



LONGVIEW SOCCER CLUB

Monthly Board Meeting

February 13, 2023

In attendance (in person):

Jak Massey – Treasurer
Jenn Jolly – Equipment Manager
Darcella (Dar) Page - Player Registrar

Attending via ZOOM:

James (Mac) McGregor – President
Kristi Koethe – Concessions Manager/Asst. Treasurer
Nancy Yates – Coach Registrar

Call to Order - Jak called meeting to order at 6:05pm (Mac will be joining later)

Review/Approval of Minutes – January minutes will be presented at next month's meeting.

Review/Approval of Financials– Jak presented the Profit & Loss and Balance Sheet Reports with activities dates 1/1/23- 1/31/23 (see attached), no quorum yet - motion on hold.

Fields – Jak advised that the Executive Committee is updating and renewing the Field & Facility contract with Ron Hearn, contract is in effective March 1st through November 30th.

Facility - Jak provided the following facility update:

Breezeway will be dedicated to concessions, members and refs

- plans to get the golf cart running again so it can be utilized by concessions during hours of operation
- Golf Cart will be removed from breezeway when concessions are open and secured in breezeway otherwise
- All other equipment and non-concessions items will be stored elsewhere
- The breezeway will present a more welcoming space for members to sit/relax/dine
- Kristi will have a space to BBQ (safe distance from member seating area)
- LSC will create a "Ref Rest Stop area" for our referees' to eat and relax between games

Installing/transforming storage area behind the building

- Clean up the fenced area behind building
- Transform this space to be a secure storage area
- Equipment removed from breezeway and secured in this space

Board Vacancies

Jak provided a brief review of duties for current Board vacancies.

Player Registrar (to be established as a team of 2 or more, registrars managing specific gender and/or age brackets)

- Facilitate walk in registrations: schedule at least 4 Walk-In Registration dates per season (more if wished), report chosen dates to board and request Board to assist as greeter, interpreter and payment assistant, prep clubhouse prior to each Walk-In.
- Member correspondence: check/respond/dispatch email & voicemail (when registration opens and continue through Coaches Meeting).
- Building teams: set up on-line registration each season, utilize Stack Sports/member details to assign players, work with Coach Registrar to create team folders.
- Attend Meetings and Provide Updates: attend CYSA Registrar Committee Meeting, determine/recommend status of late registration, attend monthly LSC Board Meetings, provide updates and keep Board apprised of WSSA or CYSA policy changes.
- Prepare Rosters: coordinate with Treasurer to print rosters and any other materials to be provided to Coaches regarding player details.
- Coordinate with Board Members: work with Treasurer for Walk-In Registration Financial details and expenses for printed materials, collaborate with Equipment Manager to ensure jersey orders are accurate.

Coach Registrar (to be established as a team of 2 or more, registrars managing specific gender and/or age brackets)

- Coach Correspondence: send emails to members about Coaching and encourage new coach registration, "The Five F's" (be friendly, fair, firm, follow up and frequently check email), do your best to ensure that coaches are cleared in time for Player Registrars to print rosters.
- Support Coaches: Assist and provide instruction for registration and coach clearance processes. Processes include CYSA Stack Sport registration, required training certificates and Affinity Background Check.

Assistant Treasurer –

- Assist Treasurer as needed.
- Learn basic aspects of club bookkeeping.
- Provide financial "check and balance" monitoring for best management practices.
- Create and present necessary reports in absence of Treasurer.

Mac joined meeting

Jak nominated Kristi Koethe to serve as the Assistant Treasurer, Jenn seconded. Motion passed unanimously!

Jak nominated Dar Page to serve as a Player Registrar, Jenn seconded. Motion passed unanimously!

Jak nominated Nancy Yates to serve as a Coach Registrar, Jenn seconded. Motion passed unanimously!

Welcome Kristi. Dar and Nancy!!!!! 

Concessions:

Kristi will come down this coming weekend to begin prep of concession stand for Spring Season. LSC will cover cost of Health Department application fee / annual renewal. Member of Kelso/Longview Elks provided a hand-made quilt for LSC to raffle as a fundraiser – quilt raffle drawing should be done towards the end of the season. Kristi will do Mother's Day and Father's Day baskets to raffle off during the season.

Reminder/Confirmation of LSC BOARD meetings - second Monday of each month, January-November.

Incident / Praise Reports – Nothing to report.

Spring Season Player Registration – currently 434 registered, one more Walk-In registration, more Facebook post/live stream and member emails will go out as a reminder of dead line is 2/15

Vacant Board Positions -

- **Secretary** – Take meeting minutes, remind Board of action items, volunteer at club events whenever possible, check emails and voicemails during season play / non registration timeframe.
- **Fundraising/Marketing Coordinator** – manage all Facebook posts to advertise events held throughout the year. Propose ideas and facilitate details for club fundraisers. May be requested check emails and voicemails during season play / non registration timeframe.
- **Web Master** – keep LSC Website up to date (events and sponsor appreciation), communicate changes as needed with the CYSA Web Master for updates to the LSC Club pages on CYSA site, offer ideas for creative and user-friendly enhancements for both websites.

ACTION ITEM:

Jak will email members requesting an **(additional) Player & Coach Registrar, Secretary, Fundraising/Marketing Coordinator** and **Web Master**.

Upcoming Fundraising Events and Ideas:

- 2023 Family Fun Color Run - Jenn
- Parking lot sale – Jak and Kristi
- Car Wash – Kristi

Uniforms / Equipment-

Jenn – Still good for 2 seasons. We need more ice packs for Spring season.

Old Items:

We need to update business cards. Waiting for positions to be solidified.

New Items:

- Porta~Potties not being provided for the Spring Season. Planning to just do building restrooms. Some discussions and concerns regarding this decision. Kristi offered that she has a trailer and might be able to haul it every day. More to discuss at next month's meeting.
- Family Fun Color Run meetings to start meeting monthly in March (3rd Sunday of each month at 4pm)

Approval of Financial Report -

Dar moved to approve financial report as presented. Nancy seconded. Motion passed.

ACTION ITEM:

Jak will meet with Nancy and Dar on Tuesday Feb 21st at 3:30pm for Player & Coach Registrar team building training meeting.

REQUESTING EVERYONE TO PLEASE ATTEND MARCH 13th BOARD MEETING –
Preferably in person, for annual review and signing of LSC Code of Conduct.

Meeting Adjourned at 7:13pm.