



# AMERICAN YOUTH SOCCER ORGANIZATION

Burlingame AYSO | Section 2 | Area N | Region 63  
 P.O. Box 1212, Burlingame, CA 94011  
[www.burlingameayso.org](http://www.burlingameayso.org)

## BURLINGAME AYSO BOARD MEETING MINUTES

<b>DATE:</b>	September 10, 2019	<b>LOCATION:</b>	Burlingame Rec Center
<b>TIME:</b>	7:30pm- 9:00am	<b>PREPARED BY:</b>	Nick Skelton, Secretary
<b>PURPOSE:</b>	Regular scheduled meeting of General Board to administer 2019 Season		

## ATTENDANCE

ATT:	NAME	ATT:	NAME
<input checked="" type="checkbox"/>	Jacque Haggerty, Regional Commissioner & U12DC	<input type="checkbox"/>	Jay Kaufman, U16/U19 DC
<input checked="" type="checkbox"/>	Gary Rainville, Asst RC	<input checked="" type="checkbox"/>	Gary Rainville, U14 DC
<input checked="" type="checkbox"/>	Alex Wong, Regional Treasurer	<input checked="" type="checkbox"/>	Alesia Padilla, U14 DC
<input checked="" type="checkbox"/>	Trent Wright, Asst Regional Treasurer	<input checked="" type="checkbox"/>	Brian Anderson, U12 DC
<input checked="" type="checkbox"/>	Jean Gordon, Regional Registrar	<input checked="" type="checkbox"/>	Amy Flanzer, U10 DC
<input type="checkbox"/>	Eliot Alfi, Regional Safety Director	<input checked="" type="checkbox"/>	Rob Janosky, U10 DC
<input checked="" type="checkbox"/>	Jim Brogan, Regional CVPA	<input type="checkbox"/>	Christina Tsui, U08 DC
<input checked="" type="checkbox"/>	Niki Armstrong, Regional Referee Admin	<input type="checkbox"/>	Open, U08 DC
<input type="checkbox"/>	Darren Adkinson, Asst. Referee Admin	<input type="checkbox"/>	Christina Tsui, U7 DC
<input checked="" type="checkbox"/>	Duff Beach, Regional Coach Admin	<input type="checkbox"/>	Lorie Rakstins, U7 DC
<input checked="" type="checkbox"/>	Nick Skelton, Regional Secretary	<input checked="" type="checkbox"/>	Kerry Chan-Laddaran, U5/U6 (Jamboree) coordinator
<input type="checkbox"/>	George Atkinson, Auditor	<input type="checkbox"/>	Alex Rakstins-Palladino, U5/6 co-coordinator
<input type="checkbox"/>	Emily Ma-Dotson, Volunteer Celebration Coordinator	<input type="checkbox"/>	OPEN, U4 Playground coordinator
<input checked="" type="checkbox"/>	Gary Rainville, Uniform/Equipment Coordinator	<input type="checkbox"/>	Will Evans, Coach Instructor & Assistant Fields Dir.
<input checked="" type="checkbox"/>	Emily Ma-Dotson, Photo/Fiesta Coordinator	<input type="checkbox"/>	Rick Quintana, Dir. Ref. Assessment
<input type="checkbox"/>	Andrea Pappajohn, Recycling Coordinator	<input checked="" type="checkbox"/>	Bill Clifford, Webmaster
<input checked="" type="checkbox"/>	Kerry Chan-Laddaran, Recognition Officer	<input checked="" type="checkbox"/>	Aleks Krumins (Winter Coordinator)

**A- CALL TO ORDER-** Meeting Start – 7:30pm. Attendees are as indicated above.

**B- GENERAL ANNOUNCEMENTS**

- Opening day – overall went very well  
JH thanked all board members for making it a success
- Feedback for next year (GR)
  - Space teams further apart
  - Have signs facing bleachers
  - Have teams facing bleachers then circle back around onto track
- Winner of home-made banner competition: Blue Lightening (U10G Craig Johnstone Coach)
- Joined by Kevin Sanchez from Burlingame City.
  - Very happy and impressed on how well the season has started.
  - AK provided feedback on trying to simplify billing for Winter season (due to billing cycle for city)
  - Discussion of chairs on fields (not uniformly applied by all organizations); more signage would help
- Alex Krummins now acting as Uniform Coordinator (is Gary still involved)?
  - Positive feedback on getting everyone ready for the season

**C- CALENDAR REVIEW [Refer to Calendar]**

See google calendar for details

- Maverick Jack's fundraiser – 9/11
- Burlingame Referee Training – September 22<sup>nd</sup>
- Photo Day – 9/15; make up date 9/29
- Double Header Weekend – 10/12-10/13 (due to field availability)
- Silent Saturday – 9/28
- Volunteer Appreciation Event – 10/6 – (time TBD)
- October Board Meeting – 10/8
- Burlingame Cup – 10/26-27; 11/2-3
- Expo 2020 – Sections 2, 9 & 12 – 2/28-3/1, Tucson, AZ
- NAGM 2020 – 6/5-7, Las Vegas (JW Marriott LV Resort & Spa)

**D- REGIONAL TREASURER REPORT**

No	ITEM	ACTION	DATE	STATUS
3-01	<p>\$25/volunteer and \$2.50/player fees are coming to cover background checks. Few regions are asking their volunteers to pay individually for the volunteer fee. Rough estimate that it would take Burlingame \$10/player to cover our expected volunteer fees</p> <p>[Update 4/9/19] HG: Reviewing budget for 2019. Field and lighting costs going up. Fee increases for volunteers and players</p> <p>[update 5/21/19] TW: With new fees, we will have a deficit this year (but smaller than last year). JH asked for TW to send out more details by e-mail with rest of Budget review. We still have a reasonable operating balance.</p> <p>Action: TW &amp; AW details of budget by e-mail. JH would like to approve by e-mail on or before 6/1.</p>	AW	3/12	CLOSED
5-01	<p>Renew UK soccer for \$51k. Jamboree, clinics + coach training. Four coaches at 16hr/week from mid-August until end of season. Duff moved to approve; GR seconded, all present approved.</p>	JH	5/21	CLOSED
5-02	<p>TW: AW attended training and it has been suggested that we create two bank accounts: one for operating expenses and one for long term reserves. JB moved to approve; GR seconded, all present approved.</p> <p>Action: AW to talk to bank about creating two accounts</p>	AW & TW	5/21	OPEN

<b>D- REGIONAL TREASURER REPORT</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
5-03	DB would like to discuss operating and reserve budget at a future meeting and discuss how we want to spend the reserve (fields). Reserve is drawing down due to recent additional expenses. Do we need to prepare for a larger increase in registration fees? DA noted that increasing registration fees will erode difference with club soccer and make it harder to attract volunteers (“why should I volunteer if I am paying this much?”). GR suggested looking at expenses and find ways to save money. DA: how about reusable jersey’s that get returned at the end of the season? Wasteful to get new ones every year.	AW & TW	5/21	<b>OPEN</b>
	Action: JH to schedule larger discussion at a future Board meeting			
7-01	AW needs to get new signers approved for the back account (Regional Treasurer, Regional Commissioner and Area Director). This has been approved by the Board but needs to be confirmed at the bank.	AW	7/16	<b>OPEN</b>
	[Update 8/13/19] AW has been in contact with our new customer representative at City Bank. He now has all of the signed paperwork to get signing authority for the new board members			
	[Update 9/10/19] Alex now has signed forms for all signers except Michael Cassidy			

<b>E- REGISTRATION</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
1-03	Refund policy: Jean to take on rewriting it. Heather to review and approve.	JG	01/26	<b>OPEN</b>
4-02	Planning for upcoming registration events <ul style="list-style-type: none"> <li>• 4U and 14-19U can pay online. Capping 16/19U registration to create waitlist so we don’t oversubscribe.</li> <li>• Discussion of computer processes. Bill on top of. He’s seeking one or two people per day to learn the computer room ropes.</li> <li>• Suggestion to send second note to potential volunteers to register as such ahead of the new fee deadline. Bill to document extended steps on how to register since pathway in Blue Sombrero is not obvious.</li> </ul>	BC+JG	4/9	<b>OPEN</b>
	[Update 5/21/19]  930 registered and paid; 100 pending payment; comparable to 2018 (increased to almost 1400 by start of season last year). Low on 5U and 6U boys and girls. JG to send postcards to preschools. Deadlines: 6/30 for registration. Only wait listing after that. Before 6/30 JG should be able to give feedback on how many teams we will have and let DCs know how many coaches they will have to recruit. In person registrations are decreasing slightly year-over-year (more willing to pay more on-line)			
7-01	1135 registered players so far. Less than last year but appropriate for number of volunteers (decrease may also track with number of kids currently enrolled in Burlingame schools). JG currently forming teams <ul style="list-style-type: none"> <li>• U19 done (1B and 1G)</li> <li>• U16 being balanced by coaches (2G and 2B)</li> <li>• U14: 4G so inter-area play will be required; 6B so no inter-area play needed</li> <li>* U12-U7to be completed by 7/25 so that they can be given to coaches at Coaches meeting 8/5</li> </ul>	JG	7/16	<b>OPEN</b>

<b>E- REGISTRATION</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
	<p>Action item: JG to send action items to DCs to get help on checking on coach sign ups</p> <p>[Update 8/13/19]</p> <p>Close to 1200. Almost all divisions closed as teams are full; new applications going on wait list.</p> <p>JB – there is a lag between Stirling approving background checks and Blues being updated so that JG can add them to teams</p> <p>[Update 9/10/19]</p> <p>1235 now registered with 51 on wait list (mostly 7U and 8U boys)</p>			

<b>F- COACH/PARENT VOLUNTEER ORIENTATION MEETING</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
8-1	<p>Meeting went well. Everything got presented. Practice fields allocated</p> <p><i>Action Item: DB &amp; JH: Need to send goal lock combinations to coaches &amp; refs. Include strongly worded letter about locking up goals after practices and games</i></p>	DB	8/13	CLOSED

<b>G- OPENING DAY</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
7-01	<p>BHS football field already reserved by football team. Highly likely that they will not need it</p> <p>Action items:</p> <ul style="list-style-type: none"> <li>• MC to pursue booking football field or Washington Park</li> <li>• NS to contact Band and Choir for parade</li> <li>• TW to contact cheer squad</li> </ul> <p>[Update 8/13/19]</p> <p>We have been able secure the BHS football field</p> <ul style="list-style-type: none"> <li>• No band – piped music?</li> <li>• Cheer will be there</li> <li>• Sound is sorted out</li> <li>• Choir will be there</li> <li>• Balloons are on order (only two arches).</li> </ul> <p>Mandatory for U12 and below; Optional for U14 and above</p> <p>Action item: appoint committee to find an alternative to Helium balloons next year as there is a chronic helium shortage</p> <p>Timing:</p> <p>Teams assemble at 8:15</p> <p>Parade to start at 8:45 sharp</p> <p>Action Item: GR to send out full Parade agenda to Board (Done)</p>	All	7/11	CLOSED

<b>H- VOLUNTEER CELEBRATION</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
1/01	<p>Volunteer recognition dinner: Alternatives? Block party with BBQ and jumpy houses? Rent a park where there's more room? Soccer movie in the park? Emily willing to sign up. Oct. 6?</p> <p>[Update 4/9/19]</p> <p>HG to reserve Washington field for the event</p>	HG	01/26	OPEN

<b>H- VOLUNTEER CELEBRATION</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
	<p>[update 5/21/19] EM-D has reserved area in front of Washington park on 10/6 Other details to be worked out. Need to finalize the budget. Suggestion to have a movie and food trucks</p> <p>[Update 9/10/19] Volunteer Event (10/5) Renting Rec-center Picnic &amp; Horse Shoe area (so we can have alcohol). Catering ordered. Plan to start at 4:30 or 5:00 as no lighting back there.</p> <p>Action Item: EM-D to send email invite one details are finalized. Include UK coaches and current volunteer list from Blue Sombrero,</p>			

4-01	<p>Looking to acknowledge and reinforce positive coaching, refereeing and good sportsmanship on a regular basis. Shout-outs to field liners. Facebook posts to reinforce recognition.</p> <p>[Update 5/21/19]</p> <p>KL would like list of coaches as soon as they are available so that she can start planning recognition</p> <p>Update 7/16 Communication plan from KL:</p> <ul style="list-style-type: none"> <li>• email all new coaches</li> <li>• send out email to recognize female coaches after Caoch'e meeting</li> <li>• provide recognition of returning referees before ref training starts</li> <li>• plan to send email updates every week during season to highlight positive sportspersonship and volunteer activities</li> </ul> <p>[update 9/10/19] Kerry has first news-letter ready to go out. Focus on long-term volunteers in first the first one. Kerry needs feedback on who to recognize each week. DCs to coordinate some of this feedback. Want a short blurb from RC and Ref Admin. Highlight any positive sportspersonship events from that week.</p>	KL	4/9	<b>OPEN</b>
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<b>I- EQUIPMENT DIRECTOR</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
2018-10-01	Need to order new nets for small goals at Murray. HG to send details to GR	GR	10/19/18	<b>OPEN</b>
5-01	GR needs to know number of teams so that coaching manuals and game cards can be ordered. DB has a supply of game cards. DB often give out hard copies at field training. Encourage Coaches to use on-line training resources to reduce printing costs and paper usage.	GR	5/21	<b>OPEN</b>
5-02	GR suggesting that DCs collect new equipment that coaches do not need (e.g. because they have coached before and already have it). This can then be cataloged and stored for use next year.	GR	5/21	<b>OPEN</b>
7-01	AK to place uniform order soon; request for non-pink/purple colors for Girl's uniforms this year.	AK	7/16	<b>OPEN</b>
	<p>[Update 8/13/19] Uniforms are in. Some boxes may be short on balls. Coaches should let DB or GR know if they need more balls (lots in locker; Board members have others).</p> <p>Action Item: AK to Ask Scores to consolidate invoices and not send 16 different invoices at 4AM!</p>			

**H- VOLUNTEER CELEBRATION**

No	ITEM	ACTION	DATE	STATUS
	<p>Action item: Where are the U16/U19 uniforms? These were expedited but they are not hear yet. JK to contact AK.</p> <p>[Update 9/10/19]</p> <p>Teams all have uniforms. Still missing some Coach's shirts. Also need to order for Jamoboree Coache's shirts. Medals also will be ordered soon.</p> <p>Action Item: At next meeting AK to provide feedback on what needs to be ordered next year (pinnies, cones, first aid kits, etc)</p>			

**J- FIELDS DIRECTOR**

No	ITEM	ACTION	DATE	STATUS
01-01	Field Locks. Good in theory (ability to manage AY, BSC and occasional rental use) but can be a pain to grant access. Big update to software in November. Admin does get notified of low battery level in locks. Need new admin for system; will require input / training from BB.	HG	1/26/19	CLOSED
01-02	Update from Tim. Take what you need, not more, give back what you don't use. Some of the conflict was from inadvertent double scheduling. Want to get ahead of the situation in the fall. Fall reservations begin in April/May, wants to get field scheduler trained and up to speed.	HG	1/26/19	CLOSED
01-03	Tim reiterated: no chairs, no food at Murray. Looking to hire a field marshal. Policy suggestion: refs can ask parents if they want. But they can tell coaches to fix the issue and perhaps not start or restart the game until it's handled. Need to train (and warn) the coaches.	HG	1/26/19	CLOSED
01-04	Need a new fields director. Mina has volunteered but it is a big task. HG to see if JB or Will Evans can help. Lori to coordinate field lining.	HG	1/26/19	CLOSED
01-05	Recognition of field liners who did it all season. Consider recruiting older players to line the fields. Is there a way to provide them scholarships or recognition? Kids need service hours. To discuss with city the idea of them doing initial lining and AYSO handling week to week lining.	HG	01/26	CLOSED
4-01	<p>Met with city to discuss how to reserve fields, lock/unlock goals, etc. Park and Rec taking over lock situation and going back to combo locks, which will likely be changed yearly instead of electronic locks. Expecting to figure out schedule in July.</p> <p>Will need to include coach responsibilities toward fields and locks in their training, orientation, reminder emails, etc.</p> <p>Reminder of city's offer to do initial lining if we handle weekly repainting. Will need a schedule for volunteer sign-ups to line, open and close our many fields.</p> <p>Request from Eliot to save a handful of fields for 16/19U playoff matches.</p>	MC	4/9	CLOSED
5-01	<p>MC: Ray park will be under renovation for 2019 season. We will need to find space elsewhere for four fields for 6U (at least 4 games on each). Washington or Village for more of the day? 6U fields do not necessarily need to be lined (mark with cones). DB: can we move U14 to Franklin and Murray then move 6U to Bayside? Poor surface at Bayside is a concern for older plays. Need to get back to city by 5/31.</p> <p>Action: Need to find out how many additional fields. Smaller group to come up with a plan (Lorrie; Gary; Duff; Will, Jim, Mina, 6U and 7U DCs)</p>	MC	5/21	CLOSED

<b>J- FIELDS DIRECTOR</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
8-01	City offered Field lining @ Washington \$3500 & Village ~\$1500. We will do Village and have City do Washington. They will do it all 10 fields before 8/27. We will line at least once before Opening Day.	MC	8/13	<b>CLOSED</b>
8-02	Game schedules in-progress and being entered into BlueS. U10 done; U12 & U14 in progress. JG is working on U5 & U6. Q. how do games / fields get put into MySoccerLeague. Likely export to excel and re-import. Action Item: AW to help look into how to do this.	JH	8/13	<b>OPEN</b>
8-03	Practice fields have been assigned Some issues with lights going off; MC is working on it. Action Item: JH to get paper field permits for practices at BHS  [Update 9/10/19] Field bookings all set Opening fields seems to be working	MC	8/13	<b>OPEN</b>
9-01	New box needed at Murray for game cards Box at Franklin need to be reattached (zip tie)  <i>Action Items:</i> NA to try to purchase mail box on line; DB to fix box at Franklin	NA & DB	9/10	<b>OPEN</b>
9-02	Bayside: missing a lock and a wheel off one of the large goals  Action Item: Somebody to talk to Kevin at City for new lock. GR and DB to look at goals to see if wheel can be fixed		9/10	<b>OPEN</b>

<b>K- REGIONAL CVPA/ VOLUNTEERS &amp; REGIONAL SAFETY</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
4-01	HG indicated that concussion training is requested (mandated?) every two years now; HG & JB to investigate exact requirements.  [Update 5/21/19] DA highlighted the fact that Referees need to repeat their Concussion Awareness training every two years. NO easy way to police this in Blue Sombrero or MySoccerLeague.  Action: DA, NA (and others) to discuss how best to ensure that Referees have current concussion training  [Update 8/13/19] Concussion forms – please get coaches to have team sign them and then hand in all forms for team in one go.	JB	4/9	<b>OPEN</b>
5-01	How do we want to do badges for Coaches this year? Last year we just did U14; WE plan to do the same again this year. Current s/w does not work. Need to modernize or out source. Use Blue Sombrero (may or may not need photo).  Related: We should have a strict policy on no more than two coaches in the technical area during games. Need to be communicated to coaches by DCs and strictly adhered to.  Action: DCs to remind coaches before and during season of this rule so that referees do not have to both explain and enforce it  Update 8/13/19 We will need badges for U14G coaches only since they will be playing out of Area. JB plans to do this from BlueS (Coaches will have to upload player pictures; JK has details of how to upload)	DA	5/21	<b>OPEN</b>

**K- REGIONAL CVPA/ VOLUNTEERS & REGIONAL SAFETY**

No	ITEM	ACTION	DATE	STATUS
	Action Item: JK to send Alicia details of uploading pictures			
	[Update 9/10/19] U14G Coaches badges should be ready this week (JB)			

**L- REGIONAL REFEREE ADMINISTRATION**

No	ITEM	ACTION	DATE	STATUS
1-01	CVP: Darren proposes requiring one ref per team, much like we do with coaches. Not enough coaches? No team. We'd drop teams if we don't have at least one ref for each team. This is an adjunct to CVP program. Signups still need training, still have to ref games and achieve CVP points. Executive board voted to approve.  <i>Action item: Hold separate CVP meeting with Ref Admin team</i>  [Update 5/21/19] (From meeting of DA, NA, RS and ...). No explicit requirement for teams to have their own referee. Propose that JG spread known referees across teams when they are being formed. 12 points needed for invitation to tournament (Existing refs get 1 point per game; Youth ref 1 point to max of 6; New refs 2 points per game). Propose to send letter by snail-mail to all 10U parents describing CVP program. Recommend for Ref Admin Team (others?) to call parents who have signed up to volunteer as referees and make sure that they follow through with training. Propose that Ref Admin (and other senior referees) go out to first practices / Coach's introductory parent meeting; make sure that all coaches and parents are very clear on requirements for invitation to the cup.	DA	01/26	CLOSED
3-01	Referee team asked if the Burlingame Cup schedule could be stretched to allow better referee coverage. DB and Alex (Wong?) to propose a plan, looking at field availability, game length and number of games	DB	3/12	OPEN
4-01	RS: Expecting training dates shared by HB and BR twice in August, once in September and another straggler session  <i>Update 7/16</i> Training sessions with Hillsborough scheduled for 8/10, 8/24 and 9/22	RS	4/9	CLOSED
7-01	Communications to coaches: • RS to present at Coach's meeting 8/12/19 • DA to send details of CVP program to U10 DCs for sharing with coaches and discuss at Coach's meeting • GR and NA to see if they can find list of parent sign-ups (from registration) so that they can be used when forming teams	NA	7/16	CLOSED
8-01	New Referees: Email blast to names collected at Registration Basic Ref training course last week (7 attendees); others scheduled GR or DB to show NS how to look in BlueS for volunteers that have signed up to ref	NA	8/13	CLOSED
8-02	NA and RS are scheduling U16 and U19 games for next week	NA	8/13	OPEN
8-03	Ref meeting 9/4 – TBC (not 8/5 – BHS back to school). New IFAB RotG will be available	NA	8/13	OPEN
8-04	NA will order pink uniforms for October (Breast Cancer Awareness – let her know if you want one!	NA	8/13	OPEN
9-01	25 games to cover last weekend. Only one with no center and 3 with no AR. Next weekend looking reasonable so far Reasonable pipeline for Intermediate training Pop-up training session for next weekend (Rick S. to send out email. Hope to train 5 or 6.	NA	9/10	OPEN

**L- REGIONAL REFEREE ADMINISTRATION**

No	ITEM	ACTION	DATE	STATUS
	NB we are allowing three coaches in technical area for some teams (helping with Women 50:50 initiative)			

**M- WEB COMMUNICATIONS (PROJECT MANAGEMENT & MSL[mysoccerleague.com])**

No	ITEM	ACTION	DATE	STATUS
8-01	Let BC know if you want any updates to the site in preparation for the new season	BC	8/13	OPEN
9-01	MSL is a pain to add new coaches. BC is documenting process for future			

**N- REGIONAL COACH ADMINISTRATION**

No	ITEM	ACTION	DATE	STATUS
4-01	DB: Moving point system for Cup to 3-1-0, all other points are only for tiebreakers. Will work those tiebreakers out and propose to board	DB	4/9	CLOSED
4-02	Proposal: To shorten season by one week and extend Burlingame Cup to consecutive Saturdays-Sundays. Shorten games and add another game for a more tournament feel and to funnel the best teams to the top. Concerns: Double games may increase burden on refs, coaches and players. Pros: Eliminates rush to get final scores or even leaving out the last week's worth of scores. Duff to write-up a more formal proposal.	DB	4/9	CLOSED
4-03	Proposes we not reengage Positive Coaching Alliance this year. Great message, but kind of expensive, and not getting a big turnout. Plus, their message is in a lot of our materials already. Boost outreach, training and communication to our volunteers instead.	DB	4/9	CLOSED
4-04	Open to holding a 10U coach training in May. Need to find out if anyone would attend ahead of summer.	DB	4/9	CLOSED
5-01	DB wants list of team numbers as soon as possible. Wants DCs to call volunteer names collected at registration if they are not registered as volunteers in Blue Sombrero. Some divisions in good shape; still away from meeting 50/100 goals (need to check numbers more carefully).  Action: DCs to contact coaches and let them know that they need to register as a volunteer and let them know what training they still need to do.	DB	5/21	CLOSED
7-01	U16/19 – no issues U14 – no issues U12no issues; missing only 1 coach U10: 21/24 boys coaches identified so far with plan in place to identify others; coaches for girls team all identified U4: UK Soccer to run; 30 kids so far U8: All girls coaches identified; need one boys coaching team U7: all teams have at least 2 coaches and all trained! U6: no issues U5: may still need to find more girls teams	DCs	7/10	CLOSED
9-01	No serious problems from coaches or referees Every one trained; one final coach training session next week? MSL can only apply one template for awarding points and tracking standing (but we are not tracking standings for U10). DB proposed to not track standings in MSL but volunteered to track this off-line and circulate weekly. We are not planning to seed any cup games this year CVP & RVP points will be sent out weekly and are being tracked in MSL	DB	9/10	OPEN

**O- DIVISION COORDINATORS**

<b>N- REGIONAL COACH ADMINISTRATION</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
8-01	<p>U19 / U16 – need player pictures so that player cards can be made before first game (NB: BlueS cannot be open from overseas!) Still four U19 on wait list; keep them there in case of injuries between before 8/31. JG to send names to EA – he will see if other Areas need player</p> <p>U14 – training 8/24 so all coaches will be certified! U12 – no update – JH thinks that all coaches are trained or are in progress U10 – still some coaches to be trained – they are engaged so should get it done by opening day. Let AW know if you want to be involved in Paul De Senna cup seeding. U8 – not update U7 – some issues with coaches being on vacation. Very long wait list (15 but no more coaches; also need 5-7 more players to form two teams) U6 – Can we use Knack box at Washington to store balls (size 3)? Kerry is taking over U6, U6 and U4 (coordinating with UK Socca)</p>	DB	8/13	CLOSED
9-01	<p>U14 – no feedback U10 – almost all coaches trained; one has not passed back ground check U8 – no feedback U7 – all going fine U6 – all going fine; Do coaches get whistles? Balls stay at the field. U5 – all fine U4 – start next weekend</p>	DCs	9/10	CLOSED

<b>P- WINTER SELECT</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
3-01	<p>AK reported that Burlingame earned four medals, two 1<sup>st</sup> place for 9UG and 11UG and two 2<sup>nd</sup> place for 10UG and 12UG. No sportsmanship medals this year. Good group of coaches, many returning players, no discipline issues reported. Murray turf a huge plus for running the Select program; goals and locks issues. Referee coverage at 100%. A lot of games had to be rescheduled, partly due to field scheduling snafu as well as a separate AYSO tourney that took place in February</p>	AK	3/12	CLOSED

<b>Q- GENERAL ITEMS</b>				
<b>No</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>	<b>STATUS</b>
2017-11-2	<p>Photo Day Pictures. Quality from Ultimate Exposures seemed lower than in previous years (paper flimsier; over-saturated colors; less focused). Also buddy pictures were not separated out into different divisions (all came to Emily). Mailing to player homes was good.</p> <p>Next year consider putting out to bid again and getting samples to gauge paper and photo quality.</p> <p><i>Action: GR to send RFP to vendors.</i></p> <p>Update: 5/15: Giving Ultimate Exposures another try with feedback to improve from last year.</p>	All	11/14/17	CLOSED
2018-12-01	<p>Photo Day Feedback – The feedback on photo day was that Ultimate Exposures was disorganized and the quality of the photos was poor compared to the prior photo provider. Discussed getting RFP from other vendors for 2019 season (see note above the 2017 – also poor experience with Ultimate)</p> <p>[Update 3/12/19]</p>	GR	12/4/18	CLOSED

**Q- GENERAL ITEMS**

No	ITEM	ACTION	DATE	STATUS
	Shooting Stars will be engaged to do the Photo Day in 2019, targeting 9/15 with make-up day to be determined			
1-01	<p>Recruiting for open Board Positions. Mina becoming field director; Alex getting final treasurer training needed for EXPO; Nikki Armstrong replacing Darren as RRA; Darren becoming ARRA; Lori to take on field lining coordination</p> <p>Seeking:</p> <ul style="list-style-type: none"> <li>- more referee trainers;</li> <li>- lots of DCs</li> <li>- chief recognition officer – poll coaches and refs on who did a great job and send recognition notes;</li> <li>- Volunteer coordinator</li> <li>- photo day coordinator</li> </ul> <p>[Update 3/12/19]</p> <ul style="list-style-type: none"> <li>• Kerry has agreed to take on the role of Chief Recognition Officer</li> <li>• Emily has agreed to coordinate the revamped Volunteer Appreciation event, targeting 10/6</li> </ul> <p>[Update 4/9/19]</p> <p>DB: may have ahead on a 10U DC candidate. HG: Considering recruitment emails targeting 8U parents entering 10U to help Amy. 16/19U and 14U open. 4U open. Kerry planning to help at 5/6U.</p> <p>[Update 5/21/19]</p> <p>Still some open positions (e.g. U12 coordinator; U4 coordinator; Equipment Coordinator). DB suggested email blitzing now that registration sessions are complete; DB is willing to draft.</p>	HG	01/26	<b>CLOSED</b>
4-01	50/100 update – Kerry: Filming on April 14 to capture coach and referee b-roll meant to aid recruitment efforts, and inspire and motivate new volunteers. Plan to post on Vimeo/YouTube with share links. Plan to interview kids about their experience as well (likely Jacquie’s children so we have explicit permission).	KC-L	3/12	<b>CLOSED</b>
7-01	GR moves to approve the approve the new board slate; HG seconded. All present in favor	GR	7/16	<b>CLOSED</b>
7-02	GR moved to approve Jacquie as new Regional Commissioner; JB seconded. All present in favor	GR	7/16	<b>CLOSED</b>
8-01	<p>Sponsorships and endorsements. Maverick Jacks has signed up for Sept. 11. Action Item: BC to add to the Area web site.</p> <p>Let JH know if you know of other organizations that might be willing to sponsor us. E.g. Nachoria?</p>	JH	8/13	<b>CLOSED</b>
9.01	NJS moved to approve minutes from August meeting, DB seconded, all present approved.	NS	9/10	<b>CLOSED</b>
9-02	JH proposed, DB approved all present approved to spend \$300 to edit video	KC-L	9/10	<b>CLOSED</b>
9-03	JH propose; NS second, all present approve. donating \$250 each to Cheer squad and Burlingame & San Mateo High School choirs	AW	9/10	<b>OPEN</b>

MEETING END (at 8:45PM!)