

**Lake Jackson Soccer Club**  
**July 2016 Board Meeting Agenda**  
**Date: July 21st, 2016, Time: 7:30 P.M., Location: Jasmine Hall**

*Meeting was called to order at 7:00 PM by Matt.*

*Board member attendance: John Bailes, Alejandra Chi, Omar Chi, Miranda Corn, Ashley Dotson, Dustee Futschik, Joe Guardajo, Becca Heath, Glenn Lord, Ashley Parker, Lisa Polk, Matt Pretz, Josh Schnicke, and Kimberly Smith*

*Guests: Matt Harper, Joy Holt, Lauren Parsons, Lonnie Rathbun*

*Approval of June Meeting Minutes: Becca requested a correction to the June minutes - Appointment by Scott of Charlie Wade as the Competitive Coordinator position was done incorrectly. The Competitive Coordinator should be appointed by the Vice Presidents per By-law 3, Section 3. Becca makes a motion to strike this appointment. Dustee seconds the motion. All voted and motion carried. John motions to accept the June minutes with the noted correction. Becca seconded. Board approved the June Meeting Minutes with the noted correction.*

• **LJSC Board Positions**

*Matt*

- Competitive Coordinator
  - Becca appoints Matt Harper to the Competitive Coordinator. Matt has been coaching in Lake Jackson for 5 years and Competitive Coach for the last 3 years. His team won state last year. Board voted and appointment carried.
- Head Field Manager
  - Matt asked Lonnie Rathbun if could help with Head Field Manager, and Lonnie said he could help until the end of the year. Matt appoints Lonnie as Head Field Manager. Board voted and appointment carried.
- Referee Assignor
  - Jason Chavez resigned. Joy Holt has agreed to help until we can find a replacement. Matt appoints Joy as Referee Assignor. Board voted and appointment carried.
- Referee Mentor
  - Jason Chavez resigned. Matt asked Josh Schnicke if he could help and Josh agreed. Matt appoints Josh as Referee Mentor. Board voted and appointment carried.
- Fundraising Coordinator
  - Mike Walls held this position but he has not attended any meetings in almost 12 months. Matt asked Lauren Parsons if she could help and she agreed. Matt appoints Lauren as Fundraising Coordinator. Board voted and appointment carried
- Hospital Field Manager
  - Matt asked Adam Handley if he could help and Adam agreed. Matt appoints Adam Handley as Hospital Field Manager. Board voted and appointment carried.

• **Financial Report**

*Joe*

- The attached Balance Sheet and Profit & Loss was reviewed.



FS 06-30-16.xlsx

- Balance Sheet

Checking/Savings as of June 30, 2016	
Equipment Checking	\$ 521.22
Main Checking	\$109,305.17
Main Savings	\$ 868.99
<b>Total Checking/Savings</b>	<b>\$110,695.38</b>

- Received some funds for registration so that is helping the budget.

- Authorization on Accounts – only Scott and Joe have access to the bank account right now. Should we remove Scott’s name from the bank account since he has been suspended by BYSA. Yes. Ashley, Equipment Manager, has a credit card but it has Scott’s name. Should we add the 2 VPs and Equipment Manager to the bank account? Kimberly motions to add Matt, Becca, and Ashley to the bank account. John seconded. Board voted and motion carried.
- Moving forward Joe will bring a bank statement for Board members to review at every meeting.
- Policy for spending authorization – we need a policy for spending authorization so that we are all clear on spending that has occurred. **Joe will work on this policy.**
- Capital campaign spending that has occurred:
  - Approved: \$3000 in goals in M4 (which are currently on M7), \$2000 for goals H28, \$800 for seeds, and \$1500 hospital dirt work.
  - Not clear: \$2450 Philip Landscaping hospital fields work done on M3/M4 and \$800 Sprinkler Warehouse. **Joe will send Matt an electronic copy of the Sprinkler Warehouse invoice because if this is maintenance then city needs to reimbursed us for this.**
- Impact of Lower Registrations on Budget
  - Appears that we will be okay – expecting to be \$2000 higher than budget. We are expecting lower HYSAs fees to be paid out in the Fall because the number of HYSAs teams is down. We will add \$2700 to the budget if we charge the 2 US Club Soccer teams \$100/player to practice on our fields.
- **Fall Season Planning**
  - Draft - July 11th 5 PM boys and July 13th girls 5:30 PM **Matt/Becca**
  - First BYSA Game - September 11
  - Coaches Meeting - July 30th / Aug 3<sup>rd</sup> **Matt**
    - Aug 3<sup>rd</sup> Coaches meeting - Matt is out of town so Becca will coordinate.
  - U6 Coaches Meeting -Aug 13
    - We should have uniforms by then
  - STYSA Coaches Clinics and Communication to Coaches **Becca**
    - Grass Roots - Angleton - August 13th
    - E license - proposed Lake Jackson August 5-7
      - **Becca will check on the minimum number.** Becca needs help this weekend as she will be out of town on Aug 6 and a Board member needs to be present at the clinic. **Joe said he will be there as a participant. Becca will see if this will be okay.**
  - HYSAs Field Forms (M6, M8 east, M2, M1 afternoon alternate) **Becca**
    - Becca turned in so these fields will be used exclusively HYSAs. We need to complete the STYSA Goal Inspection Forms after our work day.
  - Referee Update **Joy/Josh**
    - Certification course on Aug 6th
      - 19 have signed up.
      - Unfortunately, there was a miscommunication on BYSA paying for the referee clinic and uniforms. They can’t pay for this as they have already paid for a clinic in Angleton, and they don’t have it in their budget to pay for another clinic. Joy is estimating that this will cost us \$3500. We communicated that we would reimburse participants on the course but how/when should we reimburse them? Do we reimburse them after the certification and after they have refereed 4 games? We could provide the uniforms and then require them to referee 4 games before they get their certification fees back. Recertification – we already have an approved a motion from another meeting to pay for recertification fees after 4 games. We will pay once they referee 4 games AFTER their recertification. Joy makes a motion to spend \$1000 for uniforms and \$2500 on certification fees totaling \$3500. We will reimburse both the referee certification and recertification fees after they officiate 4 LJSC games. Josh seconds. Board voted and motion carried.
      - There is \$500 in budget to pay for food for the ref clinic.
      - **Joy will write a 1 page policy on referee certification and recertification.**
    - Payment
      - Joy currently downloads from Gotsoccer of all the Refs that officiated after each game and sends export to Joe so he can upload into Quickbooks. Joe prints checks and the refs are given their check the next weekend when they show-up to ref the next weekend. Refs are paid in 1 week.
  - Team Formation - Coach Recruitment, Finalize Teams **Age Group Coordinators**
  - Practice Field Assignment/Communication **Todd**
  - Order Uniforms **Kristine**
    - Have all been ordered
  - Set Picture date and venue **Priscilla**
    - Civic Center on Oct 1st

• **Fields and Facilities Update**

**Lonnie**

- Field Day Organizer and goals (July 30th)
  - Items ordered (Nets, flags for corner poles, corner poles)
    - Flags and poles have been ordered and nets will be ordered soon. Ashley is getting a quote to make sure there is enough money but they said that we can get by Aug 30th
  - **Lonnie will talk to Todd and come up with a list of all the things that need to be worked on during Field Day such as clean containers at hospital and MacLean Shed, tighten the benches, etc.** Need to share the list with volunteers at the start of Field Day before we release the coaches to work.
- Decision on Phillips Landscaping vs Scott and Company **Matt**
  - We had budgeted \$52,000. Reduced mowing at hospital \$5000 brings this down \$47,000.
  - Board reviewed the Phillips Landscaping proposal attached below. Phillip will operate the water sprinklers, pick-up trash, mow with a rotary mower and reel mowing, fill in low spots (we buy dirt), provide grass, seed, and sod for damaged areas, herbicide, fertilizer (we provide), topsoil removed from last proposal. Joe made a motion to accept Phillip Landscaping's proposal. John seconds. Board voted and motion carried.
  - Phillip would like to start moving with a reel mower immediately in order to get the fields ready. It would cost \$900 to lay some sod and mow now until Sept 1 (when Scott company contract expires and Phillip's contract starts). Matt told Scott & Company to stop mowing the 2 fields at the hospital that we gave up in March – this saves us \$150 \* 6 weeks which is \$900. We can use this extra money to have Phillip Landscaping start moving with a reel mower now. Josh motions that we pay \$900 for Phillip to start mowing with a reel mower today. Joe seconds. Board voted and motion carried.



LJSC Grounds  
Keeping Contract 201

- Update on M3 and M4
  - These fields have been crowned and seeded. Need to determine if we should put fencing around them. **Lonnie will see what needs to be done to protect these fields and then we can do this on field day.**
- Sprinkler Head Repair (Per Wenzel 25 not working properly)
  - Sprinkler head – Matt is meeting with Jeremy at 1:00 on 7/22
- Field Sizes and Goals (U8 and U9/10 fields) **Matt**
  - STYSA official rule is that the changes need to go into effect by 2018. Susie is going to GBM this weekend and will check to see if we have to make all the changes by Fall 2016 (worried about U9/U10 fields).
- **Portacans for hospital fields – Joe will order**
- Net field numbers: Some are not holding up. **John has inquired where Houston Sports Park gets their fabric signs for the field number.**
- Athletic Field Use Agreement - We never approved the 2016 City Athletic Field use Agreement attached below. Lisa motions to accept the Athletic Field Use Agreement with the City. Matt Harper seconds. Board voted and motion carried.



2016 Athletic Field  
Agreement LJ Soccer

• **Capital Campaign Subcommittee Update**

**All**

- Field Sponsors/Fields
  - \$7000 Dow, \$10,000 Freeport LNG, and Sorrel did a lot of work on M3/M4. Looking at options to recognize these companies. Lauren has a contact in Houston. Matt talked to Baurer Graphics. For hospital field donations, Matt & Lauren would like to get 2 proposals for signs (to be hung on 2X2 posts) that can be placed near the fields to recognize these companies. We would need to get approval from City and Parks Board to put up these. We would also need to get approval from the companies to use their logo. For MacLean donations, we could add a 4 X 8 sign on the pavilion and add names of companies once they make a donation. Josh motions a budget of \$1500 to promote field sponsorship at the hospital and MacLean with the necessary City approvals. Glenn seconds. Board voted and motion carried.

• **Registrar/Assist Registrar Pay**

**Matt**

- In the past we have always paid a flat fee of \$1/player and the Registrar and Assistant Registrar split it, but this year we only paid the Registrar. Lisa took some of the money and gave to the Assistant Registrar. Per Joe we increased the Registrar budget to \$3500. John makes a motion to pay the Registrar \$2.00/player per season and pay Assistant Registrar \$0.50/player per season. Matt Harper seconds. Board voted and motion carried..

• **Field Marshall Program**

**Becca/Dustee**

- HYSAs Paid

- Board reviewed the HYSA Field Marshal Program details presented by Dustee – attached below. Dustee made a motion that we go the paid volunteer option for the HYSA Field Marshal Program in the Fall and pay \$25/game. Lonnie seconds. Board voted and motion carried.



HYSA Field Marshal  
Program.docx

- Request from Joy for 2 LJSC Board Members each Saturday - Joy is requesting Board members to be at the hospital fields to help maintain order. **John will work on the creating a spreadsheet for the hospital fields and will send out to Board members to volunteer.**

- **Tournament Plans**

**All**

- City of Enchantment Tournament
  - Scott had not turned in any of the paperwork for the tournament and now it is too late. We will now be short \$5000-\$6000.
- Options to raise this money
  - Angleton putting in a bid for 1 gender for the Eastern District Div I & II and we could put in for the other gender. STYSA supplies all the people and we can make money off the concessions.
  - Organize a kicking competition (like the Knights of Columbus' Free Throw Competition).
  - Fun run

- **Process of Agenda Development**

**Matt**

- Board reviewed the Meeting Agenda and Management Policy presented by Matt and attached below. Josh motions to accept the Board Meeting Agenda Preparation and Management Policy. Kimberly seconds. Board voted and motion carried. **John will add a drop-down menu for policies to our website. This policy and others will be added to this location.**



Lake Jackson Soccer  
Club Board Meeting P

- **2016 Soccer Camp Plans**

**Omar Chi**

- 38 participants for week 1 and 12 for week 2
- Put up a sign field to close M8. **Lisa will send an email about closing this field to the coaches.**

- **Competitive Soccer Issues**

**Matt/Becca**

- Approved Eclipse US Club Soccer Teams Fees \$100- Co-register per BYSA
  - 2 Eclipse US Club Soccer Teams (Bowers, Lorraine Garcia) approved by BYSA. This requires dual registering through LJSC for STYSA insurance purposes. The fee is \$100/player and covers maintenance + SYTSA insurance.
- Ad Hoc Process (getting input from STYSA/City of LJ)
  - 2-4 potential teams plan to form a US Club Soccer team because they were not approved by BYSA; therefore, BYSA will not let them dual register. City is asking that we work with these team to get them field time. Need to figure out a one-time fee until BYSA can figure this out. Proposing that these teams pay \$100/player to the City (so liability falls to the City) and the City will pay us \$100/player to maintain their fields. Joe motions that we agree to an one-time fee to the City of a \$100/player per season for two season. John seconds. Board voted and motion carried.

**Matt**

- Suspensions
  - Scott Briner is suspended by BYSA until a D&P is conducted.
  - TJ Girouard was not approved as a BYSA trainer.

- **New Business:**

- At the next BYSA meeting we need to ask about the TopSoccer games that will be played in LJ. We need to figure out what fields they will use

**John motioned to adjourn meeting. Josh seconded. Meeting adjourned at 10:34.**

Date	Time
Monday, August 1	7:30
Monday, September 12	7:30
	7:30

Monday, October 3	7:30
Monday, November 7	7:30
Monday, December 5	