

Agenda

BBRFC Officers Meeting

3/8/2006

6:30 PM to 8:35 PM

"The Board Room"

5702 22nd Ave SE

Lacey, WA 98503

Facilitator: Dan Smith, President

Note taker: Bill Slosson, Secretary

Attendees:

Agenda topics

5	Financial Update	Steenhout
5	Fields Update	Dan/Ron
10	Social Update	Santana
5	Dues Update	Bill
10	VP Update	Blue
10	Advertizing Options	All
20	Presidents Update	Dan
15	Womens Team	Dan/Sasha
5	P&Qs Jersey Auction	Dan/All
5	Highway Clean-Up	Dan/Steenhout
5	Storage Unit	Dan
15	Super Saturday	Ron
15	BBRFC Events	Dan/All

Observers:

Special notes:

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Agenda topics

Discussion:

Our Bank Balance today is \$4,623.02. The only outstanding bill I know of is a jersey invoice I am waiting on Bill to send me. As far as outstanding revenue, Coach Tim owes \$100 for jerseys.

Please pick a date for Highway Cleanup before the end of March, or between April 22nd and the end of May.

Note: I'll be out of town from March 31st to April 21st.

Attached is a handout about becoming a 501c3 I created for discussion tonight (in Word). In general, it costs \$500 to apply to become a 501c3, takes about 80-100 hours to fill out the initial application, and requires quite a bit of ongoing organizing (approval rates are pretty good if you fill out the application correctly). If we were to join forces with the youth clubs, as we discussed, we would need to formally combine our clubs and do the following:

- Form a board of directors
- Create mission statement
- Create budget
- Create record keeping system
- Create accounting system
- Develop bylaws
- Develop strategic plan
- Develop business plan
- Apply for nonprofit mailing permit
- Engage in charitable activities

In many cases, we already have done these things or have a good foundation to build on. I do not believe in Washington State there would be much in the way of ongoing reporting form what I can gather. We would just need to keep ourselves well organized. I say we go for it.

- MoneyMinder software – The software seems like a decent method for maintaining financial information and preparing reports necessary for the club to maintain compliance with state and federal reporting requirements as well as passing on data from one administration to another. It is an Internet-based software that can track dues, expenses, donations, etc. For more information, please visit:

http://www.nonprofitcentral.biz/main.php?page=money_minder

Conclusions: The club will pursue 501(c)(3) status.

Action items:	Person responsible:	Deadline:
Begin application for 501(c)(3)	Mike Steenhout	June meeting
Review potential for use of MoneyMinder software	Mike Steenhout	Next meeting

5	Fields Update	Dan/Ron	
<p>Discussion:</p> <ul style="list-style-type: none"> - Insurance: Dan has applied to USA Rugby for insurance coverage as requested by the area jurisdictions. Once coverages are returned, Dan will send to Lacey, Olympia, Tumwater, and Thurston County. - Payment to Olympia: A bill was received from Olympia for the U-19 field use this Spring. Dan will forward to Mike Steenhout for payment pending authorization from Alex Goff. - If a pending donation comes to fruition, the club may be able to purchase regulation aluminum posts. We need to talk with Lacey re: installing permanent post seats. 			
<p>Conclusions: Ron needs to follow-up the fields request for the U-19 tourneys on May 6-7 and May 8th.</p>			
<p>Action items:</p> <ul style="list-style-type: none"> ☐ Follow-up with Lacey Parks & Rec re: U-19 dates ☐ Ask Lacey if we can install permanent post seats at our expense. 		<p>Person responsible:</p> <p>Ron Baugh</p>	<p>Deadline:</p> <p>Next meeting.</p>
10	Social Update	Santana	
<p>Discussion:</p> <p>Our latest social at Pints and Quarts worked out well. Most players have paid their social dues, but this continues to be a difficult task. P&Qs costs were low, \$100 for food, and we capped the drinks to \$200. We have one more home social to host this season and we will ask P&Qs to provide us the location again, if they are willing. We also need to pursue an option for getting a distributor on board for sponsorship so that better deals can be worked out at P&Qs. Other options for social locations were discussed – Fishtail Ales.</p>			
<p>Conclusions: Pyramid Brewing has expressed interest in sponsoring us in the past. We need to contact them to make arrangements. Payment of social dues may need to be incorporated into the annual dues of each player. We decided that pursuing social sponsorship with Fishtail may be a conflict of interest with P&Qs, therefore if sponsorship is to be pursued, a beer-only sponsorship would work.</p>			
<p>Action items:</p> <ul style="list-style-type: none"> ☐ Send Thank You to P&Q's ☐ Provide Blue with N. Idaho contact info. ☐ Discuss sponsorship with are beer/wine distributors 		<p>Person responsible:</p> <p>Dan Smith Bill Slosson Stefan Harrell</p>	<p>Deadline:</p> <p>3/15/06 3/15/06 Next meeting</p>

5	Dues Update	Bill	
<p>Discussion:</p> <p>21 players are CIPP'd with USA Rugby. Of those, 11 still owe dues to the club. Payment options have been offered to those who need assistance with dues payment.</p>			
<p>Conclusions:</p> <p>Bill will provide a list of players still needing to pay dues at the next meeting. The club is responsible for payments to the regional union for players registered with USA Rugby; therefore collection is necessary for those who have not paid the club dues. This is an on-going problem that needs to be addressed.</p>			
<p>Action items:</p> <ul style="list-style-type: none"> ☐ Provide list on CIPP'd players who need to pay club dues. 	<p>Person responsible:</p> <p>Bill Slosson</p>	<p>Deadline:</p> <p>Next meeting</p>	
10	VP Update	Blue	
<p>Discussion:</p> <p>Blue has approached a women's health club on Cooper Point Rd (Curves) for sponsorship of the women's and U-19 girls' teams. They seemed amenable, Blue will follow-up. Blue suggested that Alex Goff be approached about adding a link from his website (www.goffonrugby.com) to the BBRFC site. Blue requested that anyone with sponsorship leads please contact him with all the information.</p>			
<p>Action items:</p> <ul style="list-style-type: none"> ☐ Follow-up with Curves re: sponsorship ☐ Discuss link options with Alex Goff ☐ Follow-up with Chris re: sponsorship of lumber co. 	<p>Person responsible:</p> <p>Stefan "Blue" Harrell</p>	<p>Deadline:</p> <p>Next meeting</p>	

Discussion: Discussion will be held over until the next meeting due to time constraints. For ease, a brief outline of each topic follows:

- ❑ Club-wide dues structure 2006-2007 – a policy memo was prepared earlier this year detailing the potential dues structure for all teams in the coming year. Comments are needed and this policy memo will be approved at the April meeting. Please come prepared to discuss.
- ❑ Product ordering with youth teams – opportunities may exist to get larger discounts on team items, such as socks and shorts, if ordered in coordination with the youth teams. When looking to purchase an item, please contact the youth representatives (Pete Sullivan & Alex Goff) to see if they have interest.
- ❑ Sorem Chiropractic Newsletter – our newest sponsor has sent out their first newsletter. In it, Sorem Family Chiropractic (SFC) has added our Spring schedule and he continuously encourages his patients to make it out to a match. Please visit their website, www.soremfamilychiropractic.com, to learn a little more about their business. If you didn't already know, SFC provides the Budd Bay family with chiropractic care at discounted rates – just let them know you are from Budd Bay. Please contact Dr. Monti at (360) 923-1717 for more information.
- ❑ Website/E-mail update – all officers now have e-mail addresses (xxx@buddbayrugby.com) for their use. Please contact Dan Smith if you need log-in information. The website continues to be updated. Dan will be meeting with Brent Copstead over the next week or so to learn how to update.
- ❑ Pbwiki – the club has signed up with pbwiki (<http://buddbayrugby.pbwiki.com/AllPages>), an online space for archiving historical information. We'll all need a little time to get comfortable with accessing and updating, but this can be a good tool. If you are interested in updating, please contact Dan Smith for access information.
- ❑ A financial planning memo detailing how the club handles money, such as no holding checks for more than 30 days, etc., is to be developed. If anyone has any thoughts, please let Dan know so he can incorporate your thoughts.

Action items:	Person responsible:	Deadline:

15	Women's Team	Dan/Sasha
<p>Discussion: Sasha King, formerly of the Evergreen Women's Team has initiated interest in the community for a ladies rugby team. She has 25 girls actively interested in playing. Sasha has a coach she is working with, but overall commitment of the coach is unknown. Discussions with Rob Geddis and Blue re: allowing the women to work into the men's non-contact drills should be ok, as long as the men's team is not taking too many steps backwards. On the other hand, having only 5-8 men at a practice, there shouldn't much of a problem incorporating the women.</p> <ul style="list-style-type: none"> ☐ Financial obligations – we discussed the fact that the women will need to pay dues. This will not kick in until the fall season. Bill Slosson will work with Sasha to develop an appropriate dues structure. ☐ Administrative requirements – Bill Slosson will work with the Union to get the women provisional status for the coming fall season and schedule matches. All women players must also be CIPP registered prior to playing any league matches. This is liability insurance for both the club and the players that covers any on-field accidents; this is not medical insurance. ☐ On Saturday, March 18th, we will hold a women's clinic at Bush Park at 3 p.m. This is designed to introduce the newer women to the sport and cover the basics. Experienced men and women with the club are asked to participate. After the clinic, we will be heading to Pints & Quarts for an early dinner. ☐ For more information on the Women's team, please contact Sasha King at (360) 339-2831 		
<p>Action items:</p> <ul style="list-style-type: none"> ☐ Send out e-mail introducing the women's team and inviting players to the clinic on the 18th. ☐ Provide Sasha with a Player Data Form for club records. ☐ Add Sasha to the Budd Bay Women's Yahoo Group site 	<p>Person responsible:</p> <p>Dan Smith</p>	<p>Deadline:</p> <p>Next meeting</p>
5	P&Qs Jersey Auction	Dan/All
<p>Discussion:</p> <ul style="list-style-type: none"> ☐ Scott McKinney of P&Qs stated that he has had offers of \$200 for the jersey hanging in the pub. He has offered to purchase 6 of the jerseys for sale. It was suggested that over the number in the back, we should add Budd Bay RFC. Also, the number should simply be 06, for the year of the jersey. ☐ Question of where the white jerseys went? Santana reminded the group that he thinks Shellea might have them. 		
<p>Action items:</p> <ul style="list-style-type: none"> ☐ Follow-up with P&Qs to determine how profit will be split. ☐ Follow-up with Shellea re: white jerseys 	<p>Person responsible:</p> <p>Stefan Harrell Dan Smith</p>	<p>Deadline:</p> <p>Next meeting Next meeting</p>
5	Highway Clean-Up	Dan/Steenhout
<p>Discussion:</p> <p>The BBRFC stretch of highway is looking like it needs our attention once again. Sunday, March 19th has been set as the date we will do our duty and clean-up the road. It should only take ~45 minutes with six people. We will meet at 11am at Mike Steenhout's house.</p>		
<p>Action items:</p> <ul style="list-style-type: none"> ☐ 3/19/06, 11 a.m. – Steenhout's 	<p>Person responsible:</p> <p>Steenhout</p>	<p>Deadline:</p> <p>3/19/06</p>

5		Storage Unit	Dan
Discussion:			
<ul style="list-style-type: none"> - Keys: All keys have been given out. The following members have keys to access the storage unit located off Lacey Blvd: Dan Smith, Dan Santana, Alex Goff, Amy Christensen, Pete Sullivan, Rob Geddis, Chris Cousins, Blue, Tim Housh, Bill Slosson, and Ron Baugh. There should be no difficulty in finding someone with keys. - Annual vs. monthly: As the representatives of the U-19 teams concurred, we will pursue an annual payment option for the storage unit. The club will pay for 11 months and receive the 12th month free. Once invoice has been paid, the club will request payment from the U-19 teams. 			
Action items:		Person responsible:	Deadline:
15		Super Saturday	Ron/All
Discussion:			
<ul style="list-style-type: none"> - Fields reserve: 2nd Saturday in June – 2 fields at Evergreen. The contact is Mike Anchors. - June 10, 2006 - Rugby Magazine has small ad space for sale – B&W, \$185, 4”x5” 			
Action items:		Person responsible:	Deadline:
<ul style="list-style-type: none"> ☐ Reserve 2 fields at Evergreen for the tourney. ☐ Develop advertisement for Rugby Magazine 		Ron Baugh Dan Smith	Next meeting 3/15/06
15		BBRFC Events	Dan/All
Discussion:			
<ul style="list-style-type: none"> - Boogie ‘06 - PNW U-19 Tournament, May 6-7 (Fields?) - GoffonRugby Cup, April 8 (Fields?) 			
Conclusions:			
Discussion is carried over to next meeting. Consideration was made to rename the Boogie to a simple Budd Bay BBQ since the original format of dinner, awards, and live music has changed to a simpler gathering.			
Action items:		Person responsible:	Deadline:
<ul style="list-style-type: none"> ☐ Ensure fields are reserved for U-19 tourney dates 		Ron Baugh	Next meeting
Observers:			
Special notes: Rob Geddis & Mike Steenhout excused due to prior commitments.			