

DRAFT -- Kiel Soccer Club – Executive Meeting
Monday, July 18, 2011
Riverview Family Restaurant

In attendance were: Rodnie Pamperin, President; Jennifer Bink, Vice President; Donna Kienbaum, Secretary; and Mary-Beth Molitor, Registrar (a quorum was established).

Rodnie began the meeting by reminding everyone that each officer has specific duties associated with their position, and we should not be crossing over into others job duties.

Order of Business

1. Rodnie and Joe met last week and reviewed the club's budget. Financially, the club is now in the "black", however, there are several unknown expenses coming up this fall in regarding to repairing several goal boxes and some bare spots on Meyer Field.
2. Why are we doing fall soccer? -- what is the benefit? -- does it improve player's skills? -- is the change in formation difficult for players to adjust to? -- is this the direction the club wants to go? This discussion will be tabled for a future Executive meeting. Mary-Beth will be meeting with Fred at the YMCA on Wednesday to set up the teams for fall. There were not enough players for a U12 boy's team, so a couple players will be moved up and some players will play with Elkhart Lake, as they are in need of players.
3. Rodnie discussed the "proposed" KSC organizational structure and asked for everyone's input and ideas on how we can expand the board. Additional board members are needed to spread job duties to more people and to take pressure off board members who are burdened with multiple responsibilities.
4. Rodnie discussed adopting a purchasing policy -- all quotes must be in writing/documented. Quotes can be taken over the phone, but follow-up documentation must then be submitted. Invoices must be itemized, along with showing discounts, terms, shipping, etc.
5. Rodnie prepared a draft of a financial assistance form for the 2012 soccer season. Grants will be prioritized by select members of the board. Rodnie asked that we review this form and make additions/changes for review at the next Executive meeting.
6. What is our revenue and what are our operating costs per player? We need to breakdown kindergarten versus U8/U10 versus traveling players. On-line registration may be implemented next year. Also, we need to re-review the "opt out" option for fundraisers.
7. Program development for coaches and certification is a must. A coaching manual for all coaches will be compiled. Conducting a coaching class with a certified psychologist, certified physical therapist, and other professionals giving presentations was discussed.
8. Rodnie proposed alternating KSC meetings -- the "odd" month will be Executive meetings and "even" months will be regular club membership meeting. Motion made by Donna to accept the proposed meeting schedule change; seconded by Jennifer.
9. Jennifer has been in contact with Picture America regarding the missing pictures. If no response is received from Picture America by this weekend, Rodnie will be contacting them. We may need to give a partial restitution to the people missing pictures, along with sending them a letter of apology from the club.
10. Jennifer is putting together a list of job duties for the concession stand (possible future appointed positions). Rodnie would like to recognize volunteers -- send them a "thank you". Rodnie will meet with Dawn Muehlbauer and work with her directly to track clothing sales, etc.

11. To be tabled for the next Executive meeting is the EOY projections. Rodnie will get a financial audit scheduled by September.
12. Donna will get Joe the KSC's Bylaws and Constitution to be posted on the website.
13. Jennifer will contact Jeff Klotz to start the repair process on the soccer fields to be started after next week's soccer camp.
14. The Kiel Car Club made a proposal to the KSC in regard to operating the concession stand at their car show in August. Rodnie will get back to them asking to revise their proposal, so that the club will get a minimum of \$500. This fundraiser could possibly replace the brat fry in February. Motion made by Rodnie to accept the Kiel Car Club's revised proposal; seconded by Donna. Donna will be in charge of organizing the volunteers for this fundraiser.
15. To be tabled for the next Executive meeting is the purchasing of goalie gloves and shirts.
16. To be tabled for the next Executive meeting is the increase in referee fees – do we need to increase traveling player registration fees (especially for U17/U18)?
17. The next soccer meeting will be held on Monday, August 15 in the Kiel HS cafeteria.