

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

**September 17, 2008  
Sorem Family Chiropractic  
4631 Whitman Lane Lacey, WA 98513**

**I. Call to order**

Dan Smith called to order the bimonthly Board of Directors meeting at about 6:35 on September 17, 2008.

**II. Roll Call**

The following board members were present: Dan Smith, Melissa Fritcher, Monti Sorem, Rachel Doyle, Kyle McGowen, Casey Kilduff, Debbie Lainfiesta

Trevor Anderson and Mike Steenhout were absent.

The following general members were present:  
Tim Housh, Damian Lainfiesta

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

No previous meeting minutes were read.

**IV. Member Comment**

No member comment was made.

**V. Officer Reports**

a. President

No report given.

b. Vice President

Damian and Debbie handed out a run down of screening options for Forever Strong. It was decided that the group discount ticket option was preferable over renting an entire theater for an off peak screening. Only 25 tickets were needed to qualify for the group discount and you could choose from any show time. Renting the theater would have required us to choose a time before 11 am.

Casey suggested that we try and have a post season screening at the Capitol Theater in downtown Olympia. This theater is much cheaper to rent out and would allow concessions and beer sales in part of the theater. Casey will contact the Capitol Theater about details.

Debbie discussed sponsorship options. She would like to have both an after practice bar (Ballyhoo) and a social bar (somewhere else). We discussed the details of our sponsorship with Ballyhoo and our ability to seek out other bars.

Dan reviewed the level of sponsorships that we are currently offering including what each level gets in return for their sponsorship. Contact Dan for details about our sponsorship levels.

c. Secretary

Melissa discussed alternative media outlets for our game announcements and match press releases. The following list was compiled of possible avenues:

- TCTV
- KRXY
- Evergreen radio station
- Olympian
- Tacoma newspaper
- Shelton newspaper
- Centralia newspaper
- Fort Lewis radio (contact Micro for possible information)

Dan discussed the things on the website that need to be updated regularly. If anyone has pictures, please get them to Melissa to post.

d. Treasurer

Dan gave the treasurer report in Mike's absence. Mike is currently appealing a \$1,340 IRS fine for filing late taxes. Mike was waiting on financial information from the U-19 teams and was unable to complete this year's taxes on time. The forms were submitted approximately two weeks late.

Dan went over the profit/costs for each team this year and showed us the new accounting software he and Mike are using. Itemized reports are available. Let Dan know if you want a copy of the financial data.

We discussed outstanding invoices and suggestions were made to automatically email out these invoices after a certain period of time or on the 1<sup>st</sup> of every month.

e. Fields Coordinator

Kyle arranged for lighted fields starting on Sept 23<sup>rd</sup>. From Sept 23<sup>rd</sup> to Sept 30<sup>th</sup> both teams would be practicing at Stevens Field. After Sept 30<sup>th</sup> both teams will move to Yauger Park.

He couldn't find an indoor practice space for the women's team on such short notice but is working on securing this for the Spring season.

f. Senior Team Representative  
No report given.

g. U-19 Team Representative  
No report given.

h. Directors-at-Large  
Monti asked for volunteers to go with him to the Lacey Chamber of Commerce Forum luncheon meetings in a public relations capacity. These meetings are held at St. Martin's University the first Wednesday of each month from 11:30 – 1. Dan and Rachel have volunteered to attend.

## **VI. Open Issues**

a. Work Plan Review

Dan went over the work plan briefly. He requested that all board members review it individually and update their duties as needed. Dan explained that these work plans are designed to be “works in progress”, to be passed on to new directors so that details of each directors' responsibilities are not lost and that the institutional knowledge is passed from one director to the next.

b. Youth Team Integration

Dan tabled this topic until the next meeting.

c. Email/ Contacts/ Calendar Review

Dan went over where officers can check their email and add/view/update the official Budd Bay calendar. Dan hopes that this calendar can replace the “coming events” section on the website and encourages all administrators to use this feature regularly.

d. Alumni Program Development

Tim would like team coordinators to send him information for the Alumni newsletter. The annual Budd Bay newsletter “Ruck On!” was also discussed. Because the summer edition was never put out, Dan wants a special Holiday Edition. Anyone with information to put in the newsletter can forward it to [secretary@buddbayrugby.com](mailto:secretary@buddbayrugby.com).

Tim would like to see three alumni/club events develop per year. The first of these would be a season kick off BBQ held before the Fall season. The second would be a winter formal which could also double as a fundraising event. The last would be an End of Year banquet. Tim would like all of these to be dress up events that incorporate alumni, adult, and youth teams.

There was also a brief discussion of the Director of Coaching position and the duties and goals of that position. IRB training compliance and dues structure were also discussed. Several suggestions were made as to what we could give to dues paying members of our club. Pins, stickers, and patches were all suggested. This issue was tabled until the next meeting.

e. Youth Clinic Program Planning

This issue was tabled until the next meeting.

f. Trailer/Storage Update

The club is still \$1200 short of being able to purchase a trailer. Dan suggested that the women's team use the sales from the chiropractic massage tickets to fund their portion while the men will pay for theirs from their account. The women's team will work on a ticket sale day or setting up a table. Melissa will look into the regulations at the Olympia Farmer's Market.

The storage unit fees are increasing this year. The board decided that we need a larger storage unit that is more easily organized. Dan agreed to research costs. The board also discussed locating the field posts at Rainier Vista, so that the club was not reliant on one individual (Chris Cousins) to ensure they were available on match days.

In order to stop inventory loss, Monti and Tim will count the inventory after the current season. We will go to a strict check in/out system. When a player leaves with equipment (such as a ball) and does not return it, they will be held responsible for reimbursing the club for the loss. The logistics of this were tabled until the next meeting.

## **VII. New Business**

a. Charitable Functions

Dan led a discussion on our charitable efforts as a club. Being 501c3 requires us as a club to participate in charitable functions. Dan discussed the difference between attaching ourselves to a specific cause/organization and affiliating with a service

organization. The service organization would be easier to coordinate events with.

The Lions were suggested as a possible service organization.

Each board members needs to research one organization for the next meeting. Casey emphasized the desirability of organizations with no specific political, religious, or social cause. All board members agreed that avoiding these types of organizations would be beneficial to the club so that potential players/sponsors wouldn't link us directly to a controversial cause.

b. Senior Team Representative Duties

This issue was tabled until the next meeting.

c. Policy Development

The board discussed creating the following written policies:

- Crest/logo policy  
Who is able to use our Budd Bay crest and logo?  
How can we ensure that our crest and logo is used appropriately? Email approval by the board for use.
- Alcohol policy  
Sanctions/consequences for underage/responsible drinking, this should include underage drinking on the adult team as well as team policies similar to other high school sports for the U-19 teams.
- Concussion/Injury policy  
Dan suggested adopting the same restrictions on injuries that the IRB uses. Any one with a concussion remains rugby free for 3 weeks unless cleared by a neurologist. After 3 weeks a note from your physician is needed.
- Travel Policy  
Dan reviewed the discussion of team travel logistics raised at the AGM. As Rachel was instrumental in raising the issue, Dan asked that Rachel take the lead on developing a draft proposal for the Board to consider.

d. Online Store Review

Dan has been working with scrumbot.com to develop Budd Bay gear that can be purchased online. This could be useful inventory

management tool. Discussion included how much inventory we should/could keep on hand for tournament and booth sales and if players would be able to access their discounted prices, as is suggested in our dues structure. Board members should to look into this site and give Dan feedback.

**VIII. Upcoming Events**

No upcoming events were discussed.

**IX. Other Items**

Dan suggested that the board consider monthly board meetings to keep the length of each board member from exceeding an hour and half. This discussion will continue over email.

**X. Adjournment**

Dan adjourned the board meeting around 9pm.

Minutes submitted by: Melissa Fritcher, Secretary