

**McLean Youth Soccer
Board of Directors Meeting Minutes
May 22, 2018**

Members present:

Rich Irons
Laura Mattis
Kirk Robertson
Brian Luwis

Members present via teleconference:

James Socas
Bryan Judd
Sharon King Donohue
Whitney Bergendahl
Michael Dalakis
Michael Kunz

Staff Present:

Louise Waxler, Executive Director
Keith Tabatznik, Director of Soccer
Clyde Watson, Technical Director
Kelly Key, Director of Finance
Marcia Sikes, Assistant Administrator

Meeting convened at 7:07 pm by Chair Rich Irons.

Motion: To Approve the March 20 and April 11, 2018 Board Meeting Minutes. Kirk Robertson pointed out a required edit to be made to the March 20, 2018 minutes regarding committee updates. Edit to be made to reflect that the Director of Soccer Report serve as the Travel Committee update. Edit agreed to and Motion passed to approve the Minutes.

Board Nominations Report-Laura Mattis, Vice Chair & Nominating Committee Chair

Highlights of the report that were discussed:

- A big thank you to the hard working nominations committee, including two non-board members, and specifically Laura Mattis, Kirk Robertson, Brian Luwis and Sharon King Donohue.
- Committee activity update - Board openings were announced to the membership, nominating committee members were identified and approved by Board and committee had meeting/planning session prior to distributing pre-interview questionnaire and collecting responses. Committee conducted 11 in-person candidate interviews.
- New Practices developed by committee - Leveraged mcleansoccer.org Google Drive for document sharing and secure collaboration. Developed candidate questionnaire for obtaining information prior to in-person interviews with the purpose of gathering details such as experience with governance, community service, how long involved in soccer, etc...Created candidate profile reference for committee members, formalized questions for interview and did reference follow-up, developed matrix reference for evaluation of top nominees and email templates and documents to be leveraged/re-used by future nominating committee chair and members.

- Presenting proposed Board Slate for Election - Three slots open, proposing election of 2 new members to Board. Hoping other excellent candidates will get involved in committees where they can be more hands on/involved. Both candidates proposed have 10 years experience with MYS and three references checked for both.
- Susan Mrachek has had 3 children in the program and she has Rec coaching experience. Susan has non-profit, volunteer management, communications experience with a specific interest in lowering the dropout rate for girls in youth sports. She brings fresh, creative ideas and had 100% concurrence to be on the Slate.
- Michele Reing has 2 children in the MYS program with both Rec and Travel experience in the club. She brings finance, strategic planning, governance and thoughtful listening experience to the Board. She specifically is concerned with communications, volunteers and making coaches feel more connected to the club. Michele had 100% concurrence to be on the Slate as well.
- Slate candidates bring more equality to the board. When the Slate is made public, a list of Board members up for nomination again will be listed as well:

Term up - Rich Irons, Sharon King Donohue

One more year in term - Kirk Robertson, James Socas, Laura Mattis,

Bryan Judd, Michael Kunz

1st year - Whitney Bergandahl, Brian Luwis, Michael Dalakis

- Next Steps - Announce proposed Slate to membership, Election of Proposed Slate at AGM Meeting Tuesday, June 5, reflection and feedback of process for future nominating committee practices, prepare Slate for Election of Officers and committee chairs (reach out to Laura Mattis with interest) for the 2018-19 year.
- Motion to add the two candidates to the Slate as well as all up for reelection. Motion approved.

Director of Finance/Budget FY19-Kelly Key and Bryan Judd

- Presented line by line review of forecast supported by historical data and efficiencies put in place by Kelly Key and Louise Waxler.
- Important to look forward at 2020 revenue including fees and player head count to determine if membership will grow or if fees will need to be adjusted, for instance to build cash balances for field development.
- Included actuals and estimates for the last few months of FY18.
- Since 2016 club revenue has been slowly growing. Player numbers a bit flat but estimate a 1% increase for FY19 built on ECNL fee increase.
- Sponsorships beneficial for 2018 and 2019. Will they maintain, increase or go down?
- Compensation number - Offer Letters are all reflected in this amount so number is based on actuals. With salary removed for DA but adding in Director of Recreation position/salary for a 5% pool increase. Also adding in Leadership/Strategy consultant, dropping DA and CCL fees bumping up while other league fees decreased/vary. MYS club competition and retention is competitive compared to other nearby/surrounding clubs. Camps and other programs result in more revenue but extra pay to coaches/staff.
- Operating cash forecast as of May 15, 2018. Capital One account has been opened and funds will be moved.
- Field Development and Maintenance budgeting-Cash balances do not include FD&M. Separate account with 200k (April) for 2 turf field projections for development.
- Langley Fork update-Louise Waxler meeting with Supervisor Foust delayed at this time as land swap has not been signed and projection for project is now 36 months for beginning construction with possible completion is 2022 or 2023. How much say in

design, lighting, usage if MYS helps finance fields? Do we budget for 1 field or push for 2? Field Committee to continue work on this issue going forward.

- Initiatives, onboarding, and processes in place for added efficiency going forward. Team accounts are closed out from FY18.
- Proposal made by Laura Mattis that club make effort for more transparency/clarity of fiscal year budgets/taxes to membership.
- Motion made to approve the FY19 Budget. Motion passed.

Executive Director Report-Louise Waxler

Highlights of the report that were discussed:

- Recreation-Director of Recreation job description drafted and now that budget passed this new position will be posted by the end of the month. Kayley Sullivan is relocating and not returning next year so her responsibilities will be included in the new Director of Recreation job description. Coach of the Year award will be given at AGM meeting in June as well as Community Service award to Mars and recognition to Mollie Moresco as she is stepping down as ECNL Director.
- Travel-Coach employments contracts completed and signed with 8 new coaches being added to the club.
- Travel Boys ECNL-Tryout process challenging with addition of boys ECNL. Communication with membership could have been better and the focus on better communication going forward will be made. Possible Communication Committee formation? Club learns lessons each year and will regroup for next year as tryouts are a stressful time. Thank you to Michael Kunz for helping prioritize a formulaic approach to communicating with membership. A discussion followed regarding the club finding balance within all levels of travel, new leagues are being formed and finding right one for each individual team would be goal when/if possible, stress to membership that club is developing our own players and make sure communication is clear and expectations talked about and support given, ECNL will open elite opportunities to boys teams.
- Strategic Plan-Launching a 6 month project starting in August to assess Independent Technical Leadership Analysis.

Director of Soccer Report-Keith Tabatznik

Highlights of report discussed:

- Travel Tryouts-Improvements in team tryouts is ongoing and complete stats will be available next week as tryouts wrap up. Five former DA players have come back to MYS from ASA as we now have ECNL and we have retained 10 of our current 16 DA players which is a higher percent than the last 2 years. Additionally, of 29 Rec players who tried out, 15 got offers for a travel team, with 1 of them being a Green team offer.
- Juniors Program-Coerver Soccer will be running the MYS Juniors program going forward. This is a game changer as it brings a great brand name to the program.
- Staff-We have 8 new coaches with 5 of them female including top female youth coach Ann Germain.
- Communications-Need to improve communication with membership, focusing on proactive communication instead of reactive.

Committee Updates

- Recreation Committee - deferred.

- Development/Outreach Committee - no update but let's keep focusing on our club mission.
- Travel Committee, Kirk Robertson - Most of update covered in Director of Soccer and Executive Director reports. Proposal to use the parent survey responses that assess coaches to recognize "transformational" coaching and to then assign awards to a max of 3 coaches per year at AGM meeting. Coaches that have the best "customer service" not just most winning, using 25-28 points of reference and presenting them with simple plaques. Great message to coaches and members that we recognize and reward amazing coaching efforts.

Miscellaneous

- Congratulations to Louise Waxler and Keith Tabatznik for their recent inductions into the Maryland Soccer Hall of Fame.
- Thanks to Rich Irons for his great leadership as Chair of the Board this past year and to Sharon King Donohue for her years of service on the Board.

Having no further business, the meeting adjourned at 9:03 pm.

Minutes submitted by Marcia Sikes, MYS Assistant Administrator

Minutes approved by Laura Mattis, MYS Vice Chair