



Harbor Soccer Club Meeting Minutes

Date: February 05, 2024

I. Call to order

Facilitator Name Jaime Castellanos

Harbor Soccer Club Board Meeting at 7:04 pm 2/05/2024 at Swift Water Elementary School – Gig Harbor WA 98332.

- Justin Cooper - President
- Jaime Castellanos - Secretary

II. Roll call

Jaime Castellanos conducted a roll call. The following persons were present:

OFFICE	NAME	P	E	U
EXECUTIVE BOARD:				
President**	Justin Cooper	x		
VP Administration/Treasurer*	Yvonne Christenson	x		
VP of Operations*	Jeff Wenrich	x		
Member at Large*	Eddie Lange	x		
Secretary*	Jaime Castellanos	x		
Ex-Officio*	Sam Byrd	x		
BOARD MEMBERS (VOTING):				
Business Development D*	Larry Kalahiki	x		
Club PD*	Vacant			
Girls Small-Sided PD*	Corey Hall	x		
Boys Small Sided PD*	Brian Hallberg	x		
Micro PD*	Vacant			
Key Peninsula PD*	Larry Kalahiki	x		

BOARD MEMBERS (NON-VOTING):				
Game Scheduler	Cynthia Walker Kennedy	x		
Fields Maintenance	Vacant			
Referee Coordinator	Kevin Gray		x	
HSC Referee Assignor	Kevin Gray		x	
Disciplinary Review Chair	Jeff Wenrich	x		
STAFF (NON-VOTING):				
Business Director	Shannon Lee	x		
General Manager / TD	Jason Jarrett	x		
Director of Coaching	Bryce Waddington	x		
Development Director	Matthew Hodgson	x		
Rec + Jr Academy Director	Bryce Waddington	x		
OTHERS: (NON-VOTING):	list by name			

* denotes Voting member ** denotes Member who votes only in the event of a tie

III. Approval of minutes from last meeting

- Prior meeting minutes for January was motioned to approve by Jeff Wenrich and motion seconded.

IV. Old Business (1/05/2024 board meeting)

- Is there a need to have one Club Calendar showing all HSC events in one calendar (Microsoft, Google, etc...) internal and maybe external for HSC members?
- 1. The Rec side prefers a separate calendar.
- 2. Justin: A meeting will be scheduled to meet up with Microsoft IT focal to review calendar options.
- Will Meetings continue to be scheduled first Monday of the month? To continue with the prior process of the first Mondays of the month with considerations to holidays (will be moved to the following Monday).
- What will be the time slot for HSC members/families to attend club meetings?

- Board and staff to send out candidate names with preferably board experience to Justin for the club Ex-Officio board member role by the middle of January.
- Kitsap Credit Union's latest investment proposal for Field Fund, Reserve/Emergency Operations Fund. Who will be the point(s) of contact? Should deposits be in fixed (locked) funds and liquid funds?
- Kitsap Credit Union sponsorship status?
- Seek out a Wealth Management Firm that can provide advice on how to structure club finances.
- What sponsorship position does Timberland have with the club?
- Consideration to have MultiCare sponsor both Premier and Recreational teams.
- Is Spring Development an option for sponsorship opportunity?
- Should board members have a vote for what the club (Rec, Premier, etc.) jersey will look like?
- Review of Premier and Rec uniform cost and ordering responsibilities and family responsibilities to update their child's uniform size.
- Fundraiser Committee – what has historically worked?
 1. Tyee Cup: Premier Baskets.
 2. Dirt for Dirt: help needed for deliveries.
 3. Cheney Stadium: ticket bundle purchase for resale.
 4. The Sounders showed interest in the Tyee Cup.
 5. Restaurant takeovers.
 6. Grindstone Award Foundation (Hockey?)
 7. Push for Giving Tuesday
- Approval of 2024/2025 Premier budget, prior year budget needed for comparison review.
- High School registration fee budget review.

- When is our calendar fiscal year?
 1. Should the year match our soccer year?
 2. Invoice delays, regionals, fields have been an issue.
- Is it the director's responsibility to utilize field times.
 1. Justin will send out email(s) to find out field scheduling processes.
 - a. During rec who is the director on "duty", should we utilize a calendar.
 2. Any issues with open, close, early reg. dates? Increases for KP and for late registration during early window.
 - a. Communication/Social media Committee to work with the PD's for announcements.
 - b. Justin: mail directors to work on getting press links to include college show case in February.
 3. Jeff Wenrich motioned to approve Corey Hall (Girls Small-Sided PD), Brian Hallberg (Boys Small-Sided PD), and Larry Kalahiki (Business Development / Key Peninsula PD) in their respective positions.
 - a. No "nays" noted.
 4. Jeff announced he will be stepping down this year.
 - a. Larry has an interest in stepping into Jeff's VP Operations position and will be stepping down from his current position(s).
 - b. NOTE: Jeff motioned he highly recommend Larry for the position he would be leaving vacant, Vice President of Operations (VP Ops).
- Meeting Minutes Amendment on 2/14/2024: The motion to amend noted below was made on 02/14/2024. The motion passed with 6 board members in favor via email, no members against the motion. The meeting minutes amendment passed.
 1. "The incoming President, Justin Cooper, and incoming VP Administration/Treasurer, Yvonne Christenson, will be signers and have full bank account access and capabilities with all accounts held at Heritage

bank. This includes but is not limited to AP Bank Account, Payroll Bank Account, and Income Bank Account."

2. "The incoming President, Justin Cooper, and incoming VP Administration/Treasurer, Yvonne Christenson, will be signers and have full bank account access and capabilities to all bank accounts at Timberland Bank.
3. "The incoming President, Justin Cooper, and incoming VP Administration/Treasurer, Yvonne Christenson, are to be granted administrative access to Harbor Soccer Club's payroll system that is utilized through ADP."

V. Committee & Director Reports

- **President** – Justin Cooper :: Agenda submitted electronically 2/01/24
- **VP Admin/Treasurer** – Yvonne Christenson :: Report submitted electronically 2/04/24
- **Ex-Officio** – Sam Byrd :: No report, new board member.
- **VP Ops** – Jeff Wenrich :: No report
- **Member at Large** – Eddie Lange :: No report
- **Business Development** - Larry Kalahiki :: submitted
 1. **Business Development Report** – Report submitted electronically 2/03/24
 2. **Key Peninsula PD Report** – Report submitted electronically 2/03/24
- **Program Directors** ::
 1. **Club PD** – Vacant :: N/A
 2. **Rec Director** – Bryce Waddington :: Report submitted electronically 2/03/24
 3. **Jr Academy Director** - Trevor Jensen :: No report
 4. **Girls Small-Sided Director** - Corey Hall :: Report submitted electronically 2/05/24

5. **Boys Small-Sided Director** – Brian Hallberg :: Report submitted electronically 2/03/24
 - a. **Micro Director** – Vacant :: N/A
- **Staff Reports**
 1. **Business Director** – Shannon Lee :: Report submitted electronically 2/05/24
 2. **General Manager/Technical Director** – Jason Jarrett :: Report submitted electronically 2/04/24
 3. **Director of Coaching** – Bryce Waddington :: Report submitted electronically 2/03/24
 4. **Boys Youth Director** – Mathew Hodgson :: Report submitted electronically 2/05/24
 5. **Girls Youth Director** - Vacant ::
 6. **Game Scheduler Report:** Cynthia Walker Kennedy :: Report submitted electronically 2/02/24

VI. New business

- Discussed 1/11/2024 meeting minute edits and how reports are saved electronically rather than entering all the info into the minutes. Minutes approval status for 2023. Download 2023 to the SharePoint. Discussion of what the approval of the minute's procedure is.
- Many reports were not submitted due to the assumption that answering the 3 board and staff concerns sent to Justin was going to be considered sufficient for report substitution.
- Jeff motions to accept the amendments pending the update to note that Jeff highly recommended Larry to the VP of Ops and the changes to document that Yvonne, Cynthia, and Shannon did submit a report. The motion to approve was second.
- Reviewed the Old Business.
- One calendar use by the board and staff. Third-party review pending for license use.

- Reservations of Swiftwater will be made only by the HSC focal per PSD focal request.
- How do bylaw changes work vs policy changes? The Bylaw committee needed for changes thru the year for presentation at the AGM. Bylaw committee is needed by the end of March.
- Jeff officially steps down as of today. Discussion of what the process is for nomination for his role. Jeff motioned to nominate Larry, motion was seconded.
- Bryce's rec side role overseeing KP, goal to get KP big enough to be self-sustainable, travel is one of the 7 v 7 concerns. KDP identity
- Motion to vote Larry Kalahiki to VP of Operations, all in favor, majority is all in favor. 8:23 pm. Larry was officially voted in and is now the VP of Operations.
- Jason provided an update on Outlook for 2024-2025 coaching and staffing. Jason noted great progress in recruiting and many prospects are being reviewed while utilizing Spring development as a source.
- 2024-2025 rates discussion and explained referencing comparisons to local clubs noted, such as member volunteer hours / out-of-pocket team fees are significantly higher, approximately \$700.00. Noting volunteer hours would be a significant help to the club for help-needed events, such as the Tyee Cup, etc..
- Larry motioned to approve a high school rate increase, motion was second. Discussion was held and the motion was passed with all in favor.
- BECU noted as a business moving into Gig Harbor, MultiCare contract in work, and signatures needed from Justin and Yvonne by March to stay in line with Prottime.
- Recreational Soccer Kits review for sponsor front back and sleeves.
- Larry noted the recommendation that Brian King noted interest in the Business Development Role and stated that social media L Jensen submitted a proposal for review.

VII. Good of the Game:

Brian Hallberg motioned to adjourn, the motion was 2nd 9:03 pm.

Minutes submitted by: Jaime Castellanos

Minutes approved by: *Jaime Castellanos*