



Ocean State Soccer School

Minutes of Board Meeting - Tuesday, April 4th, 2017

Board Approval

Board Members Present: John Montanaro, Sunjay Patil, Bill Gallagher, Mark Oliver, Shaye Siciliano, Scott Parks, Jenn Gallagher

Members Present: Shannon Cuthill, Mike Chatowsky

Refer to final page for a comprehensive Summary of Action Items

1. **Minutes**
 - a. Reviewed and discussed resolution of action items from previous meetings.
 - b. Minutes from March meeting approved as presented
2. **President's Report**
 - a. We are ready for season!
 - b. John to send sponsorship info to Bill to ensure signs are appropriate; copy Lorna on email as she may have more up to date information
3. **Registration Report**
 - a. Teams are entered for SRI cup
 - b. Rec registration: 405 (and counting) for Spring 2017 compared to 463 for Fall 2016
 - i. Sunjay noted that many teams are at capacity and larger in size as compared to Spring 2016 and Fall 2016
 - ii. Discussed competition from other sports (i.e. baseball and lacrosse)
 - c. Jenn to email coaches link and instructions on accessing their gotsoccer account
4. **Treasurer's Report**
 - a. Due to the timing of April meeting, financial report for March is not yet available; income is \$14,715 for March
 - b. Family discounts are \$5 for second child, \$15 for third child and \$20 for fourth child; family max of \$195
 - c. Budget meeting set for Thursday, April 27; time and location TBD
 - d. Register purchased for concession stand and menu/pricing has been updated
 - e. Shaye to finish programming register and type instructions on how to operate
5. **Member Comments**
 - a. None noted
6. **Old Business**
 - a. Calendar Fundraiser – Calendars have been distributed to all but 10 teams. Permit from state police has been received.
 - b. Soccer Recycle – Shaye emailed David and Christiana Layman to find out details for Soccer Recycle Program but hasn't heard back; will follow up with another email
 - c. Summer Camp – Website is updated but we need to have the flyer updated by the Frobergs



- d. Higher Level – Received field request but need more information (i.e. how many kids, do they need port a potties, concession, etc.) to make decision; Rosemary to reach out

7. New Business

- a. Parking Lot – Lot for back fields and lot for left side of front field; options are to add gravel or bring in recycled asphalt; Bill to get bids
- b. VP Competitive
 - i. John (acting VP Competitive) spoke in recommendation of Mike Potorski; John and Mike have had multiple discussions about the position and its requirements
 - ii. Nomination made to elect Mike Potorski as VP Competitive for remainder of term (ending June 30); all in favor and none opposed
- c. Nomination Committee
 - i. John discussed positions up for election this year and will send an email to membership
 - ii. Future discussion to be had regarding adding marketing responsibilities to the Sponsorship Coordinator or OSS Foundation position, and the need for updating our website
- d. Marriott Points – Subsequent to the tournament at the end of May, John will share the statement of points earned and the Board will decide on how to distribute

8. Monthly Reports

- a. Equipment – A dozen or so teams remaining to pick up uniforms.
- b. Safety – Nothing noted.
- c. Referees – Nothing noted.
- d. Operations – Fields are ready; some field still need lining which will be done on Wednesday. John to contact field painters for support. Bill to check sponsorship signs.
- e. Development –
 - i. Sunjay to note in his weekly email to coaches to have any assistant coaches and team managers BCI checked. (Jenn noted that all head coaches are BCI cleared.)
 - ii. Jenn to download list of all volunteers, and players and teams, in advance of opening day.
 - iii. Some sizing of uniform shirts is slightly large, Sunjay to discuss with Lorna for future ordering.
 - iv. Weather challenges this week, so fields will be busy on Wednesday and Friday.
 - v. Bill to pick up Dave's pizza for Saturday.
- f. Competitive – Nothing noted.
- g. DTT – Nothing noted.
- h. Marketing – Nothing noted.



SUMMARY OF ACTION ITEMS

Actions Items for/in advance of Opening Day:

1. Concession Pricing / Controls
 - a. Sunjay to send email reminders to coaches regarding concession duty a couple of days in advance of assigned day/time
 - b. Bill to discuss policies and procedures with Concession
 - c. Shaye to finish programming register and type instructions on how to operate
 - d. Workers to report between 7:30am and 8:00am
2. Jenn to email coaches link and instructions on accessing their getsoccer account
3. John to send sponsorship info to Bill to ensure signs are appropriate; copy Lorna on email as she may have more up to date information
4. Some fields still need lining which will be done on Wednesday. John to contact field painters for support.
5. Sunjay to note in his weekly email to coaches to have any assistant coaches and team managers BCI checked.
6. Jenn to download list of all volunteers, and players and teams, in advance of opening day.
7. Bill to pick up Dave's pizza for Saturday

December Board Meeting:

1. Stephen Souls will arrange a marketing meeting

January Board Meeting:

1. The **Policies & Procedures** document needs to be refreshed – John will send out an email for a meeting.
2. The Board approved that signs for the field will cost sponsors \$350 for the initial sign and \$200 p.a. thereafter for renewals. The Board also approved a “package deal” of \$600 for a sign and for team uniform sponsorship for a year. The cost of sponsoring a team uniform sponsorship is otherwise \$300.
 - a. Greg undertook to refresh the PDF brochure for the foundation.

March Board Meeting:

1. Marketing
 - a. Stephen to work with Del's to agree on a donation/profit sharing.
 - b. Stephen to put together event calendar.
 - c. John to give Stephen list of team managers to encourage them to send team photos, memorable events, etc.

April Board Meeting:

1. Soccer Recycle – Shaye will follow up with another email to David and Christiana Layman regarding the Soccer Recycle Program
2. Summer Camp – We need to have the flyer updated by the Frobergs
3. Higher Level – Received field request but need more information (i.e. how many kids, do they need port a potties, concession, etc.) to make decision; Rosemary to reach out
4. Parking Lot – Lot for back fields and lot for left side of front field; options are to add gravel or bring in recycled asphalt; Bill to get bids



5. Nomination Committee – John will send an email to membership on open positions up for election this year
6. Future discussion to be had regarding adding marketing responsibilities to the Sponsorship Coordinator or OSS Foundation position, and the need for updating our website
7. Marriott Points – Subsequent to the tournament at the end of May, John will share the statement of points earned and the Board will decide on how to distribute
8. Some sizing of uniform shirts is slightly large, Sunjay to discuss with Lorna for future ordering.