

Kiel Soccer Club – Executive Meeting
Thursday, January 6, 2011
Riverview Family Restaurant

In attendance were: Rodnie Pamperin, President; Jennifer Bink, Vice President; Joe Molitor, Treasurer; Donna Kienbaum, Secretary; and Mary-Beth Molitor, Registrar (a quorum was established). Rodnie called the meeting to discuss the current state of the Kiel Soccer Club and to begin to strategize for the sustainment of the organization.

Order of Business

1. Discuss the KSC by-laws and officer's roles: The KSC bylaws have not been revised since 1997 and will need to be updated to reflect the current policies and changing roles of members of the KSC. The deadline for updated by-laws will be the March annual meeting.
2. Accounting principles/procedures and Treasurer's records transfer: Joe Molitor will meet with Joe Botana next week to begin the transfer of KSC treasurer records and duties.
3. 2011 budget preparation: After the 2010 KSC treasurer records are received, a 2011 budget will need to be adopted. The 2011 budget deadline will be the end of February.
4. Club's records assembly and audit: Rodnie was given two folders of KSC records from Bob Radder. These records will be placed in the possession of the secretary and, ultimately, placed in a safety deposit box. Rodnie will meet on Friday with Ron Langenfeld, CPA, to discuss the current tax filing forms.
5. Effective meetings, meeting schedule, and agenda: Rodnie discussed the importance of preparation guidelines for monthly meetings. Donna will receive agenda items from the club officers and an e-mail will be generated to all coaches, assistant coaches, and managers asking for proposed agenda items. Donna will then e-mail an updated agenda to all KSC officers one week prior to the monthly meeting.
6. Updating officer and agent contact information: Donna will inform East Central Soccer District of the new club officers, and Joe will update the KSC website. Bank First National signature cards and Depository Resolution forms will need to be signed in the next couple weeks.
7. Raffle license: The club is still awaiting the 2011 raffle license renewal form.
8. Brat fry/raffle update: Jennifer Bink and Shelley Pamperin will be co-chairing this event and an update will be given at the next soccer club meeting.
9. Kiel Soccer International: This organization is not affiliated with the KSC – no further discussion was necessary.

The next KSC meeting will be held at 6:30 pm on Monday, January 17th in the Kiel High School cafeteria.

Kiel Soccer Club – Executive Meeting
Thursday, January 27, 2011
Riverview Family Restaurant

In attendance were: Rodnie Pamperin, President; Jennifer Bink, Vice President; Joe Molitor, Treasurer; Donna Kienbaum, Secretary; Mary-Beth Molitor, Registrar; and Bob Radder (a quorum was established). Rodnie began by thanking everyone for their dedication and hard work the past couple weeks.

Order of Business

1. 2010 Financial Information: Joe mentioned the Depreciation Schedule and P/L are missing. The 501 status was discussed, and the 2006-99 Form/1023 filing is May 15, 2012.
2. Brat fry/raffle update: The volunteer schedule is full – only a few people had to be called to fill open slots. The raffle license and food stand permit will be posted at the brat fry. Brat fry flyers have been put up at area businesses and e-mailed to all soccer parents. Joe Molitor will get \$200 start-up cash for the pick-a-prize raffle and food money box. Donna and Mary-Beth will handle the bake sale and have a sign posted “home-made” baked goods.
3. The Green Bay Packers donated a 2010 autographed team football. It was decided to make this a “silent auction” item at the brat fry -- auction ends at 3 p.m.
4. Motion made by Jennifer Bink to place an ad in the Tempo and Tri-County News for the upcoming brat fry for one week at a cost of \$48.88; seconded by Mary-Beth Molitor.
5. Big Prize Raffle: Jennifer will check with local businesses to see if they need additional tickets. We need to think of ways to sell more Big Prize raffle tickets.
6. Bank authorizations/PO box: Rodnie will be stopping at Bank First National to sign the signature card and Depository Resolution. Joe Botana gave Joe Molitor only one key for the Post Office box. Donna will check with Connie Walsdorf to see if she still has a key.
7. Purchasing authorizations: Joe explained the proposed matrix regarding the new purchasing procedures. Three bids will be required on all “big” ticket purchases. The possibility of a credit card for the KSC was discussed for small purchases at local businesses only. All items purchased must have a receipt. If there is no receipt, there will be no reimbursement. A revised purchasing policy will be established by February 28, 2011.
8. Motion made by Joe Molitor that all invoices must be signed and all payments will be made by a receipt only; seconded by Rodnie Pamperin.
9. Budgeting update: Joe explained the balance sheet, income/expense statements and other financials and how they all tie in together, and the importance to the future of the KSC. Rodnie mentioned that starting in 2012, the KSC’s goal will be to start an endowment fund for future enhancements at the complex (lights, parking lot expansion, paving, etc.). The 2011 budget will be set by February 28, 2011.
10. Communication to parents: Rodnie asked for recommendations on how to move forward – these are items for future discussion: Where does the money go? How does it work? How do we get the behavior expectations to the parents before the soccer season begins (parents and coaches meeting, etc.)? Where is the club now? Where do we want to go?
11. Procedures/policies and rules/regulations: The KSC constitution should be a high-level document. The club’s by-laws will need to be revised to conform to the current needs of the club. The deadline for updating these documents will be prior to the March meeting.
12. Joe Molitor mentioned that the Kiel Fire Dept has a small, used popcorn popper that the KSC could have; accepted by the club. A thank you will be sent to Todd Olig – Kiel Fire Dept.
13. Items tabled were: registration costs, kindergarten soccer program, and fall soccer.

The next soccer club meeting will be held at 6:30 pm on February 21 at the Kiel High School cafeteria.