



# *Budd Bay Rugby Football Club Board of Directors*

## *Meeting Minutes*

July 26, 2009

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

1:00 – 3:00 p.m.

Type of Meeting: 2009 Annual General Membership Meeting

Invitees: Budd Bay RFC Membership

### I. Call to order

Dan called the annual general membership meeting to order at approximately 1:15 pm. The following board members were present: Dan Smith, Tom Cusack, Debbie Lainfiesta and Casey Kilduff. The following members were present: Tim Housh, Dan Santana, Chris Cousins, Corey West, Pat Norton, Jackie Norton, Zackary Norton, Jason Needham, Jason (?), Mark Yarnell, Erin Louis, Matt Beagle, Kaya Wilcox, Andrea Hovey and Damian Lainfiesta.

### II. Member Comment

Matt Beagle asked whether new jerseys could be purchased for the coming season. Smith stated that the men's team does not have enough money to purchase a set outright; however, if there was a new sponsor or the team wanted to raise the money for it, the Board would consider it.

Pat Norton spoke at the meeting of the offer by him and his wife to allow the U19 Boys to use their property for a 120' x 500' practice field and a 24' x 32' space in a building for additional needs. The building would have a dedicated bathroom for use by the team. Pat reported that donors from turning the dirt, cultivating, grading, fertilizer, seed, lime and irrigation were already lined up. Debbie Lainfiesta asked if there were insurance issues with Pat & Jackie. Pat informed the meeting that his insurance company stated there would be no problem since they were not charging for the field. Dan asked what attendees thought and all who verbalized opinions were in concurrence to allow the boys pursue the use with Pat and Jackie Norton, with the understanding the Norton's provide the Board a written list of expectations of the Barbarians and of the Budd Bay Club for their consideration.

The board members in attendance voted to move forward with the project, with the understanding that they would need to review and agree to expectations (both Norton's and clubs) and any other issues that may come up in the process.



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### III. Approval of Minutes

The July 16, 2009 minutes were reviewed and approved unanimously as written.

### IV. Open issues

#### A. Year-in-Review – Club & Team Recaps

General discussion on the successes of the teams for the last season and the coming season. Casey reported that the Bandits have entered DI, requiring travel to Arizona and California this year. Tim reported that the Steelheads had a good year, taking second in the division. He also stated that the coaching staff for the coming season is in the air for various reasons.

Tom and Pat briefly reported that the Barbarians will be hosting an alumni match on the 1<sup>st</sup>. Chris Cousins recapped the men's season and expressed concern over "liberties" taken by a number of the men's team. He stated that these "liberties" are a negative reflection on the team and the club and should be addressed.

Smith reviewed the club's 10<sup>th</sup> anniversary year, stating that it was one of success and growth. Dan stated that the consolidation, while not without hiccups, went smoothly. The club held its first vision fund banquet, developed the first U15 side (Barbarians), the men placed 14<sup>th</sup> in the nation and the U17 men won the state championship.

#### B. Policy Revisions / Additions

##### 1. Concussion Policy

Smith reviewed the current policy and additions required by state law to be included. Discussion focused on the three week rest period required of U19 members and release by a medical professional for both seniors and youth. Smith reported that Budd Bay's policy, as revised, is stronger than state law requirements, as the IRB policy mandates a three week rest period for U19 members.

In addition to the required rest periods, all members will be required to sign a concussion information sheet (and parents if the player is under 18). All coaches and administrators will be required to attend an informational meeting and sign the coach's information sheet. Dan reported that Monti has agreed to provide a brief presentation to the group in August.



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A motion was made to adopt the policy as written, seconded and approved unanimously.

### 2. Dues Policy

The dues policy was reviewed. Major revisions included the stated provision that all members are to have their dues paid in full by the deadline or they will have no access to any Budd Bay activity, including training. The dues level for the Barbarians was requested by the parents to be raised to \$125 to help offset social costs, which are generally paid for by the parents. The Steelheads dues are being raised to \$125 to help offset debts incurred in 2009. The rookie rate for the Bandits was raised to \$75 in consideration of the greater expenses required for travel.

General discussion was followed by a motion to approve the revisions as written. Motion was seconded and approved unanimously.

### 3. Disciplinary Policy

Dan reviewed the disciplinary policy, stating that the Board has used this as a guideline over the last year when considering how to handle situations that have come up. Discussion focused on the term "indefinitely" in terms of suspension. Tim Housh asked whether we should consider an appeal process.

Dan recommended adding a statement to reflect an appeal process that would be valid after one year of the suspension (3<sup>rd</sup> or 4<sup>th</sup> violation of the policy) and made directly to the board. More discussion followed on the wording.

Housh made a motion to approve the policy as revised by the following: "After one year, a player may appeal a suspension under this policy directly to the Board. The Board will review the application and provide player with a determination within two weeks. The Board reserves the right to place any conditions, as necessary, for successful re-introduction to the club."

Housh's motion was seconded. All were in favor with the exception of Chris Cousins voting against.

### 4. Financial Management Policy

Dan reported that the revisions to the financial management policy provided greater flexibility for the



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president to make standard purchases, such as social costs, gear orders, CIPP registrations, etc., that regularly exceed \$250, by raising the limit to \$500. Dan reported that there will be instances where the invoice amount exceeds \$500, such as for field reservations, but that the President will still be required to review those expenses with the Board.

A motion was made to approve the policy as written, seconded and approved unanimously.

### 5. Budd Bay RFC By-Laws Amendment

Smith reviewed a revision to the by-laws that has been under consideration since the previous year. Smith stated that the revisions would create an overlap on the Board for training purposes and stagger elections to the Board to in order to retain a working knowledge on the Board to assist the newer members. Board members official term would be from their election at the general meeting through the end of the second calendar year.

A motion was made to approve the policy as written, seconded and approved unanimously.

### C. Financial Update & Budget Review

Dan reviewed the financial status of the clubs and the teams, referring to report materials that were provided. The overall club balance is \$12,319.38 with \$5,025.50 owed in outstanding debts. Dan reported that the budgets will be prepared for 2010 over the next few months, based on the annual operating costs of each team.

### D. Revised Membership Form & Online Purchasing

Dan reviewed the new & improved membership form for 2009. He stated that this format should be useful long term and provides all the information necessary for inducting new members and updating existing ones. Dan stated that the membership form is available online in pdf format, adding that the Player Code of Conduct, Concussion Policy and the Liability Waiver are also online.

Dan stated that members can now also order their kits online. Kits ordered online will be subject to a shipping fee, as they will be mailed to the member. Casey asked if people could arrange to pick-up the kit and not pay the shipping charge. Dan agreed to work on it.

Dan also reported that the online rugby store, Scrumbot.com, hosts stores with gear for the Buffaloes, Bandits and the club. Additional



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stores will be added once the Steelheads and Barbarian logos can be delivered. The merchandise is reasonably priced, of good quality and the club/teams earn 20% of all sales. Checks from Scrumbot.com are mailed quarterly. The site can be reached from the club's website.

### E. Vision Committee

Dan gave a brief review of the progress for the vision fund. Smith stated that he will be contacting interested parties in August to set the kick-off meeting for the vision fund. Andrea Hovey, Tim Housh and Erin Louis requested to be added to the contact list.

### V. New business

#### A. Coaching Staff Affirmations

Dan reviewed the coaching staff appointments for the 2010 season, Jerry Quirke, Senior Men; Chris Cousins, Senior Women; Tim Housh, U19 Women. The head coach for the Barbarians is to be determined. With no objections heard, the coaching appointments were affirmed.

#### B. Director-at-Large Affirmations

Dan reviewed the appointments for Director-at-Large, Monti Sorem and Mike Steenhout. Neither was opposed and no additional nominations were raised. With no objections heard, the appointments were affirmed.

### VI. Election of Officers

Smith reviewed the board members being considered in the annual election. They are: President: Dan Smith (unopposed); Vice-President: open; Treasurer: Erin Louis (unopposed); Secretary: Amanda Haines (unopposed); Fields Coordinator: Kyle McKown (unopposed); Senior Team Representative: Debbie Lainfiesta (unopposed); Youth Team Representative: Tom Cusack (unopposed).

Smith requested any nominations to be heard. Pat Norton was nominated for Secretary; however, he declined the nomination. Chris Cousins volunteered for the Vice President position.

Following a brief discussion, Housh made a motion to approve the election of the officers as written, adding Chris Cousins as Vice President. Motion was seconded and approved unanimously.

### VII. Other business



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Casey Kilduff requested the board consider developing an attendance policy for participation by the board members. Dan agreed to add it to the board's agenda for the upcoming meeting.

### VIII. Adjournment

Dan Smith adjourned the meeting at approximately 2:55pm.