



# MEETING MINUTES

## Piscataway Soccer Club Board of Directors Meeting

November and December 2017 Combined  
Kerwin's, Middlesex NJ

### I. Attendance – Roll Call – November 17<sup>th</sup> 2016

Quorum Achieved at 8:05 pm with 6 votes (6 votes required for Quorum of 11 current voting members)

**Members of the Piscataway Soccer Club Board of Directors** (12 Voting members, with full board)

	Title	Name	Present	# of Votes	Delegated to	Late Arrival	Early Departure
Elected Officers (voting)	President	Mike Majorczak	<input checked="" type="checkbox"/>	1 + Tie Breaker			
	Exec Vice President	Tom Roberts	<input type="checkbox"/>	0	Sundelof	Excused	
	Travel Vice President	Scott Marshal	<input checked="" type="checkbox"/>	1			
	Instructional Vice Pres.	Jeff Sundelof	<input checked="" type="checkbox"/>	2			
	Instructional Vice Pres.	Joe Wojtowicz	<input checked="" type="checkbox"/>	1			
	Registrar	Yasmeen Ash	<input checked="" type="checkbox"/>	1			
	Treasurer	Brian Hinds	<input type="checkbox"/>	0	Roussey	Excused	
	Secretary	Chuck Myers	<input type="checkbox"/>	0	Majorczak	Excused	
	Public Info Officer	George Roussey	<input checked="" type="checkbox"/>	2			
Appointed Positions (Voting)	Director of Coaching	Mark Lowdon, USA Soccer	<input checked="" type="checkbox"/>	1		900	
	Club Web Master	Greg Stewart	<input checked="" type="checkbox"/>	1			
	Travel Head Coach	Onyi Freeman	<input checked="" type="checkbox"/>	1	Marshall	900	
	Instructional Head Coach	<i>Vacant</i>	<input type="checkbox"/>	0		Excused	
Appointed Positions (Non-Voting)	Parliamentarian	Kyle Schwarz		N/A		Excused	
	Uniforms	Onyi Freeman		N/A			
	Grievance Chair	Greg Stewart		N/A			
	BOE Liaison – Bldg. Usage	Mike Majorczak		N/A			
	By-Laws Chair	Mike Majorczak		N/A			
	Player Eval Committee Chair	Ed Farmer		N/A			
	U8 Travel Boys Development	Scott Marshall		N/A			
	U8 Travel Girls Development	Jeff Sundelof		N/A			
	Tournament Director	Mike Majorczak		N/A			
	Girls Soccer Committee Chair	Mike Majorczak		N/A			
	Picnic Coordinator	Yasmeen Ash		N/A			
Other	ICYSL Coordinator	Keith Koenig	<input type="checkbox"/>	N/A		Excused	
	PSC 05 Reign, U9G	Marc Caputo	<input checked="" type="checkbox"/>	N/A			
				N/A			
				N/A			

## II. Attendance – Roll Call – December 8<sup>th</sup> 2016

Quorum Achieved at 8:00 pm with 11 votes (6 votes required for Quorum of 11 current voting members)  
**Members of the Piscataway Soccer Club Board of Directors** (12 Voting members, with full board)

	Title	Name	Present	# of Votes	Delegated to	Late Arrival	Early Departure
Elected Officers (voting)	President	Mike Majorczak	<input checked="" type="checkbox"/>	3 + Tie Breaker			
	Exec Vice President	Tom Roberts	<input checked="" type="checkbox"/>	1			
	Travel Vice President	Scott Marshal	<input checked="" type="checkbox"/>	1	Yasmeen	900	
	Instructional Vice Pres.	Jeff Sundelof	<input checked="" type="checkbox"/>	2			
	Instructional Vice Pres.	Joe Wojtowicz	<input type="checkbox"/>	1	Sundelof	Excused	
	Registrar	Yasmeen Ash	<input checked="" type="checkbox"/>	2			
	Treasurer	Brian Hinds	<input checked="" type="checkbox"/>	1			
	Secretary	Chuck Myers	<input type="checkbox"/>	0	Majorczak	Excused	
	Public Info Officer	George Roussey	<input type="checkbox"/>	0	Majorczak	Excused	
Appointed Positions (Voting)	Director of Coaching	Mark Lowdon, USA Soccer	<input checked="" type="checkbox"/>	1		900	
	Club Web Master	Greg Stewart	<input type="checkbox"/>		Majorczak	Excused	
	Travel Head Coach	Onyi Freeman	<input checked="" type="checkbox"/>	1		1	
	Instructional Head Coach	<i>Vacant</i>	<input type="checkbox"/>	0		Excused	
Appointed Positions (Non-Voting)	Parliamentarian	Kyle Schwarz		N/A		Excused	
	Uniforms	Onyi Freeman		N/A			
	Grievance Chair	Greg Stewart		N/A			
	BOE Liaison – Bldg. Usage	Mike Majorczak		N/A			
	By-Laws Chair	Mike Majorczak		N/A			
	Player Eval Committee Chair	Ed Farmer		N/A			
	U8 Travel Boys Development	Scott Marshall		N/A			
	U8 Travel Girls Development	Jeff Sundelof		N/A			
	Tournament Director	Mike Majorczak		N/A			
	Girls Soccer Committee Chair	Mike Majorczak		N/A			
	Picnic Coordinator	Yasmeen Ash		N/A			
				N/A			
Other	ICYSL Coordinator	Keith Koenig	<input type="checkbox"/>	N/A		Excused	
	PSC 05 Reign, U9G	Marc Caputo	<input checked="" type="checkbox"/>	N/A			
				N/A			
				N/A			

### From the PSC By-Laws3.3 VACANCIES IN OFFICE AND DELEGATION OF AUTHORITY, paragraph H.

*“In the event any officer is unavailable for a meeting said Officer may delegate a temporary replacement or may have any other member of the Board of Directors give their respective report and/or perform the duties of said Office.”*

(Please note at BOD meetings, only voting board of directors are allowed to vote, though membership may partake in discussion prior to voting on a motion. A motion must be put forth by a Voting Board Member, and 2<sup>nd</sup> by a voting Board Member in order for a vote to take place. The President only casts tie-breaking votes. See above for listing of voting Board Members. All Board Meetings are open to the Membership

## III. Review of Meeting Minutes of last meeting – October 2016

Motion by Jeff, second by Onyi to correct and approve the previous Meeting Minutes was approved, by a vote 11-0-0. Minutes approved as submitted ~~and/or corrected~~.

#### IV. Unfinished Business from Last Meeting:

- 1) **Financial Audit** – Consideration that we should hire an independent auditor to review our club's financial books. This will help protect Brian from any accusations. Both the Elks and local Fire House do this. Motion by Kyle, second by Jeff to hire an independent auditor to review our club's financial books, and perform every 2 years. Vote 11-0-0 **PASSED** Joe to provide a couple of contacts.

**July Update:** Joe provided info, probably \$3-4000 for first time basic review. Looking for accountants.

**August Update:** Mike's update:

1. I spoke to Sandra Ruoff whose son is on the Travel Hawks. For her firm to do an independent review of our books the cost would be \$5,000.00 minimum. She doesn't recommend this. She feels the cost is high. Though no one else has been able to find someone to do it cheaper officially.
2. She is a CPA and would volunteer to sit down with Brian Hinds one evening for a few hours to do a volunteer review of the books.
3. I have followed up on Kyle's recommendation and offer the above for the board to discuss and move upon Thursday evening.
4. She does recommend a monthly Bank Reconciling though to be provided to the board.

Discussion on having a full audit done versus a friendly high level review. Motion by Jeff, second by Tom to have another CPA (Sandra Ruoff) sit with Brian to review his process. Motion

**PASSED** by a vote of 10-0-0

September Update: Tabled

October Update: Tabled. Mike now has the ability to deposit money.

November Update: Discussion about paying a firm to do a review. Motion by TR, 2<sup>nd</sup> by SM to spend between \$5-7K for a financial review. Motion **PASSED** by a vote of 10-0-1.

January 2016 Update: MM sent a letter to the auditing firm to engage them.

February 2016 Update: Sandra requested a list of documents. BH is putting the documents together and will send the documents to her

March 2016 Update: Mike M verified bank balance matches Brian H reports. Brian H will provide Sandra with requested documents.

April Update: Brian H sent 1 year's worth of financial information to Sandra.

May Update: Underway. Mike spoke with Sandra (with Smith & Brown PC) for a balance sheet.

June Update: Waiting on accountant.

July Update: Tabled.

August Update: Brian to sit with Sandra from Smith & Brown PC, to finish reconciliation.

September Update: Brian met with Sandra and discussed the club's financial information

October: Tabled

**November: Tabled**

**December: Majorczak Spoke to CPA, awaiting response.**

- 2) **Coach Background Checks** – once New spring Coaches are selected, they will need to go through a background check.

August Update: Most Travel coaches are done. Sending reminders. EDP will use US Club background check method.

September Update: All Travel Coaches have been checked. Jeff to send Instructional Coach names to George and Onyi

October: Jeff provided names to George

**November: Tabled**

**December: All Fall Travel and Instructional Coaches 100% Complete, have started on Spring Coaches.**

- 3) **Field Vision** – Video system that auto records a game. New company with a product in beta. Basic marketing provided by Mark. Gregg to contact them for more information.

**October:** Gregg will try to get a demo on Sunday 10/30. Camera can run for 3.5 hours on battery only.

**November: Tabled**

**December: Celtic Beta Test Corrupted Hard Drive, did no record.**

- 4) **PSC ICYSL web page** – we need one now that we have teams in this league  
**October:** Chuck needs to create an information page for the club website. Chuck will ask Keith to review prior to posting. Discussed ICYSL schedule.  
**November: Tabled**  
**December: Motion by Yasmeen 2<sup>nd</sup> by Tom Roberts to add an appointed board member (by the President) to the board of directors – VP of ICYSL Teams. Vote 11-0, motion passed.**

**It was agreed to offer the ICYSL teams a \$200 rebate from the Fall Seasons which can be applied to the Winter 5v5 League.**

- 5) **Winter USA clinics** – Discussed various options – Approved. Closed.
- 6) **Spring Picnic** – Scheduled for Saturday 6/17, after Instructional' s last game. Discussed possible attractions: Food, DJ, Dunk machine, Bubble Ball, Mr Softy, Corn Guy  
**November: Corn Guy wants to come and sell Corn**  
**December: Tabled**

## **V. New Business:**

- 1) **Coach / Manager Handbook** – Discussed need to UPDATE our Coach handbook. Existing handbook is on line under the title “Coach Ethics”.
  - Discussed need to provide a mentor to every “new” coach
  - Discussed need to meet with parents at tryouts
  - Discussed need to meet with parents at new team practices**December: Tabled**
- 2) **Quick Chek Fundraising Coordinator** – Complaint received from Quick Cheks, it was asked we provide a coordinator to schedule Shake A Cans at their locations within the township. Yasmeen will speak to Meredith Blount about the position.
- 3) **Travel Teams in Trouble:**
  - a. Flash – Low number of returning players
  - b. Rein – Low number of returning players
  - c. Real Madrid – Coach may not be returning along with assistant
  - d. Sky Blue – Low number of returning players

Post Meetings – Flash and Rein will most likely be combined due to low number of players. A Paid Coach and Twice a week training will be provided for the Spring, no Coach Volunteers. Sky Blue has enough players for the Spring.

- 4) **Winter 5v5 League:**  
November: Low Registration  
December: Sold Out, Chuck's email proposal on coordinators was approved with the following change  
“All PSC and ICYSL teams participating in 5v5 League will be offered the option of entering a Raffle to become site coordinators.
- 5) **PSC to Host F Lisc Class 12/2 and 12/4** – 7 PSC Coaches to attend. – Closed.
- 6) **Adidas Uniform Jersey Snagging / Pulling Issue** – Long discussion ensued. Onyi agreed to speak to Ray more on this issue.
- 7) **Director of Coaching Class** – Mark Lowdon and Chuck Myers to attend.

## VI. Reports of Officers

- 1) President – Mike Majorczak
  - November: Nothing to Report
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 2) Executive VP – Tom Roberts
  - November: Nothing to Report
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 3) Tournament Director – Mike Majorczak
  - November: Issue with Photographer and some teams receiving wrong photos.
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 4) Treasurer – Brian Hinds
  - November: No Report
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 5) Registrar – Yasmeen Ash
  - November: Requested a Travel Registration reminder to be sent out.
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 6) Travel VP – Scott Marshall
  - November: Nothing Further to Report, see minutes.
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 7) U8 Development – Jeff Sundelof & Scott Marshall
  - November: No Report
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 8) Instructional VPs – Jeff Sundelof & Joe Wojtowicz
  - November: By far the most pleasant season to date, only 2 complaints on new U6 U7 and U8 program
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 9) Public Information Officer – George Roussey
  - November: Need info by 11/30 for Newsletter
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 10) Director of Coaching – Mark Lowdon of USA Soccer
  - November: Will be meeting with Jeff/Scott in early January to develop Training Schedule. Replacing
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 11) Travel Head Coach – Onyi Freeman
  - November: Discussed Defective Jersey issue (see new business in December)
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.
- 12) Instructional Head Coach – (vacant)
- 13) Parliamentarian – Kyle Schwartz
  - November: No Report
  - December: Tabled, Reports Given at General Membership Meeting earlier this evening.

14) Webmaster – Greg Stewart

- November: See minutes about corrupted file on Field Vision
- December: Tabled, Reports Given at General Membership Meeting earlier this evening.

15) Secretary – Chuck Myers

- November: No Report
- December: Tabled, Reports Given at General Membership Meeting earlier this evening.

16) Player Evaluation Committee (PEC) Report – Jeff S, Chuck M, Ed F

- November: No Report
- December: Tabled, Reports Given at General Membership Meeting earlier this evening.

17) By-Laws Committee – Mike Majorczak

- November: No Report
- December: Tabled, Reports Given at General Membership Meeting earlier this evening.

#### **IV. Concerns of Teams:**

- **None**

#### **V. Concerns of Members:**

- **None**

#### **VI. Adjournment - November**

Motion to Adjourn by OF, 2nd by ML, at 1050 pm. Vote 11-0-0 (yes, no, abstain). Meeting Adjourned.

#### **VII. Adjournment - December**

Motion to Adjourn by JS, 2nd by Scott, at 1045 pm. Vote 11-0-0 (yes, no, abstain). Meeting Adjourned.

#### **VIII. Calendar – See Goggle Calendar called “Piscataway Soccer”**