



## Gaylord Soccer league Board Meeting Meeting Minutes August 2, 2021

\*\* = Action Item

- I. **Call to Order** – Chuck Lawhorn, agenda attached  
In attendance: Kristen Peyton, Chrissy Nowicki, Roxanne Merrick, Patrick Cook, and Danny Muzyl. Absent: Rebecca Hicks
  
- II. **Open Board Positions** -  
Interviews for open board position were held and included the following:
  - A. Secretary
    1. Kayla Albrecht – No show
    2. Matt McCormick – Present and interviewed
    3. Tim Miller – Present and interviewed
  - B. Registrar – Sara Skowronski – Phone interview
  - C. Member at Large, Vendor Coordinator, Sara Miller – Present and interviewed
  - D. General Interest - Angela Fitzgerald – No show

While candidates applied for a specific position, they were all more interested in participating and willing to consider other available positions. Position descriptions attached.

Candidates were interviewed in a group setting. Each candidate was asked a series of questions (attached). We explained a decision would not be made during this meeting, but candidates would be informed if they were/not successful before the September board meeting. We also indicated that with an influx of new board members, we may re-evaluate our traditional meeting date and time (i.e., first Monday of the month at 6 pm).

Candidates were invited to stay after the interviews were complete the remainder of the board meeting. Matt McCormick, Tim and Sara Miller did stay and did participate in the remainder of the board meeting.

### III. **Financial Report** (attached)– Chrissy Nowicki

Grant – no specific update on the grant. \*\*Kristen will request an update from Dana.

Re: Expenses:

- A. Total cost for rec uniforms is \$5717.12. This bill has not yet been paid, but money is budgeted.
- B. MSYSA dues have not yet been paid, but money is budgeted.
- C. Water bill – we received and paid the June bill. We anticipate the July bill being higher.
- D. Lawn maintenance - we have not received a bill yet, but money is budgeted.  
\*\*Pat will send lawn care contact information to Chrissy. \*\*Chrissy will reach out to the lawn care service to make sure we are not behind on payment.

### IV. **Rec Program** – Chuck

Coaches' meetings are scheduled for Sunday August 8 @ 6pm and Saturday August 14 @ 9am, at the Gaylord Soccer Complex. Notification of the rec coaches meeting was e-mailed June 23, 2021, from GSL. Coaches are expected to attend one of the meetings. They may pick up uniforms after the meeting. \*\*Rebecca will sort uniforms, print rosters, etc. before the coaches meeting; \*\*Chrissy will distribute uniforms August 8; \*\*Kristen will distribute uniforms August 14, after the coaches meeting.

We still need coaches for a total of 11 rec teams. During the meeting, board member ran through the rosters trying to identify parents we could contact and invite to coach. \*\*Board members were going to reach out to specific parents on the U8 Girls (Pat), U8 Boys (Danny) and U10 Boys (Kristen).

Roxanne asked how many families requested financial assistance for rec soccer and how do we address this issue? Chuck suggested this be a September agenda item.

Also, Kristen calculated a total of 24 teams that are boys and girls U10 and up; not including the academy teams. This will give Roxanne an idea of how many referees will be needed.

2021 Fun Day – was scheduled for Saturday September 11, 2021. Matt McCormick was interested in discussing the possibility of Firehouse Subs participating in this event.

\*\*Danny will organize Fun Day with menu planning, getting tickets and organizing volunteers.

Heather Montei, a photographer, inquired about being GSL's photographer this fall. Board members had a general discussion about the pros and cons of having official photographs during the fall season. We also considered alternatives; like having coaches organizing a photo opportunity with their individual team. Overall board members did not think we needed a photo day for the season but were unsure on the history of this topic. \*\*Kristen will contact Rebecca for additional information. If we have no photo day, then \*\* Chuck will ask rec coaches to organize an opportunity for team photos at some point during the season.

**V. Gaylord Soccer Complex (Complex) – Pat**

- A. Bathrooms – everything works except for the hand dryer in the boy's bathroom. Pat requested \*\*Danny order paper towel for the boy's bathroom. Board members had a general discussion about the bathroom schedule to accommodate the rec season. \*\* Chrissy will e-mail current board member a volunteer schedule. The schedule will start Monday August 7, M-F 5pm-8pm; Saturday and Sunday 8am-3pm. This will get us started. We'll adjust the sign-up sheet to accommodate travel games once they are scheduled (scheduling meeting is August 22, 2021) \*\* All – sign up where you can in one-week shifts. Next week \*\*Chrissy will open bathrooms @ 5 pm; \*\*Chuck will close @ 8 pm. \*\*Pat is making x3 copies of the bathroom key; two for the bathroom volunteers and one for Chuck. Chuck is close to the fields and can pitch hit. Bathroom keys shall remain in possession of board members and be loaned. \*\*Danny working on a bathroom cleaning schedule.
- B. Mini goals – to be kept in shed. We can access the shed with a code.
- C. Garbage – \*\* Pat is on garbage detail for the season. This includes putting the bins out and collecting bags. Pat requested \*\* Danny to purchase garbage bags.

Board members were also excited to have Doug H reach out to us re: lawn care. \*\*Pat will reach out to Doug before the next board meeting.

- VI. Schedule Next Board Meeting – Monday September 13, 2021 @ 6 pm at the Complex**  
\*\*Potential agenda items include the following: opportunities for Doug to help with lawn care; financial assistance for soccer registrations; hosting a fall 2022 soccer tournament in Gaylord.

**VII. Adjournment – Chuck**



## **Gaylord Soccer League Board Meeting**

Agenda for August 2, 2021

- I. Call to Order
  
- II. Open Board Position Interviews
  - A. Secretary
    1. Kayla Albrecht
    2. Matt McCormick
    3. Tim Miller
  - B. Registrar
  - C. Member at Large, Vendor Coordinator
    1. Sara Miller
  - D. General Interest
    1. Angela Fitzgerald
    2. Sara Skowronski
  
- III. Financial Report
  - A. Grant Update?
  - B. Rec Uniform Total: \$5717.12
  
- IV. Rec Program
  - A. Coaches Meetings
    1. August 8th at 6 p.m.
    2. August 14th at 9 a.m.
  - B. Still Need 11 Coaches for:
    1. 2 U8 Boys Teams
    2. 3 U10 Boys Teams
    3. 2 U12 Boys Teams
    4. 3 U8 Girls Teams
    5. 1 U12 Girls Team
  - C. 2021 Fun Day?
    1. Hot dog/chips/drink for each player
    2. Staffing
  - D. Photographer?

- V. Complex
  - A. Bathrooms
  - B. Mini goal storage for practices
  - C. Garbage

VI. Schedule Next Board Meeting

VII. Adjournment



## Board of Directors

Board of directors commitment statement: As volunteers we are committed to ensuring our club provides a great place for youth to learn and enjoy the game of soccer. Guided by the mission statement and bylaws we work together to oversee the league. Individually we strive to

- Attend and participate in monthly board meetings
- Complete tasks associated with individual roles (below)

Roles and responsibilities of board members:

Title	Tasks
<b>President</b>	
Officer	Preside over meetings
	Coordinate activity of GSL and delegate responsibility as necessary
	Work with Director of Coaching Take disciplinary action
	Spokesperson for GSL
	Execute legal documents authorized by board
	Provide an annual report at the annual general meeting (NOV)
<b>Vice President</b>	
Officer	Perform duties of president in case of his/her absence
	In charge of communications and website
	Work with registrar (see section)
	Check GSL website email accounts and distribute emails to appropriate members
<b>Secretary</b>	
Officer	Keep accurate record of all board and membership meetings
	Provide a copy of minutes for each member
	Oversee social media
<b>Treasurer</b>	

	Pay invoices by check with two signatures (President, Vice-President or Treasurer)
	Provide accounting records to the board
	Prepare annual financial statement (Dec 31)
	Draft budget for board approval
	File necessary IRS Forms
<b>Registrar</b>	
	Format rec and travel divisions for player registration
	Work with VP to form teams
	Schedule rec games
	Work with VP to order Rec uniforms
<b>Director of Coaching</b>	
	Responsible for coach communication, coach packets, skills and clinics
	Coordinate Camp scheduling
	Oversee travel tryouts (scheduling, board representatives, etc)
	Work with President to address disciplinary actions
<b>Director of Referees</b>	
	Schedule certification and recertification courses
	Coordinate referee schedule for rec and travel
	Support referee development
	Issue vouchers for refs
<b>Member at Large #1-concessions coordinator</b>	
	Schedule photographer and fun day
	Purchase inventory for concessions
	Complete licensing with Health Department
	Coordinate volunteer schedule
	Train volunteers (operating concessions, cleaning of concessions and bathrooms)
<b>Member at Large #2-field and complex coordinator</b>	
	Oversee parking lot maintenance
	Oversee field layout/measurement
	Oversee field painting, ordering and storage
	Train volunteers to maintain lines during season
	Open and winterize building

	Move goal frames
	Communicate with mowing company during seasons
<b>Member at Large #3-vendor coordinator</b>	
	Prepare and send sponsorship solicitation
	Order and hang sponsor banners
	Prepare and send sponsor thank you's
	Coordinate bid process services for dumpsters, porta potties, mowing, etc





## GSL Board Member Interview Questions

1. Tell us a little about yourself and why you are interested in volunteering your time to the Gaylord Soccer League.
2. What do you know about the GSL, and what experience do you have to contribute to the board?
3. What role do you think you would play on the board?
4. What personal qualities and contributions would you bring to the GSL?
5. Describe an example of when you were successful in working with others to accomplish objectives, and an example that was not successful. What did you learn from those experiences?
6. Are there any scheduling limitations you have that might limit your ability to volunteer for the GSL?

**Gaylord Soccer League**  
**Balance Sheet Prev Year Comparison**  
As of August 3, 2021

	Aug 3, 21	Aug 3, 20	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Checking	55,781.71	49,639.94	6,141.77
Edward Jones Investment	8,364.21	7,051.73	1,312.48
<b>Total Checking/Savings</b>	<u>64,145.92</u>	<u>56,691.67</u>	<u>7,454.25</u>
<b>Total Current Assets</b>	<u>64,145.92</u>	<u>56,691.67</u>	<u>7,454.25</u>
<b>Fixed Assets</b>			
Fence	5,250.00	5,250.00	0.00
<b>Total Fixed Assets</b>	<u>5,250.00</u>	<u>5,250.00</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>69,395.92</u></b>	<b><u>61,941.67</u></b>	<b><u>7,454.25</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	0.00	8,050.00	-8,050.00
<b>Total Accounts Payable</b>	<u>0.00</u>	<u>8,050.00</u>	<u>-8,050.00</u>
<b>Other Current Liabilities</b>			
Unspent Grant	360.08	360.08	0.00
<b>Total Other Current Liabilities</b>	<u>360.08</u>	<u>360.08</u>	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>360.08</u>	<u>8,410.08</u>	<u>-8,050.00</u>
<b>Total Liabilities</b>	<u>360.08</u>	<u>8,410.08</u>	<u>-8,050.00</u>
<b>Equity</b>			
Opening Balance Equity	32,748.00	32,748.00	0.00
Unrestricted Net Assets	-2,027.59	6,749.64	-8,777.23
Net Income	38,315.43	14,033.95	24,281.48
<b>Total Equity</b>	<u>69,035.84</u>	<u>53,531.59</u>	<u>15,504.25</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>69,395.92</u></b>	<b><u>61,941.67</u></b>	<b><u>7,454.25</u></b>

**Gaylord Soccer League**  
**Profit & Loss Prev Year Comparison**  
**January 1 through August 3, 2021**

	Jan 1 - Aug 3, 21	Jan 1 - Aug 3, 20	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Registration</b>			
Registration Fees	42,443.00	29,591.00	12,852.00
Refunds	-1,516.65	0.00	-1,516.65
Paypal	-176.12	-1,236.41	1,060.29
Service Fee	-198.00	-978.00	780.00
<b>Total Registration</b>	40,552.23	27,376.59	13,175.64
<b>Sponsors/Contributions</b>			
Income	1,449.00	300.00	1,149.00
Sponsors/Contributions - Other	300.00	0.00	300.00
<b>Total Sponsors/Contributions</b>	1,749.00	300.00	1,449.00
<b>Total Income</b>	42,301.23	27,676.59	14,624.64
<b>Gross Profit</b>	42,301.23	27,676.59	14,624.64
<b>Expense</b>			
Bank Fees	20.00	10.00	10.00
Insurance	1,187.00	1,148.00	39.00
Lawn Maintenance	2,000.00	9,750.00	-7,750.00
Office Supplies	0.00	92.00	-92.00
Paint, Goals, & Nets	2,300.77	0.00	2,300.77
<b>Payments to MSYSA</b>			
Players	0.00	2,504.75	-2,504.75
<b>Total Payments to MSYSA</b>	0.00	2,504.75	-2,504.75
Postage/Bank Fees/Misc	118.00	0.00	118.00
Repairs & Maintenance	0.00	1,471.25	-1,471.25
<b>Utilities</b>			
City of Gaylord Water Bill	790.33	170.47	619.86
Consumers	535.97	256.01	279.96
Waste/Septic	569.96	0.00	569.96
<b>Total Utilities</b>	1,896.26	426.48	1,469.78
Web Services	0.00	0.00	0.00
<b>Total Expense</b>	7,522.03	15,402.48	-7,880.45
<b>Net Ordinary Income</b>	34,779.20	12,274.11	22,505.09
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>Camp</b>			
Camp Revenue	7,100.00	3,050.00	4,050.00
Camp Expenses	-3,954.00	-895.00	-3,059.00
<b>Total Camp</b>	3,146.00	2,155.00	991.00
<b>Concession Stand</b>			
Expense	-385.00	-272.00	-113.00
<b>Total Concession Stand</b>	-385.00	-272.00	-113.00
Interest Income	0.00	119.14	-119.14
Unrealized Gain/Loss	775.23	-242.30	1,017.53
<b>Total Other Income</b>	3,536.23	1,759.84	1,776.39
<b>Net Other Income</b>	3,536.23	1,759.84	1,776.39
<b>Net Income</b>	<b>38,315.43</b>	<b>14,033.95</b>	<b>24,281.48</b>