



Council Bluffs Soccer Club
Board of Directors Regular Meeting
Council Bluffs Recreation Complex Meeting Room
2900 Richard Downing Ave, Council Bluffs, IA 51501

Wednesday June 13, 2018 6:30pm

Board Present: James, Tim, Shane, Arian, Darrin, Adam arrived 8:31 after conflict previously shared with board. Staff present – Eric arrive at 7:17.

Absent: Lonny

- I. Call to Order 6:36
- II. Approval of Agenda, 1st Shane, 2nd Darin, all in favor motion carried
- III. Discussion and Approval of May Workshop Minutes
 1. Short review of minutes, will make edit in section VIII to the word contact, should read contract. Motion made to approve with edit by Shane, 2nd Tim, all in favor motion carried
- IV. Reports
 1. Executive Director Report
 - Club Structure and Contract Staff
 - Discussion of roles, detailed job descriptions to be completed by Darrin and ED, Contracts signed based on current job descriptions through end of July. Aug 1 new descriptions will be completed for updated contract agreement.
 2. Treasurer Report
 - External club team fees
 - Outstanding fees discussion, statements to be sent to families past due, further follow up to be done by staff. If players will receive offers for Select teams, all fees must be paid or forfeit spot. ED to contact all families still past due by the end of the month. Treasurer to forward edits needed in Bonzi for reconciliation. Board will be provided full list of past due accounts at July board meeting. Team invoices will be sent by the end of June.
 - Select Fees for FY 18-19
 - Contractor Pay status
 - Fee Assistance outline

- Policy reviewed and emailed to board, will remain in affect for 18-19.
 - Approval of FY 18-19 Budget
 - Motion to require full itemized receipts for all expenses related to club business and may not include alcohol. Motion by Arian, 2nd by Tim. All approved, motion carried
 - Motion to issue 2 cards for club related business to the ED and Treasurer. Motion by Tim, 2nd Darrin, all approved motion carried. All other cards will be returned and closed.
 - Reminder that all coaches are allowed \$35 per diem for meals as previously determined and will be added to job description/contract agreement.
 - Budget to be approved electronically due to edits to player fees status after team numbers identified after tryouts to reflect more accurate data for team fees, coaching expenses.
- V. Old Business
1. Unpaid player fees
 2. Y Fields Update – no action needed by Club presently
 3. Facility Update – moving forward
 4. Policy Manual Status
 - All updates will be made including edit made during this meeting and sent to Board for final approval via electronic vote.
 5. Fundraising and Sponsorship Update
 - Will be included in manual to approved by July 1
 6. Havoc Tournament Status
 - Contract in place, assignor arranged
- VI. New Business
1. Club and Board Calendar
 - Updates to be made, club info on Bonzi calendar, Board calendar only visible to staff and board. Board President, ED and Club Admin can update/update calendars.
 2. Website Issues and Maintenance
 - Board members will be updated, minutes will be reposted and include all to be posted. – Jan through May 2018.
- VII. Comments, Announcements and other Business
1. Non-Board attendee comments
 - Andy Smith asked for time to address the board, moved to the start of the meeting. Provided copy of CBSC BOD Guidelines for Meetings, Discussion of personnel involved in the Club.
- VIII. Adjourned 9:33

