

# **Sunnyvale Alliance Soccer Club (SASC)**

## **Board Meeting Minutes**

### **October 13, 2008**

The meeting was held at the De Anza Park building in Sunnyvale, CA.

The board members present were Masood Mokhtary, Janine Dryden, Bob Carpenter, John Ruckstuhl, Susan Lundberg, George Tharakan, Kat Caturegli, Sandra Todd, Deanne Phillips, Susan Grabau, Tibor Polgar, Chuck Kluz, and Mark Shustock. Chris Barnes and Julie Banks were not in attendance. Andrew Ransome and Cheryl Ching (Fun Day Coordinator) attended the meeting as invited guests.

The meeting was called to order at 7:45pm by Masood Mokhtary (President). Mr. Mokhtary welcomed the group. As the first matter of business, the board reviewed the minutes from the September meeting and unanimously agreed to accept them as presented.

Susan Lundberg (Treasurer) and Tibor Polgar (Referee Director) then lead the group in a discussion related to referee compensation. They outlined a proposal they had drafted for a special incentive program that rewarded referees who registered themselves for the new "Ref Pay" feature in the Arbiter application by 10/31/08 with a \$5 cash bonus. The one-time cash award was being proposed to incentivize referees to register on "Ref Pay". By using the Ref Pay feature on Arbiter, referees would be paid via direct deposit rather than with manual checks. At the conclusion of the discussion, Mrs. Lundberg raised a motion to approve the special incentive program. The motion was seconded by Deanne Phillips and unanimously approved.

As the next matter of business, Mr. Carpenter (Vice President) updated the group on what was discussed during the latest Executive Committee (EC) meeting. The EC meeting had been held during the first week of October. The group discussed several matters, including:

- The recently opened fields at the SSC.
- The club's financial aid program.
- How to address non-sufficient funds / "bounced" membership checks.
- The club's new discipline policy.
- Possible constitution changes that would be voted upon during the club's Annual General Meeting (AGM) scheduled for the first week of November.
- The six voting board positions that had terms expiring at the end of the year. Along with the constitution changes, these positions would also be voted upon on during the November AGM.

At the conclusion of his EC update, Mr. Carpenter returned to the subject of the board positions whose terms were expiring. He reminded the group that these

positions included President, Treasurer, Competitive Registrar, Recreational Director, Referee Director, and Tournament Director. Mr. Carpenter stated that he was actively seeking candidates to fill the positions and was confident that when the AGM was held on November 6th, he would be able to nominate strong, qualified candidates to fill each of the positions. He expected several of the positions to be filled by returning board members.

Mrs. Lundberg then took the floor and discussed the proposed constitution changes that would be voted upon during the November AGM. The highlights of these included:

- Elimination of Equipment Director and Former President positions as voting board members.
- No longer requiring the exiting President to be replaced by the current Vice President. However, if the existing Vice President did not replace the President, the President position would have to be filled by another voting board member.
- Clarifications of board member roles and responsibilities.

At this point, Mark Shustock left the meeting.

As the next matter of business, Mr. Tharakan (Tournament Coordinator) reviewed recent developments related to tournament activity. He noted that the District II, U14B tournaments held at the SSC on October 4-5 were highly successful. He also reported that he was investigating the possibility of hosting some of the U11-U13 District II tournament matches scheduled for November 22-23. As one of the larger clubs in District II, Mr. Tharakan stated that it was entirely appropriate for the SASC to host some of the play. He also stated that he was reviewing the possibility of having the club host a U9-U10 Division 3 jamboree in December.

Mr. Tharakan updated the board on preparations for the Medina Fall Classic that the SASC would host on October 25-26. There were currently 24 male and female teams registered. Approximately two-thirds of the girls' teams were from outside District II. The majority of the boys' teams were from within District II. Mr. Tharakan informed the board members that he had recently provided the group with detailed information on the tournament, including a financial budget, via email. He also stated that "official" tournament game balls had been ordered, with team registration fees being used to cover the cost.

Continuing his update on tournament related activity, Mr. Tharakan informed the board that he had participated in recent discussions with Mr. Polgar related to referee scheduling and payments. Mr. Tharakan also related that there were ongoing discussions with various board members related to concessions sales, and, specifically, how profits could be accounted for / allocated. Options included

having the profits remain solely with the club, or having them remain solely with the team managing the concessions, or splitting them between the club and the teams using some rational method. Kat Caturegli (Fundraising Director), Deanne Phillips (Competitive Registrar) and Sandra Todd (Recreational Director) volunteered to form a subcommittee to research the topic further and eventually present a proposal to the board for their review and vote.

The last matter discussed by the board related to tournaments was the subject of who was responsible to prepare the fields when they were being leased to other entities / clubs. It was noted that preparing the SSC for a tournament included many time-consuming activities, including field prep, setup, opening and closing gates, handling toilets, clean-up, etc. Several of the board members asserted that they believed the club's Tournament Director should handle these duties. Mr. Tharakan and Chuck Kluz (Competitive Director) asserted that they believed the club's Field Coordinator(s) should handle the tasks. The board resolved to continue to study the matter and discuss it again at a future meeting.

At this point, Janine Dryden left the meeting.

Cheryl Ching then took the floor and discussed the SASC Fun Day which had been held on Sunday, October 12. Before she began her presentation, Mr. Mokhtary thanked Mrs. Ching for all of her hard work in assuring the event was so successful. Mrs. Ching thanked the board for their support and noted that she was pleased with most aspects of the event. She did relate, however, that she was disappointed the disc jockey did not show up (for the second year in a row!). She stated that she was planning on having a follow-up meeting with Fun Day's key contributors, and would, at that time, begin to develop plans aimed at making the 2009 event even more successful. It was agreed that it was in the club's best interest to select a date as early as possible, taking into consideration local school schedules. It was also agreed that the club should advertise and promote the event heavily at the fall and spring seasons' registration sessions and also by mass emails. Mrs. Ching asserted that this communication was important as many of the club's members came to the SSC for photographs but were unaware of all the other Fun Day activities (food, games, shopping, etc).

Mrs. Lundberg reported that although a full accounting had not yet been done, she projected that gross income was approximately 18% higher than the previous year, and net profits were approximately 40% higher (excluding shirt sales). This was primarily due to the increase in proceeds from the silent auction, as well as from vendor profit sharing that had no cost to the club. Ms. Caturegli noted that there were silent auction items that had not been sold. To address the issue, she was planning on arranging a "second chance" auction for the club's members. Moving to the next matter of business, Susan Grabau (Field Coordinator – Matches) suggested that someone prepare an analysis of which Sunnyvale city fields could be removed from the club's permit list. She reported that there was a significant amount of field space that the SASC leased but did not use, primarily due to poor /

unsafe field conditions. The board resolved to research the matter and discuss it at a later date.

At this point Susan Grabau and Deanne Phillips left the meeting.

The next matter discussed was the topic of volunteer registration and, specifically, opportunities for parents to sign up and support the club. John Ruckstahl (Volunteer Coordinator) reported that he was currently testing different software applications that would make the process of scheduling and tracking volunteer hours significantly more accurate and efficient. He asserted that although he had streamlined the process significantly since assuming the Volunteer Coordinator position earlier in the year, he was still struggling with the amount of “manual processing” involved with the job. The email traffic was overwhelming. As a result, he was concentrating his efforts on automating the tracking and scheduling processes.

The board members agreed that email needed to be more effectively used for general club communications. Accurate email addresses had to be obtained during the spring and fall registration sessions so that families could receive ongoing information about the club. It was noted that relying on coaches to forward communications to their team’s families had not proved to be an effective process.

Mr. Kluz then updated the group on developments with the club’s competitive program. He reported that there had been an ongoing problem with a class 3 U17 girl’s team. There had been several incidents involving players fighting. Red cards had been issued. In addition, the coach has received both red cards and warnings. At picture day, the team appeared for team photos in non-SASC uniforms, a violation of the SASC Competitive guidelines. All SASC Competitive players must wear the official SASC uniform. Mr. Mokhtary reported that he had been dealing with the ongoing problems and that he and Mr. Kluz would speak to the coach and the team regarding the latest violations.

Mr. Carpenter noted to the board that the CISL men’s soccer league, which represents the SASC men’s team, has requested a full size SSC field lease. The lease would be for one Sunday morning match. It was noted that almost all of the players on the team were SASC board members, coaches or parents. The matches would be played on rotating full size fields at the SSC. In return for use of the fields, the CISL was offering to pay a lease fee and also assist with maintenance of those fields in the off-season. The lease rate would be \$1,500 for a six month term. It was also noted that there was an additional request for a second match with another CISL men’s team following the SASC men’s game on Sundays. Mr. Carpenter requested more information from Mr. Kluz before evaluating the second request.

Mr. Mokhtary noted his concern about potential damage that could occur with adult men playing on the fields (particularly in the winter months when the fields are

often soft and wet). He was concerned that the proposed activity would require additional field maintenance and repair.

Mr. Carpenter stated that he oversees the leases with all the different groups that use the fields and that he also reviews the treatment of the fields. He proposed extending a month-to-month lease to the SASC men's league that requiring rotating fields and assistance with field maintenance. Mr. Carpenter stated that he would continually review the condition of the fields and re-evaluate the leasing decision based on damage from wear and tear. He raised a motion to approve the plan. Mr. Polgar seconded the motion and the vote passed with 7 "ayes" and one abstention.

As the last matter of business, Mr. Polgar presented written documentation to the board related to the referee mentorship program which had been approved during the September meeting. At that time, the board had approved a program for mentoring the club's referees and had allocated capital to pay mentors for up to 60 matches (slots) during the fall season. Mr. Polgar reported that as of October 13, none of the slots had yet been utilized – but the program was just being rolled-out.

As there was no further business, the meeting was adjourned by Mr. Mokhtary at 10:05pm.

The next board meeting was planned for Monday, November 17th at 7:30 pm.

Respectfully submitted,

Mark Shustock,  
SASC Secretary