

NWSC MEETING MINUTES

Location: Chamber of Commerce

Date: January 9, 2023

Time: 7:00 pm

Facilitator: NWSC Board

Attendance

Board:

President: Miko Delafield

Secretary: Malinda Tannahill

Registrar: Jana Warner

Directors of:

Competition: Andre Delafield

Recreation: Michael Grant

Uniforms: Alicia Fealey

Academy: Graeme Sandlin

Webmaster: Vacant

Vice President: Vacant

Treasurer: Jaime Montoya

Coaching: Shaun Tannahill

Fields: Gerald Eby

Public Relations: Monica Grant

Referee Liaison: Vacant

Guests:

Beth Sandlin Clarissa Gee

Jose Franco

Sara Wawro

Meeting Introduction

Meeting called to order by NWSC President, Miko Delafield at 7:11pm with 16 people in attendance. No questions were presented.

Secretary Report

Secretary, Malinda Tannahill, presented the December Meeting Minutes to be read into record. Secretary, Malinda Tannahill, presented Graeme Sandlin for Vice President, ballots issued and collected. Secretary, Malinda Tannahill, presented Beth Sandlin for Director of Academy, ballots issued and collected. Secretary, Malinda Tannahill, presented the Bylaw Update requests. Secretary, Malinda Tannahill, Motions for the Bylaws updates to be approved. Director of Uniforms, Alicia Fealey, seconds. Majority votes, none oppose, motion passes. Secretary, Malinda Tannahill, presented the Operating Procedures for establishment. Secretary, Malinda Tannahill,

Motions for the Operating Procedures to be established. Director of Coaching, Shaun Tannahill seconds. Majority votes, none oppose, motion passes. Secretary, Malinda Tannahill, presents the template for the club's Emergency Action Plan. This plan should be on hand for all teams, recreation, select and academy. Secretary, Malinda Tannahill, Motions for a requirement to be CPR to be mandatory for Head coaches. Director of Academy, Graeme Sandlin Seconds. Majority votes, none oppose, motion passes. Director of Coaching, Shaun Tannahill, agrees to verify CPR certification and to coordinate CPR training as needed.

Treasurer Report

Treasurer, Jaime Montoya, presented the monthly Treasurer Report. Financial statements audit estimated to be completed by January 15th. 2022. Treasurer, Jaime Montoya, reported that due to the income amount, the club taxes are to be filed as a full 990. Due to this change in tax filing, Treasurer, Jaime Montoya, would like to hire an outside service to do the taxes. Director of Academy, Graeme Sandlin, Motions To Have Treasurer, Jaime Montoya, get a quote for taxes to be reviewed from the time of the embezzlement. Once a quote is obtained, a vote is to be held over email. Director of Coaching, Shaun Tannahill, Seconds. Majority votes, none oppose, motion passes. Treasurer, Jaime Montoya, motions For \$1,500 To Do 2023 Taxes. Secretary, Malinda Tannahill, Seconds. Majority votes, none oppose, motion passes. Treasurer, Jaime Montoya, presented that the old office needs to be completely vacated by 31 January. Secretary, Malinda Tannahill, offered to coordinate office moves by getting Volunteers the 22nd of January. President, Miko Delafield, is making 14 total Office Keys, one for each board member. As well as an additional Connex Key for Director of Coaching, Shaun Tannahill.

Registrar Report

Registrar, Jana Warner, announced Spring registration is at 200 for spring recreation. January 14th and 29th in person registration and Birth certificate verification, will be in person registration at the NWSC Office, 14th at old office, 29th at new office. Regular registration is set to close 31 January 2023. Late registration hard closure is 15 Feb. With a U15 closure of 5 March 2023 to accommodate the Oak Harbor High School athletic schedule.

Public Relations Report

Director of Public Relations, Monica Grant, presented the 3v3 Live offer for conducting a 3v3 tournament on Whidbey. President, Miko Delafield, questions if it would be more beneficial to get a committee to conduct the tournament, vice a 3rd party company. Coach Jose Franco offered to lead the committee. Director of Uniforms, Alicia Fealey, requests a breakdown of cost to decide on the benefits for the tournament. Secretary, Malinda Tannahill, offered to do a cost analysis proposal. Registrar, Jana Warner, will email Keli Bitlow at Washington Youth Soccer to coordinate documentation needed for WYS.

Director of Academy Report

Director of Academy, Graeme Sandlin, motions to suspend order to let Uniforms go first.

Director of Uniforms Report

Director of Uniforms, Alicia Fealey, presents the Select uniform Update for 2023. To make it more streamlined and easier on the families, Protime will set up a uniform link for parents to purchase their own uniforms with a date for pickup with uniforms. Director of Uniforms, Alicia Fealey, presents the plan of sourcing Coaches Gear for 2023, Levo is submitting a package plan. Levo is also looking into doing an over buy of uniforms to have them in time. This was given for them to present a proposal for picking back up the Recreational uniforms. This proposal is something to look for in the future, not immediate. Director of Uniforms, Alicia Fealey, presents Swag Store Update, with the possibility to sell our own swag, due to the cost of SquadLocker gear. The club needs a reseller's permit. Discussed the possibility of adding concessions when selling gear.

Director of Academy Report

Director of Academy, Graeme Sandlin, presented the WYS Code Of Ethics which is required. Forms issued, signed, and given to Secretary, Malinda Tannahill, to file. Secretary, Malinda Tannahill, to notify Kelli that the forms are signed and on file. Director of Academy, Graeme Sandlin, presented a NWSC Board Code of Business Conduct. Document read into record, issued, signed, and given to Secretary, Malinda Tannahill, to file. This form must be signed each time you move to a new position. Director of Academy, Graeme Sandlin, recommends each member look at what the WA state standards are for individual jobs. Director of Academy, Graeme Sandlin, presented the idea to offer youth assistant coaches (12+) who work two consecutive rec seasons or one competitive season in a non-player capacity a scholarship for one competitive season or equivalent (less uniform costs for DFC team). Director of Academy, Graeme Sandlin motioned to table the discussion while board members brainstormed a feasible and valuable offer. Secretary, Malinda Tannahill seconds. Majority votes, none oppose, motion passes. Director of Academy, Graeme Sandlin, requested getting photos of all recreational coaches together at the start of each season and all Select coaches at spring tryouts. Director of Academy, Graeme Sandlin, motions for \$100 to annual budget for photographer. Director of Competition, Andrew Delafield, seconds. Majority votes, none oppose, motion passes. Director of Academy, Graeme Sandlin, presented the ideas of operating a summer and winter leagues within Recreational or Academy supervision. This would be a possibility of adding a new board position - Director of Futsal. This would be adding winter operations/league through school use requests, Nerfed, Roller Barn, Christian school, or other local resources. Director of Academy, Graeme Sandlin,

recommended soft launch. Director of Academy, Graeme Sandlin, motions to update the bylaws. Director of Competition, Andrew Delafield, seconds. Majority votes, none oppose, motion passes. Director of Academy, Graeme Sandlin, will submit the write up request of Bylaws to incorporate the new position. Director of Academy, Graeme Sandlin, updated that the spring Academy clinics will incorporate the ball launcher. To include: first touch, goalkeeping, one-touch control, etc. Director of Academy, Graeme Sandlin, presented the idea of Academy teams for summer tournaments. Thiago Menezes is interested in coming and doing some training.

Public Meeting Closing

President, Miko Delafield asked for any questions or comments. Director of Academy, Graeme Sandlin, motions to approve North West United's request to extend to the end of the select season with the stipulation of the contract to go through WYS. Contract will terminate in April. Director of Coaching, Shaun Tannahill, seconds. Majority votes, none oppose, motion passes. Secretary, Malinda Tannahill Motion's that the Code of Conduct to be added into Operating Procedures under appendix section. Director of Public Relations, Monica Grant, seconds. Majority votes, none oppose, motion passes. Director of Academy, Graeme Sandlin, presented the opportunity for U16 to go to the Surrey tournament. Need to apply for the permit to travel. Director of Academy, Graeme Sandlin, motions for \$200 for the permit. Andrew Delafield, seconds. Majority votes, none oppose, motion passes.. Meeting was adjourned at 8:20pm.

Actions Required

| Action Items | Owner(s) | Deadline | Status |
|-----------------------------------|----------------------|-------------|---|
| Financial Audit | Treasurer | 15 JAN 2023 | All documents turned into Auditors, awaiting results. |
| New Goal Nets | Director of Fields | 1 Dec 2022 | Pricing |
| 3v3 Cost Analysis | Secretary | 15 Jan 2023 | Completed |
| Election Nominations | Nominees | 16 JAN 2023 | Submit nomination and Bio to Secretary |
| Report Code of Ethics form to WYS | Secretary | 10 Jan 2023 | Completed |
| Bylaw update request | Vice president | 1 Feb 2023 | Director of Futsol position addition. |
| CPR Training | Director of Coaching | 15 Mar 2023 | Coordinate training |
| Tax Audit Quote | Treasurer | 1 Feb 2023 | Obtaining quote |
| Office Move Coordination | Secretary | 31 Jan 2023 | Planning for 22 Jan 2023 |