



Budd Bay Rugby Football Club Board of Directors

Meeting Minutes

March 14, 2007

5702 22nd Avenue SE, Lacey, WA 98503

I. Call to order

President Smith called to order the regular meeting of the Budd Bay Rugby Board of Directors at 6:00 p.m. on March 14, 2007.

II. Roll call

The following persons were present: President Dan Smith, Vice President Stefan Harrell, Treasurer Mike Steenhout, Pete Sullivan, Dan Smith (Junior), and Kaya Wilcox. Directors Corey West, Mac Nicholson, Alex Goff, and Trevor Anderson were not present. A quorum was not met for the meeting; however, as the items on the agenda were for discussion only, those present opted to continue.

III. Approval of minutes from last meeting

Smith stated that he will send the minutes from the January 22nd meeting to the directors for review and approval.

IV. Director Reports

a) President

Smith reported that he has negotiated a deal with the City of Lacey to install four permanent post sleeves at Field #4. These sleeves will be used for a set of new aluminum post uprights, which will slide into the sleeves easily. Designs for the posts and sleeves were developed by Chris Cousins. Chris has been instrumental in responding to the City's requests and will be on-site during the sleeve construction to ensure the job will meet our expectations. These sleeves should be installed by the end of the month and cost the club approximately \$500.00.

Smith also reported that he has entered in all the financial data for the last two years into Microsoft's Money program. Smith stated that the Club will now have the ability to generate financial statements, forecast expenditures better, develop donor reports, track inventory, and the software will assist in tracking tax-related expenditures – a necessary function for a 501(c)(3) organization. Some fine tuning is still required, but it is a good first step towards more transparent accounting and compliance with IRS requirements.



Smith also continues to track dues and USA Rugby CIPP compliance. As of this meeting, all players have been CIPP'ed. A few players with the men's team have an outstanding dues balance, which should be cleared up by the end of the month.

b) Vice President

Harrell reported on the sponsorship search. Two meetings have been scheduled with Pints & Quarts – both rescheduled by P&Q's. Harrell has been considering developing a raffle for potential sponsors to donate materials or services. Harrell requested a letter of introduction for attracting new sponsors, including the Red Wind casino, Speedway BBQ and the Ford dealership in the Capitol Auto Mall.

c) Secretary

Alex Goff could not make the meeting, but stated earlier that the U-19 Girls program is doing well. He would like to remind everyone that there is an upcoming girl's tournament on April 15th at Evergreen. Alex would like assistance in setting up fields prior to the tournament if anyone is available to help. Alex also stated that his team could contribute to the costs of the new posts if needed.

d) Treasurer

Steenhout reported that he has completed the application for becoming a 501(c)(3) organization and has mailed it off. Pete Sullivan expressed his thanks for all the work and time he devoted to this. Steenhout provided two documents to help the club better understand benefits and reporting needs of a 501(c)(3). The Club should be notified within 90 days of the determination.

Steenhout reported that bill handling has been frustrating lately, especially given the fact that PNRFU has been billing so sporadically. Smith responded that with the new software, understanding what is due when will be easier to follow using the bill tracking function. Additionally, if a vendor "forgets" to submit an invoice, we will be aware.

For the senior teams, Steenhout reported that with the good payment of dues, both teams are in good shape financially. He also stated that there has been some confusion among members of the senior teams re: kits. Steenhout clarified that kits are provided when a member first pays their dues. These kits should last at least 2 full years (four seasons) and should only be replaced as needed, including being torn or lost – provided that member is currently in good standing with the club. Steenhout stated that this is based on the "honor system" and members should not expect a new kit each season unless absolutely necessary.

e) Fields



Smith stated that all fields have been reserved through September 15, 2007. Game reservations will need to be made immediately after the dates are known.

The club is pursuing options to permanently install sleeves in Rainier Vista Park to house a new set of aluminum posts. Last weekend, Tim Housh suffered a severe injury to the face when the PVC posts fell apart during field set-up. Given the incident, and in hopes of reducing the chance of it happening again, a more permanent post solution was necessary. Smith has spoken with Lacey Parks and it looks like they are willing to install 4 sleeve posts based on a design by Chris Cousins. Cousins is working with their staff to ensure proper placement and installation and will fabricate a new set of posts once the sleeves are complete. The posts will be available for use by all teams. For existing PVC posts using a long enough extension pipe in the slot to act as the rebar should be sufficient to secure the posts.

f) U-19 Representative

Alex Goff could not make the meeting, but stated earlier that the U-19 Girls program is doing well. He would like to remind everyone that there is an upcoming girl's tournament on April 15th at Evergreen. Alex would like assistance in setting up fields prior to the tournament if anyone is available to help. Alex also stated that his team could contribute to the costs of the new posts if needed.

Pete Sullivan spoke on behalf of the Boy's team. There have been six season-ending injuries so far this year. They currently have about 50 players, and going strong. Three players – Scott Lavalla, Kevin Erskine, and Austin (last name) – have been selected for national level play with the Eagles U-19 and U-17 programs. Scott & Kevin leave this week to play at West Point prior to their departure to Ireland for a match. Congratulations to Pete and his players. Smith asked for their contact information to send a note of thanks and support to the players.

Pete has arranged for a raffle to support the team's travel needs. Tickets are \$5. Pete will ask his players to attend senior games, as feasible, to offer tickets to anyone interested, otherwise, please contact Pete to make arrangements. 1st prize is a \$750 (transferable) vacation voucher for a trip to Las Vegas, 2nd prize – TV, and 3rd prize is an MP3 Player.

g) Senior Team Representative

Smith provided an update for the Senior Women. Last weekend was their first match in over 2 years. The women had 10 players (filled out by players from the Eugene Housewives) on the side against Western Oregon University. The game was well played, with 7 players starting their first-ever rugby match. The score was lopsided; however the women played strong and had a number of well played defensive stands. Sullivan also commented on what he thought



was a great played match; the women have a good foundation from which to build.

Harrell provided an update on the Senior Men's team. Last weekend, the Buffaloes fell to Bend 95-5 in a hard fought game, despite the score line. Harrell stated that the inexperience in the back line was taken advantage of by Bend's experience and style of play. There are two upcoming home matches in April – 7th and 14th.

V. Open Issues

a) Website “Redevelopment”

Dan Smith (Junior) reported that after his review of the site, it is in “shambles”. Junior stated that regular information updates require intensive effort, and those with limited knowledge of HTML may make matters worse. Additionally, the photo management tools currently on the site are difficult, at best, to work with.

Junior has looked at various models that will expedite timely changes, put in place a working photo gallery, and provide for contact management. The Board expressed thanks for Dan's efforts and his continued interest in making the Budd Bay Rugby site a functional tool for the club. Dan stated that he will continue working on the site donating his time in exchange for consideration of dues. Those present accepted his proposal.

Pete Sullivan recommended that the leadership provide Junior with a prioritized list detailing both the needs and wants of the club. Pete also stated that he has a number of archived photos he would like to see on the revised site. Smith stated that he would collate the requests of the leadership and provide to Junior.

b) 501(c)(3) Update

See *Treasurer Notes*, above.

VI. New business

a) Sponsorship Development

Smith opened the discussion asking for a comprehensive review of current sponsors and activities. The respective administrators will provide a list within the next few weeks. Smith stated that we must define a process for sponsor fulfillment, and ensure that the board member responsible for promoting sponsors is accountable for making it happen. Smith also requested the Board consider a structure to benefit the club, as a whole, from sponsorships.



To the last point, discussion centered on what benefits would be appropriate for the club to receive from sponsorships to individual teams. Pete Sullivan agreed to that approach, stating that for this club to move forward, it needs to make money as well, to aid in the development and execution of a long-term plan. Pete suggested that each sponsorships benefits be negotiated on a case-by-case basis, but that the recommendation of 10% is workable.

Harrell stated that the sponsorship tiers are confusing, and recommends that simply asking for money would be a better approach. If someone donates money, Harrell can tell them up front what it will be used for.

Junior talked about sponsor motivation from a small business perspective. He highlighted some important issues for the club to consider when networking with potential sponsors. Junior recommended stressing Budd Bay's commitment as a community-based group supporting the local economy, including the struggling downtown districts, and sell the club as an Olympia community builder. Budd Bay Rugby "gives people something to do".

Pete Sullivan suggested looking into charitable organizations and events to see if there is an opportunity for Budd Bay to participate. Discussion on "unique" ideas, such as a wheelbarrow race through downtown Olympia for money. Another suggestion was to produce A-frame signs on the pitch advertising local businesses.

b) Goals, Responsibilities, and Vision Development

Smith requested this item be carried over for discussion at the next board meeting in May due to lack of time. Smith stated that this is a must for the next meeting, as it will guide operations during the 2007-2008 year.

Questions to be considered at a future date: What is the "vision" of Budd Bay, what do we want to accomplish as a club? How can we better communicate roles and responsibilities to the necessary members?

VII. Adjournment

Dan Smith adjourned the meeting at 8:00 p.m.

Minutes submitted by: Dan Smith

Minutes approved by: Budd Bay Rugby Board of Directors