



# FFC Board Meeting Notes

## Meeting Minutes LOG

**April 3, 2017**

**Present:** Grover, Adam, Walt, Steve, Greg, Troy, and Luis

**Not Present:** Mike

**Guests Present:** FFC Membership

**Meeting Start Time:** 6:30 PM

### Discussion Topics

#### **1. FFC Annual General Meeting (AGM)**

- a. The FFC BOD President/Executive Director hosted the AGM with FFC Membership at the Courtyard by Marriott Hotel in Fredericksburg, VA. The BOD President/ED discussed current year league results, current programming, FFC Park Status and Future projects with the FFC membership. Additionally, the venue provided a forum to have a Q&A session with the FFC membership. AGM was well attended by FFC Staff, BOD, coaches and players/families.

#### **2. 2017-2018 Season Budget**

- a. **Discussion:** The FFC discussed the DRAFT 2017-2018 Annual Budget. The BOD President will review one more time to validate all proposed income/expenses by BOD members and Financial Director in working meeting held on March 26, 2017. Upon review and final input, the BOD will take a vote on the Annual Budget in a future date.

#### **3. 2017 Elections**

- a. The FFC BOD Election Committee conducted the 2017-2018 Elections with team coaches and BOD per the FFC's bylaws.
- b. There was an election held for the Vice President and one Girls Team Representative. The candidates were as follows:
  - a. Vice President- Steve Plato, running for reelection.
  - b. Girls Team Representative- Michelle Hammond and Phil Elrod
- c. Elections results and 2017-2018 FFC BOD will be as follows:
  - a. President- Grover Gibson (2018 Elections)
  - b. Vice President- Steve Plato (2020 Elections)

- c. Secretary- Luis ColonCastro (2019 Elections)
- d. Boys Team Representative- Troy Pugh (2018 Elections)
- e. Boys Team Representative- Greg Sheer (2018 Elections)
- f. Girls Team Representative- Walt Duke (2018 Elections)
- g. Girls Team Representative- Michelle Hammond (2020 Elections)

**d. Outgoing FFC BOD Members**

- a. Member At Large- Adam Spinelli
- b. Girls Team Representative Mike Schenkle

The Meeting adjourned at 8:45pm.

**Board Minutes Approval:** April 8, 2017

# FFC Board Meeting Notes

## Meeting Minutes LOG

**September 14, 2017**

**Present:** Grover, Walt, Steve, Michelle, and Luis

**Not Present:** N/A

**Guests Present:** None

**Meeting Start Time:** 7:00 PM

### Discussion Topics

#### **4. FFC BOD December Meeting**

- a. The FFC BOD discussed the final draft of the FFC BOD December Meeting Minutes.

VOTE: Steve motioned and Walt seconded to approve minutes and release them for distribution.
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All present voted YES
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#### **5. State of FFC Club Programming**

- a. **Update:** The FFC BOD President provided the BOD with an update on the current state of all club programming, including Travel, Recreation, and Futsal. The BOD members asked questions regarding membership, budget, and coaching. There are new programs being explored for Futsal this upcoming season. The BOD will have a subsequent meeting in October to review and approve budget structure and fees associated with Futsal for the upcoming season. The venue change from the Fredericksburg Fieldhouse to the Fredericksburg Christian Schools (FCS) gym is great for the club in that it will open more training time for the club during the winter months with an expense reduction.

#### **6. Tournaments**

- a. **Update:** The FFC BOD President provided the BOD with an update on upcoming tournaments to be held at FFC Park. With all the new arrangements in place with other clubs, FFC is looking to host a Saint Patrick's Day tournament, in partnership with Richmond Strikers, and a Labor Day tournament, in partnership with VYSA. Planning is ongoing and BOD President should have more concrete details in the upcoming BOD meeting.

## **7. Contracts and Arrangements**

- a. Update:** The FFC BOD President provided the BOD with an update on the current state of all club contracts and arrangements. BOD discussed the following existing contracts and arrangements: Elite, SMC, Richmond Strikers, USYSA, VYSA Turf Rental, and FCS.

## **8. Sponsorship and Fundraising**

- a. Update:** The FFC BOD President provided the BOD with an update on the current state of all club sponsorships and fundraising activities by the fundraising committee. The Mary Washington Healthcare sponsorship is for two years. FFC is looking to obtain field naming sponsorships from local businesses. Additionally, BOD members are looking into several sponsorship options. The fundraising committee is very active obtaining and securing grants (FXBG EDA, Target, and VDT) for the club and is currently sourcing volunteers for several subcommittees. BOD President showed some of the projects currently envisioned, including a set of flag poles for the park, along with a speaker system to support game day activities.

## **9. FFC Permanent Staff**

- a. Update:** The FFC BOD President provided the BOD with an update on the current slate of permanent staff at the club. BOD discussed salaries, visa updates, and timelines associated with departures based on the H2B requirements.

## **10. BOD Opening and 2018 Elections**

### **e. Discussion:**

The BOD held a discussion on the existing two BOD vacancies and brainstormed ideas on how to target new BOD members between now and the next elections, scheduled for January 2018.

## **11. Disciplinary Matters**

- a. Discussion:** The FFC BOD President opened discussions on FFC disciplinary issues across all programs. The BOD had an opportunity to review and discuss these matters and provided feedback on resolution.

## **12. Policies and Bylaws Review**

- a. Discussion:** The FFC BOD President opened discussions on FFC policies and Bylaws review. BOD took a look at several potential changes and/or sections needed refinement or updates. BOD Vice President will lead the update of the policies and bylaws and will distribute draft changes for review and edits from other BOD members. Once all potential changes are reviewed, the BOD will hold a vote on the recommended changes.

The Meeting adjourned at 10:28pm.

**Board Minutes Approval:** November 30, 2017

# FFC Board Meeting Notes

## Meeting Minutes LOG

**November 30, 2017**

**Present:** Grover, Walt, Steve, Michelle, and Luis

**Not Present:** N/A

**Guests Present:** None

**Meeting Start Time:** 8:00 PM

### Discussion Topics

#### **13. FFC BOD December Meeting**

- a. The FFC BOD discussed the final draft of the FFC BOD September Meeting Minutes.

VOTE: Michele motioned and Steve seconded to approve minutes and release them for distribution.
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All present voted YES
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#### **14. State of FFC Club Programming**

- a. **Update:** The FFC BOD President provided the BOD with an update on the current state of all club programming, including Travel, Recreation, and Futsal. The BOD members asked questions regarding membership, budget, and coaching.

#### **15. FFC Permanent Staff**

- a. **Update:** The FFC BOD President provided the BOD with an update on the current slate of permanent staff and new hires at the club. BOD discussed salaries, visa updates, and timelines associated with departures based on the H2B requirements.

#### **16. BOD Opening and 2018 Elections**

##### **f. Discussion:**

The BOD held a discussion on the existing two BOD vacancies and the upcoming vacancy (Walt Duke). The Vice President shared the draft action plan and the BOD agreed to commence the sourcing of candidates, distribution of all communications to all FFC members to get candidates for Election Committee review. The committee will be formed with the Vice President as chair, Secretary and one At-Large member. The next elections are scheduled for some time in early 2018.

#### **17. Financial Review**

- b. Discussion:** The FFC BOD President opened discussions on FFC current budget, existing commitments, and challenges ahead. The review included a thorough look at the income statement, budget documents, and existent debt. The BOD will have some subsequent meetings in the near future to further analyze existing status and formulate an action plan that address the existing and potential financial challenges for the club.

The Meeting adjourned at 10:45pm.

**Board Minutes Approval:** December 16, 2017

# FFC Board Meeting Notes

## Meeting Minutes LOG

**December 16, 2017**

**Present:** Grover, Walt, Steve, Michelle, and Luis

**Not Present:** N/A

**Guests Present:** None

**Meeting Start Time:** 10:00 AM

### Discussion Topics

#### **1. Financial Review**

**a. Update:** The FFC BOD continued a detailed financial review to include a Union Bank Loan Modification request and the remaining 2017-2018 budget. The field debt service that was developed, negotiated and approved by the previous board members back in 2013 has become problematic within the current budget. FFC BOD remains committed to honor all existing commitments within its financial posture. The FFC BOD will continue dialogue with all interested parties, including the Spotsylvania County Board of Supervisors, to garner support for a long-term financial solution for FFC Park.

#### **2. Union Bank Loan Modification**

a. The FFC BOD reviewed the proposed loan modification from Union Bank as follows: Modify existing note to only pay interest during the November 3rd - April 3rd period. FFC will complete the remaining Interest payment for October & November Interest only payment before 12/31/17. December payment will be made in January and monthly thereafter. Loan Note will resume under its current agreement in May 2018.

VOTE: Michele motioned and Luis seconded to approve Union Bank Loan Modification.
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All present voted YES
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#### **3. ISS Loans**

a. **Update:** The FFC BOD reviewed the existing ISS field debt service loans and determined the best course of action was to request a no payment status until the beginning of the 2018-2019 season. FFC is paid in full through November 2017. This modification, along



with the Union Note arrangement, will allow the club to make outstanding debt payment towards FFC Park and continue further discussions regarding the long term investment of FFC Park. The FFC BOD will request a meeting with ISS, after 2018-2019 tryouts and budget formulation, to discuss potential loan modifications, in May 2018.

VOTE: Michele motioned and Luis seconded to approve communications of no payment status for the ISS Loans.

All present voted YES

The Meeting adjourned at 1:45pm.

**Board Minutes Approval:** December, 20, 2017