

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

**November 24, 2008
Kyle McKown's Residence**

I. Call to order

Debbie Lainfiesta called to order the monthly Board of Directors meeting at about 6:45 on November 24, 2008.

II. Roll Call

The following board members were present: Debbie Lainfiesta, Melissa Fritcher, Rachel Doyle, Kyle McKown, Casey Kilduff, Tom Cusack

Dan Smith, Monti Sorem, and Mike Steenhout were excused.

III. Approval of minutes from last meeting

The previous meeting minutes were approved.

IV. Member Comment

No member comment was made.

V. Officer Reports

a. President

No formal report was given. However, notes were provided by Dan and were read throughout the meeting, adding to the discussion during the other officers' reports and the discussion of open issues and new business.

b. Vice President

The Winter Ball will be a dinner/fundraiser held in February. All proceeds will go to the vision fund.

c. Secretary

Melissa gave the Secretary report. She discussed the newsletter and asked what people would like to see in it. There will be a Rent-a-Rugger blurb as well as a "Look for details" blurb about the Winter Ball and Habitat for Humanity.

Dan stated in his notes that Ballyhoo should be represented and that we're trying to get the newsletter out by Dec 15th. He also suggested that board members write articles for the newsletter but because of the late date this idea will be tabled and used for the summer edition.

d. Treasurer

Debbie Lainfiesta provided the treasurer's report for Mike Steenhout.

- The account balance is \$10,802.61. Mike was able to get the IRS to drop the penalty for late taxes. The club received a refund of \$1,345.68

- As of 11/20/08, the men's team had 19 open invoices totaling \$1,628.00. The women's team had 6 open invoices totaling \$572. The issue was again raised of what we can do to prevent people from buying gear such as jackets/bags/shirts before they've paid their dues.
- The club received a \$2,924 donation from Microsoft.
 - a. Debbie proposed that we buy Adobe Design for Dan to use in editing images, flyers, etc. We can get the software for \$550 with the nonprofit discount. Rachel calls for a vote. The software was approved with a vote of 5-1 with Casey Kilduff voting against the motion
 - b. Debbie also proposed that we use the Microsoft donation to purchase digital video recording for each team. This motion was tabled.
 - c. Debbie proposed that we buy the training equipment for the teams. Debbie motioned for a vote and Rachel seconded. The following training equipment was approved:
 - i. Flat cones for all teams. Approved.
 - ii. 2-4 agility ladders (dependant on need). Approved.
 - iii. Kicking tees for each team. Approved.
 - iv. Water proof med kit bag for the women's team. Approved.
 - v. Ice packs for all teams. Approved.
 - vi. Scrum sled. Tabled for discussion. The board would like to know how long the scrum sled that the club current owns will be under repair and is there a clear timeline for this repair.
 - 1. For next season, the club needs to look into parks that offer storage and will let us use our scrum sled. Could we possibly work out a deal with UPS in Tacoma? Casey is concerned with player buy in for practices so far away. Possible options are Steven's field or someone's house.
 - d. Debbie proposed that we put \$1,000 of the Microsoft funds into an interest bearing savings account. Tabled for further discussion. The board would like to know the interest rate, date of maturity and other details.

The board would like to see a detailed financial statement.

e. Fields Coordinator

The U-19 boys requested indoor facilities but the contract wasn't signed. Kyle is having trouble getting a callback but he will follow up.

He's been working on indoor facilities for the women but they're practice time conflicts with winter basketball at Knox Gym. He will try the Y. The Valley is too expensive and small and is therefore not being considered as an option. Kyle is concerned about finding indoor space for the women.

He's been contacting high schools but has had no luck and will try the middle/elementary schools.

Kyle found out that in order to practice at Olympia High you must rent the whole stadium but he will request a move to the grass at Skyhawk.

f. Senior Team Representative

The spring season schedule isn't solidified. The Spring games for the women are all friendlies. Rachel would like Casey to initiate games.

A discussion was had with Darryl and Dan resolving the head coaching commitment issues. Darryl will stay on as head coach and commit to 1 practice/week. He will also participate as Director of Coaching. Chris Cousins will be coaching the men, however, they are actively seeking other interested persons for head coach. Chris is also currently looking for an assistant. Tim House is also looking for assistance. The board discussed the possibility of inviting select members of the women's team to show up at one U-19 practice each to help Tim and foster the relationships between teams.

g. U-19 Team Representative

Tom and Debbie gave the U-19 Team Representative report.

Tom spoke with Alex Goff. Alex wants to the U-19 girls to start practice at Skyhawk on Jan 26th M/W for two hours. And then starting on March 2nd, he wants to practice M/W/F for two hours at Bush.

The Goff On Rugby tournament is the 1st weekend in April. The U-19 dues are \$115 but does that include CIPP.

In his meeting notes, Dan said that Alex Goff will coordinate all the U-19 women's games and that he needs sock/shorts kits for 45 girls.

Deb gave a report on the U19 boys. They start practice 1X per week in December at the Olympia Armory and will move to Skyhawk in February.

Tom should contact Pete and Alex to learn the match scheduling for games. Tom should coordinate this with Trevor and Tim. Also, a Toronto team wants to play the U-19 boys.

Tom should get a list of vendors for equipment from Pete and Dan is going to compare costs.

Debbie then opened a discussion about whether the board should solicit the commission of a Barbarians logo. It was proposed that the board approve \$200 for this. At this time, Casey requested that the commissioner of the Bandit logo be given restitution in the form of Bandit merchandise. The Barbarian logo discussion was tabled until the ambiguities about the U-19 booster fund can be resolved. The Bandit logo was tabled until the board discusses a formal policy for purchasing logos. Kyle knows a designer

Pete has equipment to use but the U-19 Barbarians have the priority to use this equipment.

The U-19 parents are resisting the merging of funds from their booster account with the club. The board needs the full cooperation of the teams to know where their money is coming from and how it's spent to avoid fines and to ensure we're following 501c3 rules.

Dan and Debbie plan to hold a Booster meeting and bring the board to it if possible so that the U-19 parents/players can meet the people running the club.

- h. Directors-at-Large
No report given.

VI. Open Issues

- a) Sponsorship Options – Lainfiesta
No update given.

- b) Website Updates – Fritcher
No update given.

- c) Outstanding Invoices – Lainfiesta
An update was given in the Treasurer report.

As of 11/20/08, the men's team had 19 open invoices totaling \$1,628.00. The women's team had 6 open invoices totaling \$572. The issue was again raised of what we can do to prevent people from buying gear such as jackets/bags/shirts before they've paid their dues. No players may play next season if they have not made dues payments by the first game.

- d) Youth Team Integration – All
No update given.

- e) Youth Clinic Program Planning – Debbie
Budd Bay committed to having a clinic with Lacey parks and rec.

Budd Bay develops the clinic, provides balls, and gives Lacey parks a percentage of the registration fees. Lacey parks would provide the facilities and the promotions. We need to approach some people to help coordinate this that will be available during the day. Tom will be responsible for coordinating this effort.

- f) Alumni Program Development – Debbie
The first annual Winter Ball will be a dinner/fundraiser held in February. All proceeds will go to the vision fund. It will be an opportunity to involve alumni in the club. Tim Housh will also send the newsletter to the current list of alumni.

- g) Member Benefits – Debbie
Dan researched the patches and came up with the costs of ordering crests and blank rugby balls (without the year to make them more reusable). Casey suggested that we use the Microsoft donation to pay for

these and all agreed, but, this was tabled because the board wants to see samples before a purchase is made.

- h) Newsletter Update – Fritcher, All
See Secretary's report.
- i) Trailer Update – All
There was no time to request the tickets to sell from Monti so this will not happen. The trailer is now off the table because we couldn't keep the deal we'd been originally quoted after the long delay in securing funds.
- j) Inventory Logistics – All
A new storage shed is needed as we are quickly running out of space. The board would like clarification on who pays for the current storage space. If the U19s could contribute equally to the rental of a storage space we could get a bigger one to accommodate the U19 equipment without affecting the budgets for the senior teams.

This discussion was tabled.
- k) Charitable Organization Preferences – All
The board wants to look into Habitat for Humanity for a local county, such as Pierce, Thurston, Lewis, or Mason counties. The board wanted clarification on the charitable requirements, such as how many times a year/required charitably contributed hours etc.

VII. New business (30 minutes)

- a. Policy Development Update
The policies did not look updated. This issue was tabled.
- b. Spring Senior Team Needs
Most of the Senior Team needs were discussed during the Treasurer's report. See Debbie's report above.

Debbie asked brought up the idea of buying 100 custom balls for the team to both us in practice and to sell to players. It was suggested that we use the Microsoft money to fund this.

This discussion was tabled.
- c. Coaching Staff Update
This discussion took place as part of the Senior Team representative update. See Rachel's report above.
- d. Membership Forms
The Senior Team Representative (Rachel Doyle) will streamline the membership form process. Dan suggested that paper duplicates be made but this seems unnecessary.

VIII. Next Meeting Date – January 21, 2009

IX. Adjournment

Minutes submitted by: Melissa Fritcher, Secretary