



## MODESTO YOUTH SOCCER ASSOCIATION

### Board of Directors Meeting Agenda

**Date & Time:** 10/04/2017 - 7:00 p.m. – 9:35 p.m.

**Location:** MYSA-Ajax Office – Conference Room

**Note Taker:** Voice recorder - Shanon Gallant

**Attendees:** Randy Rose, John Bava, Tim Weber, Barbara Almanza, Enrique Melgoza, Brad Sams, Jey Strangfeld, Fiona Younan, Tara Rhyner

**Facilitator:** John Bava

**Time Keeper:**

**Absent:** David Hula, Marika Morrison, John Rake

**Guests:** Carlos Zavala, Janet Pucci, Ken Strangfeld

7:00pm- 7:05pm	Approval of Minutes	BOD	MISSION STATEMENT:
7:05pm- 7:10pm	Follow up items from September	Pre-read	
7:10pm- 7:25pm	MYSA-Ajax Report (MYSA, Ajax, Adult, Staff, Operations)	Dennis O. Carlos Z.	VISION:
7:25pm- 7:45pm	Modesto Soccer Foundation	Barbara	
7:45pm- 8:10pm	Finance Committee	Jey S., Ken S.	GUIDING PRINCIPLES:



**MODESTO YOUTH SOCCER ASSOCIATION**  
Board of Directors Meeting Agenda

<b>FOLLOW UP ITEMS FOR NOVEMBER 1</b>	<b>OWNER</b>	<b>DATE</b>	<b>REQUESTED BY</b>
5 BOD positions open	Shanon		
AGM awards for CODY's	Carlos	10/9	BOD
Pinder to print the ballots	Dennis	10/9	BOD
Staff members to be present at the AGM	Dennis	10/9	BOD
CODY voting process - in person and online 14th and 21st	Carlos		BOD
First Aid trained person on MYSA playdate Policy at 100+ degree weather - ED makes forecast decision 3 days prior to event	Carlos/Dennis	During 100+ degree weather	BOD
Permission for pumpkins and hay at MGCP for tournament	Dennis	10/5	BOD
Secure storage facility needed	Carlos/Dennis/ Randy/ Fiona	10/7	BOD



## MODESTO YOUTH SOCCER ASSOCIATION

### Board of Directors Meeting Agenda

#### Minutes:

#### September 2017 Follow Up Items

Communication of the AGM to membership	Carlos	10/3	BOD
MYSA sponsorship policy/guidelines	Carlos	9/29	BOD
Email to coaches about injured players responsibility	Carlos/Dennis	9/29	BOD
First Aid trained person on MYSA playdate	Carlos/Dennis	During 100+ degree weather	BOD
Barbara - store	Barbara	Email	Carlos

#### Executive Director Report:

##### 1) MYSA

- a) Saturday staff sets up fields at Enochs from 7a.m.-1p.m. Last game kicks off at 7:30 p.m.
- b) Mini-season and FNL flyers will be handed out the next couple of Saturdays by the Saturday staff
- c) Uniforms and sweatshirts - currently working on design and logos
- d) We have had some complaints about Shoob
- e) Communication about playing time
- f) Tournament schedules are coming out two weeks before the tournament
- g) Trophies and medals have been ordered
- h) Foot skills & shooting classes communication for 2018 will be sent out late November

##### 2) Ajax

- a) Coaches meetings - August and September (video). October (Shawn Blakeman), November (coaches), January (Andrew Zimmer)
- b) Communication about the DA
- c) Ajax training for December-January

##### 3) Adult

- a) Men's open teams - 9 teams
- b) Coed - 16 teams
- c) Both programs have a waiting list
- d) Communication from Tom has been good

##### 4) Staff

- a) MYSA-Ajax dress code T-F - Starts November 1
- b) Getting caught up and communicating deadlines earlier than in the past
  - i) Registration for MYSA spring season of 2018 opens first week of November



## MODESTO YOUTH SOCCER ASSOCIATION

### Board of Directors Meeting Agenda

- c) Automated assistant (phone system) should be set up by last week of October
  - d) Staff survey
    - i) Rarely effectively explains “why” changes occur.
    - ii) Rarely uses appropriate methods to reduce tension or conflict between others.
    - iii) Rarely remains calm under pressure.
    - iv) Rarely starts action to improve existing conditions and processes.
    - v) Rarely helps solve problems with a sense of urgency.
    - vi) Rarely understands the skills for my job.
    - vii) Rarely is able to make good timely decisions.
    - viii) Rarely tries different and new ways to deal with work problems.
  - e) Staff will work on producing our own survey
  - f) Next meeting: Monday, October 16, at 12pm
  - g) Inventory - Shanon and Michelle started an inventory spreadsheet
- 5) Operations:
- a) Storage for goal posts needs to be identified

Minutes from Shanon Gallant:

Call To Order: 7:09 pm

Approval of Minutes: Review of minutes. Approved.

#### 1. Follow Up Items from September meeting

A. AGM: Scheduled for October 23, 2017 at Roosevelt Junior High School. Notices sent have been sent out to members. Carlos reported that there were no applicants. Total of five positions to be filled. Awards for Coach, Referee, and Member of the year. John Bava has requested that staff get certificates and awards ready. Staff will coordinate voting members the evening of the AGM. Ballots will be done by emails. Randy is asking about ballots at the complex on the weekend and weekdays for Ajax. Carlos is asking for help to monitor the ballot box. John Bava is asking for three volunteers to help with this project. John Bava will take care of the later evenings on the weekends. Randy will take care of the weeknights.

B. MYSAA Soccer Store: Barbara was delivered five bins. She does not know where any other merchandise is located, at this time. She has reported that she sent a list of items needed.

C. First Aid Training: Carlos stated that a page was posted on the website for first aid and sent to the coaches. He reported 3-4 documents were posted online for



## MODESTO YOUTH SOCCER ASSOCIATION

### Board of Directors Meeting Agenda

recreational families. Randy is asking about coordinating a policy for additional support on days that the temp exceeds 100 degrees. Randy spoke to a trainer that does DA games and the tournament who does provide this service to their recreational league with positive feedback.

Randy has motioned when the temperature reaches 100 degrees or above, MYSA will provide a Medical Trainer onsite to be available to our membership. The Executive Director will determine when the temperature will to have trainer available at least 2-3 days prior to the weekend. Tim Weber seconds. Approved for a minimum of 5 hours, but no more than 10 hours per day.

2. MYSA-Ajax; Carlos stated that he would be sending out a pre-read to the BOD of the staff

meetings to keep them informed.

A. MYSA running smoothly. Staff will be sending out reminders for programs earlier. Foot Skills was not communicated until last minute. John Bava discussed the rec tournament and honoring first responders or having hay and pumpkins for Halloween weekend. Randy stated that Dennis will follow up with the City to see if they will allow us to have the hay and pumpkins there for the boy's tournament and charge us. Carlos stated that Dennis wanted to have a Memorial Cup to the tournament. Jey suggested building on the tradition of the holiday theme with a professional photographer taking photos with proceeds going towards the foundation for scholarships. Bava discussed that a building that we currently use for storage is being sold. Our equipment will need to be moved. He discussed looking for a facility to store the larger goals. Randy and Dennis are currently moving equipment that can be moved to our other storage container.

B. Ajax; Coaches meetings took place in September and October meeting has been set. Sean Blakeman will be attending the October. November meeting will be just with the coaches. In January, Andrew Zimmer will attend. Carlos stated that communication has been sent to the members about the DA program. He reported that the application will be submitted within the next two weeks. Carlos discussed the last coaches meeting that took place at the fields. Ajax coaches ran a session with AJ's team and filmed by Dennis.

3. MSF;

A. Monthly meeting took place prior to BOD meeting. Barbara stated that the Foundation has been active with scholarships over the past year.



## MODESTO YOUTH SOCCER ASSOCIATION

### Board of Directors Meeting Agenda

B. Jey stated that it was asked if the Executive BOD was to oversee the financials. Their answer is that it is separate with a separate tax ID. Barbara stated that MYSA helps get participates or designate who is on the MSF BOD. She stated that it is important to convey this information during the October AGM meeting to make sure that the foundation is viable.

C. The Foundation was a DBA, beginning as Modesto Soccer Foundation, not incorporated, using the tax ID number as Modesto Youth Soccer Association. It was decided to incorporate with a separate tax ID number, separate board, separate insurance, and bank account, etc. The BOD is required to have seven members and currently has five. At last month's meeting, Stanislaus Community Foundation was brought to the table. Barbara met with a gentleman who just started with that foundation. If MSF became Modesto Youth Soccer Fund, it would not be a foundation any longer but a fund underneath their foundation which is MYSA Board ran with a committee. There would be no need for bylaws, just policy and procedure. They do not fundraise unless an organization would want to pay for those services. There is a fee to change over to Stanislaus Community Foundation.

#### 4. Finance Report:

A. Controller: Ken passed out some notes to the BOD to refer to. He discussed brining in a financial person (no need for fulltime). Benefits: releases the BOD members from doing financial day to day operation supervision. Needs someone who is available to answer questions and communicate with the BOD. He suggests hiring a Controller who would supervise the bookkeepers position and be responsible for all financials and answers BOD questions and members, help resolve past to accounts, and help with the foundation. He/she could deal with any federal, state, or local auditors who come in. It could also establish internal controls. Randy asked what Ken's thoughts are organization. Ken reported that Janet is being successful with the projects that he is requesting. He states that some of this responsibility would fall on the controller instead of Janet which would free her up. Jey commented that the P&L statement that Janet has been great in getting it to the BOD, but she has found that it's not about just having an P&L, but it there are questions such as how could it be done differently. Is a certain program is making money or losing money? This brings up the issue of financial goals. How can we have a three to five-year plan? Jey states that she does not have the expertise to follow through with that vision. She does not have the capability of putting together an extensive budget. She does not have the capability of putting together financial goals. Jey states that it is important that we can report our monthly P&L's, but



## MODESTO YOUTH SOCCER ASSOCIATION

### Board of Directors Meeting Agenda

also move beyond that and the organization lacks that expertise. Randy states that this person would have to work in the office because the learning curve is very high for learning the programs of MYSA-Ajax and how the cost is incurred and money received, due to peaks and valleys. John Bava discusses the gray areas with expenses and differentiation.

Barbara makes a motion to set up a short committee to decide the pro's and cons of a controller and report it at the next meeting to decide if a controller is hired. John Bava states that there does not need to make a motion to set up a committee, but to make a motion to hire a controller and then amend it to entertain who we would hire and or how long. Barbara states that it needs to be a committee to review a controller with a few BOD members who have the financial backgrounds and make a recommendation. Jey states that there isn't anyone on the BOD that has that expertise and that is why there is a recommendation from Ken to hire a controller. Ken states that when a controller is hired, it could be a person who could be dismissed at any time. Barbara stated that Jey gave a great example of someone who stayed longer with the organization than he should have been due to it being very difficult for the BOD to let a person go and it would be good for the organization to retain a controller. Ken states that it could be added as a temporary position and could become permanent. John Bava asked Barbara to clarify if she wanted to have a committee to verify if whether it is needed or not needed. She states that it was just introduced to the BOD and make sure that the BOD does not make a rash decision and say yes or no to a controller. Jey states that she does not believe that there is a need for a committee because there is not anymore information that a committee is going to be able to come up with. If the issue is that the BOD wants time to digest it and then vote. John Bava recommends that we need a controller. Janet asked of the BOD takes into consideration if it is feasible with the MYSA-Ajax budget. Jey states that right now, if the projected annual revenue for this year is, we are not going to make \$40,000 to cover the cost of a controller, but there is several hundred thousand dollars sitting in an account that are just sitting there and it could be used. She stated that MYSA-Ajax was in this position when Carlos Zavala was hired and his salary was well above what we could afford and he was hired. The point being, once he was brought in, part of the process that is gone through, in order to raise the revenue of the organization, MYSA-Ajax had to bring in somebody who had the expertise to lead the organization which meant that money had to be put out upfront to pay for it. This was a big financial pit that is now being built on because MYSA-ajax now has someone who can do that. If MYSA-Ajax does not invest this money into a controller, then the BOD needs to be satisfied with this being the best that we are going



## MODESTO YOUTH SOCCER ASSOCIATION

### Board of Directors Meeting Agenda

to accomplish financially. We are not going to be able to have a five-year financial vision, but only a five year club vision. John Bava states that a decision will be made at the next EBOD and make a recommendation to bring to the full BOD in the November meeting for vote. Ken asked Carlos if he felt that there needed to be a controller. Carlos states that he would like to hear what the EBOD or Finance Committee give reasons why a controller would be needed and a specific job description of a controller. John Bava stated that the EBOD will write up a procedure of what a controller will benefit MYSAA-Ajax and their duties. The Finance committee can also set up some. There will be a vote at the November BOD meeting.

B. Audit: Ken recommends that there is no audit needed. An audit would cost between \$30-\$60,000 and would only give a qualified opinion. You can get the information needed for future investors with a review which is basically four steps of financial information. Ken has provided this with the least expensive one which is Preparation (gather of information, limited with no footnotes). There is also compilation, review, and audit. The review, compilation, and preparation have flexibility which can be done by a qualified CPA. An audit will only due a current year, not a past year. A review, compilation, and preparation will do past years. John Bava is making recommendation for the EBOD to come out with pro's and cons about the decision of either an Audit, review, compilation, and preparation and bring to the BOD at the November meeting.

Meeting Adjourned 9:35 p.m.