

**Loudoun Soccer Board Minutes**  
**Open Session**  
**February 4, 2020**

**Board Members Present:**

|              |   |              |   |
|--------------|---|--------------|---|
| Mike Harris  | X | Neal Thurman | X |
| Rob Russell  | X | Les Kaciban  | X |
| John Warner  | X | Michael Fay  | X |
| Allen Sayles | X |              |   |

**Junior Board Members Present:**

**Also in attendance:** Colin Smith, Mark Ryan, Maureen Ferreira, Cody Smith, Johnathan Bernard

**Meeting called to Order at 6:30 pm**

**New Business:**

1. Cody Smith provided update on LSP projects related to master plan and future infrastructure related work
2. Rob and Colin provided update related to marketing staff.
3. Casino night was a big success and continued our year over year increase in funds raised for the LSP Master Plan and support of our Financial Assistance Program. Discussed ways to improve and grow attendance next year. Discussed ideas for other events that would draw greater numbers of participants.
4. Minutes were reviewed and approved
5. Les provided update on review of internal control procedures. Given the challenges that have been reported recently related to local youth sports organizations, the Board requested a review of internal control procedures to ensure compliance with Generally Accepted Accounting Principles (GAAP). The seven key areas are: separation of duties, access controls, physical audits, standardized documentation, trial balances, periodic reconciliations, and approval authority. Les reviewed the policies and procedures the club has implemented to address each of these areas.
6. Mike and Rob will be meeting with several other youth sports organizations focused on the western part of Loudoun County to share ideas on how to best serve the community.

Rob Russell motioned to adjourn the meeting and Mike Fay approved. Meeting adjourned at 7:14 pm