

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

April 8, 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 April 8, 2009.

II. Roll Call

The following board members were present: Dan Smith, Kyle McKown, Casey Kilduff, Tom Cusack and Rachel Doyle. Debbie Lainfiesta, Monti Sorem, and Mike Steenhout were excused. Melissa Fritcher was absent. Also present: Maggie McLaughlin, Chris Cousins, Kris Manicke, and Cathy Irelan.

III. Approval of minutes from last meeting

The meeting minutes from March 11, 2009 reviewed and approved as is.

The April 8, 2009 meeting minutes were taken by Casey Kilduff.

IV. Officer Reports

a. President

- Dan Smith requested that the team coordinators and board members remind players that no alcohol is allowed at Rainier Vista Park, whatsoever. During the playoffs, there were a lot of fans and players drinking alcohol on the sidelines and this cannot happen in the future. This is a very serious offense – made worse when Board members and/or Budd Bay members aware of the Club’s policy violate it. There is no excuse for any Board member to be drinking alcohol on the sidelines of a public park. All board members need to help Smith police the fields.

b. Vice President – Not present, no report

c. Secretary - Not present, no report

d. Treasurer

- Report provided by Dan Smith. Our current balance is approximately \$19,968 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. Tom Cusack will check in with the coaches of each team to determine how they plan to raise additional funds.
- There were multiple sweatshirts and t-shirts sold at the playoffs this weekend. Some of these funds need to be moved from the Barbarian balance to the Scholarship fund (approximately \$510).
- Dan Smith mentioned that we need to determine if the funds raised by individual teams will roll over into a club account at the end of the year, or continue to build. A decision has not yet been made regarding this issue.
- Dan Smith will be obtaining deposit-only debit cards to provide to each team coordinator next season so that team coordinators can deposit dues, etc. There will be a deposit slip available on the website that the coordinator will need to complete and submit to the treasurer.

e. Fields

- Kyle McKown provided an outline of this season's field costs
- Kyle McKown will be preparing a field request packet for each team coordinator so that they can request fields on a standard format at the beginning of each season. If additional fields are needed during the season, the coordinator/coach will need to complete a field request form.
- Tom Cusack will be asking Alex Goff whether or not any profit was made from the Steelheads Goff on Rugby Tournament on 04/05/09. The field costs for this event were significant and the Steelheads currently have a negative balance.
- Tom Anchors has not responded to Kyle McKown's requests for information regarding fields for the Tatunka 7's tournament.
- There was discussion among board members about how to resolve the issue of multiple teams playing league games on one field. The recommendation was made to team coordinators to communicate with each other and with the youth/senior team representatives. Tom Cusack will be checking with the Barbarians regarding game times for April 18, 2009 as there are two Barbarian games and one Bandit game that day.
- It was discussed that team coordinators need to ensure that the visiting teams need to be parking in the upper lot at Rainier Vista, not in the cul-de-sac.

- f. Senior Team Representative
 - Rachel Doyle brought up the issue of needing to discuss where the Bandits are headed with the change in the structure of the Division I schedule.
 - Casey Kilduff will coordinate a special meeting of the Bandits, Coaches, and other leadership for 04/27/09 to make a decision as to what to do. The decision needs to be made by the end of April.
- g. Youth Team Representative – No report at this time.
- h. At-Large - No report at this time.
- i. Member Issues
 - Cathy Ireland and Kris Manicke were present to inquire about the sponsorships that they have identified. To their knowledge, no progress has occurred with the Cancun Plaza or Boulevard Tavern sponsorship offers. The board will follow up with the Vice President regarding these leads.

V. Open Issues

- a. Youth Clinic Program Planning
 - Tom Cusack will be the contact person for the Youth Clinic
 - The Board made the final decisions as to the date, time, location, maximum participants and entry fees for the clinic. Dan Smith will send the information to Lacey Parks and Recreation.
 - Tom Cusack will need assistance from volunteers to ensure that the clinic is a success.
- b. Winter/Spring Ball
 - The Vice President was not present, thus the item was tabled. We will likely need to coordinate a special meeting to discuss the needs for the Winter/Spring Ball.
- c. DIII Playoffs
 - The playoffs went off well.
 - We not only broke even on costs, but we profited approximately \$150.
- d. Texas!!!
 - The Buffaloes will be travelling to Austin, Texas to compete in the USA Sweet 16's. Funds will need to be raised ASAP.

- Chris Cousins has reserved a block of 40 tickets on Southwest Airlines at a group rate of \$280 each. He needs to pay a percentage of the total bill (\$11,200) by 04/11/09. The club will assist with this. Chris Cousins needs to identify the amount needed from the club.
- Currently, the funds that we expect to designate to getting the 40 travelers (28 on the player roster, 12 additional) to Austin, Texas are:
 1. ~\$3,500 in the Buffalo bank
 2. \$500 from PNRFU
 3. \$100 donation from Mike Ferris of the Quake
 4. \$100 donation from Kitsap RFC
 5. \$100 donation from Rachel Doyle
 6. \$700 Chris Cousins' rent-a-rugger concrete job
 7. \$ Amount unknown from Buffalo coffee sales
 8. Potential sponsorship monies from Trans Alta Steam Plant (Cathy Ireland to follow up on this)
- Players and administrators are asked to do whatever we can to raise some quick funds for the trip to Austin, Tx. The funds raised will offset the airfare for the 40 group tickets and will hopefully offset the cost of lodging.
- Chris Cousins requested that someone put together a form for players to give to businesses and/or family members, requesting assistance to get to nationals. Dan Smith will work on this.
- Dan Smith informed Chris Cousins that he will need to have his "top 28" roster presented to Dan 10 days prior to the trip to Austin, Tx.

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

VI. **New Business**

a. Board Elections

- All were reminded that the AGM will be held the second Sunday in August. Rachel Doyle will be stepping down from Senior Team Representative, Casey Kilduff will be stepping down from At-Large Member. All are encouraged to nominate people or volunteer to run for a position. Dan Smith announced that Casey Kilduff's friend Erin Louis is interested in running for the position of Treasurer. Dan Smith and Mike Steenhout interviewed Erin for the position and

agree that she is a good fit based on her Accounting background and interests. Dan Smith indicated that he is concerned about his ability to continue as both Coach of the Bandits and Club President. Chris Cousins indicated that if he is not coaching the Buffaloes, he would be interested in coaching the Bandits.

b. Summer Newsletter

- Articles for the summer newsletter need to be submitted by the end of May. The deadline for publication is June 30, 2009. Currently, the newsletter is on Melissa Fritcher's plate, but Dan Smith will connect with her to determine if this is something she is able to accomplish.

c. Secretary Role

- The board discussed whether or not we need to elect an interim secretary, in order to meet the current needs of the board. Melissa Fritcher has been unable to attend the past two board meetings and there is concern as to whether or not she is interested/able to continue as the secretary until the elections in August. Dan Smith will contact Melissa regarding this.

d. Sponsorship

- Kyle McKown informed the board that Cutter's Point Coffee Roasters is interested in setting up a coffee container for donations at home matches. Additionally, they will be donating a coffee basket as a prize for the raffle at the ball. Kyle will move forward on this. It was recommended that coffee be made available at U19 games, for parents. It is possible that people may want the coffee at senior team games as well. Cutter's Point will be responsible for getting the coffee items to the matches and setting up/tearing down whatever is involved.

e. Charity Efforts

- Lena has offered to facilitate either a food or clothing drive to benefit CYS (community youth services) at our Tatunka 7's tournament. She will provide additional information and needs to the board and membership.

VII. Next Meeting Date – May 20, 2009

VIII. Adjournment

The April 8, 2009 meeting was adjourned at approximately 8:30 pm.