

Budd Bay Rugby Football Club Annual General Meeting

**7/30/2006
11:00 AM to 2:00 PM**

**"The Board Room"
5702 22nd Ave SE
Lacey, WA 98503**

Meeting called by: BBRFC Board of
Directors

Type of meeting: Annual General Meeting

Facilitator: Dan Smith, President

Note taker: Bill Slosson, Secretary

Attendees: Membership of BBRFC, Board of Directors, Coaching Staff

Agenda

Administrative Restructuring – ACTION ITEM	Dan Smith	30
501(c)(3) & Financial Update - Discussion	Mike Steenhout	15
Director/Officer Nomination & Elections – ACTION ITEM	Dan Smith	20
Discussion & Appointment of Coaches – ACTION ITEM	President	20
Dues Policy – ACTION ITEM	President	15
Equipment Needs - Discussion	Fields Coordinator	15
Coaching Policy – ACTION ITEM	President	20
Kit Purchases - Discussion	President	15
Other business – Sponsor recognition, training dates, event locations, etc.	All	30

Additional Information

Attendees:

Special notes:

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Meeting called by: Dan Smith, President Type of meeting: Annual General Meeting
Facilitator: Dan Smith, President Note taker: Dan Smith, President (for Bill Slosson)

Attendees: Joe Gross, Tito Gross, Dan Santana, Kat Witchie, Alex Goff, Pete Sullivan, Sasha King, Melissa, Cory West, Shawn West, Ron Baugh, Mike Steenhout, Stephan Harrell, Tim Housh, Trevor Anderson, Chris Cousins, Mac Nicholson.

Agenda

Administrative Restructuring

Dan Smith

30

Discussion: Reviewed 2 options of administrative structuring. Driving force behind restructuring is the move towards 501(c)(3) and to implement a division of labor for tasks pertinent to club functionality. First option reviewed was a Board of Directors structure. This format leaves team management to the individual teams, while the Board retains authority over financial decisions and strives to develop membership recruiting, sponsorship, marketing, and promotion of all BBRFC activities. Second option considered was the Advisory Board structure. While this format retains a Board of Directors, the primary mode of operation would fall to the advisory board. The second option allows greater flexibility in the event the organization grows to include more teams, having the Board retain set function while enhancing the Advisory Board.

Conclusions: After careful consideration of each option, the Board of Directors option was adopted by a majority vote.

Action items:

Person responsible:

Deadline:

501(c)(3)**Mike Steenhout****15**

Discussion: The checking account for the Budd Bay Men's team is at \$3,015.01.

501(c)(3) is being pursued by the current board to benefit BBRFC as a whole. Benefits include potentially greater donations from individuals and corporate sponsorships; grant funding, and cohesive financial reporting. Mike Steenhout will coordinate with Team Coordinators and Youth Treasurers to develop budgets and begin financial planning.

Conclusions: Membership determined that seeking charitable status from the IRS is a benefit to the club and authorized the Board to continue moving forward.

Action items:

None. Steenhout will coordinate with other representatives as stated above.

Person responsible:

Deadline:

Director/Officer Nomination & Elections**Dan Smith****20**

Discussion: All Officer positions were up for renewal. As a new structure has been adopted by the membership, the vote for Directors is as follows: President, Vice President, Secretary, Treasurer, Senior Representative, Youth Representative, and Fields Coordinator. Elections for Team Management posts, such as Team and Event Coordinators, were tabled to a later time as full membership of each team was not present. President Smith requested that those elected to Senior and Youth Representatives coordinate with each team to develop Team Management leadership.

President Smith thanked his current administration for their dedication and support to the team and club.

All members were asked for nominations and/or volunteering for each position after a description of the roles and responsibilities were reviewed. All elections were unanimous.

Conclusions:

President – Dan Smith

Vice President – Stephan “Blue” Harrell

Secretary – Alex Goff

Treasurer – Mike Steenhout

Senior Team Representative – Trevor Anderson

Youth Team Representative – Corey West

Fields Coordinator – Michael “Mac” Nicholson

President Smith offered congratulations to all the new Directors and incumbents reelected.

Action items:

Person responsible:

Deadline:

Discussion & Appointment of Coaches		President	20
Discussion: President Smith commended each coach for their successes this year, especially Pete and Alex's U-19 program garnering National titles for their respective programs. President Smith asked Pete and Alex if they would like to remain at the helm of their respective U-19 programs. Both acknowledged; President Smith confirmed their appointments.			
Discussion of a women's coach appointment was tabled until a later date when interested parties were able to participate fully.			
Discussion focused on men's team coaching. All members were asked to contribute input on the direction of coaching for the men's team. After discussion, interested parties were asked to volunteer and/or nominations. Tim Housh stated he would like to assume the role of Head Coach. Trevor Anderson stated that he understands that Parish Preston is also interested in working with the team in a coaching capacity. President Smith stated that as Parish is not present to his intention or wishes, BBRFC could not consider him for appointment as head coach at this time. Board vote was taken, Tim Housh was appointed Head Coach. Coach Housh reiterated his "open door" policy, stating that he is open to input at any time before or after trainings. Coach Housh will work with all those interested in coaching, including Blue and Parish.			
Action items:		Person responsible:	Deadline:
Dues Policy Discussion		President	15
Discussion: Senior level dues will increase this year to \$250/year. This level of dues incorporates operating costs, a kit, and all social costs for the season. Those unable to pay for the full season or year will be allowed to pay via paypal on an extended basis. Additional levels of dues also include Supporter Membership and 1 st Time Player levels. There is no change to the U-19 level dues requirement. Dues levels will be revisited by the board annually.			
All members must have dues paid in full to be considered a "member in good standing" as referenced in the by-laws.			
Conclusions: All membership reviewed dues levels and voted in the majority to adopt Board's recommendations.			
Action items:		Person responsible:	Deadline:
Equipment Needs		Fields Coordinator	15
Discussion: Equipment needs will be tabled to a later date once President Smith and new Fields Coordinator Nicholson have had an opportunity to inventory fields equipment.			
Coach Sullivan reminded the group of the interest to utilize a trailer for transport and storage of all "game day" field equipment. President Smith explained what this option was and it was decided to table the vote to a Board discussion at the next meeting.			
Action items:		Person responsible:	Deadline:

Coaching Policy Discussion			President			20		
<p>Discussion: An official BBRFC Coaching Policy will be developed by the Board. President Smith reviewed the concepts briefly for discussion and comment. In essence, all coaches will be expected to follow the by-laws, especially in respect to player eligibility. Additionally, coaches would coordinate to discuss style, strategy, technique, and play in an effort to close the gap between the teams of Budd Bay. The main concept is to develop a cohesive coaching strategy and acknowledgment between all the teams in the event a coach can no longer commit to an individual team. Also, these “coaches meetings” will help each coach learn new ways of coaching.</p>								
<p>Coach Sullivan, as well as Coach Goff, reminded the membership that one of the ways to best encourage the younger players to come play at senior levels is to come out and be involved. Coach Sullivan stated he would encourage senior players to come and work with the youth when possible to foster youth interaction.</p>								
<p>All members and coaches acknowledged the Board’s direction and will comment on the policy once it is fully developed.</p>								
<p>Conclusions:</p>								
<p>Action items:</p>								
			Person responsible:			Deadline:		
Kit Purchases			President			15		
<p>Discussion: To insure a consistent appearance and unity among teams, the Board will be purchasing kits for the team. The socks and shorts will be unique in design. Some members expressed an interest in allotting space for sponsor logos. President Smith stated that while this may be something considered in the long term, for the time being, shorts and socks will remain sponsor free. These team kits will be provided to all members that have paid dues. Additional kits will also be available for sale.</p>								
<p>Action items:</p>								
			Person responsible:			Deadline:		
Other business			All			30		
<p>Discussion: Secretary Goff stated that the U-19 Girls team, in coordination with Kent, is seeking to host the 2007 National Invitational Tournament. The concept, if selected by the National Union, would be to rent Evergreen facilities to host the playoffs and dinner. Evergreen has offered its facilities for \$1,500. BBRFC would be requested to provide concessions, equipment, field set-up, and possibly run admissions. Secretary Goff will provide more details at a later date.</p>								
<p>Conclusions:</p>								
<p>Action items:</p>								
			Person responsible:			Deadline:		
Additional Information								
<p>Observers:</p>								
<p>Special notes:</p>								