

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

**Meeting Minutes**

**Jan. 24, 2008**

**5702 22<sup>nd</sup> Ave. SE, Lacey, WA 98503**

**I. Call to order**

Dan Smith called to order the meeting of the Budd Bay Rugby Football Club Board of Directors and team administrators at about 6:30 p.m. on Jan. 24, 2008, at 5702 22<sup>nd</sup> Ave. SE, Lacey.

**II. Roll call**

Board members present included Monte Sorem, Trevor Anderson, Jasmine Budrow, Mike Steenhout, Dan Smith, and Amanda Haines.

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

Minutes from the Sept. 19, 2007, board meeting were approved.

**IV. Member Comment**

**V. Items Not on Agenda**

- a. Smith reported the need to develop a media policy for the club, one that will contribute to “consistent and positive exposure of the club.” Smith said contact with the media and use of the club logo should require board authorization. A policy will be drafted and presented to the board at a later date.
- b. Smith suggested a sponsorship policy, in which the soliciting team would keep 85 percent of proceeds, with the remaining 15 percent going to the club. He said such a policy would contribute to the club’s long-term goals of securing a home pitch and clubhouse. He said he would work on a policy and present it to the board at a later date.
- c. Smith suggested a tournament deposit be paid by players to ensure the club does not lose money on tournaments where too few players show up. He suggested players pay one-fifteenth of the total tournament entry fee. That money would be returned to them at the start of the tournament if enough players show up to fill a side. If less than half of the players show up, that deposit would go back to the club to cover the costs of tournament registration. Smith said he expects this policy “will be contentious, but I think it’s necessary to protect the club.” Smith said he would work on a policy and present something to the board at a later date.
- d. Smith expressed the need to develop a long-term financial plan, one that would identify all sources of income and outline how that income should be divided among the teams. Smith charged Sorem and Steenhout with coming back to the board with a financial report at the next meeting.

## **VI. Open Issues**

- a. Board member updates:
  1. Steenhout — We're nearing the time for filing tax returns. He is in contact with teams now to get their information.
  2. Budrow: She asked if the women had a field reserved for March 1. Smith said he would find out and get back to her.
- b. Coaches Meeting Update: Anderson reported on a coaches roundtable held the previous week. He characterized the meeting as "very successful" and noted plans to hold similar meetings monthly. The issues addressed in that meeting, Anderson said, included: raising coaching standards and sending coaches to level one coaching clinics for certification; encouraging senior players to participate in U19 training sessions (The boys train Tuesdays and Thursdays at 3:30 p.m. at Bucknell Park. The girls train Mondays, Wednesdays and Fridays at 3:30 p.m. at Bucknell Park); hosting a Day of Rugby event this summer that will welcome all club players for training, games and a barbecue; instituting "culture keepers" to bring the club back to the rugby culture, an effort that will have a positive effect on player retention; and hosting regular activities, for example, weekly touch rugby games in the summers and monthly team fun activities.
- c. Player Insurance: Smith reported that there are programs available. He has information for players that need it.
- d. BBRFC Yearbook: Smith gave out sample yearbook layouts to share with the team reps and coaches. The books would have club history, sponsors, teams, schedules and results, roster sheets, and room for sponsor pages, advertising, and a list of supporters. The goal is to have 20 pages of advertising, roughly four pages per team. The project is expected to cost between \$1,500 and \$1,800. It has the potential to earn the club about \$2,000, he said. The deadline will be May 15. More information will be forthcoming as it is available.

## **VII. New Business**

- a. AGM Review: Minutes distributed by Smith. Those are posted on the club Web site.
- b. Team meetings: No updates.
- c. Grant Application Review: Smith tracked down a number of grant opportunities, but noted they're "not fun" and will require a great deal of work. Most found so far do not apply to our needs, as well, he said.
- d. Meeting Dates: The next meeting was scheduled for 6:30 p.m. March 12.

## **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