

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

March 11, 2009
Tumwater City Hall
555 Israel Road SW, Tumwater, WA 98503

I. Call to Order

Dan Smith called to order the monthly board of directors meeting at approximately 6:30 pm on March 11, 2009

II. Roll Call

The following board members were present: Dan Smith, Kyle McKown, Casey Kilduff, Rachel Doyle, Debbie Lainfiesta, and Trevor Anderson. Melissa Fritcher, Monti Sorem and Mike Steenhout were excused. Also present: Dan Santana. The March 11, 2009 meeting minutes were taken by Casey Kilduff.

III. Approval of minutes from last meeting

The meeting minutes from last meeting were not available for review/approval.

IV. Officer Reports

a. President

- Dan developed a new email address for the board of directors. The email can be used to email the entire board of directors instead of using each individual's email address. Dan is also working on other email groupings to hopefully eliminate the need for yahoo groups.
- Taxes are due at the beginning of May. Dan will need to focus on this as top priority as the treasurer indicated that it is a very time consuming process.

b. Vice President - No report at this time

c. Secretary - Not present, no report

d. Treasurer

- Report provided by Dan Smith. Our current balance is approximately \$14,000 minus some pending expenses.
- Dan Smith provided the current reconciliation report for board review.
- There is some concern about the low balances of the Steelheads and Barbarians funds. They have bills coming in but not a lot of money to pay off the balances owed. The boys have been facilitating a 50/50 raffle at home games as a fundraiser.
- At this time, we are estimating a bill of approximately \$800-1000 per team for the fields at Skyhawk.
- Dan Smith recommends increasing adult player rookie dues to the same level as the returning player dues (\$125) and providing the first kit free to rookies as an incentive. This was not voted on, but rather discussed.
- The board was informed that the youth players pay \$100 per season and are provided a kit for free every season.

e. Fields

- Kyle spoke to Mike Anchors at Evergreen. The fields that we typically use for the Super Saturday Tournament, free of charge, are now going to require rental fees as the Super Saturday Event at Evergreen has been cancelled. We will need approximately 3 fields for the tournament.
- f. Senior Team Representative
- Rachel reported that her current priority is the DIII Playoffs. There was a meeting of the planning committee for this event on February 25, 2009. Rachel provided the meeting minutes from this meeting for board review.
 - Rachel reported that USA rugby is proposing a change to the structure of the women's league set-up. An email was sent to Dan, Casey and Rachel regarding this. This will be discussed at a later date.
- g. U19 Representative - Not present, no report.
- h. At-Large - No report at this time.

V. Open Issues

- a. Youth Clinic Program Planning
By 04/01/09, Mary Coppin at Lacey Parks needs a formal description of the clinic including a camp director contact, cost of event, and so on. BBRFC will receive 80% of the registration fee, Lacey Parks will receive 20% of the registration fee. The board discussed that \$100 for the camp sounds reasonable. The program will run 2-3 days per week, for approximately 2 weeks. At the end of the program, there will be a tournament so that all teams can practice the skills they have learned in a game format. Tom is the lead on this project and Trevor is the Head Coach for the clinic. Volunteers from the Buffaloes and Bandits will be needed to help teach the youth.
- b. Winter/Spring Ball
The Ball will be on May 9, 2009 at the Urban Onion Ballroom. Debbie needs to get flyers printed for distribution to begin advertising the event. Tickets need to be re-printed and sold. Tickets will cost \$35/person or \$60/couple. Raffle ticket packages will be offered as well. Catering is being provided by the Urban Onion. We will need to sell raffle tickets as the event as well as prior to the event. BBRFC needs to solicit donations from local businesses prior to the event. Each team will present their top 4 awards at the Ball. At the next board meeting, we will discuss the Alex Goff Lifetime Achievement Award and determine if we know of someone eligible for the award.
- c. DIII Playoffs
Rachel provided the minutes from the planning committee meeting on February 25, 2009. Wags is to assign 2 refs for the event, they have not been secured yet. Cuz is working on pricing trophies. Joel is contacting Zale about potentially hosting the social in the parking lot at the Ballyhoo. Rachel will follow up with Joel on his progress. Dan will talk to Zale this weekend as well. We will be providing approximately 25 wristbands to each team. Wristbands will be mandatory for admittance to the social. There will be separate wrist bands for under 21 and over 21. Volunteers and BBRFC members will be given wristbands free of charge. Guests/spectators will need to pay \$10 per wristband. Rachel has requested a block of rooms at the Best Western Hotel be earmarked for the event. We have 5 visiting teams and are unsure how many will want to stay in town. We will not have a full fledged concessions bar at the pitch. We will sell granola bars, Gatorade, etc, that are pre-packaged, per the permit we will

be purchasing. Dan Smith is working on putting together registration packets for all 6 teams.

d. Sponsorship and Fundraising Update - No updates at this time.

VI. New Business

a. Super Saturday Planning Committee

Dan Santana was nominated to be the lead on the Super Saturday committee. It was recommended that he solicit assistance from both Buffaloes and Bandits, preferably ones that are not on the board of directors.

b. Coaching Director Position

Pete Sullivan has indicated that he is interested in becoming our Coaching Director. The director will encourage education, accountability and organization of our coaching. He will ensure that coaches are becoming certified, if possible, and attending any trainings that are needed.

c. Planning Level Discussion

- The board will focus the April meeting on the planning level discussion. The issues to discuss are:
 - a. Mission Statement – we do not currently have one
 - b. Strategic Plan Development
 - c. Fund Development Plan
 - d. Budget
 - e. Roles and Responsibilities
- Dan Smith distributed information about the legal responsibilities of the board, mission statement definitions, BOD job descriptions, articles of incorporation, bylaws and a sample grant. We need to streamline our board discussions to focus more on planning/fiduciary responsibilities/management of the club. Dan Smith suggested that we develop a training manual for the Board of Directors and host a training session/retreat once per year for new board members.

d. Board Giving – Due now

As board members, one of our responsibilities is to raise funds for the club. Additionally, we are expected to donate money to the club, if possible. Those on the board who do not pay player or member dues should donate as soon as possible. Other members can donate as well. One suggestion is to donate enough to scholarship players on any of our teams. Several board members noted their donations and are thanked for their support for the club.

VII. Next Meeting Date – April 8th

VIII. Adjournment

The March 11, 2009 meeting was adjourned just after 8:00 pm.