

Hartwell Board of Directors

Meeting Minutes

Monday, September 19, 2011, 7:00 PM

Location – GHS Room B104

Attendees: Mary Kay Brophy, Matt Tierinni, Joan Norman, Sandy Gardner, Jim Wadleigh

Not Attending : Dave Baker, Bill Haddad, Tim Cavanaugh, Andy Pinkowski

Guests: N/A

Meeting was initiated at 7:05 PM.

DOC Role

Mary Kay gave an update on the DOC role with the club. She indicated that we are not currently looking to fill Rich Williams' position as it was. She would like to see GHSC redefine the DOC role so it's not full-time. She suggested we get a group of key people together to look at what worked well with the DOC functions and what did not. Mary Kay will set up the meeting in 2 weeks and Jim Wadleigh (travel) and Tim Cavanaugh (rec) will both solicit key coaches and other volunteers to participate in the forum – other board members are welcome to join the discussion. Mary Kay indicated she would like to close out what we are looking for by the end of the fall season and determine if it's one role or multiple roles.

Dave Baker and Andy Pinkowski are currently looking at the SoccerPlus contract to identify if Rich's departure is a material breach of the contract and if we can end the contract prior to the contract end date. At the conclusion of the review, we would have to decide if we want to end the contract. We are currently still under contract with SoccerPlus for consulting services by Dave Newberry and for licensing of the Soccer Interactive system. We could benefit from the Marketing services offered by Dave Newberry. He has done some work toward this end but at this point before we move forward we need GHSC resources to take the next step. This is currently something Andy will need to move forward on.

Tom Shields has stepped into Rich's role in the past few weeks. Tom has been strong where Rich was weak particularly in the communication area. Tom is much stronger administratively. Mary Kay cautioned that we don't want to set Tom's expectation that he will get Rich's old job since it will most likely not be a full-time position and Tom is currently living with a host family.

Currently we have the following training resources:

- Tom Shields (SoccerPlus)
- Dan (SoccerPlus)
- Maeve (Soccer XS – Rob Lamb)
- Killeel (Soccer XS – Rob Lamb)
- Matt Cameron (Oakwood) – Mon/Wed
- Carlos Silva (Top of the Game)

Tom Shields is scheduling training and following up with trainers. He's getting all the trainers access to the Soccer Interactive system and getting feedback from them. Tom is also in the process of scheduling additional training session with Matt Cameron to make sure we utilize all of our training hours.

Mary Kay mentioned that we are looking at ways to assist the coaches that don't create administrative nightmares to implement. This will include helping them meet licensing requirements, taking advantage of trainers, and newly implemented webinars to help them utilize the Soccer Interactive system more effectively. She mentioned that we may need to be more flexible with the training/practice schedule in the future as well.

Rich Williams

Joan and Matt conducted an exit interview with Rich Williams prior to his departure. Matt gave an overview of the interview and discussed the highlights. The bottom line is that Rich's job functions were approximately 70% administrative and 30% on-field. The on-field was mostly with coaches – and not directly coaching children. Given his weak administrative skills it left him virtually incapable of succeeding in the job we wanted him to do. Recommendation from board is to seek out a DOC with good administrative skills as the key job criteria. Also should set expectation that coaching is more coach-related than coaching children directly because of the sheer number of children in the program. *See exit interview notes attached for more detail.*

Oakwood Update

Mary Kay met with Rick Derella after Rich's departure to look at ways that Oakwood could assist Hartwell in filling in the gaps left by Rich. Some of the things identified were:

- Goal Keeper Clinics at Oakwood Soccer Park (OSP) put on by Kevin Bacher (Oakwood's Goalkeeper Coaching Director). These replace the Friday clinics that never occurred.
- Thursday night Coach Sessions at Oakwood. Same format as last year with 1 hour of coach instruction/education and 1 hour of free play. Last year we did these on Sunday nights but we anticipate better attendance with a Thursday night.
- Rick suggested that the BoD and/or coaches come to a YTL practice session to watch how it is run and then afterwards he will discuss the approach and do a post mortem on the session to help GHSC understand the approach of the YTL program.
- Oakwood will offer Hartwell Days for sales at their Soccer Shop.
- They will be offering the E License and Youth Coaching Module to Hartwell Coaches.
- They would like to offer camps for Travel Teams.
- They would consider offering rec programs through the winter at their indoor facility.

Basically Oakwood does not want to offer trainers by the hour. They are looking to bundle services and do group offerings.

Mary Kay indicated that partnering with Oakwood whether formally or informally makes sense from the perspective that they are local and our existing community interacts with Oakwood. It may have more staying power than a partnership with something like SoccerPlus.

Oakwood has indicated they could potentially help out with the try-out process. We could craft some proposal if it suits us to do coach audits, coach evaluations or to help with try-outs.

Jim Wadleigh expressed concern that Oakwood people doing try-outs might worry some parents who want their children to double roster or who are considering Travel over Oakwood.

Jim was concerned that parents would worry that Oakwood would think they “aren’t committed” to Oakwood if they showed up to a GHSC Travel Try-out.

The question came up about where we could find other good evaluators? It was suggested that we partner with someone to do try-outs. It was also mentioned that we need to tie in coach input better. One suggestion was to have all coaches from a particular age group rank all the kids in that age group. If they were responsible for the ranking then they’d be less likely to complain about the results or to rank their own children inappropriately (or others they favored).

Board Positions

Tim Cavanaugh has resigned from the board effective at the end of the fall season. He has looked for a replacement but at this point there is not an identified successor. Mary Kay suggested that we consider breaking up this role into 2 roles and have one focus on Pre-K - Grade 2 and then Grade 3-8. She thinks we may even want to consider different program registration fees for each group. The younger years have more training. Joan felt that turnover for rec directors might be an issue as children age out so we should consider selecting people who are at the beginning of the age group initially. These roles will be easier to fill if they are broken up.

In general, much of the board has been in their role for almost 2 years with some members up to 4 years. It’s time that all board members begin looking for their successor so board members can take on different roles (or leave the board). Each member should identify the right support structure for their role. Volunteer management was identified as a key gap both in the YSAT and at the last strategy meeting and we have yet to address the gap. To that end, Mary Kay suggested we have a recruiting/thank-you event for existing volunteers to see if we could get some more involved at the board level. We will be aiming for October 23rd – a Sunday evening – in the back room of Pazzo’s. All board members should plan to “bring a friend”. One area where we have had success backfilling is in the registrar position. Laurie Boyd has been able to take on some of these functions successfully. Joan would like to propose to Laurie at some point that she may be the best person to handle the deposits. Joan would continue managing the P.O. Box.

Matt Tierinni proposed to the board that we should consider funding a paid executive director and/or a paid administrator. He said that from his experience, the sheer volume of transactions that are processed make the function of treasurer too much work from an accounting perspective and the work load is too much to expect from a volunteer. Matt suggested that if everyone peeled off some of their administrative functions and we had them centralized with a paid position then the volunteers who are carrying heavy loads wouldn’t be so overworked. For some of the board members it’s like “working for free.” Some suggestions from Matt included the credit card fees – but certainly did not include signing checks. Jim mentioned that mailbox monitoring would be helpful.

Matt is going to put together a list of administrative functions from his perspective that a paid admin could do. The list will be circulated and other board members can add to the list and as a board we can discuss this alternative.

Miscellaneous

Applefest is October 15th/16th. We are planning a dunking booth. A new requirement is that a non-profit must provide some type of “function” at their booth.

Sandy would like to see us implement a better process for birth certificates.

Mary Kay suggested we find a way to retain medical information in the system rather than having people fill them out every year.

Sandy inquired if there is any progress on field initiatives and wanted to know if the window is closed on getting lights at the new Magnet School. Mary Kay indicated the window is not closed on getting lights and sprinklers at the Magnet School.

Respectfully submitted,

Joan Norman
Secretary