



NEWBERG YOUTH SOCCER

Board Meeting Agenda

11, September 2023 - 6:00pm - (online only)

NOTE: [Board action items](#) | [Member volunteer action items](#) | [Board Vote Status](#)

Call to order – In Attendance

Board Members: Steve Cook | JJ Ramirez | Jaylene Hardeman | Jill Bilka | Scott Diefenbaugh
Amanda Breitenstein

Public: David Rath | Erin Well | Bubba King | David Heddy

Changes to the agenda

- Coaches meeting held on 9/10/2023, it went well
- Role Q&A -

What does the President want in upcoming term, vision, goals, etc... ?

- **General Club Goals** - Be safe, be fun, and technically challenging for players. Would like to see more kids have an opportunity to score a goal, not have a fear of shooting goals. It is not all about winning or losing, but instead how each player can grow and develop (technically, tactically, citizenship)

Would like to grow participation. 10 teams today and would like to see Sophomores and older carry on with soccer.
- **Player/Coaching Goals** - Through club participation, we want to prepare players for high school play and beyond. Our coaches should have a plan for each player on how they can grow in the season.
- **Community Goals** - Want us to be involved in the community more. Continue with involvement with St. Paul Rodeo, Old Fashioned Festival, Camellia Festival, Back to School Nights.
- **Member Goals** - We have a lot of volunteer opportunities, and would like to get parents more involved and participate.

- **Mission statement** is in our bylaws and our website
- Is the mission statement an expectation of the coaches - we do want them to follow and do remind them.

What do you feel the club is lacking right now?

- Communication has been the biggest obstacle.
- Consistent spaces for the kids to practice on is an issue as well.

There are talented players in Newberg that are not playing for our club, or considering moving to another club. How do we get these kids to play for our club and retain our players?

- We can highlight why this is a great option for the kids and communicate more about what makes our club great.
- Having board members/player families use their community connections so we can be more connected and able to answer questions/concerns.
- Encourage families to get build relationships off the field. Teams that bond off the field will play more cohesively on the field. Families that feel they are connected and making friendships may be more likely to stay.

Need a nomination for Secretary still

Re-writing CPRD liaison to also include the school, church, and other relationships for field use. (we need to let the interested people know of the change) **(Steve will re-write and send to Jill to send to nominees)**

- OYSA SafeSport letter to US Congress

Safesport isn't doing as good of a job as they could do. Steve supports the letter and hopes for more transparency

Open Public Comment Corner ~15 min (up to 3 speakers w/ 3 minutes, 2 minutes of Q&A)

- No time slots were pre-reserved

David Heddy shared that Jill is doing a great job with communication, it's noticed

David Rath asked, Do we have a paid person that is held accountable for club success or is it just the team of volunteers?

- We don't have a paid leadership position like that currently. The President, a volunteer position, is currently the "responsible" leader. We do have a paid bookkeeper and payroll.

Should we have a paid position that can keep the club sustainable?

- **Steve will ask** around to other clubs to see if others have a structure/model that includes a paid President or other club leadership

Comment on the conditions of the fields that we are using, they are really bad.

Can we look into rental lights for fields?

Secretary's Corner (OPEN)

- Approve [previous minutes](#) – **Approved** (internal document)
- Review [previous action items](#) (internal document)

One coach needs to finish safesport, both board members and info also need to finish this.

January might be a good time to provide a grassroots training because the school facilities are available and we need to have 2 days in a row for this training on a field.

Daniel Webster will translate the scholarship form but not the players contract, we need to find someone to translate the contract as well. Maybe we can pay someone to translate this for us. We can also ask the club members if anyone is willing to volunteer (**Steve will communicate** this need to Aubreynichols@gmail.com who offered to help)

Need a team of people to go over the coaches contract to see if there are any changes that need to be done for safety and expectations.

Coaches would like to have a fall get-together, possibly pictures as well

(All Board) Need feedback on board and staff retrospective, email Steve on what went well, what didn't go well, and what we can improve.

- Record of any Board decisions between meetings - no decisions came up this month
- Club Elections (Positions) [Asana project page for 2023 Elections](#)

Jill will complete the following

- Close the nomination form

- Reach out to nominees, ask for a paragraph on why they want the position and introduce themselves.
- Create and send out a ballot for electronic voting with posted Board positions and names to be voted on through TeamSnap. (set a deadline, week out)
- Send a list of nominees for Coordinator positions to Board to determine who will be appointed

Reports

- **DoC's report (Scott D.)** (internal document)

- **Role Update**

Scott sent in his letter of resignation which has been accepted. We are very thankful for everything he has done. Scott will stay for a little while to help make sure the fields are set up and help us with transition.

We are now hiring for the director of coaching position, this is a part time, paid position.

The coaches biggest concern is the field availability for training

Request for portable outdoor goals (8x24), cost is \$449 for full size, they are requesting 2 in total (1 in each size) - Motion to approve purchase of goals - **approved**

Storage shed is a need - a church is maybe going to let us use that.

- **Equipment request -Goals - see approved motion above**

- **Treasurer's report (OPEN)**

Cash @ 7/31/23		\$ 84,529.54			
		(7,000.00)		reserved account scholarships	
		(5,000.00)		reserved account facility	
		(3,000.00)		reserved coaches development	
Unreserved Cash		\$ 69,529.54			
Expenses for August					
Operations		(9,400.63)			
Payroll Expenses		(11,504.06)			
Admin Expenses		(456.45)			
Payments Received for August		2,050.00			
Net cash 8/31/23		\$ 50,218.40			
Collected Fees 2023-2024 Season	\$46,276.53				
AR outstanding 2023-2024	\$23,793.33				

- Tracy Stadler Bookkeeping (Madi Sattler)
- Payroll personnel changes last month (new coaches)
- Taxes update from Brian Long - **Brian will do taxes pro bono** moving forward as long as we allow for the extension each year.
- **Note to officially remove Brian Long and Rauha Rahkola from their positions of treasurer and Secretary (Steve to follow up with bank)**
- **President's report (Steven C.)**
 - Suggestion to change club name
 - Maybe use the word academy? Chehalem Valley Soccer Academy was suggested.
 - Newberg Soccer Club was an idea
 - We should capitalize on the growth of soccer in the US due to Messi being here.
 - We would like the new board members to be a part of this process as well.
 - Would like coaches input (**Jill to send email to coaches**)
 - www.newbergsoccer.com registration is due in September, we will renew this url
 - Coach's community forum email group (requested) we now have a coaches community on teamsnap

- Board functions with Board openings (discussion) - covered this above
- Employee contracts (June-May) (SafeSport, HeadsUP Concussion, Background Check are good thru August)

Changed from 9 months to 12 months, they are on as soon as tryouts are done through the next summer (June - May)

- DoC (Scope needs to be re-written)
- Registrar - Jaylene owed a contract **(Steve will follow up)**
- Head Coaches - all signed and on board
- Assistant Coaches - all signed and on board
- Business contractors
 - Journey Payroll
 - Sattler Bookkeeping
 - Steve asked for detailed report and received it, need to change some categories.
 - Tax preparation - Tributary Tax <donation> - see above
- Open positions & Volunteers [Asana project page for 2023 Elections](#) (internal)
 - Secretary (voting board member)
 - Treasurer (voting board member)
 - Director at Large (voting board member)
 - Team Manager Coordinator (gets 1 registration paid)
 - Field and equipment <new> (needs role updated)
 - CPRD Liaison <new> (needs role defined, gets ¼ registration paid)
will raise this because it's now more than just CPRD
 - Fundraising Coordinator (gets 1 registration paid)
- Club Calendar - What are upcoming events?
 - September 16 - NYS Club Night at Thorns Game
 - Winter Academy

- is coming up and we usually get some new kids that join the club. We need to see if the coaches want to be involved in this.
- Do we want to run Winter Academy with Scott stepping down, we would need someone to step in this role to host this.
- **Jill to send email** to coaches to determine involvement
- Annual General Meeting
 - need a facility (school or church?)
 - we need to pick a date before finding a place.
 - Landing on Oct 18, 2023 and having it in person.
 - We would like to make it fun, maybe a prize basket, snacks, drinks, etc.
 - We need to reach out to Leslie Murry leslie@northvalleyfriends.org at North Valley Friends Church to see if it is available (**JJ to follow up**)
 - Once details are confirmed, **Jill will begin promotion/communication**
- Retrospective (no responses) - leaving this open for responses.
- (~September 13 need to finalize a date) Kick-off party (AGM) - canceling this but still looking at getting together as the coaches are requesting it and it would be a good idea.

Coordinators Corner:

- **Director-At-Large: (Open) director@**
- **Registrar: (Jaylene Hardeman) registrar@**
 - Background checks, Safesport, Concussion Training (new coaches) coaches have been great this year at getting their stuff done.
- **Field & Equipment Coordinator: (OPEN) being defined**
- **Fundraising Coordinator: (OPEN) fundraising@**
 - Fred Meyer Blue Bag Bottle return? They didn't follow up with the request. **Need to follow up with them (will assign to new person in this role)**
 - Amazon Smile is going away
 - Clothing shop is going to be changing (new uniforms, logo/name?)
 - want to have at least 1 club wide fundraising activity a year

- Corporate Sponsors? There are tiers based on fundraising
- **Uniform Coordinator: (OPEN)**
 - We are good through 2023-2024 season
- **Team Manager Coordinator: (Open) manager@**
- **Volunteer Coordinator: (Amanda Breitenstein) volunteer@**
 - Need to recruit volunteers for season's Snack Shack (1-2 volunteers per game) (DOC has the schedule)
 - Steve currently has all snacks at his home
- **Communications Coordinator: (Jill Bilka) [9/11/23 CC Report](#) @info**
 - NYS Club Night – 59 tickets, 22 players, only 4 families that haven't paid
 - Jill will give a check to NYS for reimbursement from families who paid through Venmo for their tickets once all payments are received
 - Scholarship Application Update ([view more in Asana](#)) (internal)
 - Jill has recreated the application in an electronically fillable format for ease in submitting and made several changes to make the application more user friendly as well and included feedback from coaches/board members to improve upon the form
 - **David Heddy asked to review** the application as he has experience in this area. **Jill to email** him the current version.
 - **Awaiting final approval from the board before updating on website and promoting.**
 - New Club Marketing/Communications
 - Coach Spotlight - started a feature on social media and supporting content on our [website](#) to help engage our members and connect our club "community". A great way to display the excellence and expertise of our coaching staff.
 - Only two coaches have responded, **need more to be able to hit goal of sharing one each week**
 - Tips/Tools For Beginners
 - Shared:TeamSnap/Google Calendar Schedule Sync
 - Prepared to Share: Common Soccer Terms Defined

- What else to include? Open to suggestions!
 - Steve suggested sharing about position placement on field
- Website Update
 - There are currently 48 pages, 39 of which are published on the site. Of these, Jill has gone through and created/updated/reformatted 13 of the “main” navigation pages and started to rebuild the site navigation menu. Still much to go!
 - She is working page by page to try to improve/update the website.
 - **(ALL BOARD) Jill asked for extra eyes to help** make sure our website is current and includes information that is important to our current and prospective player families.
- NYS Calendar Resource
 - Seeking a way to show all NYS games and special events on our website
 - Need info@newbergyouthsoccer.com TeamSnap account to have all teams assigned to it
 - Amanda suggested Jill utilize “Division” section in TeamSnap to see all team’s schedules
 - **Jill will research** options for calendar plug-in to add to website which will display times/events how we want

Schedule next meeting and location

October 9th, 2023 - 6:00pm- online

Suggestion made to discuss meeting in person for future meetings. Will discuss once new board members are able to attend.

Adjourn for Executive Session

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