



Council Bluffs Soccer Club
Board of Directors Regular Meeting
Council Bluffs Public Library

Wednesday, February 13, 2019 6:30pm

Board members present: James, Tim, Shane, Arian, Darin Adam, Lonny

Staff present: Joyce, Desiree. Arriving later: Eric, Kaleigh

- I. Call to Order 6:40
- II. Approval of Agenda –
- III. Discussion and Approval of January Minutes: motion by Tim, 2nd by Shane, all approved.
- IV. Reports
 1. DOC/Executive Director Report
 - Should not need to order new uniforms, Eric will get count of shirts by next board meeting.
 - Dick's Sporting Goods Contract and status: Eric to get information by next board meeting.
 - Nike contract and status: Eric to get information compiled by next board meeting.
 - Select tournaments (report submitted)
 - Spring leagues for select teams: ISL, NL etc. Eric to provide to Shane by 2/22. Add tab to tournament tracking spreadsheet.
 - Alliance league update: Deadline is 2/17/19 for scheduling. Schedules on HTG site and shared with families. Games to begin 4/6/19. Fee collection still an issue. Host field collects the fees. Majority played on CBSC fields. Eric is responsible for Spring season for scheduling and financial collections. Eric to send Shane accurate invoice information by 2/15/19.
 2. Referee/Rec Coordinator
 - Kaleigh will send instructions to Board members to register in order to do background checks.
 - Referees 18+ will have background checks done as well.
 - ENSA \$50 increase in Fall 19, Sprint 20 \$50 increase – total by \$100
 - Send email to parents for referee course March 8-9, ages 12+.
 - Joyce to collect unpaid outlying team registration when working on Spring season.
 3. Director of Operations
 - Adding auto-responders to email for responses or alternate accounts. Webmaster account should be directed Kaleigh moving forward. Registration will be edited when system available.

- Removing board members from social media, Eric/Kaleigh/Joyce responsible for responding within 24 hrs. Timeframe will be added to the auto-reply message.
 - Recreational email will go out to highlight 24 hr and 48 hr deadline approaching.
4. Treasurer Report
- Member account balances
 - Reports pulled and account explanations addressed on past due
 - Program fees
 - Differences in fees being paid by players due to system issues. Registration in Stack Sports set up was done incorrectly before the Fall season, spring will have the same issue. Fall 2019 the issue will be addressed and communicated proactively.
 - Bank account review:
 - Currently have 5 accounts set-up. Motion to approve to condense to 3 accounts, closing tournament and fundraising account. Tim, 2nd Adam, all approved, motion passed.
 - Soccer Symposium: State will bill for attendees.
 - Eric to send coaches pay to Shane
- V. Old Business
1. PO Box Contract/Keys and responsibilities
 - James will update on 2/14/19, keys will be given to Eric and Kaleigh, and will check box at least once per week.
 2. Spring Registration update- covered in staff reports
 3. 23rd Ave Training Fields
 - St Albert has paid fee. Y contract details have been worked out, Lonny to review contract and will be finalized.
 - Eric/Mikey will work with Y on younger player pathway 3-4 yr olds, then will transition to NEST and Y will not have programming for 5+. Shared marketing information will be sent by Y. Mikey will be working alongside Y for programming.
 - Ryan Osborn Sr has key. No other contacts will have key. Gate will be locked when not in use.
 4. Rumble on the River – moved to start of the meeting
 - Tournament coordinator- Motion Shane, 2nd Arian. All approved. Eric to give access to Constant Contact. Eric to register CBSC teams. Desiree to meet with James to review past year processes. Joyce is willing to assign referees. Access given to shared google folder as well as website. 21 teams registered to date. Registration deadline is April 1. Responsibilities defined in matrix provided. Registration night on Thursday night for local teams if interested. Darin to secure hotel space through Marriott for check in. Fine Design shirt vendor. Crown Award to do awards. Eric will

create tournament email account and send to Desiree. James to send Desiree Rec Complex concession contact.

- Board and staff responsibilities: Desiree will reach out as volunteer roles are defined and needs assessed.

5. Iowa West Sports Plex update

VI. New Business

1. City Contract for Recreational Complex- Arian will go to City to get copy of contract.
2. Communication channels – staff will provide channels and why it was being used. Policies will be written for appropriate channels. Arian will write and share with the board. A document will be started in google drive to record communication platforms.
3. Assets and Access
 - Webmaster and Gmail administrator – addressed in staff reports
4. Background checks for board members

VII. Comments, announcements and other business

VIII. Executive Session if necessary

IX. Adjourn