



MADISON YOUTH SOCCER CLUB

Madison, Connecticut

Madison Youth Soccer Club (MYSC)

Board Meeting Minutes

Erol E. Gulcicek, Secretary

Monday, January 23, 2012
7:00 PM, Memorial Town Hall – Upper Level

Board Position	Board Member	Attendance
1. President	Dave Sullivan	x
2. Vice President	Patrick Caruso	x
3. Treasurer	Warren Hartmann	x
4. Secretary	Erol Gulcicek	x
5. Registrar - Travel Teams	Michele Licursi	x
6. Registrar - Boys Recreation	Deborah Coe	x
7. Registrar - Girls Recreation	Michelle McNeilly	x
8. Travel Coordinator, Classic	Joe Harvey	x
9. Travel Coordinator, Recreation	Chris Scully	x
10. Recreation Coordinators - Boys	Denise Harvey	
11. Recreation Coordinators - Girls	Dan Mallon	x
12. Referee Coordinator	Kathy Derken	x
13. Training Coordinator	Andrew Montgomery	
14. Equipment Coordinator	Dorothy Cohen	
15. Field Coordinator	Asa Wildermann	x
16. Web Site Coordinator	Dan Mallon	x
17. Publicity / Fundraising	Linda Sullivan	
18. Tournament Director	Al Silva	

Visitors signed in at the January 23, 2012 MYSC board meeting: None

Meeting Minutes:

1. President's Introduction

- *The Board President Dave Sullivan welcome all the board members to the new 2012 season.*
- *He emphasized that one of the new priorities of the year was going to be defining the job descriptions and the tasks for each of the board positions.*

2. Secretary's Report

Erol Gulcicek

- *Motion was made to approve December 2011 minutes. It was seconded and approved.*
- *E. Gulcicek has indicated that the Memorial Town Hall was reserved for the next three Board Meetings, and that he was going to try to book the room through December 2012.*

3. Treasurer's Report

Warren Hartmann

- *W. Hartmann indicated that after all activities concluded in 2011, the MYSC has about \$18K in the bank.*
- *It was asked how this balance was compared to previous years. Since registration in prior years started before the end of the calendar year, it was explained that this number was hard to compare.*
- *W. Hartmann said that we currently have proceeds for 200 registrants.*
- *Asked the board if MYSC would consider to sponsor a winter program.*
- *W. Hartmann presented an outline of basic accounting procedures to the board. The copy of this document is shown in Appendix A. The board, in general, agreed to review the document and vote on the procedures at the next meeting.*
- *Fund Raising was a topic that was brought up by Warren Hartmann and was discussed among the board members. Some of the ideas discussed were possibility of raising advertisement dollars with a booster book that may or may not be combined with the MIST booklet, raising advertisement dollars within the MYSC web pages, and web sponsorships of teams.*

4. Registrars' Report

Michel Licursi, Travel Registrar

Deborah Coe, Boys Recreation Registrar

Michelle McNeilly, Girls Recreation Registrar

- *Michele Licursi mentioned that the registration had a slow start. She indicated that she has been emailing parents actively. Many board members expressed their appreciation and her creativeness on her emails where she included small quizzical statements on basic soccer rules.*
- *She emphasized the need for travel comp. coaches to find out which players are coming back so teams can be kept at optimal numbers.*

- *She indicated that the target for the Spring 2012 registration is about 600 kids. This was based on the observations that the enrollment for the Madison school age kids are in decline. She indicated that the average Spring enrollment since 2005 has been around 650 kids.*
- *There was nothing to report by the Boys and Girls registrars.*

5. Travel Coordinators' Report

Joe Harvey, Classic Travel Team Coordinator

Chris Scully, Rec. Travel Team Coordinator

- *Joe Harvey proposed to have common training days with multiple teams throughout the week to save training fees.*

6. Recreation (in-town) Coordinators' Report

Dan Mallon, Girls

Denise Harvey, Boys (absent)

- *No report*

7. Referee Coordinator Report

Kathy Derken

- *No report*

8. Equipment Coordinator Report

Dorothy Cohen

- *Asa Wildermann the previous equipment coordinator for jerseys, etc., stated that he is handing down all the uniform production information and notes to Dorothy Cohen.*

9. Field Coordinator's Report

Asa Wildermann

- *In discussions with Scott Erskine on scheduling allocation for the Spring*

10. Training Coordinator Report

Andrew Montgomery

No Report (absent)

11. Web Site Coordinator Report

Dan Mallon

- *He mentioned that he is getting up to speed on updating MYSC documents on the web.*

12. Tournament Director's Report

Al Silva

- *At Al Silva's absence, Dave Sullivan mentioned that the MIST dates were tentatively set to take place the weekend of 9/29 and 9/30 of 2012.*

13. Vice President's Report

Patrick Caruso

- *Briefed the board on the last SCD meeting.*

14. Special Events Coordinator's Report

Linda Sullivan (absent)

- *No report*

15. Other Business

- *There being no other business, the meeting was adjourned.*

APPENDIX A.

Madison Youth Soccer Club Accounting Procedures

Accounting for Revenue:

- Online banking activity report should be provided to the treasurer on any day in which there is banking activity. All registration fees and other banking activity should be reconciled to the bank statement on a monthly basis. Treasurer to have online access to bank accounts.
- All checks payable to Madison Youth Soccer should be remitted to the treasurer's office within five (5) business days of receipt. Photocopies of deposited checks will be made where practical and attached to each bank deposit slip.
- Any cash received should be summarized and given to the league Treasurer in person within 48 hours. Cash must be counted at the time of delivery with two parties present and a written receipt signed by both parties must be provided.
- Any registration refunds or late fee waiver requests must be in writing and in accordance with our refund policy. All requests must include notification in writing to the league President and Executive Vice President prior to disbursement.

Accounting for Disbursements:

- All disbursements must be made by check and supported with a receipt. No cash disbursements are permitted as we do not maintain a Petty Cash Fund.
- All Tournament fee requests must be accompanied by a form of fee verification. (cancelled check, tournament registration form showing fees, email from tournament director)
- All requests for checks must be *approved in writing prior to submission for payment* subject to the following thresholds:

- Any disbursement request *between \$50.00 and \$500.00* requires written notification (email is acceptable) to the league President **Excludes referee fees.**
- Any disbursement request *between \$500.00 and \$1,000.00* requires written approval of the league President or Executive Vice President.
- Any disbursement request *in excess of \$1,000.00* must be reviewed and approved by the BOD *prior to purchase.*
- At least three competing bids are required if any purchase or related series of purchases is expected to exceed *\$1,000.00*. The bids should be available for review by the BOD upon request.