## Loudoun Soccer Board Minutes Monday, January 9, 2012 National Conference Center

Calling of the Meeting to Order: Tom Thomas at 7:15 p.m.

## Calling of the Roll:

Tom Thomas Polly Downey Mark Ziegler Robin Phillips

John Warner Peter Walther Chris Stanley

Also in attendance: Darryl Gee (Technical Director), Karen Corpe (Rec Program Manager), Sharon Wells (Mini Soccer Program Director), Belinda Hyde (Sponsorship & Fundraising Manager), Yu-Fen Chang-Pett (Consultant), Dan Cavanaugh (Referee Director), Tammy Mitchell (Referee Assignor), John Krahulec, Skip Gilbert, Drew Leonard and Brian Albrecht

## **Proceedings:**

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

#### **New Business:**

## 1. Referee Update - Dan Cavanaugh and Tammy Mitchell

- a. Dan outlined the role of the referee committee and his job as the referee director.
- b. Tammy provided an overview of the referee assignor positions, the software used by the assignors (Arbiter), the process of assigning referees and the costs included in the referee budget (assignor fees, referee fees, assignor software, bonus pay, etc.).
- c. Tammy also provided a review of how reschedules / rainouts are handled and the associated costs.

# 2. Website Vendor Presentations

## a. Vendor #1 Presentation

i. Brian Albrecht and two of his colleagues via conference call provided an overview of vendor's company, as well as a review of the website solutions they provide.

## b. Vendor #2 Presentation

i. A representative from the company provided an overview via conference call of improvements that could be implemented on our website to make it more dynamic. He showed two soccer club sites as examples. He also discussed the website revision process and associated costs.

#### 3. Key Initiatives Update

- a. Tom provided an update on the by-laws committee work. He noted additional information would be provided at the February board meeting.
- b. Tom also noted that Yu-Fen is making progress on the 2012 budget and it would be provided at the February board meeting
- c. An update was also provided on recruiting for the Director of Operations position. A committee would be reviewing resumes for a couple of candidates that week.
- d. Tom also noted that the Sycolin Road project is progressing. The current go-live date is May 1.

Tom motioned to adjourn the meeting, Polly seconded the motion. The meeting was adjourned at 9:55 p.m.

#### **Executive Session**

- Held following a brief recess after the regular meeting with attendance by the Board members. Darryl Gee attended for a portion of the session.
- Discussed proposed new uniform vendor for fall 2012. Tom made a motion that we select Sterling Soccer as our travel uniform provider. Peter seconded the motion. Motion passed.
- Discussed vendor website redesign presentations. Tom made a motion to select Blue Sombrero to complete the website redesign. Robin seconded the motion. Motion passed.
- Discussed tax work to a new tax preparer. Tom made a motion to move Loudoun Soccer's tax preparation work to the tax accounting firm, O'Connor and Desmarais, P.C. Peter seconded the motion. Motion passed.
- Discussed the retirement program employer match. Agreed to eliminate the employer match benefit on 403b plan. Board to address staff employee benefits at future meeting.
- Agreed to transfer \$300k of funds specifically designated for field development fund to TD Bank.
- Received an update on the Sycolin Road Project.
- Discussed staff items including 2011 bonus and open position.