



Federal Way Soccer Association

Federal Way Soccer Association Board Meeting Minutes

November 13, 2023

Call to Order

8:30pm

Roll Call

Board Members

President - Tim Holtman

Vice President – Chris Morrow

Secretary – Dave Lanning

Treasurer – Aliscia Smtih

Registrar – Nicole Holtman

2nd VP of Admin – Jenna Martinez

Fields Director – Vacant, functions performed by Nicole Holtman as Admin

Webmaster – Vacant, functions performed by Nicole Holtman as Admin

Observing Members

Kaelen Aramaki

Malia Arrant

Reading of Previous Minutes

Motion to approve minutes: Tim / Nichole / All

Officer Reports

- President
 - Nothing to report.
- Vice President
 - This season went well overall. Some reschedule challenges, particularly the U6 bracket with coaches last minute saying they weren't going to play on a given weekend. Only a few minor complaints from members.
- Secretary
 - Nothing to report.
- Treasurer
 - Has not been set up with banking system yet. Will get bank statements from Tim to start reporting.
- Registrar
 - Wrapping up fall season. Finalizing accounting to send money to PacNW for the season. RMA and volunteer process went reasonably smooth this season. Approximately 470

registrations / kids playing. About 42 teams. Estimate 30-40% of the coaches (head and assistant) were new to the program.

- 2nd VP of Admin
 - Made lot of improvements to the program and have received positive feedback. Also served as first full season as Rec DOC. Will be implementing / streamlining processes so additional seasons continue to get smoother. Will work towards continued program growth as well. Is happy with the working team making improvements.
- Fields Director
 - Position is officially vacant. Nicole is filling functions. City of Federal Way has a new fields director. There have been some hiccups with him filing this new role. The 2024 schedule is submitted to the city with requests for field times. Working closely with the city to make sure we are giving back field times when we are not using them so other groups have the opportunity to use the fields too.
- Webmaster
 - Position is vacant.

Committee/Chairpersons Reports

No current committees.

Unfinished Business

By next meeting Aliscia will be set up with access to banking system to be able to fulfill her treasurer duties. Nicole (admin) will also be added to the banking system as per the AGM plan. Per bylaws under Treasurer duties the Vice President shall be added as a dual signer to the bank account as well.

Past Association bank accounts have been closed out and Sound Credit union set up with Tim the current signer. FWFC working on closing accounts. Money will be transferred to the Association when complete. FWMSC working on closing accounts. Have been using FWMSC accounts to perform upgrades on the storage container and fix damaged equipment. Plan on transferring money the Association soon.

New Business

Kaelen is retiring soon. She is working on getting processes in place to make sure that PacNW club can work well with the Association going forward. She needs to get clear procedures about who (club/association) pays what and coordinated with which representative. Invoicing clarity is very important. Would like a calendar or when to expect what kind of invoices and who they are from. IE, 30 days after the season starts / registration closes put together the spreadsheet of players to then form player fees, league fees, RMA fees, uniforms, referees, etc. Has been working on Nicole on some of these items. Nicole will get a rough outline to Kaelen tomorrow for discussion.

Kaelen discussed budget for coming year. Who is covering gear, etc. All possible expenses need to be anticipated best as possible so that budgets are sustainable. Coaches "thank you" gear weren't included in last year's budget. Budget for fall / spring should be done before next fiscal year (starts May 1). Chris and Dave will look at frequency of equipment replacement so we can develop improved annual equipment budget.

Red Robin fundraiser made \$1200. \$1000 came from sending out emails, \$200 from dinner sales. Another opportunity for a fundraiser would be to send a survey to our email list. Children's Hospital

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sponsorship raised \$1800. League side says that an area hospital wants to sponsor this coming season as well. We have been using sponsorship funds for scholarships and equipment.

Motion to have general equipment budget in PacNW budget, and utilize sponsorship funds for large training goal replacements. Chris / Dave / All

PO Box may still be in FWMSC name. Need to make sure the Association takes over billing at renewal in December. Chris and Nicole will look into it.

Good of the Game

Nothing to discuss.

Adjourn

Next meeting January 23rd, 2024, 6pm at Starfire

Motion to adjourn 10:02pm Tim / Jenna / All