



NEWBERG YOUTH SOCCER

Board Meeting Agenda

14, August 2023 - 6:00pm - (online only)

Call to order -- Attendees

Steve Cook

Jill Bilka

Jaylene Hardeman

Scott Diefenbaugh

JJ Ramirez

Changes to the agenda -

discuss recording the meeting. We are deciding to not record, we have public meeting minutes and our meetings are open to the public. We need to advertise the meetings more. We should have something that goes out every month that has the meeting link.

Open Public Comment Corner ~15 min (up to 3 speakers w/ 3 minutes, 2 minutes of Q&A) no public comments

- No time slots were pre-reserved
- Thank you for joining

Secretary's Corner (**Open Position**)

→ Approve [previous minutes](#) - **Approved**

- ◆ https://docs.google.com/document/d/1TA_CpOHbvzuDdsPNAMkhbdgfAJqECc3k0JPslZANh_Y

- Review [previous action items](#)
- Record of any Board decisions between meetings -
- girls team wants to do fundraising for their team equipment. Discussed if it was ok to do something like that on an individual team basis. We will track fundraising. We do have treasury thing to think about, make a check to Newberg Youth Soccer and we will send the check to the team. The team would still have access to any excess from that fundraiser. Make the coaches aware of the process.
- Made a motion for the 2012 girls team to do that individual fundraising at chehalem valley brewing for individual team equipment.
- Club Elections (Positions) [Asana project page for 2023 Elections](#)
- Discussion about what positions specifically are being voted on - on the bylaws it states Vice President and secretary at large are odd years. We still need to fill other positions other than President and need volunteers for coordinators.
- Jill will update nomination form and send it to the board for approval to send out to the families
- Need to reach out to Rauha about the process, he helped run the last election. Action item for Steve to give Rauha's contact to Jill.
- Information to go out in August and Nominations in September

Reports

- [DoC's report](#) (Scott D.)
 - ◆ [link]
 - ◆ Any heat index over 100 is a no practice. Director of coaching makes a decision at 1pm day of
 - ◆ Jill asked if Scott manages list server
 - ◆ Do we track ODP players within the club
 - ◆ Coaches would like a coaches forum - Steve to follow up with Scott on that
- Treasurer's report (OPEN) - request for scholarship - Steve to follow up with family
- Steve sent payroll last month and should pay this week
- Brian has tax info for Steve

- ◆ Tracy Stadler Bookkeeping (Madi Sattler)
- ◆ Payroll personnel changes last month (This month?)
- ◆ Need to validate bookkeeping and Payroll fees going forward (Brian Long on Tuesday 08/15/23)
- ◆ Taxes update from Brian Long on Tuesday

→ President's report (Steven C.)

- ◆ Suggestion to change club name to "Newberg Soccer" - **considering for 2024-2025 season, with a new badge as well**
- ◆ www.newbergsoccer.com registration is due in September - **motion approved to pay 265 dollars for a 5 year term**
- ◆ Board functions with Board openings (discussion) - **Steve to discuss with Scott**
- ◆ Employee contracts (June-May) (SafeSport, HeadsUP Concussion, Background Check are good thru August?)
 - DoC
 - Registrar
 - Coaches
 - Assistant Coaches
- ◆ Business contractors - **Steve talking to Brian**
 - Journey Payroll
 - Sattler Bookkeeping (Ongoing fee ??)
 - Tax preparation
- ◆ Open positions & Volunteers [Asana project page for 2023 Elections](#)
 - Secretary
 - Treasurer
 - Director at Large
 - Team Manager Coordinator (gets 1 registration paid)
 - Field and equipment ?? (needs role re-description)

- CPRD Liaison ?? (?? gets ¼ registration paid) - **this will be added to interest form**
- Fundraising Coordinator (gets 1 registration paid)
- Form Committee to review SafeSport policy and NYS implementation procedures (President to send out invitation and scope in July) - **Action item still for Steve**
- ◆ Club Calendar - **Sept 16 club night added**
 - What are upcoming events?
 - **Kickoff Party Sept 13th - Scott needs to reserve a place, need to let him know**
 - **Would like to do Ewing Young event again**
 - **move update NYS contracts to May because of the change in the cycle**
 - **Move uniform update to May**
 - **Winter Academy - Scott is on top of this**
 - **retrospective feedback**
 - VP, Secretary, Director at Large (up for re-election)
 - September 16 - NYS Club Night at Thorns Game
 - Look at calendar ticklers
 - Retrospective
 - September Kick-off party (AGM)

Coordinators Corner:

- ◆ Director-At-Large: (Open) director@
 - Term up
- ◆ Registrar: (Jaylene Hardeman) registrar@
- ◆ **Waiting on safesport on Head coach from NYS10 boys team, Jose did his and Dan did, Daniel Webster also did his**
- ◆ **Still waiting background checks to be completed**

- ◆ coach has to have a player card to be on field - Jose needs to complete this or he is not able to be on the field this next season.
- ◆ all teams activated and registered. Just individual ones left that come on later
- ◆ board members and coordinators still need to do safesport and concussion training
- ◆ JJ will send email about OYSA scholarships to Steve, we should send to families
- ◆
 - Assistant Registrar: (Becky B.)
 - Background checks (new coaches)
 - Safesport
 - Concussion Training
- ◆ Field & Equipment Coordinator: (OPEN) being defined
- ◆ Fundraising Coordinator: (Gabi Hinoveanu?) fundraising@
- ◆ Uniform Coordinator: (OPEN)
 - We are good through 2023-2024 season
- ◆ Team Manager Coordinator: (Open) manager@
- ◆ Volunteer Coordinator: (Amanda Breitenstein) volunteer@
 - Snack Shack (1-2 volunteers per game) (DOC has the schedule)
- ◆ Communications Coordinator: (Jill Bilka) [8/14/23 CC Report](#) @info
- ◆ We are close to getting an experience at the Thorns night
- ◆ Jill to reach out to Thorns on seating selection - Thorns to pay by check, cash, or venmo
- ◆ need confirmed greenlight on positions for elections
- ◆ Scholarship application has 2 open response questions, player interest and family hardship. Do we want those to be part of the fillable form, we decided we do want that option to make it easier. Nothing on application for timelines or deadlines, can be applied for mid year. We should have a timeline for responding to parents, 2 weeks is a reasonable time.

- ◆ want to talk about marketing collateral. Inventory list of what we have for events. If there are things we want like branded table cover we should hold but would be good for future events (when branding is decided). Any logo items that are low cost but can hand to people. We need something that people can go home with.

Closed to public below this point (Executive Session, moved monthly as needed)

Review action items from this meeting

Schedule next meeting and location

September 11th, 2023 - 6:00pm- online

Adjourn for Executive Session