do this. Rich feels that if we don't do this, we could lose coaches and players who are maxed out in competition – beating all the teams in their league. Jim Wadleigh stated that as a result of Oakwood moving towards the direction of academy it was opening up a niche for Hartwell. Academy teams are not part of CJSA and require further travel which many people don't want to do. A premier option in Hartwell would allow kids to stay in town rather than go to a different 2<sup>nd</sup> tier premier club. There are also many kids who can't stay in premier because they do other sports and this may be an option for them as well. Rich also believes we can offer a more cost effective option which may attract other players.

Sue Buckley asked if this means it would be like a true "A team" and Rich said it was basically that. Rich indicated that the best premier kids would still go to a club like Oakwood or FSA but the average premier player may stay, multi-sport players may stay, families who don't want to spend the time/money of an Oakwood/FSA/CFC may stay.

Sue wanted to know if this was something that needed separate try-outs and whether it would be part of travel or its own division. Jim and Rich are in the due diligence phase and details will be provided as they are uncovered.

Rich & Jim are looking at alternatives for next year to ensure it is implemented with a team that will be successful so that other people will see it as a viable option.

### ***Travel Survey***

Jim Wadleigh gave a brief update on the travel survey. Approximately 4-6 kids per team took the survey for a total of over 170 responses. Generally there was 50% good/50% bad for each coach. The majority of the issues were around evaluations – players didn't get them from coaches. As a result – Jim sent a note to all coaches asking them to confirm that they sent evaluations out.

There were some complaints about the try-out process. As a follow up, Jim would like to create a try-out document for parents providing more information on the process. Jim would also like a ranking of all players next year (1-N). Matt didn't provide this level of detail so when players declined; it was difficult to know which player should move up next.

There was a lot of good feedback on the communication in the past year – how it has improved.

Rich is working on a survey for coaches that will go out by year end. It will cover topics that coaches are interested in such as tryouts, equipment, field conditions, training, communication, etc.

*For more detail on certain subjects refer to individual director reports submitted for the monthly board meeting.*

Respectfully submitted,

Joan Norman  
Secretary