

Kern County Soccer Foundation

Executive Board Meeting Agenda & Minutes

June 25, 2008 6:00 p.m.

Members Present: Martin, Staabs, S. Wiggins, Graviss, Ricker, Scarrone, Jimenez, R. Wiggins, Vaughn, Hernandez

DISCUSSION & ACTION PLAN	WHO	COMPLETION DATE
I. Call To Order & Approval of Previous Meeting Minutes		
II. President's Report		
A. Concessionaire Contract		
Discussion: Members reviewed termination notification letter dated June 24, 2008 from Fern's Bar-B-Que effective immediately. Two interested vendors, Audrey and Martin Chavez from Martin's Meats and Jesse Keiffer from Taco del Mar, discussed proposals for concessionaire contracting.		
Action:		
1) Ricker to provide hard copy of concessionaire contract to S.Wiggins. S. Wiggins will produce electronic contract copy. Contract will be reviewed at next Executive Board meeting to assure provisions for Workers' Compensation, general liability, health permit requirement, cleaning deposit etc. is included. There is also a need to sign contracts with Pepsi and Carnation.	Ricker S. Wiggins	
2) R. Wiggins and Scarrone will represent Foundation Board by meeting with any perspective vendors at the soccer park on Monday, July 7. Proposals will be due on July 8, 2008. Selection of a new concessionaire will be discussed at the next Executive Board meeting.	R. Wiggins Scarrone	
B. County Land Lease Re-negotiation		
Discussion: Martin reported current lease has eight years remaining with two 10-year options. The newly lease area lease dated February 2008, terminates in ten years. Area large enough for one field.		
Action: none		
C. Fundraising		
Discussion: Members discussed several options for fundraising. It is agreed that the Foundation needs to promote fundraising in non-soccer related events to support the mission of the Foundation due to anticipated decrease in tournaments and local player registration.		
Action: none		
1) Scarrone and Jimenez will continue to investigate sponsoring a Clay Pigeon Shoot next year.	Scarrone Jimenez	
2) R. Wiggins will investigate use of park for various car shows.	R. Wiggins	
D. Grant Writing		
Discussion: Martin reported that two grant writers are currently researching grant opportunities.		
Action: Martin to provide progress report at each meeting.	Martin	

E. KBR Helicopter Field Use Fee Negotiation		
Discussion: Martin reported that a field use fee was not negotiated. Maddox unsure if event would be profitable.		
Action: none		
F. Banner Cost		
Discussion: The new cost of banners is \$175 from City Neon. Other vendors, like Skywriter Promotions, are interested in providing banners for reduced cost.		
Action: R. Wiggins to negotiate better pricing from City Neon.	R. Wiggins	
G. Vandalism		
Discussion: Martin reported that all leagues, including AYSO, Club and Bakersfield Men's League have been advised that a clean up fee of \$500 will be charged each time the bathrooms have graffiti and that specific league can be identified as responsible.		
Action: none		
III. Vice President Report		
A. KCSF Website Status Report		
Discussion: Staabs reviewed the information that she has received from other members. Martin reported that Lancaster charge a per field, per hour fee for State Cup games. KCSF charges a parking fee. It was agreed that parking passes will be sold in a pre sale for the first 3 weeks the park is operational (September 6,7,13,14, 20, 21). Parking passes can be obtained through the player's league representative before and after these dates.		
Action:		
1) Martin will confirm State Cup dates with Frank and David at CYSA-South.	Martin	
2) Staab will add procedure for procurement of parking passes on the website.	Staab	
IV. Treasurer Report		
A. Account Balances; Budget		
Discussion: Graviss provided reports for members to review. Members discussed proposed budget and recognize need to fundraise to be able to pay operating costs. Graviss reported Cruz Car Wash sent us \$560.		
Action: Graviss to present revised budget at next meeting.	Graviss	
B. Storage Unit Cost		
Discussion: Graviss reported that the Foundation is paying for a Darrell's storage unit – 3 months for \$87. None of the members are aware of contents or need for storage.		
Action: Graviss to cut locks and determine contents and need for continued storage.	Graviss	
C. Security Cost Reconciliation		
Discussion: Members reviewed issue with discrepancy between cost and league fee for security. Amount of past discrepancy can not be determined.		
Action: Vaughn to work with Yolanda to develop a system to assure cost for security is paid.	Vaughn	
D. Quickbooks Reconciliation Status Report		

Discussion: Graviss reported that Staabs was instrumental in reconciling Quickbooks. Quickbooks is now accurate and current.		
Action: none		
V. Secretary Report		
A. Fiscal Year Determination		
Discussion: Wiggins to confirm original fiscal year determination.	S. Wiggins	
Action: TABLED		
B. Proxy Form		
Discussion: Members received the revised Proxy Form by email.		
Action: Wiggins will bring the revised proxy form to next executive Board meeting for approval.	S. Wiggins	
C. Revised 2008 Meeting Schedule		
Discussion: The revised meeting schedules were emailed to the Directors and provided for the website.		
Action: Staab to post schedule on website.	Staab	
VI. Park Operation Report		
A. Field Maintenance Status Report		
Discussion: Scarrone reported that 20 loads of compose had been spread. Kudos to Scarrone for obtaining the compose. There will be a charge for the compose spreading. This will be an annual event. Scarrone reported that 6000 sq. ft. of sod was laid to fill in areas. Liquid fertilizer costs will triple this year. Transformers need to be switched out. Time clocks are needed for electrical savings- parking lot lights stay on all night. Motion sensors would be cost effective in eliminating expense of lighting in bathrooms. It was agreed that Scarrone would arrange for AC Electric to do work on three projects for \$1500. Scarrone to try to negotiate 60 days billing.		
Action: Scarrone will arrange for AC Electric to do work on three projects for \$1500. Scarrone to try to negotiate 60 days billing.	Scarrone	
B. Maui Waui Health Regulation Compliance (Martin)		
Discussion: Does Maui Waui meet all health permit regulations?	Martin	
Action: TABLED		
C. Concession Stand Building Compliance (Martin)		
Discussion: Grease trap cleaning and commercial hot water issues remain open items for resolution.	Martin	
Action: TABLED		
VII. Scheduling Report		
A. Status Report		
Discussion: Vaughn reported that President's Cup not scheduled yet. Members discussed schedule.		
Action:		
1) Ricker to advise Vaughn of date for President's Cup.	Ricker	
2) Vaughn to advise Staab of schedule when confirmed.	Vaughn	
VIII. Tournament Director's Report		

A. BOWS Tournament		
Discussion: Ricker reported that the plans for the BOWS tournament was finalized. They will use 4 fields, Friday and Saturday night strating at 7:30 p.m.		
Action: none		
B. Long's Drug Distribution Center		
Discussion: Ricker reported that Long's Drug Distribution Center had approached him about use of the fields for August 9 at 10 a.m. Teams from Ontario (So. CA) and Patterson (No. CA) will meet and play. Field use fee is \$50. Members discussed providing a good lunch meal as a money maker.		
Action: Ricker to contact group to discuss provision of lunch meal.	Ricker	
C. Tournament Field Use Fee		
Discussion: Ricker recommended that the field use fee be changed from a field use fee to a team fee. The recommendation was specifically for a \$30 per team fee with flexibility in the first year because some groups may have already advertised/planned for a lower fee. The members agreed on the fee change and that Ricker and Martin were authorized to negotiate different fees during the "flexible year".		
Action: Implement fee structure in July 1, 2008 and revisit in March 2009. Graviss to send letter to all teams.	Graviss	
IX. Publicity Director's Report		
A. Soccer Park Pamphlet		
Discussion: Jimenez reported that the revisions to the pamphlet have been made, pictures were added. The cost was approximately \$400.		
Action:		
B. Banners/Sponsors		
Discussion: Jimenez reported that there are about 22 renewal sponsors and banners due. He is working on a list of contacts and a letter with pictures to send with the renewal notice. The need for everyone to obtain supporters was discussed.		
Action: Jimenez to obtain renwal of banners and sponsors	Jimenez	
C. Park Affiliation/Renaming		
Discussion: Bob LaRude from the County has reported that the park can attach a name to it for a large contribution, i.e. Rabobank Arena. Bright House has shown interest. Members discussed a 2-year contract for \$50,000. The park would retain the name Kern County Soccer park, but integrate the name Bright House.		
Action: Martin to continue to explore.	Martin	
X. Director of Fundraising Report		
A. Fundraising		
Discussion: See President Report; It was agreed to offer a 10% commission to anyone that brings new business.		
Action: Jimenez to develop an agreement for new business commission.	Jimenez	

