

Oregon Youth Soccer Association  
Regular Board Meeting  
March 3, 2008

**1. Meeting called to order by President, Ric Listella, at 6:30 PM**

**2. A quorum was declared by Ric Listella**, a sign in sheet was distributed.

**Board members attending:**

Ric Listella, President	Dan Dieter, Vice-President
David Wagner, Secretary/Treasurer	John Thomas, District Director
Al King, Director	John Cronkrite, Director
Steve Asakawa, District Director	Steve Meckel, District Director
Dick Matti, District Director via Phone	Matt Madeira, District Director

**Others attending:**

Chuck Keers, Executive Director	Scott Enyart, Director Program Services
Kelly Ward, Director of Admin Services	Brian Scott, Member Services Coordinator
Larry Adams, Hillsboro SC	

**3. Consent Agenda:**

A motion was made and passed to approve the following consent agenda items:

- Board Minutes from February 4, 2008

**4. Board Reports:**

The following Board and Staff Reports were accepted as presented:

- President's Report- Attached as Exhibit A
- Vice-President's Report- Attached as Exhibit B
- Finance Committee Report- Attached as Exhibit C
- Executive Director's Report- Attached as Exhibit D
- Program Services Report- Exhibit E

Ric reported that effective this month, the Board will no longer approve reports. If there is a Board required action item imbedded within a Board or Staff Report, that item must be presented separately for Board Action.

**5. Board Discussion of Strategic Topics:**

- Preliminary 08/09 Budget Discussion
  - David Wagner updated the Board on the Finance Committee Meeting discussion (reference Exhibit C).
  - The Finance Committee identified approximately \$150,000 in decreased income or increased expenses that will have a negative impact on the 08/09 Budget. The Committee also reviewed the potential budget affects if changes were made to the due structure.
  - Possible solutions to the deficit were discussed and will be considered when budgeting.
  - A motion was made a passed to pass on increased referee costs to league teams.

**6. New Business**

- 2009 AGM Location
  - Review of prior year AGM's attendance. Attendance continues to increase over the past few years.

- Staff was tasked to explore AGM format changes and report back to the Board with ideas.
- Eugene was selected as the 2009 AGM Location.
- Affinity Contract
  - Finance Committee reviewed the 2/19/08 drafted contract and approved it pending legal council's final review. They have not seen the final version that will be presented to staff on March 4<sup>th</sup>.
  - A special meeting was set on March 10<sup>th</sup> at 8pm via phone conference to vote on the Affinity Contract. An executive summary of the contract will be created by Staff and distributed by Wed, March 5<sup>th</sup>.
- Board Discussion Calendar
  - Board Discussion Calendar (Exhibit F) was distributed.
  - Board Members are to review handout and provide feedback to Ric in 10 days.
- Sideline Behavior Committee
  - Ric requested that a Sideline Behavior Committee be formed; comprised of a referee, a few club presidents, and an OYSA Staff Member.
  - John Thomas, Steve Asakawa, Dan Dieter and Scott Enyart volunteered.

## **7. Old Business**

- Soccer Summit Agenda
  - Soccer Summit Agenda (Exhibit G) was distributed.
  - Board Members are to review handout and provide feedback to Ric in 10 days.
  - Steve Meckel was selected to head up a work group and report back to the Board in April. It was requested to clarify goals of the Soccer Summit that will be used to measure the success of the event.

## **8. Good of the Game**

- Sanctioned U11 leagues
  - Chuck brought to the Boards attention that clubs are looking administer U11 leagues that will not be 8v8.
  - This issue will be on the April Board Meeting Agenda.

**The April BOD Meeting will be held on April 7, 2008 at 6:30 PM in Beaverton at the OYSA Office, conference calling will be available.**

There being no further business, the meeting was adjourned at 8:00 PM.

Respectfully submitted,

Kelly Ward  
Director of Administrative Services

March 2008 President's Report

To: OYSA Board of Directors

From: Ric Listella

Chuck and I attended the US Youth Soccer Association Workshop and The US Soccer Federation Annual General Meeting during February.

Larry Monaco, President of the US Youth Soccer Association indicated in July of 2007 that they were considering seeking a \$1 player fee increase. During the February meeting, he stated they have decided to not seek a player fee increase at this time.

Larry Sought input from State Presidents regarding approaching the US Soccer Federation to make Small-Sided Games mandatory. US Youth Soccer had previously submitted a Small-Sided Game request to the Federation and Larry stated he felt that at the present time he might not be successful in getting the Federation to mandate Small-Sided Games. The President's in attendance supported US Youth Soccer approaching the Federation with a request to mandate Small-Sided Games.

The following week, during the US Soccer Federation Board Meeting Larry forwarded the request from US Youth Soccer that the Federation mandate Small-Sided Games. There was much discussion and the Federation Board solicited informal input from representatives of the other major youth organizations, since there was not unanimity, they tabled the question until the following Federation Board Meeting.

Other items of interest from the Federation Meeting included the commencement of a new Women's Professional Soccer League in 2009, a possible bid for the 2018 World Cup by the Federation, and the continuance of a major marketing campaign where soccer matches will be televised and presented to fans in multiple formats and languages.

Date: February 22, 2008

To: All Board Members

From: Dan Dieter  
Vice President, Oregon Youth Soccer Association

Re: Vice President's Report for March Board Meeting

### **GRIEVANCE, PROTEST AND APPEAL PROGRAM**

Brian Scott and I met on February 20 to discuss and review policy 701-1. The grievance, protest and appeal process needs clarification, and Brian has the ability to make it more efficient. There are currently no issues in the hopper.

### **BOARD DEVELOPMENT COMMITTEE**

At present, I have committee members assigned and we are on schedule with the Strategic Plan. Our three new board members, Dr. Dick Matti, Matt Madeira and John Thomas have gotten the orientation materials from Chuck Keers. Chuck and I will meet to review the orientation process in the near future. *For our first recruitment exercise, I would ask each of the current board members to give me the name of someone who they think would be interested in volunteering for board or committee service, or even someone who may know of someone etc..*

### **RISK MANAGEMENT PROGRAM**

Brian and I discussed the Risk Management Policy 801 this last week as well. This policy needs to be rewritten, and we hope to get a draft out soon.

Respectfully submitted,

Dan Dieter  
Vice President  
Oregon Youth Soccer Association  
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**Finance Committee Report  
February 19<sup>th</sup>, 2008**

The Finance Committee met on February 19<sup>th</sup>, 2008, and the following items were discussed:

**1. Consideration of switching to accrual method of accounting.**

There is a concern that the Association should switch to the accrual method of accounting for the presentation of our yearly financial statements. In the most currently completed fiscal year, there were material amounts of uncollected receivables (primarily travel reimbursements due from the ODP program) which were outstanding as of June 30<sup>th</sup>, 2007. These amounts have been collected, but the payment of these expenses by the Association in one fiscal year, and collection of the associated revenue in another, results in a mismatching of the revenue and expense between fiscal years. This could be corrected if the accrual method of accounting was adopted.

It was noted that the committee did not believe that the books and records need to utilize the accrual method on a daily basis, but for financial statement purposes only, through either quarterly, semi-annual, or annual entries which could be made so that the financial statements are presented using an accrual method of accounting.

Kelly Ward will discuss this with our accounting firm and provide feedback for the next meeting.

**2. Formal Internal Control Policy**

In our most recent audit, our accounting firm recommended our Administrative Service Manual with respect to internal controls, be updated to a formal policy by the Association.

Our accountants indicated that the Association's existing internal control measures are valid and in place, but recommended adding some new controls regarding Information Technology, and enhancing the documentation of other existing internal controls.

Kelly Ward and staff will work on updating the existing manual, which will be reviewed by the finance committee and then forwarded to the full board for approval as a new internal control policy.

**3. Budget Planning for 2008-2009 fiscal year**

Preliminary discussions were held regarding significant changes in items which will effect next years budget (2008-2009). The following items were identified by the committee and staff:

- A. Interest Income- Due to recent rate decreases by the Federal Reserve, the amount of interest income budgeted for next year will decrease \$15-20,000.
- B. Elimination of U-11 CQT/PQT- It was estimated this will reduce overall revenue by \$28,700.
- C. Referee Fees- All Leagues- The projected cost to increase fees paid to sideline referees is approximately \$25,000.
- D. Strategic Plan Costs = \$30-40,000.
- E. Online Registration- The estimated cost to the Association for the balance of this year, and next fiscal year is \$40-50,000
- F. Soccer Summit- Estimated cost of holding a soccer summit is \$10-20,000.
- G. Labor Costs- Increased labor costs have not yet been quantified.
- H. OYSF support- Possible support to OYSF has not yet been quantified.

With respect to the projected increase in payments to sideline referees, the estimated cost to pass this cost through to the respective league or tournament is estimated at \$10-15. It was the general consensus of the finance committee that the additional cost to fund sideline referees should be passed through to the respective league or tournament.

As tasked by the full board, a preliminary discussion was held regarding the feasibility of adjusting the dues and fee structure of the Association.

**4. Online Registration Contract**

Approved 04/04/2008

**The Online Registration contract with Affinity Development was provided to the finance committee for review. The contract is still being reviewed by legal counsel and it as anticipated some changes in the wording of the contract will be made.**

**The general consensus of the finance committee at this time is that the contract appears fine, but is still subject to final review and approval of our legal counsel.**

**Executive Director's Report**  
**March 3, 2008**

**US Youth Soccer Workshop and Coaches Convention** - This annual event was held in Pittsburgh in February this year. I arrived early to help plan and lead two days of training for State Association Executive Directors that precedes the regular workshops. The early sessions included presentations on Independent Contractors/Employees, Federation Hearings and Appeals as well as an overview of the new US Youth Soccer website and the services offered by US Youth Soccer.

The Region IV Council met on Thursday afternoon and a presentation on weather and environmental risk factors was made – research and preliminary policies that came out of the experiences last year at Far West Regionals in Las Vegas. The Council voted to hold the 2010 Far West Regional Tournament in New Mexico. Next year it will be in Lancaster, California. Referee instructor and mentor Linda Vielie from Washington was honored as Region IV's first recipient of their Lifetime Achievement Award.

Workshops were offered on Friday and Saturday and were a mixture of Administrative, Referee and coaching subjects. Ric and I met with a number of Regional and National Directors as well as fellow Presidents and Executive Directors.

US Soccer Federation AGM – Held only a few days after the US Youth Soccer Workshop and Coaches Convention, the US Soccer Federation AGM was held in Kona, Hawaii. Ric and I attended the Federation Board Meeting as well as the Youth Council and the AGM. Aside from the adoption of the budget, the election of Mike Edwards as Federation Vice President and the re-election of three members of the Foundation Board of Directors the AGM was uneventful.

The Board Meeting was much more interesting as there was considerable discussion about adoption a policy mandating small-sided soccer. The US Youth Soccer Presidents overwhelmingly agreed with mandating small-sided soccer and President Larry Monaco presented the position for consideration. The Federation Board appeared generally in favor of the proposal, but was divided on how to structure its implementation. One suggestion was to phase in the small-sided game requirements (beginning with the U-6's on September 1, 2008; the U-8's on September 1, 2010, the U-10's on September 1, 2012; and the U-12's on September 1, 2014). It was also suggested that the requirements only apply to travel or competitive games and teams. The Board deferred further action on the small-sided game proposal until its next Board meeting, tentatively planned for June, 2008.

There was no formal discussion about a Federation dues increase; however Larry shared with the Youth Association Presidents that the Federation was considering a \$1.00 per player increase. Larry also announced that US Youth Soccer was not considering a dues increase in the near future, contrary to information shared at last year's meeting.

**On-Line Business Solutions** – We have concluded the financial negotiations with Affinity and are pleased with the structure of the agreement. The contract and related confidential business terms have been shared with and approved by the Finance Committee. Our attorney continues to review the general contract terms. Staff received a full day of training on the product and training sessions for club registrars are scheduled around the state in March.

**Strategic Plan** – Marc Smiley facilitated a half-day retreat with management staff to train and assist in the identification of measurable outcomes (measurements of impact – the things we want to change in the external world) and outputs (internal measurements of activities that quantify what we do) for the plan.

Marc is also planning on meeting with the Executive Board in March to review outcomes and develop outcomes and outputs for Goal III, which is primarily the responsibility of the Board. In April Marc plans meet again with staff and also with the Executive Board to lead discussions and provide assistance on organizational structure, including the Association's relationship with the Foundation, lines of authority between board and staff, committee (and potentially board) structures, job descriptions for board, board committees, recruiting methods/packets and committee work plans.

Lastly, Marc's contract includes assisting us in the development of a fundraising plan. He would like to meet with the AI, Ric and me, along with one other representative from each board – and the new Executive Director of the Foundation. He would like to help clarify the relationship between the Association and the Foundation and the general business strategy we will jointly use to raise money to better accomplish the goals of the plan. He will develop a template for the development of an initial detailed draft of the Foundation fundraising plan. He will review and edit two additional drafts of the plan.

**Budget Development FY08/09** – Staff met with the Finance Committee last month and discussed changes to the format of the Association budget. The most significant change is the establishment of an administrative cost allocation plan to allocate general administrative overhead to each activity/program/cost center to get a truer picture of the costs of operation. The other benefit of this approach is that it will be clearer where our dues revenue is being allocated.

February, 2008  
Board Report – Program Services  
Submitted by Scott Enyart, Director

**USYS Coach's convention** – attended the workshops in Pittsburgh, had meetings with:

- representatives from Washington youth soccer regarding the possibility of setting up inter-state play and how we can work together
- Affinity software to conclude negotiations on pricing
- Jim Tilley, Far West Regional League director regarding the Oregon weekend and the possibility of a sub-regional league involving Washington, Oregon, Idaho and Utah

I also attended the **draw for the Far West Regional** tournament, we were selected for 5 wild card teams: U12 boys and girls, U13 girls, U15 boys, U17 girls. So we will be sending 21 teams to Hawaii in June. A number of states have opted not to send teams to this year's regional event.

**Winter League** – weather caused a great deal of havoc with the first 3 weekends of play. We added March 22 as an additional play date for make up games.

**Oregon State Cup** – play resumes on April 5 and will concluded with the U19 finals on June 8. Playing dates are listed below:

April 5 & 6 preliminaries U15 – U18;  
April 12 & 13 preliminaries U15 – U18; Quarterfinals U11 – U14  
April 19 & 20 preliminaries U15 – U18; Quarterfinals U11 – U14  
April 26 Semi finals @ Tualatin Hills Rec. Center fields  
May 3 Finals @ Tualatin Hills Rec. Center fields

**Finance Committee meeting:** I attended the finance committee work session and presented information on raising referee pay for all events. There was general discussion about raising league fees under the different budget scenarios being discussed.

**General information mailings** (hard copy and electronic)

- Player card reminders – how to put a card together
- Guest player end date
- Online business solutions general information
- Oregon revised statute – regarding coach, player, spectator conduct

**Online Business solutions** – staff began training on Monday Feb. 25 and we have sent to all clubs a schedule of training dates on the software. These sessions are all free of charge.

## 2008 Board Discussion Calendar

Draft 3/3/08

March	<p>Approve Affinity contract  Preliminary budget/dues discussion  Preliminary Soccer Summit discussion</p>
April	<p>Continue budget structure discussion  Preliminary discussion on OYSA Policy Revision (complete document)  Report on Strategic Plan new Committee Development <ul style="list-style-type: none"> <li>• Goal Lines Committee: Goal I Strategy E</li> </ul> Strategic Plan Update - Staff</p>
May	<p>Budget presentation/potential approval  Discussion of Board Structure  Sideline Behavior Committee Interim Report  Report on Strategic Plan new Committee Development <ul style="list-style-type: none"> <li>• Foundation Board Development Com: Goal IV Strategy A</li> </ul></p>
June	<p>Continued Planning/Discussion about Soccer Summit  Budget structure, dues/fees, program priorities  Policy 212/Interplay policy discussion/approval  OYSA Policy Revision for Board Approval  Sideline Behavior Committee Draft Proposal  Quarterly Strategic Plan, Workplan Update - Staff</p>
	<p>July Preliminary report and discussion on club membership criteria  Soccer Summit discussion  Sideline Behavior Committee Proposal for Board Action</p>
August	<p>Review grievance/protest/appeals procedures  First Call for Proposed Bylaw Amendments for 2009 AGM Report on Strategic Plan new Committee Development <ul style="list-style-type: none"> <li>• ODP Sponsorship/Fundraising Committee: Goal II Strategy B</li> </ul></p>
September	<p>Board governance training  Approve grievance/protest/appeals procedures  Soccer Summit Recap/Discussion  Quarterly Strategic Plan, Workplan Update - Staff</p>
October	<p>Discuss club input on club membership criteria  Discuss club input on budget structure, dues/fees, program priorities  Joint Board and ORC Meeting  Lifetime Membership Committee – Selection Report</p>
November	<p>Club Membership Criteria – Board Decision  Discuss Budget and Projected Program Fees for 2009 Fall Season  AGM Planning</p>
December	<p>Quarterly Strategic Plan, Workplan Update - Staff</p>

## Possible 2008 Soccer Summit Topics

Draft 2/22/08

### OYSA Budget and Finances

- Display and describe new budget structure
  - Cost Allocation and implications to fee based services
  - Obvious new and/or increased deficits in programs
  - Discussion about amount of past/current subsidy from dues
  
- Display several options illustrating various funding choices
  - Heavy pay-a-you-go option
    - Upside is dues may go down
    - Downside is fees will go up
  
  - Medium pay-as-you-go option
    - Full subsidy of key services
    - Modest subsidy of other service
    - No subsidy of certain services
  
  - Light pay-as-you-go option
    - Full subsidy of key services
    - Modest subsidy of other services
    - Some level of subsidy for most services
    - No subsidy for only a few services

Illustrate principles of taxes and insurance only working when a large number of people pay for services only used by a few. Illustrate similar structure for National Organizations (US Youth/USSF), Region IV – and even their own clubs.

### Other Soccer Summit Topics include:

Referees

Recreation vs. Competitive vs. Premier needs and governance influence

While 15% of players are competitive they pay 20% of dues and command 90% of state staff/board time and attention

While at the same time, 15% of the players are responsible for 90% of the fee revenue – 60% of total budget. More when you add in the dues they pay

OYSA Board structure and size