

**Temecula Valley Soccer Association  
Board of Directors Meeting Minutes  
January 28, 2016**

**I. Call to Order:**

The meeting was Called to Order at 7:02pm by President, David Guinn at Corner Bakery Cafe, Temecula.

**II. Roll Call/Welcome Guests**

**Standing Members**

☒ David Guinn. President  
☒ Dan Deese. Vice President (U8)  
☒ Cassie Whitsitt. Controller (U4/U5)  
☒ George Clendinning. Registrar  
☒ Dan Settle. Director of Coaches (U6)  
☒ Derek Rogers. Director of Referees  
☒ Holly Ostroske. Director of Fields and Equipment  
☒ Linda Norton. Director of TOPS  
☐ **Vacant** - Director of Player Relations & Website  
☒ Dave Haggerty. Director of Team  
☒ Cinnette Manassee. Secretary

**Deputies**

☒ Yogesh Kohli – Age Coordinator  
☒ Garv Jarvis—Age Coordinator  
☒ Ralph Taylor – Age Coordinator (U10)  
☐ **Vacant** - Age Coordinator (U12)  
☐

**Also Present:**

Jamie Dierken, TVSA Parent  
Brian Kuramoto, TVSA Coach (arrived at 7:06pm)  
Patrick Yorke, TVSA Coach (arrived at 7:07pm)

**III. Review and Approval of Agenda**

A motion to approve the Agenda was made by Holly. Cinnette 2nd the motion. The motion was carried with George abstaining.

**IV. Approval of Minutes**

A motion to approve the Minutes was made by Dan D. Ralph 2nd the motion. The motion was carried with George and Cassie abstaining.

**V. Guest Speaker(s)** (time limited to 3 minutes unless otherwise noted): **NOTE:** No action will be taken at the meeting regarding subjects of concern presented.

There were no guest speakers.

**VI. Immediate Action Items**

**A. New Board Member - George**

George motioned that Brian Kuramoto be named to the Board of Directors. Dave H. 2<sup>nd</sup> the motion. The motion passed unanimously.

**B. Perry's Resignation – David**

David announced that Perry Ludwig has resigned from the TVSA Board of Directors effectively, January 21, 2016. David read Perry's resignation email (see attached).

**C. Controller Resignation – Cassie**

Cassie announced that she will be moving to Japan in July and may leave the Board in May. Cassie resigned her position and Controller/Treasurer and recommended Cinnette as her replacement. Cinnette asked Cassie if there could be a transition period before she resigned. David asked Cassie to rescind her resignation so that a new Controller/Treasurer could be trained. Cassie agreed to continue as Controller/Treasurer for the time being.

**D. TVSA Coins – David**

David proposed that we discuss creating a league commemorative coin similar to what District 5 and other leagues and competitive clubs have. He suggested that the coins could be used at Commissioners Cup, play-offs and used as recognition awards. Dan D. motioned to release funds, not to exceed \$650 to create and purchase 200 TVSA commemorative coins. Cassie 2<sup>nd</sup> the motion. The motion passed.

**E. Club Tryouts – David**

David informed the BOD that the Hawks Competitive Club asked TVSA to promote their club by posting their tryout dates. David asked the BOD to discuss whether or not we should do this for the Hawk or any other competitive club that requests it. The BOD discussed several options. George motioned to add a “Club Info” page to the TVSA website that would list a link to the various competitive club websites in the local area and that the webpage would also include a “contact us here” section “if you would like your club to be listed”. Brian 2<sup>nd</sup> the motion. The motion passed with Dave H. voting “No”.

**F. Cal South Elections – David**

David spoke to the board about the upcoming Cal South elections. He explained that TVSA votes online via the league President (David). David asked for the BOD input regarding the candidates. There was a brief discussion. No motion was made.

**G. Signature League – Cinnette**

Dan S. informed the BOD that he had just spoken with Dallas, the Signature League Coordinator for District 5, and there has not been much response from the other rec leagues. Currently, the interest is as follows: BU10 – 0 teams, GU10 – 3 to 4 teams, BU12 – 0 teams, GU12 – 0 teams, BU14 – 0 teams, GU14 – 0 teams, BU18 – 0 teams, GU18 – 1 team. Dallas will be following up with these teams after President’s Cup to see if there is any more interest. Cinnette mentioned that she had wished to speak about the timeline (i.e. tryouts, uniforms, etc) but the topic was placed on hold in light of the information that Dan S. presented.

**H. Board Duties – George**

George asked the BOD to discuss new assignments. The following assignments were agreed to:

Ralph – Risk Management Coordinator

Cassie – U4/U5 Division Coordinator

Patrick – U6 Division Coordinator (pending Patrick joining the BOD)

Dan D. – U8 Division Coordinator

Gary – U10 Division Coordinator

Brian – U12 Division Coordinator

Yogesh – U14/U18 Division Coordinator

David talked about the option of using KidSafe for Risk Management which would require getting coaches fingerprinted separately, possibly at the Police Department.

**I. Needs Assessment Committee – Gary**

Gary announced that a committee had been formed to assess the organizational needs of the league moving forward. The committee consists of Gary (Chairperson), Dan S., Linda, Cinnette and Ralph. Gary informed the Board that at their first meeting the NAC had decided to create a Best Practices guide for the TVSA Board of Directors that if utilized would ensure that efficiency, quality control and accountability is achieved. (see attached document). The committee is also asking the Board of Directors to fill out a Job Description form (see attached form) and return it to Gary by February 8<sup>th</sup>, so that the current job descriptions can be updated and shared with all BOD members. David G. asked the NAC members if a master calendar was being considered. Gary responded that the NAC would be discussing that topic at a future meeting.

**VII. Old Business**

**A. Stephanie Weatherly, To Much To Do Proposal – Dan D.**

Dan D. asked the BOD if they would like to discuss Stephanie's proposal for a League Manager. He then asked if anyone was willing to make a motion. No motion was made. Dan D. said he will contact Stephanie with the board's decision not to move forward with her proposal and thank her for her time.

**VIII. Controllers Report**

Cassie presented the Controller's report. Gary asked about past forecasting or projecting. Cassie and David G responded that we had not done that in the past. David told the group that a Budget was being created and asked Holly to submit her final numbers. Cassie said that we currently have approximately \$289,000 in the bank.

**IX. Directors and Committee Reports**

**A. Derek Rogers, Director of Referees – Derek had nothing to report**

**B. George Clendinning, Registrar – George reported approximately 900 players have registered for the Spring season so far and only 3 came in via the mail. Two reduced fee requests have been approved and two more were pending approval. "Robocall" will go out this week to all past players. The final registration date is February 14<sup>th</sup>. He also said that he is working the list of potential coaches and will get that to all the Division Coordinators. George reported that the new registration system is working pretty well with only a few small glitches.**

**C. Cassie Whittsitt, U4/U5 Division Coordinator – Cassie had nothing to report**

**D. Holly Ostroske, Director of Fields and Equipment – Holly had nothing to report**

**E. Dan Deese, Vice President and U8 Division Coordinator – Dan reported that the 2<sup>nd</sup> Goalkeepers' Clinic for All Stars had a smaller turnout but went well. Dan reported on the feedback that he received regarding the U4 Division. 5 coaches responded with positive feedback and 2 coaches were overwhelmed. Overall the U4 division was considered successful.**

**F. Yogesh Kholi – Yogesh had nothing to report**

**G. Dan Settle, Director of Coaches – Dan reported that the soccer clinics will be moved to the last week of February.**

**H. Linda Norton, Director of TOPSoccer – Linda reported that Coach Andi is considering coaching TOPS again.**

- I. Gary Jarvis** – Gary had nothing to report
- J. Cinnette Manassee, Secretary** – Cinnette reported that she is may be requesting electronic versions of past documentation so that it can be archived on the new website.
- K. Ralph Taylor** – Ralph had nothing to report
- L. Dave Haggery, Director of Team Photos/Uniforms** – Holly spoke on behalf of Dave H, who left the meeting early, and asked the BOD to email Dave and approve which Board Member photo they would like posted on the TVSA website BOD page.
- M. David Guinn, President** - David reported that the Cal South Annual General Meeting is on February 13<sup>th</sup>. David informed the group of changes being made and accepted by US Soccer and Cal South regarding small-sided games and divisions by birth year. David stated that 2016 is a transition year with full implementation in the Fall of 2017.

**X. New Business (Items to be acted upon at the next regular meeting)**

- A. Possible New Board Members** - Jamie Dierken and Patrick Yorke's decision to join the BOD or not.

**XI. Good of the Game. Everyone please support TVSA**

Dan Settle reported that 8 out of 10 All Star teams made it to the Tournament of Champions tournament. He also reported that GU10 – Team #3 that did not go to TOC had been invited to participate a All Star tournament in Escondido at no cost to TVSA. It was also mentioned that the team benches were a big hit and made TVSA look great!

**XII. Meeting Adjourned**

Cinnette motioned to adjourn the meeting at 8:43pm. Brian 2<sup>nd</sup> the motion. The motion carried with Dave H. abstaining since he was no longer present. (Dave H. left the meeting at 7:35pm)

On Jan 21, 2016, at 1:20 PM, Perry Ludwig <[perryludwig@verizon.net](mailto:perryludwig@verizon.net)> wrote:

Hello all,

I have been thinking for weeks now about my time commitment to my new coaching position with TU and wondering if I need to scale back as to not completely ruin my family life. Dan's email about the soccer clinic made me face reality. Being involved with 2 club teams requiring most of my free time I'm afraid something has to be free'd up to stay sane. This means I am going to have to relinquish my position on the board for now. Consider it addition by subtraction.

All I really did anyway was handle an age group, to which I'm sure one of the new additions can manage.

I will still be TVSA's strongest advocate, and will help with goals and clinics as often as I can. Also, as long as Derek will have us, the girls and I plan on Refing for years to come. I appreciate all of you so much for the support you continue to give me and my girls... We're not going anywhere and will always be around to support you all.

I had planned on deciding by the next board meeting and telling everyone in person, however the picture tomorrow has sped things up. I didn't want to get in the picture and then decide to leave. I hope you all understand that family must come first.

See you at the fields,

Perry



# TVSA Best Practices

The objective in creating Best Practices for the Board of Directors of the Temecula Valley Soccer Association is to ensure efficiency, quality control and accountability is achieved.

The Best Practices are not listed in order of importance or significance; moreover, they serve as individual requirements to accomplish the objectives set forth above for each Board Member. Each Best Practice should be valued for its relevance to the operations but also acted upon to maintain consistency. Transparency has become a collateral term used in various contexts. In the context of Best Practices it will offer the Board an opportunity to see how each job function is approached, maintained and measured for effectiveness.

## Communication

The design of communication is to relay and receive information in a manner that either answers a question or provides a source to connect people to a subject or idea. We have a duty to provide information to several recipients through various channels and subject matter. In an effort to adhere to our individual duties and responsibilities, responses should take no more than 24 hours to answer questions or point people to the appropriate source to finalize the inquiry. The keys to effective communication are being professional, assertive and also being aware of the time limitations of your colleagues on the Board. In addition, our communication externally should be centered around listening, paying attention to the question, knowing your audience, preparing your message and getting to the point. Additional problems will surface without utilizing these keys.

## Contingency Plan

It is imperative to provide a contingency plan for designated positions in the form of support people and automation to maintain internal quality controls. Our contingency plan, defined as creating a backup plan or fail safes to capture the duties of each Board Member in case of resignation, transition to other duties or emergency. In addition, establishment of quality indicators will evaluate job functions so that they are being supported properly. More importantly, safeguards are also established by use of a job description to ensure that duties and obligations are met.

## Automation

With the recent roll out of the League's website, it has become increasingly apparent to utilize the full capacity of the technology for an automated resource. The goal is to route routine duties and communication lines to the website with a calendar to pre-schedule items such as setting up the goals at the beginning and end of each season, field duty, referee scheduling, tournament weekends, dates when uniforms will be ordered and received, coaches meetings, coaches

training, draft dates, pictures and various other scheduled events. A timeline will be created to annualize and schedule the events for more effective planning. This will increase the efficiencies of scheduling the item and take the burden off the each Board Member to constantly be sending emails. It also offers a component to measure the effectiveness of operations, goals and objectives of the League.

### **Engagement**

Engagement will blend the roles of each designated position with shared decision making with the Board Members to achieve those goals set forth by the Best Practices. Proper and frequent communication is imperative in increasing engagement. Through utilizing the other Best Practices this will add value to areas where improvements are necessary. We need to recognize that engagement of the Board Members is tied directly to the culture of the Board itself. Culminating the strengths of each individual on the Board will directly impact the evaluation process to improve.

### **Transition**

Job descriptions will be prepared for each designated position to understand the duties from the prospective of the By Laws and through current operations. The goal is to implement a systematic approach to define the duties and responsibilities of each position as it relates to operations of the League. Each Board Member will be assigned a specific job description to detail how to effectively handle their duties each season and off season. The job description will also be utilized to help define and layout the interaction between Board Members, Coaches, Referees and Players to service the overall needs. The Needs Assessment Committee will review and finalize the job description for Board Member review and implementation.



# TVSA Job Description

**Date:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Job Purpose:**

**Job Responsibilities (Primary & Secondary Duties):**

**Qualifications:**

**Resources Utilized to Accomplish Job Responsibilities:**

**Describe Interaction with Board Members or Non Board Members to Accomplish Job Responsibilities:**