Loudoun Soccer Board Minutes
Monday, December 5, 2011
National Conference Center

Calling of the Meeting to Order: Tom Thomas at 7:18 p.m.

Calling of the Roll:

Tom Thomas	Polly Downey	Mark Ziegler	Robin Phillips
Frank Mencini	Peter Walther	Steve Szczypinski	Jen Price

Also in attendance: Darryl Gee (Technical Director), Yu-Fen Chang-Pett (Consultant), Caroline Deutsch, John Krahulec, Chris Stanley, Drew Leonard, John Warner, Robert Russell

Proceedings:

Tom began the meeting by reading the club's mission statement and core values. All in attendance introduced themselves.

New Business:

1. **Board Nominees Presentations**

    a. Candidates all introduced themselves, provided professional and soccer background information, current involvement in the club, reason for running for open position, and area of focus. Nominees included:
        i. Drew Leonard
        ii. John Warner
        iii. Chris Stanley
        iv. Robert Russell

2. **Meeting Minutes - Steve**

    a. Steve passed out copies of the November board meeting minutes for review and comment by those in attendance.
    b. After review Tom motioned to pass the meeting minutes and Polly seconded. November meeting minutes were approved.

3. **Key Initiatives Updates**

    a. Financials
        i. Yu-Fen provided an update on the Budget and Financials based on her recent involvement.
        ii. She recommended changing the payroll service provider from Paychex to ADP based on the cost, reporting, and service improvement.
        iii. Tom made a motion to change and Robin seconded. Motion was approved.
    b. Sycolin Fields
        i. Caroline provided a brief update on the Sycolin Field project with further information to be provided later in the Executive session.
    c. Website Redesign
        i. Frank provided the update on the Website Redesign initiative that was being driven by Belinda and Karen, who could not be in attendance.
        ii. Actions include soliciting key stakeholder input (i.e. members), evaluating other top club websites.
        iii. Taking path of separating the registration system from the web site initiative. Will retain for the time being Demosphere running the Recreation program registration and Blue Sombrero the Travel program registration.
        iv. Final approach and vendor decision time frame expected in mid-January.

d. Uniform Selection
    i. Darryl provided a status update on the uniform vendor selection.
    ii. Currently we are under contract with our 2 uniform vendors: Recreation is with Score until 2013 and Travel is with Adidas until 2014. The distributor of the Travel uniforms is Eurosport.
    iii. Separate meetings were held with representatives from these vendors.
    iv. On Dec 16th 4 potential uniform providers - Score, Eurosport, Soccer Post, and Sterling Soccer - will present to the Committee. Robin, Fiona, Mark Ryan, and Dave Scruggs are also on the committee.
    v. A selection among these vendors should be made early in the year.

Tom motioned to adjourn the meeting, Mark seconded the motion. The meeting was adjourned at 8:51 p.m.

Executive Session

- Held following a brief recess after the regular meeting with attendance by the Board members. Caroline, Yu-Fen, and Darryl Gee attended for a portion of the session.
- Yu-Fen provided comments on her initial review of the financials. Discussed establishing standard process and procedures to improve efficiency and coverage. Also discussed selecting accountant to assist with filing taxes and external audit selection.
- Caroline provided an update on her discussions with the Blue Ridge Sports principals and potential availability of adjacent property. Discussed response due to Blue Ridge Sports on the terms and pricing proposed for the initial two field site.
- Discussed staff items including recruiting approach for open Director of Business Operations position, 2011 annual review process, and bonus eligibility.