

**Budd Bay Rugby Football Club  
Board of Directors**

**Leadership Focus Meeting**

August 9, 2007  
Westside Pints & Quarts

**I. Call to order**

Dan Smith called to order the leadership focus meeting of the Budd Bay Rugby Football Club Board of Directors and team administrators at about 7 p.m. on Aug. 9, 2007 at Westside Pints and Quarts.

**II. Roll call**

No official roll call was conducted. The following persons were present: Dan Smith, Kaya Wilcox, Chris Cousins, Trevor Anderson, Mike Steenhout, Casey Kilduff, Tom Cusack, Amanda Haines, Kat Wichi, Dan Santana, Monti Sorem, and Jasmine Budrow.

**III. Approval of minutes from last meeting**

No previous meeting minutes were read.

**IV. Discussion Items**

- a. Club expectations: Smith spoke about the importance of fulfilling responsibilities, and emphasized the organization only functions when “everyone takes a small piece of the pie.” These expectations include being on time for board and administration meetings, and maintaining open lines of communication.
- b. Team administrator obligations: As a newly formed 501c3 organization, the team administrators have new responsibilities and old responsibilities are even more important than before. These include: maintaining accurate event schedules (including games, social events, fundraisers, etc.); maintaining team information packets and the paperwork therein (including team rosters and contact sheets, membership forms and liability waivers, expense sheets, fundraiser request forms, records of all volunteer hours etc.), and collecting all player dues.
- c. Fundraisers: The women's team was praised for its work raising team funds in the spring. Trevor Anderson suggested the men's team add one major fundraiser (besides the Super Saturday tournament).
- d. Youth teams: A major goal this year, according to Smith, is to continue encouraging interaction between the U19 and seniors teams. This includes sharing practices and game dates.
- e. New officers: Two board positions, the vice president and secretary, had not been filled. Smith said no one had yet expressed interest in the vice president's position and that would remain open until a candidate could be found. Amanda Haines was nominated and elected to the secretary's position. Smith outlined the duties of that position. Monti Sorem was appointed by Smith to the at-large board position.

- f. Financial accountability: As mentioned above, the club's nonprofit status has increased the importance of consistent, accurate record keeping. Mike Steenhout is preparing a list of “dos and don'ts” for 501c3 organizations and will be posting those rules on the club's Web site. Smith emphasized the necessity of keeping accurate records of fundraisers, volunteer hours, and club expenses. Smith reminded everyone of the club’s financial accountability policy, which are included in each team’s packets. There will be no exceptions to these rules, he added.
- g. Player dues: After much heated discussion about increasing player dues, a vote was held establishing the following player dues: \$125 per season for all returning players (unchanged); \$75 per season for first-year male players (\$25 increase); and \$50 per season for first-year female players (unchanged). In addition, all players will be charged with buying their own kits at the club's cost. The kits will include shorts and socks and typically cost between \$25 and \$30 (the cost of the kit items has not yet been determined for the upcoming season).
- h. Club Web site: Smith said the new Web site is up and running, as is the club email system.
- i. Coaches' roundtable: Anderson stated he would be organizing a roundtable discussion for all coaches be held before the start of each season and emphasized the need for all coaches to be certified. Smith reaffirmed the club’s policy on coaching accreditation, stating that so long as funds are available, coaches may be reimbursed for training expenses.
- j. Sponsorship: Pints & Quarts has verbally committed to sponsoring the club this year, but has not yet provided that money. Smith said the club would wait before looking for new sponsorship to give Pints & Quarts bit more time to “make good on their commitment.”

## **I. Adjournment**

Smith adjourned the meeting at about 8:30 p.m.

Minutes submitted by: Amanda Haines, Secretary

Minutes approved by: BBRFC Board of Directors