



AMERICAN YOUTH SOCCER ORGANIZATION

Burlingame AYSO | Section 2 | Area N | Region 63
 P.O. Box 1212, Burlingame, CA 94011
www.burlingameayso.org

BURLINGAME AYSO BOARD MEETING MINUTES

DATE:	April 9, 2019	LOCATION:	Burlingame Rec Center
TIME:	7:30pm- 9:00am	PREPARED BY:	Nick Skelton, Secretary
PURPOSE:	Regular scheduled meeting of General Board to administer 2019 Season		

ATTENDANCE

ATT: NAME	ATT: NAME
<input checked="" type="checkbox"/> Heather Gates, Regional Commissioner	<input type="checkbox"/> Emily Ma-Dotson, U16/U19 DC
<input checked="" type="checkbox"/> Jacquie Haggerty, Asst RC & U12DC	<input type="checkbox"/> Chester Rice, U14 DC
<input type="checkbox"/> Trent Wright, Regional Treasurer	<input checked="" type="checkbox"/> Kerry Chan-Laddaran, U12 DC
<input type="checkbox"/> Alex Wong, Incoming Regional Treasurer	<input checked="" type="checkbox"/> Mina Cima, U10 DC
<input checked="" type="checkbox"/> Jean Gordon, Regional Registrar	<input checked="" type="checkbox"/> Amy Flanzer, U10 DC
<input checked="" type="checkbox"/> Eliot Alfi, Regional Safety Director	<input type="checkbox"/> Priscilla Fong, U08 DC
<input type="checkbox"/> Jim Brogan, Regional CVPA	<input type="checkbox"/> Open, U08 DC
<input checked="" type="checkbox"/> Niki Armstrong, Regional Referee Admin	<input type="checkbox"/> Christina Tsui, U7 DC
<input checked="" type="checkbox"/> Duff Beach, Regional Coach Admin	<input type="checkbox"/> Open, U7 DC
<input type="checkbox"/> Darren Adkinson, Asst. Referee Admin	<input type="checkbox"/> Lorie Rakstins, U5/6 Schoolyard/Jamboree coordinator
<input type="checkbox"/> Nick Skelton, Regional Secretary	<input type="checkbox"/> Alex Rakstins-Palladino, U5/6 co-coordinator
<input type="checkbox"/> George Atkinson, Auditor	<input type="checkbox"/> Medina Begic, U4 Playground coordinator
<input checked="" type="checkbox"/> Mina Cima, Field Director	<input type="checkbox"/> Will Evans, Coach Instructor & Assistant Fields Dir.
<input checked="" type="checkbox"/> Gary Rainville, Uniform/Equipment Coordinator	<input checked="" type="checkbox"/> Rick Quintana, Dir. Ref. Assessment
<input type="checkbox"/> Emily Ma-Dotson, Photo/Fiesta Coordinator	<input checked="" type="checkbox"/> Bill Clifford, Webmaster
<input type="checkbox"/> Andrea Pappajohn, Recycling Coordinator	<input type="checkbox"/> Aleks Krumins (Winter Coordinator)

A- CALL TO ORDER- Meeting Start – 7:30pm. Attendees are as indicated above.

B- GENERAL ANNOUNCEMENTS

Heather moved to approve December, January and March meeting minutes. Approved unopposed.

C- CALENDAR REVIEW [Refer to Calendar]

May Board Meeting set for Tuesday 14th (Jacquie to lead as Heather out of town).

See Goggle doc and Agenda for full details.

D- REGIONAL TREASURER REPORT				
No	ITEM	ACTION	DATE	STATUS
3-01	\$25/volunteer and \$2.50/player fees are coming to cover background checks. Few regions are asking their volunteers to pay individually for the volunteer fee. Rough estimate that it would take Burlingame \$10/player to cover our expected volunteer fees [Update 4/9/19] HG: Reviewing budget for 2019. Field and lighting costs going up. Fee increases for volunteers and players	AW	3/12	OPEN
3-02	HG proposed and DA seconded increasing the rates to \$210 (\$170 for early bird) for Burlingame residents. Scholarships and non-resident rates reflect increases as well. All in favor. Motion passed.	AW	3/12	CLOSED
3-03	Alex Wong, Heather Gates, Jacqueline Haggarty, Michael Cassidy approved by board to be co-signers on Burlingame Region 63's accounts	AW	3/12	CLOSED

E- REGISTRATION				
No	ITEM	ACTION	DATE	STATUS
1-01	Discussion of recruiting refs, incentives, training, distribute evenly at 10U for CVP; special early registration? Schedule a training a week immediately after last registration.	JG	01/26	OPEN
1-02	Seeking hard close date for registration. Work back from calendar for start of season. Propose 6/30 then waitlist after than. [Update 3/12/19] Jean confirmed the hard close on 6/30. Registrations after that point will be only as available and performed in batches.	JG	01/26	OPEN
1-03	Refund policy: Jean to take on rewriting it. Heather to review and approve.	JG	01/26	OPEN
4-01	Registrar – Jean: Can hang 4x8-foot banners at various city fields. Seeking marketing help to create the banners, fliers and get them passed out to preschools. Kerry to contribute.	JG	4/9	OPEN
4-02	Planning for upcoming registration events <ul style="list-style-type: none"> • 4U and 14-19U can pay online. Capping 16/19U registration to create waitlist so we don't oversubscribe. • Discussion of computer processes. Bill on top of. He's seeking one or two people per day to learn the computer room ropes. • Suggestion to send second note to potential volunteers to register as such ahead of the new fee deadline. Bill to document extended steps on how to register since pathway in Blue Sombrero is not obvious. 	BC+JG	4/9	OPEN

F- COACH/PARENT VOLUNTEER ORIENTATION MEETING				
No	ITEM	ACTION	DATE	STATUS
x	x	x	x	X

G- OPENING DAY				
No	ITEM	ACTION	DATE	STATUS
3-01	BHS Stadium has reserved for opening day parade	??	3/12	CLOSED

H- VOLUNTEER CELEBRATION

No	ITEM	ACTION	DATE	STATUS
1/01	Volunteer recognition dinner: Alternatives? Block party with BBQ and jumpy houses? Rent a park where there's more room? Soccer movie in the park? Emily willing to sign up. Oct. 6? [Update 4/9/19] HG to reserve Washington field for the event	HG	01/26	OPEN
4-01	Looking to acknowledge and reinforce positive coaching, refereeing and good sportsmanship on a regular basis. Shout-outs to field liners. Facebook posts to reinforce recognition.	KC-L	4/9	OPEN

I- EQUIPMENT DIRECTOR

No	ITEM	ACTION	DATE	STATUS
2018-10-01	Need to order new nets for small goals at Murray. HG to send details to GR	GR	10/19/18	OPEN
x	x	x	x	X

J- FIELDS DIRECTOR

No	ITEM	ACTION	DATE	STATUS
2018-10-03	Need a new drop box for game cards at Murray	GR	10/10/18	OPEN
01-01	Field Locks. Good in theory (ability to manage AY, BSC and occasional rental use) but can be a pain to grant access. Big update to software in November. Admin does get notified of low battery level in locks. Need new admin for system; will require input / training from BB.	HG	1/26/19	OPEN
01-02	Update from Tim. Take what you need, not more, give back what you don't use. Some of the conflict was from inadvertent double scheduling. Want to get ahead of the situation in the fall. Fall reservations begin in April/May, wants to get field scheduler trained and up to speed.	HG	1/26/19	CLOSED
01-03	Tim reiterated: no chairs, no food at Murray. Looking to hire a field marshal. Policy suggestion: refs can ask parents if they want. But they can tell coaches to fix the issue and perhaps not start or restart the game until it's handled. Need to train (and warn) the coaches.	HG	1/26/19	OPEN
01-04	Need a new fields director. Mina has volunteered but it is a big task. HG to see if JB or Will Evans can help. Lori to coordinate field lining.	HG	1/26/19	OPEN
01-05	Recognition of field liners who did it all season. Consider recruiting older players to line the fields. Is there a way to provide them scholarships or recognition? Kids need service hours. To discuss with city the idea of them doing initial lining and AYSO handling week to week lining.	HG	01/26	OPEN
4-01	Met with city to discuss how to reserve fields, lock/unlock goals, etc. Park and Rec taking over lock situation and going back to combo locks, which will likely be changed yearly instead of electronic locks. Expecting to figure out schedule in July. Will need to include coach responsibilities toward fields and locks in their training, orientation, reminder emails, etc. Reminder of city's offer to do initial lining if we handle weekly repainting. Will need a schedule for volunteer sign-ups to line, open and close our many fields. Request from Eliot to save a handful of fields for 16/19U playoff matches.	MC	4/9	OPEN

K- REGIONAL CVPA/ VOLUNTEERS & REGIONAL SAFETY				
No	ITEM	ACTION	DATE	STATUS
1-01	Volunteer background check fee: Region will have to pay \$25 for every volunteer. Cost needs to be spread across the region	01/26	HG	OPEN
3-01	We are requiring one referee be affiliated with each 10U team. How do we count coaches who are registered referees? Need to decide this before the season starts.	3/12	??	OPEN
4-01	HG indicated that concussion training is requested (mandated?) every two years now; HG & JB to investigate exact requirements.	JB	4/9	OPEN

L- REGIONAL REFEREE ADMINISTRATION				
No	ITEM	ACTION	DATE	STATUS
1-01	CVP: Darren proposes requiring one ref per team, much like we do with coaches. Not enough coaches? No team. We'd drop teams if we don't have at least one ref for each team. This is an adjunct to CVP program. Signups still need training, still have to ref games and achieve CVP points. Executive board voted to approve. <i>Action item: CVP</i>	DA	01/26	OPEN
3-01	Referee team asked if the Burlingame Cup schedule could be stretched to allow better referee coverage. DB and Alex (Wong?) to propose a plan, looking at field availability, game length and number of games	DB	3/12	OPEN
4-01	RS: Expecting training dates shared by HB and BR twice in August, once in September and another straggler session	RS	4/9	OPEN

M- WEB COMMUNICATIONS (PROJECT MANAGEMENT & MSL[mysoccerleague.com])				
No	ITEM	ACTION	DATE	STATUS
x	x	x	x	X

N- REGIONAL COACH ADMINISTRATION				
No	ITEM	ACTION	DATE	STATUS
4-01	DB: Moving point system for Cup to 3-1-0, all other points are only for tiebreakers. Will work those tiebreakers out and propose to board	DB	4/9	OPEN
4-02	Proposal: To shorten season by one week and extend Burlingame Cup to consecutive Saturdays-Sundays. Shorten games and add another game for a more tournament feel and to funnel the best teams to the top. Concerns: Double games may increase burden on refs, coaches and players. Pros: Eliminates rush to get final scores or even leaving out the last week's worth of scores. Duff to write-up a more formal proposal.	DB	4/9	OPEN
4-03	Proposes we not reengage Positive Coaching Alliance this year. Great message, but kind of expensive, and not getting a big turnout. Plus, their message is in a lot of our materials already. Boost outreach, training and communication to our volunteers instead.	DB	4/9	OPEN
4-04	Open to holding a 10U coach training in May. Need to find out if anyone would attend ahead of summer.	DB	4/9	OPEN

O- DIVISION COORDINATORS				
No	ITEM	ACTION	DATE	STATUS
x	x	x	x	X

P- WINTER SELECT				
No	ITEM	ACTION	DATE	STATUS
1-01	A few field issues, including access to locks. Lots of rescheduling, perhaps because season started a little earlier. AYSO tournament conflict in Twin Creeks in February. Otherwise teams seem competitive. Treasurer needs single check per team, vetted by Winter Select coordinator. Rec Dept to confirm field costs. Uniform costs in hand.	AC	01/26	CLOSED
3-01	AK reported that Burlingame earned four medals, two 1 st place for 9UG and 11UG and two 2 nd place for 10UG and 12UG. No sportsmanship medals this year. Good group of coaches, many returning players, no discipline issues reported. Murray turf a huge plus for running the Select program; goals and locks issues. Referee coverage at 100%. A lot of games had to be rescheduled, partly due to field scheduling snafu as well as a separate AYSO tourney that took place in February	AK	3/12	CLOSED

Q- GENERAL ITEMS				
No	ITEM	ACTION	DATE	STATUS
2017-11-2	<p>Photo Day Pictures. Quality from Ultimate Exposures seemed lower than in previous years (paper flimsier; over-saturated colors; less focused). Also buddy pictures were not separated out into different divisions (all came to Emily). Mailing to player homes was good.</p> <p>Next year consider putting out to bid again and getting samples to gauge paper and photo quality.</p> <p><i>Action: GR to send RFP to vendors.</i></p> <p>Update: 5/15: Giving Ultimate Exposures another try with feedback to improve from last year.</p>	All	11/14/17	CLOSED
2018-12-01	<p>Photo Day Feedback - The feedback on photo day was that Ultimate Exposures was disorganized and the quality of the photos was poor compared to the prior photo provider. Discussed getting RFP from other vendors for 2019 season (see note above the 2017 – also poor experience with Ultimate)</p> <p>[Update 3/12/19]</p> <p>Shooting Stars will be engaged to do the Photo Day in 2019, targeting 9/15 with make-up day to be determined</p>	GR	12/4/18	CLOSED
1-01	<p>Recruiting for open Board Positions. Mina becoming field director; Alex getting final treasurer training needed for EXPO; Nikki Armstrong replacing Darren as RRA; Darren becoming ARRA; Lori to take on field lining coordination</p> <p>Seeking:</p> <ul style="list-style-type: none"> - more referee trainers; - lots of DCs - chief recognition officer – poll coaches and refs on who did a great job and send recognition notes; - Volunteer coordinator - photo day coordinator <p>[Update 3/12/19]</p> <ul style="list-style-type: none"> • Kerry has agreed to take on the role of Chief Recognition Officer • Emily has agreed to coordinate the revamped Volunteer Appreciation event, targeting 10/6 <p>[Update 4/9/19]</p>	HG	01/26	OPEN

Q- GENERAL ITEMS

No	ITEM	ACTION	DATE	STATUS
4-01	DB: may have ahead on a 10U DC candidate. HG: Considering recruitment emails targeting 8U parents entering 10U to help Amy. 16/19U and 14U open. 4U open. Kerry planning to help at 5/6U. 50/100 update – Kerry: Filming on April 14 to capture coach and referee b-roll meant to aid recruitment efforts, and inspire and motivate new volunteers. Plan to post on Vimeo/YouTube with share links. Plan to interview kids about their experience as well (likely Jacquie’s children so we have explicit permission).	KC-L	3/12	OPEN

MEETING END