



Budd Bay Rugby Football Club Board of Directors

Meeting Minutes

September 16, 2009
Tumwater City Hall, 555 Israel Road SW
Tumwater, WA 98501
6:30 p.m. – 8:30 p.m.

I. Call to order

Dan called the regular meeting of the Budd Bay RFC Board of Directors to order at approximately 6:30pm. The following board members were present: Dan Smith, Chris Cousins, Kyle McKown, Debbie Lainfiesta, Erin Louis and Tom Cusack. Amanda Haines and Monti Sorem were not present.

II. Member Comment - none.

III. Approval of Minutes

The minutes from the August meeting were reviewed and approved unanimously.

IV. Director Reports

A. Secretary – Dan reported that Secretary Amanda Haines submitted a letter of resignation effective immediately, dated September 14, 2009.

B. Treasurer – Erin provided a brief update on some issues surrounding QuickBooks, confirming that she will be meeting with Dan to go over the items in the coming days. Dan reported the following balances:

1. Club checking: \$16,040.77
2. Club credit: (\$5,796.03)
3. Vision savings: \$750.02
 - Bandits – \$196.50
 - Buffaloes – \$3,717.18
 - Steelheads – (\$667.32)
 - Barbarians – \$1,067.53
 - Club – \$5,085.71

C. Senior Team Rep – Debbie reported that the men's dues "cutoff" was yesterday, and that there were a number of men expected to provide payment immediately. Dan reported that he has received a couple of payment requests and will finalize the active rosters for Debbie prior to training the following Thursday. Dan reviewed the dues requirements and membership expectations.



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D. U19 Rep – Tom reported that he will be looking to develop a coaching staff for the boys program asap, but has run out of resources within the club. Dan suggested he contact WYR for ideas. Dan also stated that the club should prepare some advertisements for posting in the Olympian and the Volunteer Center. Tom stated he would be following up with WYR to develop coaching resources.

E. Fields – reservations at Bush Park are coming to a close. Kyle has been working with both Olympia and Lacey to find a field with lights to close out the season. Bucknell/Skyhawks is another option he will consider. Kyle will notify all the teams once reservations are secured.

V. Open issues

A. Event Calendar – Registration Dates (All)

Dan presented the need for determining a target date(s) for membership registration, similar to the concept of choosing the Tuesday and Thursday of the week of the 15th in August to begin training. This provides a standard target that each team can use for recruitment, etc.

General discussion followed on the most appropriate date. Kyle motioned for the annual registration meetings to take place on the Tuesday during the week prior to the first week of training in August and January. This creates two official registration dates for the senior teams and one for the U19 teams.

Motion was seconded and approved unanimously.

B. Liability Waivers – USAR Changes (Smith)

Dan reported that USA Rugby has once again revised their liability waivers for the youth and adults, creating two, full versions. Smith reported that he would update the membership forms with the appropriate waivers and place the individual forms on the team pages only, removing them from the main front page of the website.

C. Attendance Policy (Cousins)

Chris presented two options for the attendance policy, providing guidance on the expectations for board members to actively participate in board functions.

General discussion followed. General consensus was that version #2 had a more defined approach to addressing the expectations of the board. Few additions were discussed. Dan stated that he will update the policy and enter it into the standard club format, preparing it for final consideration at the next board meeting.

D. Dues Policy Update (Smith)



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Smith presented the revisions to the dues policy to be consistent with language recently adopted in July, and reflect a discussion on "no refunds" from earlier this year.

Discussion followed to clarify the table outlining dues levels. Under new section 9, it was requested to refine the statement to read, "In general, Budd Bay RFC does not issue refunds for dues or CIPP payments. Requests for reimbursements due to extraordinary circumstances will be considered on a case-by-case basis."

Tom motioned to approve the policy as revised, seconded by Kyle. Motion passed unanimously.

Debbie raised a question brought to her by team coordinator, Casey, relating to Bandit, Laurie Pulver. Laurie is requesting a refund of her dues considering her inability to secure sufficient playing time. As Laurie lives in Missouri, she can only travel to matches. During the last match, Laurie only played 2-3 minutes at the end of the match. As Laurie pays for airfare to attend matches, she was granted a reduction in dues to the social level.

General discussion on the consistent application of the "no refunds" policy and determination of what the extraordinary circumstances. Smith discussed administrative costs the club incurs to put a player on the pitch and the fact that, in general, the club barely breaks even (possibly loses money) on the reduced rookie dues for active players.

Debbie motioned to refund \$50 dollars, seconded by Erin. Motion failed. Tom motioned for a refund of \$35, no second. Chris Cousins motioned for no refund, seconded by Kyle. Due to Debbie's personal connection to Laurie, Debbie abstained from the vote. The vote was tied, 2-2 with Erin and Tom for, Chris and Kyle against. Dan broke the tie, voting against any refund due to the need for consistent application of the "no refunds" policy and the fact that the Bandits do not have money to provide a refund at this point.

E. Quicken Update – Issue tabled.

VI. New business

A. Developing a recruitment strategy (All)

Dan discussed the need to develop a recruitment plan that aims to recruit for all teams, year round. Smith noted that recruitment is critical to keep numbers up for all teams.

Chris recommended to keep the plan simple and to start small. It was discussed to target specific demographics

As meeting time was limited, Dan asked individuals to take on tasks and report back at the next meeting.



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- Tom – research local high and middle schools for advertisement options and recruitment opportunities.
- Debbie – discuss recruitment opportunities with the senior teams (what can they support and implement)
- Erin – call local gyms and discuss potential partnership options
- Kyle – email the board a link from USA Rugby on recruiting and contact local colleges for advertisement options and recruitment opportunities.
- Chris and I would develop the plan and prepare a flyer for mass distribution.

VII. Other business

A. Vision Update (Smith)

Dan recapped the kickoff social meeting held August 29th. Meetings of the Vision Committee will be held on the last Friday of each month, at a social location TBA. The next meeting will be held on 9/25 at Dan's house. Minutes for the meetings are posted on the Vision group page (<http://groups.google.com/group/BuddBayVision?hl=en>)

B. Team Credit Card

Debbie presented a request for a team credit card to be carried by the team coordinator and/or coach and used for pre-authorized travel needs, such as van rentals.

Dan reported that any additional cards are tied to personal credit and individuals with poor credit ratings will affect the overall clubs credit rating.

Discussion followed on development of a policy and what should be included in that policy. Issues for consideration include requiring all charges to be pre-approved, club admin holds cards until they are required for travel, cards shall only be used for club needs (incidentals covered by traveler) and charges applied to the card not pre-approved or necessary, the card holder will be personally responsible.

Dan asked if there was a need for expediency, at a minimum for the women and their next away match in California. Debbie requested that either the team coordinator and/or coach be provided a card. Motion was made to obtain a card for the Bandits and to develop a policy regarding use for the other three teams. Motion was seconded. All were in favor with the exception of Erin, who abstained from voting due to a personal relationship with Casey, team coordinator for the Bandits.



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C. Season Nomenclature

Dan reviewed how the club refers to "seasons" and the confusion that it brings when referring to fall and spring seasons, further confusing matters when dealing with dues. Dan requested that when administration and team management refer to the season, they refer to the entire season. For example, the current season is the 2010 season and spans August 2009 through July 2010. When discussing dues, we should be encouraging players to pay for the entire season upfront, or set a subscription. Those players joining the club in the spring will be able to pay for their dues at a reduced rate of \$125.

VIII. Adjournment

Dan adjourned the meeting at approximately 8:45pm.