



*Budd Bay Rugby Football Club  
Board of Directors*

Meeting Minutes

June 17, 2009

555 Israel Road SW, Tumwater, WA 98503

6:30 p.m. – 8:00 p.m.

I. **Call to order**

President Smith called the regular board meeting to at 6:30pm.

II. **Roll call**

The following board members were present: Dan Smith, Debbie Lainfiesta, Kyle McKown, Tom Cusack and Rachel Doyle. Mike Steenhout, Casey Kilduff and Monti Sorem were excused.

III. **Approval of Minutes**

The May activity summary was approved as written.

IV. **Officer Reports**

A. **VP** – no reports.

B. **Treasurer** - The current bank account balance is: \$14,541.96. Upcoming invoices include PNRFU dues, Bucknell fields, City of Lacey fields, and PNRRS. Smith provided copies of the current Statement of Financial Income & Expense, reflecting an ending balance for the club of \$13,118.87.

C. **Fields** – Kyle reported that all the billings for fields have been received with the exception of Lacey Parks. Dan requested a review of the Bucknell costs as they seemed high. General discussion followed on the development of a policy relating to the cancellation of fields and how to handle no-shows.

D. **Senior Rep** – no reports.

E. **U19 Rep** – Tom reported that the Lacey Summer Camp has been canceled. The City of Lacey accidentally omitted our event from the publication newsletter, so no announcements were ever made. General discussion followed on planning earlier next year and developing a “plan b” for situations such as this.

F. **At-Large** – no reports.

V. **Open issues**



A. **Super Saturday Recap** – Smith reviewed the results of Super Saturday, providing copies of the income and expense report for the tournament. Overall, \$2,014.03 was profited by the senior teams, with approximately 1/3 of the profits going to the women for entry fees. Smith reported that the food purchasing was perfect this year – Dan Santana did an excellent job planning, purchasing and cooking all the food for the tournament.

B. **Board Vacancies** – The board reviewed the pending vacancies to consider options for the coming year. Debbie expressed interest in fulfilling the duties of the senior team representative. Discussion continued on the responsibilities of both vice-president and team representatives. Smith requested that everyone consider all the club members and supporters and approach some folks they think would be an asset to the club.

C. **Sponsorship & Fundraising Update** – no new leads on club sponsorships. Smith discussed a concept for the coming year which includes each board member developing a fund raising event for the club. Can be as simple as selling coffee in one day, but the focus should be on raising money each month during the active season.

D. **Newsletter Review & Approval** – Melissa spoke with Dan earlier and stated that a copy of the newsletter would be complete and emailed to the Board for review by the weekend (20<sup>th</sup>).

E. **Web Updates** – Smith reviewed recent updates to the webpage, including creating tabs for pages on Dues and the Vision Fund. A blog system has been added that makes club wide communication easier. Each team has a “Google Group” that interested people can join – by visiting the team’s web page. Smith reviewed other general updates and requested that any changes be emailed to him.

F. **By-law Revisions** – Smith discussed the need for revisions to the by-laws to include the two-year appointment status and alternating election years. Smith hopes to have this ready for the AGM.

In addition to the by-law revisions, Smith also hopes to have completed the “no refunds” amendment to the Dues Policy and finalize the head injury policy by the AGM. The head injury policy will be required by state law; however the club has been following the guidelines of IRB for the past year.

Discussion followed on the dues policy and the outstanding debts. Smith motioned to eliminate the flexibility of manually collecting payments throughout the season and require all members to pay by the due date listed on the dues policy or forfeit all member privileges, including training. Members will have the opportunity to pay via PayPal for credit cards or regular automatic withdrawals if alternatives to cash or check by the due



date is necessary. **NO EXCEPTIONS.** Motion was seconded and approved unanimously.

VI. **New business**

A. **Coaching Staff** – Discussion centered on development of the current coaching staff and identifying a women’s team replacement for Dan, Rachel and Sarah. To date, no formal recommendations have been made and the team’s options are open. A letter recently sent to the board by Chris Cousins was discussed; Smith stated that he would address the issue with Chris.

B. **Outstanding Debts** – Smith reported that the outstanding debts owed to the club amount to \$4,902.00 and spans all levels of club membership. Discussion followed on methods to control the debts, including the aforementioned policy on requiring payment of dues.

C. **Vision Fund: Operation Pitch & Clubhouse** – Smith reported that updates to the website are complete. An initial announcement to the membership indicated profits from the Banquet were ~\$750; however, after final reconciliation with the billing, ~\$400 remained in profit. A motion was made to create a new savings account with \$750 to kick start the vision fund savings account. Motion was seconded and approved unanimously. Smith also reported that he would be working to organize a vision fund committee meeting in August to officially begin the campaign.

D. **Fall Schedule Review** – The AGM is currently scheduled for July 26<sup>th</sup>. Soon thereafter, the women begin training at Bush Park on August 4<sup>th</sup>, followed by the men on August 18<sup>th</sup>. Smith will update the website with all known scheduling information to date.

VII. **Next Meeting Date** – July 15<sup>th</sup>

VIII. **Adjourn** – Smith adjourned the meeting at approximately 8:15pm.