



Date: Wednesday, February 14th 2018
Time: 7:00 PM to 9:00 PM
Location/Address: EX3 Ron Sandwith Teen center /31453 28th Ave S, Federal Way
Leader Name: FWFC President – Joshua Cheatham
Meeting Purpose: Monthly Meeting

Agenda

1. Call to order
 - 7:05pm
2. Attendance:

Name	Position
Fawzi Belal	DOC
Sam Tran	Volunteer
Tim Strickler	2 nd VP of Admin
Abigail Armstead	Secretary
Theresa Cummins	Webmaster
Joshua Chetham	President
Tom George	VP ov Competition
AJ Otto	Treasurer
Shawn Francis	Girls Coordinator

3. Review Agenda and Report Outs
4. Approve Previous Meeting Minutes
 - Re distributed for review and approval - Approved
5. Report Outs/Updates
 - State of SSUL
 - i. New board in process of being developed
 - ii. Spring league will happen
 - iii. Working to find FWFC representation
 - Uniforms
 - i. Website should be up late February
 - ii. Trail of website
 - iii. Final cost of uniform kits to be sent by Soccer.com
 - iv. Working to establish an operating procedure for FWFC to upload teams to Soccer.com. Should this be done by Tammy or the Managers. Once the website is available and we can test the process the decision will be made.
6. Business
 - DOC Agreement Extension – Currently Ends 12/2018
 - i. Tim Approved
 - ii. AJ Second
 - Executive Admin Position
 - i. Part time position
 - ii. Review of Job Description and duties
 - iii. Discussion of salary.
 - iv. No final decision made
 - Sports Management Registration Platform

- i. Tim Strickler to set up a Demo with the development team.
 - ii. Potential to use this platform for Fall Rec, Summer Camps and Blast Off Registration
- Volunteer Event Nov 30th Twin Lake CC
 - i. Great event
 - ii. Decision to continue this event in 2018 with some minor adjustments
- Recruitment for BOD – 2018 Elections @ AGM
 - i. Positions up for election:
 1. VP
 2. 2nd VP
- Tryouts
 - i. Highschool tryouts are going well with a great turnout
 1. 1 – 2001 Team
 2. 2 – 2002 Teams
 3. 2 – 2003 Teams
- Budget Draft
 - i. Submit budget items this month!

7. Open Agenda Item(s)

- Education to managers and coaches on player cards
 - i. Tim Strickler to send information to Abigail to provide to Managers and Coaches.
- Sandbags needed for goal base stability. Purchase approved by Joshua

8. Calendar – 90 Day Look

- AGM

9. Good of the Game

10. Adjournment 7:53pm



Date: Monday, June 4th 2018
Time: 7:00 PM to 9:00 PM
Location/Address: EX3 Ron Sandwith Teen center /31453 28th Ave S, Federal Way
Leader Name: FWFC President – Joshua Cheatham
Meeting Purpose: Monthly Meeting

Agenda

1. Call to order
 - 7:05pm
2. Attendance:

Name	Position
Abigail Armstead	Secretary
Tamara Fossett	Uniform Coordinator
Joshua Chetham	President
Tom George	VP of Competition
Fawzi Belal	DOC
Shawn Francis	Girls Coordinator
Marvin Williams	2 nd VP of Administration
Samantha Tran	Concession Volunteer

3. Review Agenda and Report Outs
4. Approve Previous Meeting Minutes
5. Report Outs/Updates
 - a. Blast Off
 - i. Registration Email sent via Email Chimp
 - b. 2018/19 uniforms
 - i. Ordering underway
 - c. Tryouts
 - i. Went well. Club will look at another venue for the parent meeting next year. Current venue was too cramped and noisy
 - d. BOD Meetings
 - i. Moved to the first Monday of every month
6. Business
 - a. Sports Management Registration Platform
 - i. Club will stay with Bonzi
 - b. Grants
 - i. \$35,000 allocated to Grants. Exec board will meet to decide how grants will be distributed
 - c. BOD Waivers
 - i. Exec board members will get one full waiver. All other board members will get a 50% waiver
 - d. Recreational Player Recruitment
 - i. Efforts are still underway to increase our numbers via communication with community program leaders
 - e. Club Admin Position
 - i. AJ Otto has accepted the position

- f. Goals from Special Olympics
 - i. Currently at Celebration
 - ii. 2 goals will be moved to KG. Will need to look at distributing the others
- g. New Goals for the Club
 - i. George to investigate.
 - ii. 2 Goals ordered. Still need 2 additional ordered.
 - 1. Goals will be distributed at KG and Saghalie
- b. Field Agreements with High Schools
 - i. Josh to work with George to justify usage

7. Open Agenda Item(s)

- a. Need help from coaches to clean up fields after use.
 - i. Josh to send email to all coaches
- b. Ball Order – Baden
 - i. Order submitted
- c. Pennies
 - i. Tammy to order new pennies.
 - ii. Red & Yellow with FWFC Logo in Kid and Adult sizes
- d. First Aid Training
 - i. Marvin to look at 2 Saturdays in July/August and schedule with trainer

8. Calendar – 90 Day Look

- a. June 25th – 29th
 - i. Summer Camps
- b. June 28th
 - i. RCL Placement Meeting
- c. July 29th
 - i. JR RCL Program @ Celebration
- d. August 3-5th & 10-12th
 - i. FWFC Blast Off Tournament
- e. September 7th
 - i. FWFC Ice Cream Social and Silent Auction Fundraiser
- f. September 8th
 - i. League Start
 - ii. Order submitted

9. Good of the Game

10. Adjournment 7:53pm



Date: Monday, July 2nd 2018
Time: 7:00 PM to 9:00 PM
Location/Address: EX3 Ron Sandwith Teen center /31453 28th Ave S, Federal Way
Leader Name: FWFC President – Joshua Cheatham
Meeting Purpose: Monthly Meeting

Agenda

1. **Call to order**
 - 7:00pm
2. **Attendance:**
- 3.

Name	Position
Abigail Armstead	Secretary
Tamara Fossett	Uniform Coordinator
Joshua Chetham	President
Tom George	VP of Competition
Sarah Scott	VP
Shawn Francis	Girls Coordinator
Marvin Williams	2 nd VP of Administration
Chris Adams	Rec. Girls Coordinator
Scott Murphy	Competitive Girls Coordinator

4. **Review Agenda and Report Outs**
5. **Approve Previous Meeting Minutes**
6. **Report Outs/Updates**
 - a. Blast Off
 - i. Abbey to send another Mail Chimp reminding teams to register
 - ii. Sam working on concessions and pull in additional resources as needed
 - iii. Tom working on getting fields
 - iv. Marvin ordered trophies
 - v. Tammy ordered pins
 - b. First Aid Training
 - i. July 28th and August 25th 8am-12pm at EX3
7. **Business**
 - a. Grants
 - i. Grants approval and denial letters will be sent
 - b. Doxon
 - i. Josh has a meeting scheduled for Friday, July 13th
 - c. Coaching Training on Abuse
 - i. Safe Sport training
 1. 90min Training (\$20 per person)
 - ii. Coach/Player Interaction Agreement for coaches to review and sign
 - d. Player Discipline Policy
 - i. Need to track on red cards and ensure DOC and Board are involved from the onset
 - ii. Tammy and Sara to work with managers on how to track all red cards and request for hearings
 - iii. Marvin to work with Fawzi on educating coaches

- e. Recreational Player Recruitment
 - i. Working on getting girls U11 teams formed. Checking with 06 teams to see if there are spaces available
- f. Coaching Changes
 - i. Zach Taylor no longer with FWFC

8. Open Agenda Item(s)

- a. Open Positions
 - i. Candy Vo – Treasurer position
- b. Ice Cream Social
 - i. Friday 9/7 G06 Team with a 7pm Kick
 - ii. Silent auction with pictures of displays
 - iii. Ice Cream Bars

9. Calendar – 90 Day Look

- a. June 25th – 29th
 - i. Summer Camps
- b. June 28th
 - i. RCL Placement Meeting
- c. July 29th
 - i. JR RCL Program @ Celebration
- d. August 3-5th & 10-12th
 - i. FWFC Blast Off Tournament
- e. September 7th
 - i. FWFC Ice Cream Social and Silent Auction Fundraiser
- f. September 8th
 - i. League Start
 - ii. Order submitted

10. Good of the Game

11. Adjournment 7:53pm



Date: Wednesday, September 12th 2018
Time: 7:00 PM to 9:00 PM
Location/Address: EX3 Ron Sandwith Teen center /31453 28th Ave S, Federal Way
Leader Name: FWFC President – Joshua Cheatham
Meeting Purpose: Monthly Meeting

Agenda

1. **Call to order**
 - 7:41pm
2. **Attendance:**

Name	Position
Abigail Armstead	Secretary
Tamara Fossett	Uniform Coordinator
Joshua Cheatham	President
Tom George	VP of Competition
AJ Otto	Club Admin
Bingy Lara	Boys Technical Director
Theresa Cummins	Webmaster
Scott Murphy	Competitive Girls Coordinator

3. **Review Agenda and Report Outs**
4. **Approve Previous Meeting Minutes**
 - a. Approved
 - i. Theresa first
 - ii. Tammy second
5. **Report Outs/Updates**
 - a. Financials
 - b. Status of Grants
 - i. Approved 60 grants plus an additional 23 sibling discounts
 - ii. Total money approved: \$37,184.10
 - c. Blast Off
 - i. Need to schedule a debrief session for feedback gathering - week of September 24th
 - ii. Establish roles for 2019 tournament
 - iii. Reminder to be added to BOD calendar to send the application to the state in January 2019.
 - d. First Aid Training
 - i. Reminder email to coaches to submit cards to AJ
 - e. Kick Off Game and Raffle
 - i. Event was a success.
 - ii. Approximately \$3,000.00 raised for player grants.
6. **Business**
 - a. Team Travel Policy
 - b. Player Discipline Policy
 - i. Policy sent out to all managers and coaches.
 - ii. Theresa to post on FWFC website

- iii. Reminders will go out every Monday to managers to input any cards from here on out on the internal FWFC tracking form. This applies for all games (league and tournament).
- c. Weekend Field Set Up
 - i. Celebration will be used for games starting the weekend of 9/15 for the month of September.
 - ii. Need to hang FWFC and Doxon at all fields. Also need to hang the Harvest banner at KG and Celebration for September games.
 - 1. AJ to get quotes on more permanent (plexiglass) banners
- d. Recreational Player Recruitment
 - i. Rec. Coordinators not in attendance for discussion.
- e. Registration Software
 - i. Association is researching other vendors.
- f. Board Recruitment for 2019 Elections – Positions include:
 - i. President
 - ii. Secretary
 - iii. Treasurer
 - iv. VP of Competition
 - v. Boys Competitive Coordinator
 - vi. Girls Recreational Coordinator
 - vii. Girls and Boys Registrar
- g. Operating Agreement
 - i. Potential MOD merger discussions are ongoing. Need operating agreement for:
 - 1. Tech training
 - 2. Coaching education
 - 3. Registration agreements and assistance
 - ii. Suggestion of open house with information on each level of play and transitioning between levels as kids improve.
- h. Food Drive
 - i. Floated around ideas:
 - 1. Event in Early November
 - 2. Multi Service Center provides bins.
- i. Volunteer Appreciation Event
 - i. 11/28/2018
 - ii. Josh to contact Twin Lakes CC
 - 1. Ask about food policy
 - 2. Book both rooms
 - iii. “Of the Year” awards survey to go out to families and coaches

7. Open Agenda Item(s)

- a. Coaches contract
 - i. Ongoing
- b. DA Application
 - i. Need to form a committee - Financials, fields and club history etc
 - ii. Potential teams to review:
 - 1. 06 Boys & Girls
 - 2. 07 Boys
 - 3. 09 Boys
- c. Thanksgiving Morning Turkey Shoot

8. Calendar – 90 Day Look

- a. 9/28/2018 – Blast off meeting
- b. TBD – Food Drive
- c. 10/1/2018 – Board Meeting
- d. 10/3/2018 – Coaches Meeting (Premier and Select)
- e. 11/7/2018 – Coaches Meeting (Premier and Select)

f. 11/22/2018 – Thanksgiving Morning

g. 11/28/2018 – Managers appreciation event

9. Good of the Game

10. Adjournment 8:55pm



Date: Monday, October 1st 2018
Time: 7:00 PM to 9:00 PM
Location/Address: EX3 Ron Sandwith Teen center /31453 28th Ave S, Federal Way
Leader Name: FWFC President – Joshua Cheatham
Meeting Purpose: Monthly Meeting

Agenda

1. **Call to order**
 - a. 7:12pm
2. **Attendance:**

Name	Position
Abigail Armstead	Secretary
Tamara Fossett	Uniform Coordinator
Joshua Cheatham	President
Tom George	VP of Competition
AJ Otto	Club Admin
Marvin Williams	2 nd VP of Administration
Theresa Cummins	Webmaster
Scott Murphy	Competitive Girls Coordinator
Sarah Scott	Vice President
Shawn Francis	Girls Coordinator
Chris Adams	Boys Coordinator

3. **Review Agenda and Report Outs**
4. **Approve Previous Meeting Minutes**
 - a. Approved
 - i. Sarah First
 - ii. Tammy second
5. **Report Outs/Updates**
 - a. Financials
 - b. Blast off
 - i. Committee met last week
 - ii. Discussion about appointing a tournament director for next year to help with coordination and organization of roles.
 - c. First Aid Training
 - i. AJ to reach out to coaches to get copies of cards
 - d. Player Discipline Update
6. **Business**
 - a. BOD Roles and Responsibilities
 - i. Sarah VP - Finance committee and budget oversight
 - ii. Marvin - Discipline, conduct
 - iii. Tom VP of Competition - Working with Coaches, Directors and team Coordinators
 - b. Player Accounts
 - i. Discussion surrounding late payments and “yellow card” policy.
 1. Initial communication gives approximately a 30 day warning to bring account current

2. If no payment is received, player will receive a “yellow card” suspension for 15 days or until the account is current
 3. If account is still not current after 15 days the player will receive a red card and will be removed from the roster.
 4. AJ (Club Admin) Communicates with Coaches and Managers to help get the message out to families
 5. **Action Item:** Board to follow up with Fawzi to make sure there is consistent communication from all level of leadership in the club. Website will also be updated with contact information for payment questions or concerns.
- c. Team Travel Policy
 - i. Board to review and make comments by 11/2
 - ii. Theresa to format
 - d. Weekend Filed Set Up
 - i. Celebration is done until spring for games and practice
 - ii. FWFC, Doxon and Valley Harvest banners to be put up Friday evenings
 - e. Recreational Player Recruitment
 - i. Discussion on how to engage coaches
 - ii. **Action Item:** Communicate at the end of the Fall season and again during the Spring season to educate coaches on signing up for Rec (post Premier tryouts).
 - iii. **Action Item:** To connect with U11 Coaches due to it being the final season for MOD
 1. This should include communication surrounding the transition along with a presence at post season parties if possible.
 - iv. Boys and Girls Club could also be a funnel for players. Their program ends at U12 or U13
 1. Marvin has been in discussion with Mark Hendricks and will continue those conversations
 - f. Board Recruitment for 2019
 - i. Open positions to be promoted at the appreciation event in December and again prior to the AGM in March.
 - ii. Effective dates for positions will be discussed at the next BOD meeting
 - g. Operating Agreement with MOD
 - i. Josh working with Chris on this action item
 - h. Food Drive Set Date and Champion
 - i. Suggestion to reach out to Valley Harvest to run the Food Drive from their parking lot.
 - ii. **Action Item:** AJ to reach out to Valley Harvest to schedule. We will try to reserve one of the first weekends in November.
 - i. Volunteer Appreciation
 - i. Possible locations have been contacted:
 1. Twin Lakes CC
 2. Federal Way Performing Arts Center

7. Open Agenda Item(s)

- a. Website
 - i. Not all communication is being updated on the website. Moving forward we will make sure all communication is shared
- b. Coaches Meeting
 - i. BOD Member to be present at each meeting to discuss Admin Responsibilities (player cards, payments, google doc for red/yellow cards etc)
- c. Communication to Managers/Coaches about Payments & Cards
 - i. Josh to send a message
 - ii. AJ to send associated policies as a reminder

8. Calendar – 90 Day Look

- a. TBD – Food Drive (details above)
- b. 10/3/2018 – Coaches Meeting (Premier and Select)

- c. 11/5/2018 – Board Meeting
- d. 11/7/2018 – Coaches Meeting (Premier and Select)
- e. 11/22/2018 – Thanksgiving Morning
- f. 11/28/2018 – Managers appreciation event

9. Good of the Game

10. Adjournment 8:43pm



Meeting Information

Date: Wednesday, March 28, 2018
Time: 7:00 PM to 8:30 PM PT
Location: EX3 Ron Sandwith Teen center - 31453 28th Ave S, Federal Way
Leader Name: FWFC President – Joshua Cheatham
Meeting Purpose: Annual General Meeting

Agenda

- **Call to order** 7:04 PM
- **Credentials**
 - 32 members present
 - 21 personnel in attendance
 - 11 BOD members
- **2017 AGM minutes**
 - Passed
 - Joshua motioned to accept the minutes as posted
 - Novella 2nd the motion
- **Officer's Report**
 - President – Joshua Cheatham
 - Vice President – Absent
 - Secretary – Abigail Armstead
 - Treasurer – AJ Otto
 - VP of Competition – Tom George
 - 2nd VP of Administration – Absent
- **Director's Reports**
 - Director of Coaching
 - Fawzi Belal
 - Director of Competition
 - N/A
 - Boy's Registrar
 - Novella Fraser
 - Girls Registrar
 - Novella Fraser
 - Competitive Boys Coordinator
 - N/A
 - Boy's Coordinator
 - Kevin Wilburn
 - Girls Coordinator
 - Shawn Francis
 - Girls Coordinator
 - Shawn Francis
 - Equipment Coordinator
 - N/A
 - Fields Coordinator
 - Tina Alexander
 - Tournament Coordinator
 - N/A
 - Uniform Coordinator
 - Tammy Fossett
 - Webmaster
 - Theresa Cummins
- **Unfinished Business, Proposed Bylaw Changes:**
 - None





- **New Business**
- **2017/18 Budget Presentation**
 - Discussion about club administrator position and the addition of the salary to the budget. No objections.
- **Election Of Officers** – All passed as listed below:
 - 1st Vice President – Sarah Scott
 - Vice President of Administration – Marvin Williams
 - Treasurer – No Nominations
 - Girls Registrar – Novella Fraser
 - Competitive Girls Coordinator – Scott Murphy
 - Boys Coordinator – Chris Adams
 - Webmaster – Theresa Cummins
- **Adjournment 8:11PM**

