



Budd Bay Rugby Football Club Board of Directors

AGM Meeting Minutes

July 29, 2007
5702 22nd Ave SE, Lacey, WA 98503

I. Call to order

Dan Smith called to order the Annual General meeting of the Budd Bay Rugby Football Club at 1:30 p.m. on July 29, 2007.

II. Roll call

Dan Smith conducted a roll call. The following persons were present: Chris Cousins, Casey Kilduff, Melissa Fritcher, Jasmine Budrow, Kaya Wilcox, and Mike Steenhout.

III. Open issues

- a) **501(c)(3):** Smith reported that the IRS has granted the club retroactive status for donations. Basically, if a donation was made to the club prior to the approval of the 501(c)(3) application, those donations are now eligible for tax exemption. Smith reported that he would notify club members and sponsors of this benefit.

Steenhout requested that the club ask the membership if anyone has a contact for accounting. Having an accountant assist with the annual tax-related paperwork would be very helpful. If no one in the club is an accountant (or has a contact), then the club should look for one. **A vote of the membership present was in favor of researching options to hire on an accountant as a last resort.** Smith stated that off the shelf software, such as Quicken Nonprofits would be more cost effective and accomplish the same thing.

Smith requested Steenhout prepare a list of “Do’s and Don’ts” for the website to help guide the membership when preparing tax forms.

- b) **Grant Funding** – Smith reported that he is soliciting “wish lists” from the teams to look for potential grant funding. Both Alex Goff and Pete Sullivan (previous discussion) suggested the club look into purchasing a trailer for game day equipment. Smith will continue looking at options.
- c) **Budget Update** – Mike Steenhout provided an update on the budget, stating that the club was in good standing and all bills were paid to date. Actual dollar amounts were not available for the meeting and would be provided in the coming weeks.



Steenhout reported that the Seattle Quake provided some very helpful guidance in the development of our 501(c)(3) application and will be sending them a “thank you” from the club.

Steenhout requested that cost information be collected by the Fields Coordinator in response to the senior teams desire to utilize better training facilities in the Spring season.

IV. New business

- a) **Recruiting** – Casey recommended a few options for enhancing recruitment activities – printing maps with geographic areas assigned to various people, recruitment activities should be attempted outside of Thurston County and all games should be advertised. Smith responded that these are good ideas, we just need someone to take the lead on getting it done. Also, we strive to advertise games; the responsibility generally falls to the Secretary and we have had varied success at getting the information out over the years.
- b) **Booster Materials** – a discussion on getting booster equipment/goods/merchandise took place. Hats, sweatshirts, etc., are in the works. Steenhout is working with Color Graphics to print goods.
- c) **Women’s Team Logo** – Casey reported that a design is in the works for a “Bandits” logo. Smith requested that the Board see the final draft before committing to the design.
- d) **Officer Elections** – A special thanks to Blue Harrell, Alex Goff, and Corey West for giving Budd Bay their time over the past year. Congratulations to the new and returning members of the board and team administration. These are the folks that will guide us over the next year and, hopefully, continue building on everything we've done so far. There are two vacancies; these will be appointed by the board in the coming weeks.

President: Dan Smith
Vice President: Vacant (appointment pending)
Treasurer: Mike Steenhout
Secretary: Vacant (appointment pending)
Senior Team Representative: Jasmine Budrow
U19 Team Representative: Trevor Anderson
Fields Representative: Mac Nicholson

Men's Head Coach: Parish Preston
Men's Asst Coach: open
Men's Team Coordinators: Chris Cousins & Paul Bornemann

Women's Head Coach: Gwen Marshall



Women's Asst Coach: Darryl Chantry
Women's Team Coordinators: Kat Santana & Casey Kilduff

All positions remain the same with the U19 teams.

V. Adjournment

Dan Smith adjourned the meeting at 2:15 p.m.

Minutes submitted by: Dan Smith

Minutes approved by: BBRFC Board of Directors