

**TO:** Board of Directors and Coaches  
**RE:** Minutes – Board of Directors & Operations Meeting  
March 3, 2010

Meeting came to order at 7:15 at WGHS

Present: R. Garcia, T. Koziol, M. Alberts, D. Zarpentine, F. Lowther, K. Flynn, J. Proietti, S. Chaffee, M. Gauzza, J. Fiello, J. Petrus, M. Hall, L. Fagan

1. Review of Prior Meeting Minutes (1/27/2010 AGM & 2/7/2010 Exec Committee)
  - The 1/27/2010 AGM meeting minutes and 2/7/2010 Exec Committee minutes were reviewed and approved with an amendment to the AGM meeting minutes which was subsequently completed.
  
2. Executive Committee Reports
  - a. President
    - No report.
  
  - b. Registrar
    - Presented 3/2010 report, which indicated a \$112.50 fee (travel team registration) due to NYSWYSA by 4/15/2010. Receipts from Crew Academy (Session I & II online registrations) totaled \$1,800. Total registration fees related to travel were \$9,305; fees paid on behalf of travel were \$8,375, leaving a \$930 balance due to travel.
  
    - Reviewed a draft of the WOYSA Recreational Team Creation Policy for all divisions with regard to division assignment, team formation, team assignments, & special requests. A motion was forwarded to amend the WOYSA By-Laws as follows:
      - Article XI, Section 1, paragraph 3: Strike all language in line 5 following “Board of Directors.”
      - Article XII: Add a new Section 10 and insert the aforementioned Team Creation Policy (as amended).
    - Motion Approved.
  
    - Reviewed a draft of the Refund Policy for WOYSA Rec. A motion was forwarded to institute a Refund Policy which stipulates a 100% refund of the registration fee prior to 9/1, 50% from 9/1 – 9/15, and no refund thereafter. For exception-basis registrations applicable solely to Spring Sessions, the Policy stipulates 100% refund prior to 5/1, 50% from 5/1 - 5/15, and no refund thereafter. Said Policy will be reflected on the WOYSA website. Motion Approved.
  
    - Presented an online late registration process (to include a non-refundable \$10 late fee). A motion was forwarded to institute a late registration process to be effective from 8/1 – 9/15 and which will conform with the aforementioned Refund Policy and

be reflected on the WOYSA website. Motion Approved.

- The online registration process will accept payment by credit card only. Registration checks will only be accepted at WOYSA's walk-in registration day, which is currently scheduled for the 3<sup>rd</sup> Saturday in July (corresponds with the end of the online registration period). Paper registrations will no longer be accepted, which will allow the overall registration process to become much more efficient and timely.

- Registrations for Spring Sessions only will be handled directly by the Rec. Division Director.

c. Treasurer

- Reviewed Treasurer's Report dated 3/10/2010: Balance = \$34,846.05. Receipts totaled \$1,694 (misc. registrations, vendor rebate, Crew warmups); Payments totaled \$2,436.24 (remaining ref payments, Crew Academy fee to Pine Grove, Crew warmups, org. dinner). Approved.

- Reviewed a request from a WGHS club seeking a \$50 donation to the senior class (to help fund specific class activities). Approved with 1 abstention.

- Reviewed, discussed & confirmed WOYSA policy requiring Board approval for all WOYSA expenditures exceeding \$750.

d. Travel Division Coordinator

- Presented recommended procedures associated with obtaining the timely receipt of Crew fees – paying by credit card either up front or potentially via an installment plan as dictated by WOYSA. This procedure will be implemented effective with the next session.

- A motion was forwarded to pay \$10,579 to the Ultimate Goal for various outstanding Crew fees through 3/30/10. Said payment to be made effective with WOYSA's receipt of an amended invoice delivered to WOYSA. Motion Approved.

e. Rec Division Coordinator

- Reviewed WOYSA's score reporting procedure, which essentially requires that the head coach (of each team) inform the Division Director of each game score. The Division Director summarizes this information for the Rec Division Coordinator, who will review said information to ensure adherence with WOYSA's existing philosophy. The score reporting procedure and philosophy will be distributed to the Division Directors to be cascaded to the individual coaches.

3. Operations

a. Public Relations Coordinator

- Picture days are scheduled for 5/25 & 5/26; a copy of the pending contract with Lifetouch will be reviewed during the next meeting.

- Flyers are needed for the Micro Soccer spring registration. Flyers regarding WOYSA's fall 2010 registration will be printed & delivered to the area schools by 6/1. Flyers regarding the sponsored summer soccer camp(s) will also be created.

- Requested any thoughts and/or suggestions for marketing ideas to be used in the

- future.
- b. Equipment Coordinator
    - No report.
  - c. Field & Resource Coordinator
    - Field permits will go out within 3 weeks. Administrative meetings with specific school districts and parks/rec offices will occur during the month of April.
  - d. Officiating Coordinator
    - Two referee training sessions will be held, during the last weekend in April and the first week in May. Minimum age is 13 for WOYSA referees. The Coordinator will hold an end-of-session meeting in order to collect all vouchers and review any issues experienced during the specific session.
    - Presented an online referee scheduling system, which will significantly enhance the overall scheduling process and can be implemented effective with the Spring 2010 session. A motion was forwarded to accept the referee scheduling system as outlined by M. Hall. Motion Approved.
  - e. Insurance Coordinator
    - No report.
  - f. CNY Representative
    - C. McHugh unavailable, however, it was reported that 4 teams are registered.
  - g. Website Coordinator
    - Reviewed a draft of the random team generation process, which was approved during a previous board meeting and will be implemented effective with the Fall 2010 session. The process will be outlined on the WOYSA website.
4. Associate Position Reports
- a. Director of Coaching
    - The coaching clinic will be scheduled to occur on 4/30. There will be an additional clinic scheduled prior to the Fall 2010 session (specific date tbd).
  - b. Legal Counsel
    - No Report.
5. New Business
- a. State Fair Blvd. Field
    - J. Ribble forwarded a request to permit his customers (from the Inn at the Fairgrounds across the street) to park in the designated lot for WOYSA's State Fair Blvd. soccer field while construction occurs at the Inn. Not all details are known at this time. Because WOYSA does not own this property, further discussion is warranted.

6. Open Items

a. Upcoming Dates

- Board and/or Operations Meetings are scheduled to occur on 4/12, 5/10, 6/14, & 7/12. Check the WOYSA calendar for specific information & time.
- Memorial Day Parade will occur on 5/31; WOYSA will participate.
- Coaches Appreciation Dinner is scheduled for 5/15.
- Due to the lateness of the hour, a motion was forwarded to withdraw additional Open Items (including presentation and discussion of Crew Mission Statement & WOYSA's position regarding Fall Friendly) until the next board meeting. Motion Approved.

Meeting adjourned at 10:10pm.

*Respectfully submitted by Luke Fagan*