



MDCVSA General Council Meeting
Saturday, August 25, 2007 at 10:00 a.m.
Comfort Inn, 6560 Loisdale Court, Springfield, Virginia

The meeting was called to order at 10:07a.m.

1. Roll Call

Member Leagues:

Luis Chinchilla	Northern Virginia Adult Soccer Association
Kate Roventini	Northern Virginia Adult Soccer Association
David Hichak	Central Virginia Soccer Association (proxy)
Ralph Wills	Northern Virginia Coed Adult Soccer League
Maria Wolf	Tidewater Women's Soccer League
Julie McCune	Washington Area Women's Soccer League
Cara Rooney (arrived late)	Capital Coed Soccer League, MDCVSA Audit Committee
Jim Sadowski	(Jim was the CCSL rep. until Cara arrived)
Michael Slie	Northern Virginia Soccer League
Marti Bevan	Va Rush (proxy)
Luis Chinchilla	Beach FC (proxy)

Officers:

Jim Sadowski	MDCVSA President
Marti Bevan	MDCVSA Vice President
Sloane Bailey	MDCVSA Registrar
Rachelle Kosky	MDCVSA Treasurer
Tina Seeley	MDCVSA Recording Secretary

Delegates:

Anita Hood	Delegate
Ralph Wills	Delegate
Steve Long	Delegate

Guests:

Bob Bryck	Mr. Bigglesworth team (NVCASL)
Mary Beth Falk	MDCVSA Administrator
Scott Meyer	State Referee Administrator

2. Credentials Report:

Total votes present at roll call: 112 of 173 eligible votes, 64.74 percent. Quorum achieved. Jim asked those present to fill out the league affiliation form and to later provide a copy of the league's rules and bylaws to the MDCVSA.

3. Adoption of Meeting Agenda

A motion to adopt the agenda was approved.

4. Review and Approval of Prior Meeting Minutes (April 28, 2007)

Jim mentioned a correction to the minutes -- removing the mention of Marti reporting on the last AGM meeting. Michael Slie asked why the minutes referred to him as holding the NVSL proxy, since he serves as a division director and registrar for the league. Jim explained the requirement for voting by proxy. Michael had an email from the NVSL asking that he vote for the league by proxy. Jim asked the council to permit Michael to vote as a representative for NVSL for purposes of this meeting. That motion was approved. The motion to approve minutes as corrected was approved.

5. Officer's Reports

a. President's Report

Jim said it is immensely helpful to have state administrator. He noted that insurance claims are turned around much faster and rosters are being approved as they come in or within 24-48 hours. Our rent for the state office is going down by almost half, because VYSA is expanding and will use some of our office space. That should also lower utility bills. Jim attended the select team tournament in Oneonta was able to watch and not just referee. Assessors did a great job, thanks to Scott. Jim has been keeping track of the hours he spends on MDCVSA business -- his last tally was 600 hours and that number needs to come down. The current administrator can only work so many hours at the office due to child care issues, so the budget reflects a second part time administrator. We're spending more money on refs, and now we need to start spending more on field development. We have to have our own fields or access to them to run our own events. Jim attended a legal seminar on digital paper (www.virginiacle.com to watch a video replay of this seminar at a cost of \$125 or \$150). A lot of forms that are being filled out manually that should be handled digitally. There is a good chunk of money in the proposed budget for computer equipment and software, including a scanner and professional version of Adobe software.

QUESTION FROM THE FLOOR: Anything new on the insurance? Colony Specialty Insurance has offered a competitive quote to one league, some groups in the state have used them. Jim said there was no update from USASA's standpoint on the insurance, except for they are supposed to be bidding it out. Jim is not sure when the current policy with K&K expires. The term is up every 3 years, Jim thinks. Youth bylaws allow them to shop their insurance locally, adults are not allowed to do this.

QUESTION FROM THE FLOOR: Colony is offering to cover 1000 players for \$4000, same coverage as K&K. Jim asked for a copy of the quote. If anyone can find a better insurance rate, please contact Jim. He found a cheaper policy previously that was \$.50 to \$1 better than the current policy.

QUESTION FROM THE FLOOR: Any talk of standardized option for directors and officers liability? Jim said you can get that from K&K. D&O right now only covers the executive council at the MDCVSA. For league officers you can get that through K&K or shop around. He noted that an Arlington soccer league commissioner recently was found to have walked off with about \$50,000. Jim suggested leagues should protect themselves and said it's only about \$300 for the annual bond premium and we have \$300K in assets. There's a lot of money in soccer now and with volunteers, you never know.

QUESTION FROM THE FLOOR: D&O for WAWSL was more like \$600 or \$800. Jim said to talk to him and he would double-check the MDCVSA numbers. Finally, Jim announced that Sloane

was not running for Registrar again. He presented her with a Women's World Cup 2007 t-shirt while playing the FIFA hymn. Jim thanked Sloane for her many years of service (as did those in attendance).

b. Vice President's Report

Marti said she has gotten more requests for leagues who want to start tournaments. Four leagues have indicated some interest. She is working on online registration. She will make sure the Neptune Soccer Classic tournament director sends a wrap up of the tournament to MDCVSA. A total of 84 teams participated, and because of crazy weather at the end (including a reported tornado), several of the finals were not able to be played.

QUESTION FROM THE FLOOR: Was there an issue with fines at the tournament? Marti said refs were notified they were required to check passes before every game and they would be docked if they failed to do so. She said she wasn't involved in the situation with a particular referee. There was only one ref fined this year, but last year there more referees were fined.

c. Treasurer's Report

Rachelle said she has been working hard on cleaning up data and matching accounts to the budget, as well as creating account numbers, as recommended by the accountant. She is trying to clean up our books so it's all in the same place and nice and clean. She included a balance sheet in the treasurer's report and noted that her job requires her to do some bookkeeping. She said the payroll taxes should be considered a liability. The treasurer's report included profit-loss budget versus actual, so you can compare. The report is good as of yesterday. Jim noted that while the Treasurer's report shows net income of \$35,000 for the year, there are still some outstanding bills to be paid, including more payments owed to USASA, and duplicate registration refunds still have not gone out to the leagues. Rachelle said there might be a payroll run still in August that isn't included as well.

QUESTION FROM THE FLOOR: Are we breaking down existing categories into smaller forms? Rachelle said yes.

QUESTION FROM THE FLOOR: Is this in Quicken? Rachelle said it is done in Quickbooks, the business version of Quicken. We're trying to match the budgets a little, the accountant had recommended that. We are listening and making the changes, Rachelle said.

The motion to receive the treasurer's report was approved.

2007-8 BUDGET: Rachelle said the 2007-8 budget shows what we've actually spent through yesterday, what was approved for last year in the middle, and what is being proposed for the coming year in the right-hand column. Jim said notes on the right hand explain the reasons for some of the more significant items. There will potentially be more leagues and more players. Under this budget, per player fee will increase from \$18.50 to \$20. We did a lot better than we thought we were going to do on interest payments. Item 4-1105 miscellaneous income is international game revenue. We were under budget for that (about \$4,600 vs budget of \$8,600). That still might come in as projected. Jim said the salary item proposes to give the administrator \$3 more an hour, up from \$15 now. The budget also anticipates adding another person at 10 hours a week. The salary figure may be less than what is currently estimated since we won't be able to hire someone by Sept. 1. We will need help for online registration. Jim is anticipating that both Marybeth and the new person will help with administrating the cups and Neptune and anyone that needs it.

QUESTION FROM THE FLOOR: MB works 20 hours a week now, and you're hiring someone for another 10? Jim said yes. He said we overpaid the referee program by \$1,000 this year.

Jim commented on some other budget items. The select team budget is pretty consistent. The 2008 USSF annual general meeting is in Hawaii in February. It would cost about \$900 to fly there and \$200 a day for hotels, plus a per diem for meals. Jim said he has currently budgeted for the administrator and board to go to the meeting on Feb. 15-16. Going to Hawaii triples the traditional travel budget for going to this meeting.

QUESTION FROM THE FLOOR: Does everyone have to go? Jim said no, not everyone chose to go to the last USSF annual general meeting held in Los Angeles.

QUESTION FROM THE FLOOR: Without raising an objection, there were complaints from Jim the last time the board went to Hawaii. Jim said he complained about the lack of expense reports from that meeting, which were lacking, and so found the audit committee.

QUESTION/COMMENT FROM THE FLOOR: We are glad to see administrator is budgeted to attend this meeting.

On the office budget, Jim said our rent should drop from \$18,000 to \$10,000. Our lease is up in August 2008 and we are currently negotiating with the landlord about handling the switch of space to VYSA. We're going to terminate our lease and sublease for the rest of the year from VYSA. The convenience of having that space is very good. The internet budget is higher because the administrator needs to have internet all the time and Jim is purchasing a wireless card for the computer.

Jim noted that the MDCVSA hasn't still negotiated the costs of online registration with the vendor. Initial cost will be in the neighborhood of \$10,000 to \$20,000, probably coupled with a per player fee. Youth fee upfront was about \$10,000.

QUESTION FROM THE FLOOR: Will we need to modify our procedures to fit their system? Our league does not pay a per player fee. Sloane said any vendor needs to have flexibility to accommodate all the leagues and the way everyone does business. She said \$20,000 in startup costs may not be enough, because we may need a good camera and traveling expenses to get this going.

QUESTION FROM THE FLOOR: Will there be savings from this system? Sloane said some leagues will be easier to take in to the new program than others. Marti said we are trying to think of everything we'll need to help leagues. Jim noted that CVSA has reported that it pays a registrar annually \$10,000.

Marti, speaking on behalf of VA Rush, asked that the budget be amended to that no fee increase come until Jan. 1, 2008. Jim said he spoke to VA Rush last night and they've already set their budget for the fall season and will be in the hole for any fee increase. Putting off the increase could encourage people to register more players in the fall. Jim said we lose about \$15,000 in budgeted income if we did not institute the increase for the fall.

QUESTION FROM THE FLOOR: The fee could cover some initial costs of online registration? Jim said yes.

QUESTION FROM THE FLOOR: If you're anticipating increased fees for online registration, why don't we wait until we get there? Jim noted that it was up to the council to approve the proposed budget, but he (and the Treasurer) prepared a zero-based (break even) budget and to pay for everything we want to do there needs to be an increase for the budget to balance.

QUESTION FROM THE FLOOR: What will we not be able to do if we don't have the \$15k? Jim said we're still going to be able to operate, but we may operate in a deficit situation.

QUESTION FROM THE FLOOR: Can we raise it now and just send them a balance due in January, or raise it now but don't ask to get it until the spring? Jim said that from an accounting standpoint, it could lead to lots of arguments if implemented later.

COMMENT FROM THE FLOOR: I disagree with any increase, MDCVSA is already getting checks in, online registration was supposed to be in place already.

COMMENT FROM THE FLOOR: We knew this increase was coming, our league has already budgeted for it. Sloane said the MDCVSA could also capitalize the costs and amortize over several years. Typically anything that's developed you can capitalize.

Jim called for a vote on the proposed budget amendment. 58 voted in favor. 54 voted against. With a majority vote, the budget amendment passes. Fee increase would be effective Jan. 1, 2008, any leagues that submit data on or after that date must pay the higher per player fee.

Marti proposed another amendment on behalf of VA Rush, saying the upfront costs for online registration should be taken out of reserves.

QUESTION FROM THE FLOOR: We need to keep money in the bank you never know what might happen. Marti said we have about \$225,000 in our reserves.

COMMENT FROM THE FLOOR: If you get a field that you can buy, you're going to need that money. Jim said we've been accumulating money for a long time. He said he doesn't mind spending some of our reserves on this, we're a non-profit we don't need to carry a huge reserve.

QUESTION FROM THE FLOOR: Can we figure out some way to replenish the reserve? Rachelle said spending from reserves should be something that's really going to benefit the association. You want 6 months to 1 year of operating expenses in reserves.

QUESTION FROM THE FLOOR: Do we have that amount now? Jim said yes.

A vote was held on the amendment to use reserve money to pay for the up front costs of online registration: 65 voted in favor, 47 against. Motion passes.

QUESTION FROM THE FLOOR (SRA): The State Referee Program is going to come back to you at the next meeting and ask for additional funds to support developmental activities. They are going to ask both adult and youth organizations. We raise this now if there's anyway you can carve out something in the budget for that, but we don't have a figure now. Jim noted that in the past, the council did not generally approve an open ended request for more money, but preferred an amount certain, or at least an estimate.

COMMENT FROM THE FLOOR (SRA): We are about \$30,000 short, will probably ask adults for \$5-6,000. Jim said it would probably be best to handle that request in January.

The motion to approve the FY07-08 budget, as amended, was approved.

Jim said he has purchased a laptop for the administrator when her computer didn't work anymore. He asked for approval from the council for reimbursement of that expense (approximately \$1800), even though it wasn't budgeted. The council approved that request.

d. Registrar's Report

Sloane said she has not tallied up the NSC guest registration numbers. Aside from that, MDCVSA has 19,000 players, 17,000 registrants and about 1,000 duplicates (estimate). The numbers are up by about 1,000 across the board from last year.

QUESTION FROM THE FLOOR: How do you reconcile registrants vs persons? Sloane said she creates standardized names to pull out players v registrants.

QUESTION FROM THE FLOOR: Is that extra work you need to kick back to the leagues? Sloane said she hopes that online registration will do away with this.

On online registration, we ended up with 8 vendors and selected 3. We've asked them for live-test demo, and gave them 10 scenarios they need to respond to. Marti said we gave them until last week to respond. Sloane said we will take a hard look at who we like and the pricing. Marti said all of them were fairly similar in process, and cost \$1 to \$2 a player. Jim invited 3 leagues to participate in the live-test demo -- WAWSL, CVSA and NVALS. Ralph's league (NVCASL) requested to join, and will be added. Marti said we will pick a league to do a pilot program, WAWSL has volunteered to be a guinea pig (most likely). Sloane said we will have a phase-in schedule for all leagues.

QUESTION FROM THE FLOOR: Will players have to register with MDCVSA and league? Sloane said that hasn't been decided.

Jim said Marybeth has worked out a deal to get \$5 back from a recycling company for used printer ink cartridges. It has to be brand name, only inkjets. Marybeth will send out flyer to encourage everyone to participate.

6. Referee Matters

Scott said this would be his last MDCVSA meeting as the SRA, and he is stepping down after 10 years. He thanked MDCVSA for the chance to serve you, and asked that we give the new SRA the same support we gave him. Not enough and not good enough referees is your biggest gripe. A major part of plan for next year is referee development to help get better referees. Youth state cups are used for referee development (training, assessment, feedback that weekend). The state referees are going to come back to you at the next meeting with a developmental plan for the year and costs, and will financial need help to support it. Scott asked that we make tournaments available to use for referee development. Jim noted that the Neptune tournament has indicated that it was receptive to being used for development.

QUESTION FROM THE FLOOR: How do you use a tournament for development? Scott said they would take a set of referees, train them the night before, assess them during the games, and give feedback afterwards. It's a good way to take referees that have never done an adult game.

COMMENT FROM THE FLOOR: I don't think the seniors should be used as developmental, that is the wrong way to do it.

QUESTION FROM THE FLOOR: Is there a fee that you pay? Scott said you pay us the game fees, use that for room and food, etc. Marti said the program could help make better grade 8 referees, and not just be used to help referees move up a grade.

Jim said two people submitted applications to be the next SRA. He is going to have a phone interview with one applicant and will likely meet the other one in person. The two applicants are

Pat Jordan and Cookie Ketcham. He will have the interviews this week and will then consult with the State Referee Committee members.

Skipped to Agenda Item 9a. Audit Committee Report

Cara said for the 2004-5 results, nothing was financially wrong, no mismanagement, negligence. Almost everything she found was administrative nitpicking. Travel Policy document is dated 2003 and needs to be updated. There were some things in there that we commented on, but there was nothing wrong, more a problem with the new accounts and circumstances of the previous treasurer's departure. For 2005-06, really nothing wrong financially, there were a couple of more instances where stuff wasn't submitted for reimbursement within 30 days. Costs that cross fiscal years messes up your books. She also emphasized having a paper trail of approvals and signatures. There were supplies that were requested and put into travel expenses reports. Try to get keep better track and document transactions better. One team was approved a flat fee, their receipts showed a chunk of what they spent was on alcohol, which our policy says should be minimally reimbursed. The next report should be done in the next two weeks.

Jim said he would like to give time to digest the audit report, and have motion to receive it later. He admitted he was probably the biggest offender for late submissions of expense reimbursement requests.

Cara said it was important to document all transactions in the file, since Jim's memory of expenses is not sufficient. She suggested the audit committee should be provided with the meeting minutes. Bottom line there is no need to worry, but recordkeeping needs work.

7. National Cups Report

Jim said two MDCVSA teams made it to the national finals. Aegean Hawks went to USASA final 4 and got to play in the Open Cup with the professional teams. We have not had a team go that far in a long time, if ever. The Hawks lost to the Harrisburg City Islanders, a USL-2 team in Harrisburg. Bier FC also made it to the national finals (Over 30 Mens). We may need a new national cup commissioner (state level), as Jim said he doesn't think Jesse would continue in that post. The president and administrator may be able to handle that task.

8. State Cups Report

Jim said the cups have been split for the Veterans Cup, which took place on July 14-15. Jim commended Bob Lyle for taking on that task, and said we want to do that again, maybe in another location next time. The open team tournament is being played this weekend, and Jim will ref one of the games tomorrow. As the state cup final game qualifies for a national candidate's assessment, a Pennsylvania referee that needed an assessment with officiate the state cup final match.

Jim noted that Coed and Women's state cup have languished and more volunteers are needed.

10. New Business

Three new affiliation requests. Of the three, Woodbridge has submitted all money and data, other two have not. A motion to admit Woodbridge International Soccer League was approved.

Jim said we will need auditors for FY 2006-07, please find volunteers.

Jim said we need to update the travel policy, give a per diem and remove mileage reimbursement rate.

QUESTION FROM THE FLOOR: Propose that mileage be U.S. standard rate. Jim says the

current policy states that, but we need to strike language that mentions a specific rate (for a specific year).

The proposal to strike language from the travel policy that states a specific numeric mileage reimbursement rate, leaving in place the statement that the reimbursement would follow U.S.-government standards, was approved.

Michael Slie handed out a summary of the select team's experience. He was in charge of the men's team. One team came back from 4-0 down to win a game 5-4. He said our participation in the select team tournament helped spread the word about MDCVSA.

11. Elections

Tina Seeley was nominated as recording secretary. There were no other nominees. The president directed the recording secretary to cast one vote for Tina Seeley.

Marti Bevan was nominated as Vice-President. There were no other nominees. The president directed the recording secretary to cast one vote for Marti Bevan.

Luis Chinchilla was nominated as registrar. There were no other nominees. The president directed the recording secretary to cast one vote for Luis Chinchilla.

The following were nominated to serve as delegates:

Anita Hood
Michael Slie
Steve Long
Kate Roventini
Ralph Wills

There were no other nominees to the slate. The president directed the recording secretary to cast one vote for the slate of five candidates.

12. For the Good of the Game

Jim said the national Veterans Cup (35+) is up for bid, MDCVSA will bid to host in 2008/9 at the Hampton Roads soccer complex. The Women's World Cup in China starts September 11, most games will be on TV. (ESPN)

The next meeting will be held Saturday, January 12, 2008 in Richmond.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Tina Seeley
Recording Secretary