



LONGVIEW SOCCER CLUB

Monthly Board Meeting

January 8, 2024

In attendance (in person):

Kristi Koethe – President / Concessions Manager
Norma Britt – Vice President
Jak Massey – Treasurer/Interim Secretary
Jenn Jolly – Equipment Manager/Team Sponsor Coordinator/Interim Registrar
Dar Page – Head Registrar

Guests:

Ron Britt
Shawna Crawford
Jeff Joy

Other Clubs and Affiliates

DeaDea Brickert – Ref Assigner/Interim Registrar
Tara Hargrave - CYSA Treasurer/Kalama Registrar

CALL TO ORDER

Meeting was called to order about 6:10pm.

REVIEW/APPROVAL OF MINUTES:

November minutes were provided prior to the meeting. Board was able to review in advance. Dar moved to accept the minutes as presented, Norma seconded, motion passed.

FIELDS:

Both lawn mowers need serviced. Both are currently on the premises.

Tractor wheel is seized up, we need a mobile mechanic.

Irrigation is going to be imperative for our fields to be in appropriately maintained and playable. Watering should be done in 20-minute intervals per section and this is to be done 6-7 times a week. Kristi will contact Pablo to give him first right of refusal. Jenn commented that if that falls through, she has someone who would be interested (Pedro Nava Landscaper).

Golf Cart needs a new tire and batteries. Jeff suggested LSC reach out to local golf courses tires, such as Mint Valley Golf Course, Longview Country Club and Three River Golf Course.

REVIEW/APPROVAL OF FINANCIALS:

Jak presented the Income & Expense Report for 2023. Reporting bank account balances as follows: Savings \$4,408 and Checking \$59,598 as of 12/31/23. Noting that Century Link account has been cancelled and a new account and phone number set up with our new cell phone (which is also used for monitoring our security system), monthly phone bill now reduced by about \$40/month. Also sharing concerns with significant increase in our utilities bill (likely due to leaving heater on). Those using the clubhouse must remember to turn off the heater and securing any building access before leaving. Kristi noted that recently she heard about a non-profit discount with PUD – will look into it.

Jak acknowledged that Kelso and Castle Rock clubs yet to be billed for Fall Jamboree Referees.

Jak also reminded that we have yet to receive \$3,200 in grant funds once the new goals are set-up. Tara offered we should have several Allen wrenches on hand to build the goals.

Lastly, Annual Commercial Insurance renewal estimated at \$2,500 will be due. Option to pay in installments with some finance fees added to overall total or pay in full. Jenn moved to authorize full payment, Norma seconded, motion passed. Jak will add the 4 new goals to inventory and move forward with policy renewal.

CYSA MEETING UPDATE:

Kristi asked who will clear coaches for the spring season. On behalf of CYSA, Tara noted that the Coach Liaison (or someone that similar role) with each club will be responsible for clearing coaches.

Some discussion regarding request from CYSA for each club pitch in towards CYSA garments, LSC Board determined this is not something they wish to contribute to. However, Kristi offered other ideas for fund raisers that could involve all clubs and CYSA. Parking Lot Sale idea was discussed and determined that it would be something to consider, however best if each had their own area for sale and managed funds independently.

Jenn and Tara explained the reasoning for CYSA to opt out of Arbitor and go with a new program this spring for scheduling and ref assigning. CYSA is asking each club to split the fee to begin using this new program. Dar moved to pay the \$167 to CYSA, which is LSC's portion of this new scheduling program. Norma seconded. Motion passed.

Jak asked if we are going to keep our information on the CYSA website now that we have our own webpage. It was confirmed that the "CLUBS" links on the CYSA home page will direct viewers directly to each club's website and previous pages will no longer shown on CYSA site. Jak suggested that it would be nice to be provided the information listed on our pages to consider using it (or something similar on our new website) and being able to copy and paste would be a huge timesaver. Jenn stated that there is a possibility that the information could be provided by CYSA web designer.

REGISTRATION UPDATE:

Currently over 80 registrations are completed and many more are in process via the "shopping cart".

Figuring out how to maneuvering though the new registration process and learning how to work around some small issues. A coupon code can be established to adjust the transaction fee (as needed) for some transaction that should not be charged the \$3.

Jenn moved to create a program for LSC Board Members, in which each Board Member is provided a coupon code for 1 free player registration each season to used however they wish. These coupon codes are valid through the season registration deadline and with the understanding it is on a "use or lose it" basis. Dar seconded. Motion passed.

BOARD MEMBER ROLES AND RESPONSIBILITIES:

Jak reported that we still need to complete list of duties requested a few months back. **Jak offered to present a list of duties for the Board Member Roles & Responsibility descriptions at next month's meeting.** Each with a short bullet list to get some discussions started to finalize and define our roles. This will be helpful - not only for our current Board to have clarity in their positions but also for our upcoming/future volunteer Board Members to have better understand the roles ... and when our parents and coaches have questions, we call all point them in the right direction.

Jak suggested that we consider a title more fitting for Jenn that acknowledges the variety of roles she fulfills. The time and effort is primarily directed towards preparing teams for the season – reaching out to coaches with registration reminders, assisting coaches with certification & clearance issues, finding coaches to when needed, mentoring registrars when forming teams, managing team equipment, coordinating jersey orders, promoting & administering team sponsorships and facilitating

team photos. Group discussion offering ideas – there seemed to be one that might be appropriate, Team Coordinator. **Revisit this next month when reviewing the Roles and Responsibilities.**

BOARD MEMBER UPDATE/STATUS:

Shawna and Jeff both expressing interest in serving on the Board. **Jak will email application form to both. Board will review the applications and make determination prior to next Board Meeting.**

Jak and Jenn both noted that they are in contact with others who have shown interest in serving.

Jak shared printed material that offers details about the vacant positions.

CONCESSIONS:

Kristi will be submitting application for Cowlitz County Health Department, this is to happen within 60 days of official opening. LSC has the largest menu in the county – YOU GO GIRL!!

MICRO-REFS:

- There will be a certified ref training, March 23rd 10 am to 2 pm, referees must do on-line modules prior to attending this training.
- Kristi mentioned that it seems appropriate to pay the fee for DeaDea's recertification. Norma moved to pay the \$85 fee for her certification, Dar seconded. Motion passed.

COMMUNITY OUTREACH/FUNDRAISING:

Jak confirmed that the new logo contest will not be happening, **Jenn has designs for a new logo being offered by local art student.**

UNIFORMS/ EQUIPMENT:

Jenn reported that she ordered flags. Wazzies and balls still needed, orders were put on hold until spring registration funds start coming in.

Jak offered that she will reach out to the Wal-Mart for ice packs (as they provide up to \$100 a year to non-profits).

OLD BUSINESS:

Jak passed around a business card with suggested changes, but still needing to confirm some contact info in order to finalize edits.

NEW BUSINESS:

Discussions about new website – Jak sharing some suggested edits with Jenn.

Meeting adjourned at 8:04pm