

Minutes

Budd Bay RFC Board of Directors Monthly Meeting

February 1, 2006
7:00 PM

“Buffalo Board Room”
5702 22nd Avenue SE
Lacey, WA 98503

Meeting called by:	Board of Directors
Type of meeting:	Regular monthly meeting of Budd Bay RFC BOD
Facilitator:	Dan Smith
Note taker:	Dan Smith
Timekeeper:	n/a
Attendees:	Officers: Dan Smith, Dan Santana, Mike Steenhout, Bill Slosson, Ron Baugh, Stefen Harrell. Members: ABSENT (Officers) : Chris Cousins/Rob Geddis

Time Allotment	Agenda topics
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5 minutes	Fields Coordinator's Report	Dan Smith for Ron Baugh	
Discussion: Ron has requested the majority of fields for all teams. He is leaving town for ~2 months, and will need assistance with any future fields requests.			
Conclusions: Dan will take over field requests in Ron's absence. All three cities need proof of insurance. Dan will ensure copies of insurance get to the Parks depts.			
Action items:	Person responsible:	Deadline:	
Get copies of insurance to Parks Dept.	Dan Smith	March 1 st .	

15 minutes	Social Coordinator's Report	Dan Santana	
Discussion: There are currently no locations for after-match socials.			
Conclusions: Dan will host socials – but someone needs to volunteer to help clean-up. Santana will be looking into other social ideas.			
Action items:	Person responsible:	Deadline:	
Contact Pints & Quarts to discuss social options and costs.	Dan Santana	March 1 st	
Prepare directions to social from field.	Dan Smith	February 25 th	
Contact Pints & Quarts re: adding a VCR to the Buffalo corner to watch games on Thursdays after training.	Blue	March 1 st	

10 Minutes	Treasurer's Report	Mike Steenhout
<p>Discussion: Current balance is \$5,305. Need to send check to PNRFU for club dues. Dan discussed preparing financial reports that would be available for future discussions of budgets and future financial planning. All discussed need for dues payment and seeking sponsors.</p> <p>The 501(c)(3) forms are to be filled out by Mike Steenhout. Tim felt that this was causing undue stress between him and his contact, and Mike had no issue taking care of it himself.</p>		
<p>Conclusions: 501(c)(3) forms are a high priority, as is developing a budget that we can use to plan.</p>		
Action items:	Person responsible:	Deadline:
501(c)(3) forms	Mike Steenhout	Next Mtg.
Develop financial report, detailing income sources and itemized expenditures.	Mike Steenhout	Next Mtg.
Pay PNRFU invoice.	Mike Steenhout	ASAP

15 Minutes	Secretary's Report	Dan Smith for Bill Slosson
<p>Discussion: Dues collection underway. CIPP forms are available online via PDF files. Club dues can be paid online, so members have complete access.</p> <p>Jerseys are in process. Bill has not received a quote from his contact. A few members expressed a willingness to change the current design/colors since we won't be having them in the immediate time frame. The equipment committee needs to work together to come up with a solution to present to the team. Individual jerseys will cost \$60.</p>		
<p>Match vs. Bend needs to be moved up from 1:00 to 2:00pm due to player conflicts.</p>		
<p>Conclusions: Need to get dues paid from members ASAP. All members need to recruit for both men's and women's sides.</p>		
Action items:	Person responsible:	Deadline:
Dues Collection	Bill S.	ongoing

30 minutes	President's Report	Dan Smith	
<p>Discussion: There are 3 major priorities for the club:</p> <ol style="list-style-type: none"> 1. Recruitment/Retention 2. Budgeting/Financial Planning 3. Sponsorships <p>These items need the most attention. Everything else will fall into line.</p>			
<p>Conclusions:</p>			
Action items:	Person responsible:	Deadline:	
Alex Goff has model sponsorship packet. Email him to request it.	Dan Smith	ASAP	
Develop recruitment activities at local colleges.	Pat B. – St. Martins Ning – SPSCC	ASAP	
Develop additional business cards for Officers.	Dan Smith	October meeting.	
Develop schedule cards for handouts.	Dan Smith	October meeting.	
Collect contact info for member database.	Ning	On-going	
Web site needs to be maintained at new server. Search for Olympiarugby.com at WHOIS and update.	Dan Smith	October meeting	
Develop recruitment poster. 11x24, 4 color.	Dan Santana, Trevor Anderson	ASAP	
E-mail officers to gauge support for unified look on the pitch.	Dan Smith	ASAP	
Consider options for placement of screen printing machine in 12x12 space.	Dan Smith	ASAP	

Minutes		Tim Housh	
<p>BBRFC has a screen printing machine in it's possession, but no place to actually store and operate. Club members need to decide if they want to use this equipment, and where to store it. The club has potential to make some money from it, but there has to be a willing coalition to use it. And we have to make this decision soon. Trevor suggested his shed, but conditions are not feasible for proper use.</p>			
<p>Conclusions: All members should e-mail Tim with ideas for storage and operation.</p>			
Action items:		Person responsible:	Deadline:
E-mail Tim Housh with options.		All Members	ASAP

Minutes		Team Recruitment		Trevor Anderson	
<p>Discussion: Trevor suggested the team develop materials to utilize in the community for recruitment and/or support. Materials suggested include business cards and posters instead of coasters. Suggested theme, "Saturday is a Rugby Day".</p>					
<p>Conclusions:</p>					
Action items:			Person responsible:		Deadline:
Develop recruitment materials for club use.			Dan Smith		ASAP

As Needed			
<p>Discussion:</p>			
<p>Conclusions:</p>			
Action items:		Person responsible:	

Minutes

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Observers:

Resource persons:

Special notes:

Next meeting: March 8, 2006