

**Minutes from Arlington Soccer Association Board meeting
Monday, October 25, 2010**

In attendance: President K. Bass; Vice President B. Whittington; Recording Secretary S. Anthony; Directors Easby Waffle, Hall, and Mathias; Executive Director J. Wilt and Technical Director B. Bigney

7:32 p.m. – President Bass called the meeting to order

7:36 p.m. – Board approved August and September minutes as presented by Anthony

7:37 to 7:49 p.m. – Wilt presented the staff reports and answered questions from the board

7:49 pm. to 8:02 p.m. – Wilt provided financial report and answered questions from the board:

- Request for better financial guidelines for scholarships made and adjustments can be made in future.
- Documents presented included balance sheet and actuals as of Sept 30th, travel budget v actuals, G & A budget v actuals for same dates.

8:02 p.m. to 8:35 p.m. – Program Committee Reports given

- Recreation Program – there was no meeting in October, next meeting is November 9th, no significant issues noted as this time
- Travel Program – presented by R. Easby
 - Easby reported next travel meeting on November 16th.
 - One issue and source of confusion is role of travel subcommittee role within ASA...Article 6 of ASA by laws. Travel would like clarification: does said committee set policy subject to ASA board approval?
 - Exec session meeting on October 26th. On tap is policy, guidelines, rules to work out. travel has its own mission statement.
 - Alumni game plan is moving forward, take place over thanksgiving weekend. Unsure of success, but hopeful. Will take place at Greenbrier.
 - discussion about fundraising taking place at game and hope of starting an alumni fund
- Teen Program – presented by S. Anthony
 - Anthony reported on issue raised by Bigney about Teen boys coaches about inaccurate rosters.
 - Teen Committee met on October 7 to discuss how fall season is progressing and what can be done to improve. 3 referee system working well with girls.
 - Teen committee will meet on November 18 to discuss outreach via social media, PTA, schools, word of mouth, and newsletters

8:35 to 9:00 p.m. - Standing Committee reports

Finance Committee – B. Whittington presented for Oliver

- some refinements being made on actual geography of the P&L, which will be presented at November meeting
- Committee agreed that segregation of G&A expenses was something to track and to hold Exec Dir. accountable for how to save money
- Finance Committee proposes the following motion: “The ASA Bookkeeper’s priority is to process the financial data, payroll data, and financial statements and that all other office duties will be offloaded to other staff to allow timely processing of all financial information. The bookkeeper’s work hours should be reasonable (not exceeding 50 hours per week) and there should not be any conflict with assembling statements and reports within 10 business days of the end of any month. The monthly financial statements drafted will be reviewed by the Treasurer and the finance committee at least 5 days prior to the board meeting. Upon their approval, the financials would be released to the board as a whole. Both the Executive Director and bookkeeper will be evaluated using these deadlines for performance purposes.

- This motion was seconded and approved unanimously by the Board.

Human Capital Committee – B. Whittington presented

- Following resignation of board member Yabar, we decided not to fill the position.
- For 2011-2012 board elections, we will adopt plan similar to January 2010 elections, giving voting members (club managers) opportunity to meet with candidates. Note: Jeff Oliver and Richard Easby will step down from their current roles as Rec and Travel Program reps to the board, respectively.
- Travel program paid coaching structure issue – deferred to Spring 2011
- Annual review process for Executive Director- will commence in December 2010.

Outreach Committee – Hall presented

- Focus of committee is migrating websites of ASA and ATSC into one site.

Fundraising Committee – Waffle presented

- Presentation of draft “sponsorship opportunities menu” for sponsorship of ASA rec, teen, travel, and other programs
- discussion centered on making the language clear
- Waffle made motion to approve for the finance committee: passed by the ASA Board 8-0.
- Bass recommended motion to approve sponsorship opportunities at these levels – was seconded and approved

9:10 p.m. – Report on Field Fund meeting with County

Report on Developing Indoor Soccer Facility

- ASA board members and staff met with individuals looking into developing a privately owned indoor facility within the county.