Loudoun Soccer Board Minutes
Monday, September 10, 2012
National Conference Center

Calling of the Meeting to Order: Tom Thomas at 7:20 p.m.

Board Members Present:

Tom Thomas	Steve Szczypinski
Mark Ziegler	John Warner
Rob Russell	Polly Downey (phone)

Board Members Absent:

Chris Stanley	Frank Mencini
Robin Phillips	

Also in attendance: Craig Koch (Director of Business Operations), Darryl Gee (Technical Director), Sharon Wells (TOP Soccer), Belinda Hyde (Fundraising Mgr), Barb Giles, Kate Kuo, Dan Raben, Drew Leonard

Proceedings:

Tom began the meeting by reading the Loudoun Soccer mission statement and club core values.

New Business:

1. **<u>Meeting Minutes – Tom</u>**
   a. Tom handed out copies of the August meeting minutes, previously distributed via email to board members, for review and approval.
   b. After review, Tom motioned to approve the August minutes with minor adjustments. Steve seconded so minutes were approved.

2. **<u>Operational Update - Craig</u>**
   a. Recreation program has 607 teams in total and Travel had 1100 players total
   b. Registrations were comparable to Fall 2011 and just short of the budget
      i. Fall 2011 - 5915, Fall 2012 - 5909
   c. Donations were also comparable to Fall 2011
      i. Fall 2011 - $21k, Fall 2012 - $19.3K
   d. 135 players remained on final waitlist mainly due to a lack of coaches
      i. U7 boys age group and South Riding/Arcola geography the toughest areas to find coaches
      ii. Discussed potential incentive programs or alternative sources to attract more Recreation coaches
   e. Field/Weather Update process discussed given unusual conditions of prior weekend
      i. To be addressed at weekly staff meeting

3. **<u>Financial Updates – Craig</u>**
   a. Financial statements distributed for further review
      i. Closed July and pro forma August statements were sent via email previously but handed out for further board review/questions

4. **<u>Loudoun Soccer Park Project Plan – Craig/Dan</u>**
    a. Adult League - Dan provided an update on the number of teams and participants for the newly formed league. A good first season start.
    b. Handout was provided with totals for each of the initial season leagues as well as the forecast of Revenue, Expense, and Profit for the season.
    c. Winter League – Dan provided a proposal for an initial competitive Winter league for those Travel teams that may be interested.
        i. Will provide additional competition during the slow winter season and bring further use to the LS Park.
    d. Lease update - Craig indicated that the final updates had been made among the parties to the contract and it would be ready for signature this week.
    e. Park Director was hired and will start soon to take over management of the facility, sales of available capacity, and some scheduling activities.
    f. Construction is going well.
        i. Phase 1 of Lights, Field, and Parking close to completion. Parking lot 1 is done but work still to be finished on parking lot 2. Field Turf will be gone by Friday.
        ii. Phase 2 will cover the Bathrooms, Concessions, and Storage with House/Office to be completed later.
    g. Novec issue with lights – say they need 2 weeks to finalize.
        i. Backup plan to use generator is in place.
    h. House – no permits secured yet. Met with architect. Schedule has it being completed close to Thanksgiving.
    i. First Weekend – U13 Classic to be first activity on the new fields
    j. Sponsorship – year to date figures through August are about $20k ahead of budget
    k. Financials – Chart of account proposed setup was handed out for review. We will need to submit a K1 statement for the LLC, which will be included as part of LYSA Form 990. The LS Park financials do not roll up within the LYSA financials.
    l. Additional improvement items – a list is being generated to purchase items that were not developer covered such as ethernet cabling, wireless access, temporary field line painter
    m. Member Communications – initial letter drafted and handed out for review/comment to be sent to membership informing of first weekend at park, still a construction zone, and be patient as work continues to complete build-out

5. **<u>Technical Update – Darryl</u>**
    a. Provided previously via email to Board. Handed out for further review.
    b. Sterling Soccer to have spirit wear available soon for Travel program
    c. Goal Keeper Academy – tremendous numbers of 110 participants across 3 age groups

Tom motioned to adjourn the meeting, Mark seconded the motion. The regular meeting was adjourned at 9:22 p.m.

Executive Session

- Held following a brief recess after the regular meeting with attendance by Board members Tom, Steve, Rob, Mark, Polly (phone) and also Darryl and Craig. Following was covered:
  1. DGSA contract – proposal presented to revise the contract to cover administrative and inflation cost increases, which has not occurred in four years
     a. Board approved increase
  2. Summer Camps – proposal presented to provide LS with additional week of camp time/space at Foxcroft at minimal cost
     a. Board approved exchange given success of shorter program this past summer
  3. Sponsorship/Gift Program discussed to consider option of outside firm assisting with raising money in conjunction with the Loudoun Soccer Park
  4. Strategic Planning 2013 – Board to hold meeting separate from monthly Board meeting specifically to cover planning for the next calendar year.