

## TASL MEETING MINUTES

July 12, 2017



The regularly scheduled TASL meeting was held on July 12, 2017 with the following in attendance: Tina Lowry, Jimmy Holland (PSC), Nan Beck (CUSC), Dave Dearborn, Teresa Phillips, Brad Killenbeck (AYSO), Brian Francazio (BFC), Caryn del Castello (CSC), AG Gomez (CUSA), Milt Cummings (SSC), Paul Membrino (VAL), and Jimmy Kinlaw (Bookkeeper). CSL and TSA reps were not in attendance but were excused. SYAA and WBSC reps were not in attendance and were not excused.

Tina Lowry, President called the meeting to order at 6:30pm. She then turned the meeting over to Jimmy Holland, Vice President and a member of the Scholarship Committee. Jimmy gave a history of the scholarship distribution and stated this year was the most applicants ever received with \$10,000 to be given to outstanding TASL scholar athletes. He noted that the committee met and blindly reviewed application packets from seven well deserving applicants who were going to colleges in Virginia except for one and there was also one junior applicant. David Dearborn, committee member also praised the applicants for their hard work inside and outside the classroom, noting that there were many volunteers hours in the group. Those present to accept their award included Robert Goode, Emery Wiest, Danielle Pascanik, and Francesca Giardina. They were congratulated by TASL members, family, and friends in attendance and then photos were taken to be posted on the TASL website. Those receiving awards but unable to attend included Alaina Hamill and Emma Rafferty along with junior applicant, Hannah Marston who will receive her award next year. Tina then made some closing remarks, recognizing them as great student athletes but also thanking their parents for their support.

The meeting then continued by Tina asking if there were any questions or corrections to the June meeting minutes previously sent out by Nan Beck, TASL Secretary. There were none so she asked for a motion to approve. Brad Killenbeck made the motion and Jimmy Holland seconded it. The motion carried.

**Treasurer's Report** - Jimmy Kinlaw, Bookkeeper was asked to review the financials. He reviewed a draft of the proposed 2017-2018 annual budget he had passed out to all. He noted he made assumptions on some costs and that there are some things not listed but there is money available to purchase additional things like the coaches' bags. It was also pointed out that PSC has an outstanding referee reimbursement invoice that is in danger of not being paid due to not being submitted. Jimmy stated he would follow up on this.

## **Ongoing or Unfinished Business**

- Review status of action items from 6-14-17

Tina asked for a review and the following were noted:

- Headshots of Club Reps and Board members are still needed for the website.
- The draft of a job description for an Administrative Assistant is ongoing and being worked on by the members of the Budget Committee.
- The Seeding Meeting is scheduled for August 2<sup>nd</sup>.
- Jimmy has ordered eighteen referee kits, eight for SSC and ten for CSL. Information will be sent to these Club Reps to distribute to qualifying new referees for ordering when he receives it.

Prior to the review of committee reports, Tina noted that the agenda will be more focused and ongoing until December but additional items can be added.

- Committee Round Table – Tina asked for a report from each committee.

- ***Handbook Committee*** - Brian Francazio, Chair reported that he had switched the handbook from PDF to Word in order to start updating and will be meeting with his committee to present and review.
- ***Referee Committee*** - Brad Killenbeck volunteered to chair this committee, stating that there had been no opportunity to meet due to conflicts with several committee members. However, he would like to meet with committee members after this meeting to set up a meeting date. He warned that having everything in place for the fall may not be doable. Tina acknowledged that but then requested that this committee also plan how to communicate to the referees the league rule on build out lines for small sided games as being mandated by US Youth Soccer for the fall season.
- ***Education/Social Media Committee*** - Tina stressed a need for someone on this committee to take the lead. Caryn del Castello, being the only committee member present and a fairly new Club Rep, stressed a need for help on planning coaching education. Tina stated the following:
  - Since many USSF courses are being offered now and for the fall, NSCAA courses should be planned for the fall and she will set up a reimbursement plan when certificates are received.
  - The committee will need to get guidance from Mike Dick on planning NSCAA courses.
  - She requested the committee also find out the benefits of the NSCAA membership TASL currently has.
- ***Budget Committee*** - Tina reported the following:
  - She has replaced Dave Dearborn on this committee.
  - The NCSAA Convention to be held next January in Philadelphia and she will need a number for those planning to attend.
  - The Referee Kits will be an ongoing expense but there was some discussion on who should receive those. It was pointed out that some may get them who are not referees for TASL games. However, others expressed support, stating that it should not matter since the focus should be on all new referees for the good of the game and the focus should be on retaining them since many are

lost for various reasons and especially the younger ones going off to college or joining the military. In order to have the Referee Kits readily available, Jimmy Holland made a motion to purchase fifty more Referee Kits. Brad Killenbeck seconded the motion and it carried. Jimmy then stated he would try to add these to the current order of eighteen, totaling 68 kits ordered.

- Planning classes for new referees should be under the Referee Committee.
- Jimmy Kinlaw, committee member suggested that Tina should get a credit card for TASL purchases. There was then discussion on whether it should be a credit card or a debt card. Jimmy then stated he would apply for state tax exemption for TASL.
- Currently, Tina and Jimmy Holland have signature authority but Tina questioned if Jimmy Kinlaw as Bookkeeper should have it to streamline the process of Tina signing checks and then having to get them to Jimmy for distribution. There was some discussion on this but then it led into having more informative monthly profit and loss financial reports. There had been use of Quicken Books used on an Apple computer. Noting that Jimmy does not use a Mac and is without a proper electronic program for keeping an account of the financial records, it was agreed upon by all that he needed Quicken Books or another type of accounting program. Tina confirmed and Jimmy acknowledged that he would take care of purchasing one and then he would be reimbursed. Tina then added that she would meet with a rep at Towne Bank to update the signature card and get information on whether to get a debt card or a credit card, and also learn more about online access and making payments with a card.

When wrapping up committee reports, Tina noted that she had left one off which would be the Scholarship Committee which was noted as previously named, the Scholarships, Awards, and Incentives Committee. She gave kudos to these committee members for a job well done on the awarding of scholarships. Tina added that she will post the photo of scholarship recipients and write an article to go with it. She will also add the others who were not able to attend as not pictured. However, Jimmy stated that he will follow up and offer the two recipients who were unable to attend a chance to attend the August meeting to receive their award. It was also decided that the junior recipient would be given the opportunity to resubmit next year with more added information to improve her chances for increasing her award as it is currently determined. It was noted that the committee was waiting on a CSL applicant and asked for approval to review it for determining an award. Brad Killenbeck made the motion to allow the committee to accept the additional scholarship applications. Paul Membrino seconded the motion and it carried.

## **New Business**

### **-Forfeitures**

- Vote on the following forfeitures from Spring 2017
  - CUSC U12 Thunder – alleged played with guest players  
Nan confirmed that this new coach admitted to using guest players but it was out of frustration due to another coach from another club recruiting a player from this team after the season began. After attempts to address this with the Club Rep with no response, the team was left with one less player creating an issue with player numbers that had developed after the team was declared with

sufficient numbers but lost some due to a lack of a coach who volunteered right before the season began.

- TSA U13 Rovers – alleged played with illegal players  
The TSA Club Rep was not in attendance so there was no explanation on this issue.

Tina asked for any discussion on these issues and a motion if further action should be taken. Milt Cummings made a motion that no further action taken in either case. Brad Killenbeck seconded the motion and it carried.

- Collect Fines - Tina reminded the following Club Reps that fines are due from Beach FC, CUSC, and CUSA and should be given to Jimmy.

Nan then reminded Tina about upcoming elections and that nominations needed to be taken for the two Board positions, President and Secretary up for elections at the August meeting. Tina asked for nominations for President. Tina Lowry was nominated and she accepted. She then asked for nominations for Secretary. Nan Beck was nominated and she accepted. She reminded all that nominations can continue to be submitted and a vote will be taken at the August meeting.

Teresa stated that she is currently scheduling software reviews and a few have already been set up for review. She added that mysoccerleague can update for needed features such as a game day rosters. She can create one but coaches or team managers would have to enter the players. That lead to a discussion of the use of game day rosters and what should be included on them.

### **Important Upcoming Dates**

The following dates were reviewed by Tina:

- Spreadsheet of Fall 2017 teams should be emailed to Teresa by July 27<sup>th</sup>.
- The Seeding Meeting for fall season will be held on August 2<sup>nd</sup> at 6:30pm at 1701 Baltic Avenue. Dinner will be provided. Club Reps need to bring their field declarations and payment for league fees. Tina will provide information on team declarations being submitted online prior to the Seeding Meeting.

Tina then turned the meeting over to Dave Dearborn. Dave announced his departure from TASL, stating that he is no longer associated with any team or club and is not coaching this upcoming soccer year. Even though he will have limited time this fall due to travel plans, he did offer to be a member of a committee. He also withdrew from his position as Treasurer, noting that he was not able to fulfill those responsibilities. Tina thanked Dave for all his input and being a big part of TASL for many years. She then directed to the attendees that the position of Treasurer might need to be removed as a Board position. This will be discussed at later date, noting that the by-laws can be updated and are not required to be submitted to the State Corporation Commission.

Tina then adjourned the meeting at 8:29pm.

Respectfully submitted,

Nan Beck, TASL Secretary

**TASL Meeting on 7-12-17**

<b>Action Items</b>	<b>Responsibility of:</b>
Follow up on outstanding referee reimbursement invoice from PSC.	Jimmy H.
Information to be sent to CSL/SSC Club Reps for distribution to qualifying new referees for ordering referee kits when received	Jimmy H.
Apply for state tax exemption for TASL.	Jimmy K.
Purchase accounting program for TASL finances/Reimbursement	Jimmy K./Tina
Meet with a rep at Towne Bank to update the signature card and get information on whether to get a debt card or a credit card/also learn more about online access and making payments with a card online.	Tina
Post photo of scholarship recipients./Write an article to go with it.	Tina
Follow up and offer the two recipients who were unable to attend a chance to attend the August meeting to be presented their award	Jimmy H.
Provide information to Club Reps on online team declarations prior to Seeding Meeting.	Tina
Follow up work on committees as noted in the minutes.	Club Reps/BOD
<b>Motion</b>	<b>Made/Seconded</b>
Motion made to purchase fifty more referee kits	Jimmy Holland/Brad Killenbeck
Motion made to allow the committee to accept the additional scholarship applications	Brad Killenbeck/Paul Membrino
Motion made that no further action taken in either case of forfeiture	Milt Cummings/Brad Killenbeck
<b>Committees</b>	<b>Committee Members</b>
Handbook/Rules	Brian/Brandon
Referees	Michelle/Nan/AG/Brad/Milt
Budget	Jimmy K/Dave/Jimmy H
Coaching Education	Meredith/Caryn
Technology/Social Media/Education	Meredith/Caryn/Julie
Scholarship	Jimmy/Dave