

Utah Youth Soccer Association
Minutes of Board Meeting
February 20, 2003

CALL TO ORDER

The regular monthly meeting of the Board of Directors of the Utah Youth Soccer Association was called to order by President Paul C. Burke at 7:30 PM on February 20, 2003 at the Offices of the South Davis Soccer Association in Bountiful, Utah. The following Board members were present:

Paul C. Burke, President
Jodi Wells, Secretary
Tom Borrowman, Treasurer
Bruce Cuppett, Director of Development
Ken Snoy, Boys Competition Director
Debbie Haycock, Girls Competition Director
Arnold Wilcox, Chairman of District 1 (Salt Lake)
Bill Patterson, Chairman of District 2 (Southwest Salt Lake County)
John Lowery, Chairman of District 3 (Sandy/Draper)
Nancy Christensen, Chairwoman of District 4 (Weber County)
Mike Tate, Chairman of District 5 (Utah County)
Peter Unwin, Chairman of District 6 (Davis County)
Delon Brower, Chairman of District 7 (Cache County)
Jim Clark, Youth Soccer Referee Administrator
Richard Messenger, Past President

The position of Vice-President is vacant following the resignation of Leisa Vineyard effective February 12, 2003.

Also present were Gail Ellison (ODP Administrator), Scott Harward (State Office Manager), Greg Maas (Technical Director), Linda Kay Messenger (Rules Committee Chairwoman), Tina Patterson (Registrar), Jodene Smith (Risk Manager), and Richard Yoder (Discipline Committee Chairman).

WELCOME

Special thanks was offered by President Paul Burke to the South Davis Soccer Association for hosting this meeting.

SECRETARY'S REPORT

Secretary Jodi Wells presented the draft minutes from the January 8, 2003 meeting of the Board of Directors. These draft minutes were distributed to the Board in advance of the February Meeting. A motion was made by Bruce Cuppett to accept the minutes. The motion to adopt the minutes from the January 8, 2003 meeting of the Board of Directors was seconded and passed with one abstention.

ADOPTION OF AGENDA AND MEETING RULES

A motion was made by Bruce Cuppett and then seconded to adopt the meeting agenda, to set time limits for agenda items, to limit discussion of each item of new business to ten minutes, to authorize the chairman to call for a dispositive motion upon expiration of the discussion period, and to adjourn the meeting at 10:00 PM. This motion was passed with one abstention.



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TREASURER'S REPORT

Presentation of Audit for 2001-2002 Fiscal Year

Treasurer Tom Borrowman presented at letter summarizing his analysis of the audit process for the Utah Youth Soccer Association's 2001-2002 fiscal year. (See Attachment below). Borrowman also presented the independent audit from Smith & Adamson for the Utah Youth Soccer Association's 2001-2002 fiscal year. (See Attachment below). Borrowman reported that, although the auditor concluded that the Association's total revenues and expenses were accurately recorded and fairly presented, the auditor could not determine if any of the cost centers were fairly presented or even if they were in accordance with the Association's budget and disbursement policies because the Association's revenues and expenses had been inadequately recorded and because descriptive sourced documentation was not available.

Tom Borrowman also announced that he will be available to meet with any interested UYSA members on Thursday, February 27, 2003 at the State Office to discuss the audit and to answer further inquiries. President Paul C. Burke and auditor Stephen Adamson are also planning to attend this session.



UYSA2002audit.pdf

Current Budget Report

Tom Borrowman distributed balance sheets current though January 31, 2003 showing that the Association holds total assets of \$648,748.70. Borrowman promised to prepare similar reports for every monthly Board meeting. Borrowman also reported that the Association has taken many steps to improve its financial management. The accounting process has been taken in-house and a part-time bookkeeper has been hired. The office staff is conducting an inventory of all equipment and supplies. A separate, segregated account has been established for ODP. The Association's cash reserves have been spread among multiple accounts in order to be fully insured.

Borrowman reported that the Association's financial status is solid, but noted that the current balance sheet includes several puzzling figures. Borrowman recommended that the Board authorize a special, semi-annual audit to further improve the Association's financial records.

RATIFICATION OF AUDIT COMMITTEE

Motion was made by John Lowery and seconded to ratify the creation of an Audit Committee of the Board of Directors. This committee will be composed of the Treasurer, not fewer than two District Chairs, and one other person appointed by the President. The committee will meet monthly and will submit a monthly report to the full Board of Directors. Paul Burke urged acceptance of this proposal to improve Board oversight of the Association's finances. Tom Borrowman endorsed the motion and stated that he was willing to serve on the committee, although he recommended that the Treasurer not serve as the committee's chairperson. The motion was passed.

AUTHORIZATION OF SPECIAL AUDIT

Motion was made by John Lowery and seconded to authorize, at a total cost not to exceed \$5,000, a special, semi-annual audit of the Association's finances for the first half of the current fiscal year. Paul Burke urged the Board to pass this motion so that the Association could benefit from independent advice on improving the Association's financial management. Tom Borrowman also endorsed the motion. The motion was passed.

AUTHORIZATION FOR PURCHASE OF BONDS

Motion was made by Bruce Cuppett and seconded to direct the President to obtain security bonding, at a cost not to exceed \$1,500, to insure the association against financial misappropriation by those with check-signatory authority for the Association. Paul Burke indicated that he had received an estimate that \$200,000 in coverage could be obtained for six persons for the allotted amount. The motion was passed.

PREPARATIONS TO LAUNCH UTAH SOCCER FOUNDATION

Motion was made by John Lowery and seconded to authorize the President to obtain professional services, at a cost not to exceed \$5,000, to prepare for the Board's consideration, not later than June 2003, a proposal to launch a foundation to raise funds for field development and the support of indigent players. Nancy Christensen noted that the Association currently recognizes that the leagues and districts are responsible for supporting indigent players. Richard Messenger suggested that perhaps a current Board member could prepare a proposal for a foundation. Paul Burke urged the passage of the motion, explaining that this motion does not affect existing policies and that the Board will have to authorize the ultimate adoption of a foundation. The motion was passed.

AUTHORIZATION TO PREPARE NEW BYLAWS FOR UYSA

Motion was made by Bruce Cuppett and seconded to approve the expenditure of \$5,000 to support the drafting of new bylaws and policies for UYSA. Following inquiry from Nancy Christensen about the size of UYSA's budget for legal expenses, a friendly amendment was accepted to reduce the appropriation from \$5,000 to \$4,000. Paul Burke expressed concern that UYSA needs to be proactive to reform its bylaws given potential conflicts arising from changes to the bylaws that were made at the recent AGM. Burke also explained that the bylaws should be simplified, and that provision should be made to allow the General Council to enact policies by means other than bylaw amendments. The motion, as amended, was passed.

AUTHORIZATION FOR TRAVEL BY UYSA MEMBERS

Paul Burke reported that he is working to draft a new travel policy for UYSA members but that the policy remains a work in progress. Motion was made, seconded, and accepted to table this topic until the next Board meeting.

PRESIDENT'S CUP PROPOSAL

Motion was made by Bruce Cuppett and seconded to expand the President's Cup to three divisions and to use the results from the Premier Division for State Cup seeding. Friendly motion was made by Richard Messenger and accepted to change the motion's title to "Proposal to Modify the President's Cup." Bruce Cuppett also accepted a friendly amendment to make the seeding policy applicable to age groups other than U15 and older girls. Ken Snoy expressed concern that the use of the tournament standings for State Cup seeding might undermine the importance of league play. Bill Patterson referred to bylaws concerning the tournament committee. Motion was made, seconded, and accepted both to table this proposal until next month and to extend an invitation to State Cup Chairman Dan Gillespie to attend the next Board meeting.

COACHING EDUCATION FEE INCREASE FOR NON-MEMBERS

Motion was made by Bruce Cuppett and seconded to double coaching education course fees for non-UYSA members. Paul Burke explained that this proposal would establish a benefit of UYSA membership and might prevent "free-riders" for organizations and individuals from areas not affiliated with UYSA. Delon Brower inquired about the current costs of the licensing classes. Technical Director Greg Maas explained that the E License Course costs \$50.00 and the D License Course costs \$75.00. Youth modules are currently free. The motion was passed with one abstention.

SOLICITATION OF BIDS TO HOST THE PIONEER CUP

Motion was made by Debbie Haycock and seconded to authorize the President to enter into negotiations with organizations that might be interested in hosting the Pioneer Cup Tournament. Paul Burke explained that the tournament has been hosted by the state association, but that its profitability has been undermined by the allocation of significant time and resources by the state office. Burke promised to solicit bids from interested organizations with the aim of reaching a contractual arrangement that will benefit both the state

association and the prospective host organization. Burke promised an open process and will submit a recommendation for approval by the Board. Bill Patterson noted for the record that the Association does not have a functioning Tournament Committee. The motion was passed.

RECESS AND RETURN TO ORDER

Motion was made and approved to recess for three minutes recess. President Burke called the meeting back to order at 9:15 p.m.

CONFIRMATION OF APPOINTED OFFICERS

Motion was made and seconded to confirm the President's appointment of Jodene Smith as Risk Manager and Gail Ellison as ODP Administrator. Both candidates were present and were introduced. The motion was passed.

REPORT ON ODP ADMINISTRATION

Gail Ellison reported that she has been overseeing the administration of the girls' side of the program, whereas Teresa Ortiz has been doing the same for the boys' side. There is an open position for a JDA Administrator. Ellison also reported plans to appoint a certified CPA to serve as ODP Treasurer. Ellison then presented a draft ODP budget that covers the remainder of the fiscal year.

TRANSFER OF FUNDS TO ODP ACCOUNT

Motion was made, seconded, and approved by more than a two-thirds vote to suspend the rules to consider a motion to complete the establishment of ODP's separate, segregated account. Motion was made by Richard Messenger and seconded to authorize the transfer of \$22,062.29 from the general treasury to ODP's new separate, segregated account. Friendly amendment was accepted to make the amount of the transfer subject to verification and possible adjustment following completion of the semi-annual audit. The motion, as amended, was passed.

TRANSFER OF FUNDS TO ODP ACCOUNT

Motion was made, seconded, and approved by more than a two-thirds vote to suspend the rules to consider a motion to reauthorize a policy concerning multiple-rostering in Leagues at Large. Motion was made by John Lowery to adopt the following policy:

Players who are registered to play with a team within a League at Large may multiple roster on a team of an appropriate age group that participates in the State Competition league and may declare either team as their primary team for the purposes of the Snickers' U. S. Youth Soccer National Championships. This policy will be effective from January 9, 2003 through July 31, 2005.

Burke explained that this motion seeks to restore, with slight changes in wording, a policy that expired on January 8, 2003. The motion was passed.

PROPOSAL CONCERNING REFEREE PAYMENT POLICY

Motion was made, seconded, and approved by more than a two-thirds vote to suspend the rules to consider a proposal concerning the policy for payment of referees. Motion was made by Mike Tate and seconded to rescind the existing policy for referee payment and to direct the State Office to process all payments for match officials from games in the state competition league. This motion failed.

PROPOSAL TO REQUIRE PERFORMANCE BONDS FROM STATE CUP ENTRANTS

John Lowery moved to establish a policy that would require performance bonds from all teams entering the State Cup competition to attend the Far West Regionals in Hawaii in the event of qualification for advancement. The motion sought to prevent teams from winning State Cup and refusing to attend the regional competition. This motion failed for lack of a second.

REPORT ON WOMEN'S NATIONAL TEAM MATCH IN UTAH

Paul Burke reported that, for the first time, Utah will have the honor of hosting a full-international match involving a U.S. National Team. The U.S. Women's National Team is scheduled to play South Korea at

Rice-Eccles Stadium on June 14, 2003. UYSA is offering tickets at discounted rates to its members. Order forms are available at the State Office. (See below). Burke encouraged UYSA members to support both UYSA and the Women's National Team by attending the game.



USWNT Tickets.pdf

EXECUTIVE SESSION

Motion was made, seconded, and approved at 9:45 PM to enter Executive Session to discuss risk management and personnel issues.

When the Board returned from Executive Session, it was reported that the Board had voted to direct districts, leagues, and clubs to send all risk management materials to the State Office to attention of the Risk Manager, Jodene Smith. Materials are to be sent in a confidential fashion and in accordance with legal requirements.

The Board also announced that a motion had been made, seconded, and approved by more than a two-thirds vote to suspend the meeting rules to postpone adjournment until 10:30 PM. The Board announced that it had authorized the expenditure of \$7,600 from the annual appropriation for referee development in order to help send referees to the 2003 Far West Regionals.

ADJOURNMENT

Motion was made, seconded, and approved at 10:24 PM to adjourn. The next meeting of the Board of Directors of the Utah Youth Soccer Association is scheduled for March 20, 2003 at 7:30 PM. This meeting will be held at the Logan Recreation Center at 195 South 100 West in Logan, Utah.

*These draft minutes were prepared by Secretary Jodi Wells.
Please direct any corrections or clarifications to ewells@networld.com.*