



AMERICAN YOUTH SOCCER ORGANIZATION

Burlingame AYSO | Section 2 | Area N | Region 63
 P.O. Box 1212, Burlingame, CA 94011
www.burlingameayso.org

BURLINGAME AYSO BOARD MEETING MINUTES

DATE: July 16, 2019 **LOCATION:** Burlingame Rec Center
TIME: 7:30pm- 9:00am **PREPARED BY:** Nick Skelton, Secretary
PURPOSE: Regular scheduled meeting of General Board to administer 2019 Season

ATTENDANCE

ATT:	NAME	ATT:	NAME
<input checked="" type="checkbox"/>	Heather Gates, Regional Commissioner	<input type="checkbox"/>	Jay Kaufman, U16/U19 DC
<input checked="" type="checkbox"/>	Jacque Haggerty, Asst RC & U12DC	<input type="checkbox"/>	Chester Rice, U14 DC
<input checked="" type="checkbox"/>	Trent Wright, Regional Treasurer	<input checked="" type="checkbox"/>	Alesia Padilla, U14 DC
<input checked="" type="checkbox"/>	Alex Wong, Incoming Regional Treasurer	<input checked="" type="checkbox"/>	Kerry Chan-Laddaran, U12 DC
<input checked="" type="checkbox"/>	Jean Gordon, Regional Registrar	<input checked="" type="checkbox"/>	Mina Cima, U10 DC
<input checked="" type="checkbox"/>	Eliot Alfi, Regional Safety Director	<input checked="" type="checkbox"/>	Rob Janosky, U10 DC (Amy Flanzer?)
<input checked="" type="checkbox"/>	Jim Brogan, Regional CVPA	<input type="checkbox"/>	Priscilla Fong, 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 type="checkbox"/>	Duff Beach, Regional Coach Admin	<input type="checkbox"/>	Open, U7 DC
<input checked="" type="checkbox"/>	Nick Skelton, Regional Secretary	<input checked="" type="checkbox"/>	Lorie Rakstins, U5/6 Schoolyard/Jamboree coordinator
<input type="checkbox"/>	George Atkinson, Auditor	<input type="checkbox"/>	Alex Rakstins-Palladino, U5/6 co-coordinator
<input checked="" type="checkbox"/>	Mina Cima, Field Director	<input type="checkbox"/>	Medina Begic, U4 Playground coordinator
<input checked="" type="checkbox"/>	Gary Rainville, Uniform/Equipment Coordinator	<input checked="" type="checkbox"/>	Will Evans, Coach Instructor & Assistant Fields Dir.
<input type="checkbox"/>	Emily Ma-Dotson, Photo/Fiesta Coordinator	<input type="checkbox"/>	Rick Quintana, Dir. Ref. Assessment
<input type="checkbox"/>	Andrea Pappajohn, Recycling Coordinator	<input type="checkbox"/>	Bill Clifford, Webmaster
<input checked="" type="checkbox"/>	Kerry Laddaran, Recognition Officer	<input type="checkbox"/>	Aleks Krumins (Winter Coordinator)

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

B- GENERAL ANNOUNCEMENTS

Michael Cassidy introduction (Area 2N Director). Key points of Michael's address:

- Introduction of Michael Cassidy, Area 2N director. His vision: Put players first. For their enjoyment and to succeed, we need to focus on volunteers and how we can help them. We need to make it a great experience for coaches and referees.
- One of his goals is more programs - Winter select, 16/18U, tournaments from Area to National games - with the goal of getting more players into the program.
- How we as a region can help him is by continuing to attract players; follow our regional guidelines; examine and complete the Regional Assessment Program, which helps with planning; look after our instructors and put the time into training our volunteers -- and thanking them liberally; send volunteers to Expo and attend NAGM

Kevin Sanchez also present (Burlingame Rec Dept).

- Tim Berry has resigned so Kevin is now the SPOC for AYSO and has been working with Mina to sort out 2019 field allocations
- Ray Park: will be closed for renovation at the end of September (irrigation, new grass & parking). Kevin will see if anything can be done to facilitate field lining after renovation
- Washington Park: Kevin waiting to hear from Parks Dept on whether they can do initial lining of fields
- U16/U19: can't start practice until 8/1; fields already reserved
- Locks for goals: Replace MasterLocks with combo locks; combinations will be shared with Board Members, coaches and referees. We still need to make sure that goals are locked up after practices and games.. HB has given the master keys for lock boxes to Mina.
- Capital investments: Kevin can share the plans with AW. JH would prefer that the city pay for new equipment (goals etc) then charge this back to AYSO (Kevin agreeable to this, although City will need 1 year lead time for budgeting)

C- CALENDAR REVIEW [Refer to Calendar]

See google calendar for details

Coaches meeting 8/5 at Rec center:

- 6-7PM U7 & U8
- 7-8PM U10
- 8-9PM U12 and U14
- book separate room for assigning practice times

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 & AW details of budget by e-mail. JH would like to approve by e-mail on or before 6/1.</p>	AW	3/12	OPEN
3-02	HG proposed and DA seconded increasing the rates to \$210 (\$170 for early bird) for Burlingame residents. Scholarships and non-resident rates reflect increases as well. All in favor. Motion passed.	AW	3/12	CLOSED
3-03	Alex Wong, Heather Gates, Jacqueline Haggarty, Michael Cassidy approved by board to be co-signers on Burlingame Region 63's accounts	AW	3/12	CLOSED
5-01	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.	JH	5/21	OPEN

D- REGIONAL TREASURER REPORT				
No	ITEM	ACTION	DATE	STATUS
5-02	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. Action: AW to talk to bank about creating two accounts	AW & TW	5/21	OPEN
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. Action: JH to schedule larger discussion at a future Board meeting	AW & TW	5/21	OPEN
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	OPEN

E- REGISTRATION				
No	ITEM	ACTION	DATE	STATUS
1-01	Discussion of recruiting refs, incentives, training, distribute evenly at 10U for CVP; special early registration? Schedule a training a week immediately after last registration.	JG	01/26	CLOSED
1-02	Seeking hard close date for registration. Work back from calendar for start of season. Propose 6/30 then waitlist after that. [Update 3/12/19] Jean confirmed the hard close on 6/30. Registrations after that point will be only as available and performed in batches.	JG	01/26	CLOSED
1-03	Refund policy: Jean to take on rewriting it. Heather to review and approve.	JG	01/26	OPEN
4-01	JG: Can hang 4x8-foot banners at various city fields. Seeking marketing help to create the banners, fliers and get them passed out to preschools. Kerry to contribute.	JG	4/9	CLOSED
4-02	Planning for upcoming registration events <ul style="list-style-type: none"> • 4U and 14-19U can pay online. Capping 16/19U registration to create waitlist so we don't oversubscribe. • Discussion of computer processes. Bill on top of. He's seeking one or two people per day to learn the computer room ropes. • 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. [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)	BC+JG	4/9	OPEN

E- REGISTRATION				
No	ITEM	ACTION	DATE	STATUS
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"> • U19 done (1B and 1G) • U16 being balanced by coaches (2G and 2B) • U14: 4G so inter-area play will be required; 6B so no inter-area play needed * U12-U7 to be completed by 7/25 so that they can be given to coaches at Coaches meeting 8/5 Action item: JG to send action items to DCs to get help on checking on coach sign ups	JG	7/16	OPEN

F- COACH/PARENT VOLUNTEER ORIENTATION MEETING				
No	ITEM	ACTION	DATE	STATUS
x	x	x	x	X

G- OPENING DAY				
No	ITEM	ACTION	DATE	STATUS
3-01	BHS Stadium has reserved for opening day parade	??	3/12	CLOSED
7-01	BHS football field already reserved by football team. Highly likely that they will not need it Action items: <ul style="list-style-type: none"> • MC to pursue booking football field or Washington Park • NS to contact Band and Choir for parade • TW to contact cheer squad 			

H- VOLUNTEER CELEBRATION				
No	ITEM	ACTION	DATE	STATUS
1/01	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? [Update 4/9/19] HG to reserve Washington field for the event [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	HG	01/26	OPEN
4-01	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. [Update 5/21/19] KL would like list of coaches as soon as they are available so that she can start planning recognition Update 7/16 Communication plan from KL: <ul style="list-style-type: none"> • email all new coaches • send out email to recognize female coaches after Coach'e meeting 	KL	4/9	OPEN

H- VOLUNTEER CELEBRATION

No	ITEM	ACTION	DATE	STATUS
	<ul style="list-style-type: none"> • provide recognition of returning referees before ref training starts • plan to send email updates every week during season to highlight positive sportspersonship and volunteer activities 			

I- EQUIPMENT DIRECTOR

No	ITEM	ACTION	DATE	STATUS
2018-10-01	Need to order new nets for small goals at Murray. HG to send details to GR	GR	10/19/18	OPEN
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	OPEN
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	OPEN
7-01	AC to place uniform order soon; request for non-pink/purple colors for Girl's uniforms this year.	AC	7/16	OPEN

J- FIELDS DIRECTOR

No	ITEM	ACTION	DATE	STATUS
2018-10-03	Need a new drop box for game cards at Murray	GR	10/10/18	OPEN
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	OPEN
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	OPEN
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	OPEN
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	OPEN
4-01	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.	MC	4/9	OPEN

Will need to include coach responsibilities toward fields and locks in their training, orientation, reminder emails, etc.

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.

Request from Eliot to save a handful of fields for 16/19U playoff matches.

J- FIELDS DIRECTOR				
No	ITEM	ACTION	DATE	STATUS
5-01	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. 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)	MC	5/21	OPEN

K- REGIONAL CVPA/ VOLUNTEERS & REGIONAL SAFETY				
No	ITEM	ACTION	DATE	STATUS
1-01	Volunteer background check fee: Region will have to pay \$25 for every volunteer. Cost needs to be spread across the region	01/26	HG	CLOSED
3-01	We are requiring one referee be affiliated with each 10U team. How do we count coaches who are registered referees? Need to decide this before the season starts (see L 1-01).	3/12	??	CLOSED
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	JB	4/9	OPEN
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	DA	5/21	OPEN
7-01	Volunteers signed up after 5/30 will go through new Stirling Volunteer background checks. Volunteers will receive email request to register with Stirling Action Item: GR to draft letter to send to volunteers describing the new process and pointing out that volunteers will need to register	JB	7/16	OPEN

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. Action item: Hold separate CVP meeting with Ref Admin team [Update 5/21/19]	DA	01/26	OPEN

L- REGIONAL REFEREE ADMINISTRATION

No	ITEM	ACTION	DATE	STATUS
	(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.			
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	OPEN
7-01	Communications to coaches: <ul style="list-style-type: none"> • 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	OPEN

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

No	ITEM	ACTION	DATE	STATUS
5-01	Registration – some problems. GR has some ideas discuss off line	BC	5/21	OPEN

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	OPEN
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	OPEN
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	OPEN
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	OPEN
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).	DB	5/21	OPEN

N- REGIONAL COACH ADMINISTRATION

No	ITEM	ACTION	DATE	STATUS
	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.			
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 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 U4: UK Soccer to run; 30 kids so far			

O- DIVISION COORDINATORS

No	ITEM	ACTION	DATE	STATUS
x	x	x	x	X

P- WINTER SELECT

No	ITEM	ACTION	DATE	STATUS
1-01	A few field issues, including access to locks. Lots of rescheduling, perhaps because season started a little earlier. AYSO tournament conflict in Twin Creeks in February. Otherwise teams seem competitive. Treasurer needs single check per team, vetted by Winter Select coordinator. Rec Dept to confirm field costs. Uniform costs in hand.	AC	01/26	CLOSED
3-01	AK reported that Burlingame earned four medals, two 1 st place for 9UG and 11UG and two 2 nd 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	AK	3/12	CLOSED

Q- GENERAL ITEMS

No	ITEM	ACTION	DATE	STATUS
2017-11-2	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. Next year consider putting out to bid again and getting samples to gauge paper and photo quality. <i>Action: GR to send RFP to vendors.</i> Update: 5/15: Giving Ultimate Exposures another try with feedback to improve from last year.	All	11/14/17	CLOSED
2018-12-01	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)	GR	12/4/18	CLOSED

Q- GENERAL ITEMS

No	ITEM	ACTION	DATE	STATUS
	[Update 3/12/19]			
	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;</p> <p>Lori to take on field lining coordination</p> <p>Seeking:</p> <ul style="list-style-type: none"> - more referee trainers; - lots of DCs - chief recognition officer – poll coaches and refs on who did a great job and send recognition notes; - Volunteer coordinator - photo day coordinator 	HG	01/26	OPEN
	[Update 3/12/19]			
	<ul style="list-style-type: none"> • Kerry has agreed to take on the role of Chief Recognition Officer • Emily has agreed to coordinate the revamped Volunteer Appreciation event, targeting 10/6 			
	[Update 4/9/19]			
	<p>DB: may have ahead on a 10U DC candidate.</p> <p>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>			
	[Update 5/21/19]			
	<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>			
4-01	<p>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).</p>	KC-L	3/12	OPEN
7-01	<p>GR moves to approve the approve the new board slate; HG seconded. All present in favor</p>	GR	7/16	CLOSED
7-02	<p>GR moved to approve Jacquie as new Regional Commissioner; JB seconded. All present in favor</p>	GR	7/16	CLOSED

MEETING END