



## BAFC Board Meeting Minutes

Wednesday, August 23, at 7 pm

In person Meeting- 120 E L Street Benicia

**1. Roll Call Board Members Present:** Yann Youvenot (President), Derek Wheldon (VP), Reena Thomas (Secretary), Annie Mertz (Recreation Director). Todd Tanner (Asst Pres)

**Via Zoom:** Emma Petrouski (Treasurer), Mike Walsh (Asst Pres)

**2. Roll Call Guests Present:** Kim Gordon

**Via Zoom:** Michelle Fernandez, Melissa Ramirez, Kaitlyn DeMers, Johnnie Purvis (Participants joining via Zoom after 7:20 may not have been noted)

**3. Meeting called to order: 7:03 pm**

**4. Review August Meeting Agenda :** Motion to approve Agenda (Reena), Second (Derek), Pass

**5. Approve July 19, 2023 Meeting Minutes:** Motion to approve Agenda (Reena), Second (Derek), Pass

**6. Public Comment: None**

**7. President Report:**

**7a. Review Action items for August/September**

	<a href="#">August</a>	
Rec Practice Begins – <i>Completed</i>	1st Week	Rec Program Coordinator & Coaches
Opening Day Ceremonies – <i>Successful</i> <i>Needed to have softball dugout open to have access for power for sound system set up. City staff did arrive but later.</i>	3rd Week	Volunteer Coordinator

<p>Would be great to have the softball or little league snack shack open for our use. Potential for other food sales.</p> <p>Would be good to contact softball in the spring to organize having the snack shack and dugouts open. Cory and Kathy are softball contacts.</p> <p>Emma was a great MC. National Anthem Guitar Player was wonderful.</p> <p>Kona Ice left at 1230.</p> <p>Pictures – Luke Brian Photography is very corporative. Some people are asking for another make up day even though we already have 2 dates of pictures, we can not accommodate all requests. Got through most of the scheduled photos. Second picture day this Saturday</p>		
<p>Comp Games Begin - Girls played at Comm. First full weekend this weekend. Need refs.</p>	3rd Week	
<p>Rec Games Begin Start this weekend. Yann will be available to help people open, and set up, etc.</p>	4th Week	Rec Program Coordinator & Coaches
	<a href="#">September</a>	
<p>Fund Raising Event See Secretary Report</p>	3rd Week	Fund Raising Coordinator
<p>Order T-Shirts (100-150) for Coaches Invitational -Annie will do</p>	4th Week	Rec Coordinator

- **BCP1-2 storage** - Scott Hynd (Equipment Coord) cleaned up and organized the storage shed behind the restrooms two weeks ago. When returned the next week, shed seemed to be messed up again by someone. Shed is shared with softball. Yann has coordinated with softball to ask that communications be made to volunteers with access to the shed to be respectful of the shared space.
- **Practice jerseys** - Practice jerseys were not included as part of the uniform order as they were not required last year. Some coaches and players have asked to use practice jerseys this season. Orders are being made through team managers.
- **New volunteers** - Volunteer Coordinator (Brook) and Assistant Rec Coordinators have been identified.
- **Discussion regarding volunteers and club fee** - Need a way to track volunteers and a way to collect volunteer club fees.  
Yann proposes to start each year by charging the volunteer fees upfront. When volunteer hours are completed, families will be refunded their volunteer fees. The intent to is have an incentive for families to complete their volunteer hours as required. This may cause additional work for the registrar up front. But it is also difficult to try to track down families that have not completed hours by the end of the season to pay their volunteer fees. Need to find a volunteer to be an accounts receivable person.  
Additional fees upfront may be a disincentive to some families not wanting to pay so much for a recreational program and would join another program that is cheaper.  
The Clubs need a way to clearly organize volunteer opportunities so families are aware. Parents aren't clear about what hours count. There are web based volunteer tracking programs like "TrackItForward" to consider. Mike Walsh

offered to assist in making a database or spreadsheet for volunteer opportunities and tracking.

Will hold this item for further discussion with the Volunteer Coordinator.

- **The Club was made aware that one of the players in the Top Soccer program recently passed away.** The Club is open to having a memorial for the player and family.
- **Recreation Program Refund Policy** – The comp program has a policy for refunds for due to midseason or early season injuries. The Club should also approve a similar refund policy for the rec program:
  - 50% refund available after August 1 if they have a medical note.

Refunds will not be available August 1 for non medical or relocation or other reasons like practice schedule. The refund deadline cannot be made after August 1. The Club will try to accommodate requests for changes to practice schedules if possible, but the logistics of establishing teams, coaches, and practice schedules and locations is a difficult process. The Club understands that we are asking families to be flexible with their player schedules in order to meet the goals and the missions of the Club. It is noted that families can volunteer as coach to receive their best preferences for practice times.

- **Roots game.** BAFC attended an Oakland Roots game in July. It was very fun. Players participated in a parade and a halftime scrimmage. BAFC will look to do this again including with a Women's Professional Team.
- **Yann posted a Season Opening video message with lots of good information.** Suggestions were made that the video was too long and that a newsletter might be more appropriate so members could more easily access the information. Or have the videos in shorter segments.
- **Yann and Dora drafted a Contract for the Competitive Coaches with expectation.** Will be revised to amend the statement regarding coaches providing "equal amount of playing time". This will be amended to be more in line with the comp team philosophy that playing time will be at the coaches discretion. This policy will be highlighted within the parent code of conduct documentation.

**8. Vice President :** None

**9. Referee Coordinator Report:** Jeff is unavailable. Need more referees. There is an incentive payment program where you get paid more per game if you ref more.

**10. Select/Comp Coordinator Report:** Dora NA

**11. OC Report:** Johnnie provided the following report prior to the meeting:

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### Summary of July/ August

- Busy month but all rec and comp coaches are happy
- There has been 4 coach education evenings delivered by myself and the TDs

## Rec Goalkeeper clinic

- Start date: August 30th
- End date: October 18th
- Time: 4-6pm
- Location: BCP field 1
- Groups:
  - 4-5pm 2017/16/15 - Josh P
  - 4-5pm 2014/13 - Will
  - 5-6pm 2012/11 - Will
  - 5-6pm 2010 and older Josh P

## Feedback/ Reflection

- I would like some feedback from the board on my performance so far
- As you know, I am a big reflector and want to improve in all areas of my professional and personal life
- I understand your perspectives are different due to not being on the field as much so a different viewpoint can allow me to see things in a different way

## Time off Request

- I would like to request 10 days off in September from September 5th to the 15th
- This would allow me to move home, finish a research project for my masters degree, attend a wedding in Montana for 2 nights for a player I used to coach and relax from the madness of football!
- I appreciate I am supposed to get a month off in summer but due to working for UK Soccer that was not possible and I was working soccer camps in Benicia, Foster city and Mammoth Lakes during the off season while taking care of post tryout business including player evaluations, forming teams and planning for a return to the field after July 4th week.
- I have been working non stop getting our TDs, coaches etc up to speed and have full confidence that a short break will not have a detrimental effect on any team or individual
- I am happy to inform coaches on both programs to ensure they have everything they need prior to the break

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Yann has provided feedback to DOC and has noted his hard work and dedication. DOC was asked to be more visible and available during practice hours.

Motion to approve 10 days of PTO for Johnnie from September 5 - 15 (Annie), Second (Derek). Motion passes

## 12. Recreation Coordinator Report:

Annie is working through the wait list to get rosters full for u10 and u12 teams. Coaches are open to more players. Kaitlyn has been helping with the records and game cards. Teams are practicing. Uniforms and equipment were distributed. Background checks are ongoing. Annie will try to make accommodations for team changes if

possible. Coach training with the DOC were good and well received. Wasp nest on BCP taken care of. Opening day was good. Emma was a great MC. National Anthem Electric Guitar was really good. Working on getting a ref clinic for U6/U7/U8. Will have a Draft Process Task Force in late September

Annie is working on writing a manual for organizing and running the rec program.

Kaitlyn gave accolades to Annie for doing a good job.

**13. Registrar Report:** Sue is unavailable. Yann notes that there have been issues with Sports Engine regarding financial tools. Some people were registering but couldn't pay; a fix is in progress.

Rec teams have been put into Sports Engine this week. It should be done earlier next year.

Tracy Nakamura has been doing comp registration and is registering people for comp to be eligible for state cup by the deadline of 8/23.

Comp coaches are eligible to have player registrations waived. Assistant coaches area also applying for the waiver (discount). This policy should be refined and clarified to only apply to head coaches. Discount was not intended for assistant coaches because there could be many. Will follow up with Dora and Johnnie to refine.

**14, Treasurer Report:** Emma. Opening Day was great. Kudos to Annie for good communication style in response to parent emails.

Bank of the West is merging to BMO. There will be no online access in the first week of September. Will let those on payroll know if checks are affected. The Club should look to see if this bank still provided the best incentives.

See financial reports. Rec fees below budget. Comp is still behind but due to many on the monthly payment plan. Expenses this month include uniforms and TD payroll, tournament registration. Field surveying is completed, but will need to order more paint. Coaches game balls need to be ordered.

Last meeting, the Board approved the purchase of Coaches shirts for \$3k. The actual cost is more. Motion to increase budget to purchase coaches shirts to \$5k (Annie). Second (Derek). Motion Passes.

Noted that Coaches shirts will not be replaced annually.

Annie inquired about a way to reuse uniforms if possible.

**15. Secretary Report:**

Fundraising Committee: Kudos to Michelle for lots of fundraising work! Mountain Mike fundraiser during the World Cup was successful. We earned about \$200 without much effort. It was a pretty good turnout. Reena will look into the opportunity to have Mountain

Mikes be the Club pizza place to be able to receive 20% of profits of any sale any night if the customer mentions BAFC.

Kona Ice was at Opening Day. We have not receive the profit share numbers yet but they were busy!

Bingo at the Chill – We received lots of prize donations from local businesses. Thanks to Rrags, Send Sips, Ace Hardware, Kristy Vicari, Coach Rod, Crumbl Cookies, Unfortunately turn out was low and we didn't play.

Raffle - To give away the prizes we received for Bingo and a new donation of concert tickets, we are asking Comp players to try to sell 5 raffle tickets at \$10 each. Team managers are helping organize distribution and collection of tickets. Drawing will be help on September 13 via FB live on BAFC page. The top sellers will receive prizes including private training with Coach Rod. Reena will draft an email advertisement to all of the Club. Annie suggested having ticket sales at the rec games at jack London.

Operating Committee: Next Meeting TBD for Mission Statement Development. Review of Bylaws

**16. Next Meeting Wednesday September 27, 2023, at 7 pm**

**17. Meeting Adjourned: 8:46 pm**