

Kern County Soccer Foundation		
Executive Board Meeting Agenda & Minutes	July 14, 2008	6:00 p.m.
Members Present: Martin, Staabs, S. Wiggins, Graviss, Scarrone, R. Wiggins, Vaughn		
DISCUSSION & ACTION PLAN		
I. Call To Order & Approval of Previous Meeting Minutes		
Minutes were approved except for the following: the proxy form was not approved at the June 25, 2008 meeting.		
II. President's Report		
A. Concessionaire Contract		
Discussion: Martin reported that two vendors participated in the on site proposal orientation - Martin's Meats and Martine. Jesse Keiffer from Taco del Mar did not participate. Members reviewed the two candidates. Terms of the contract are as follows: one-year contract with a two-year extension; \$40,000 per year; the amount will be reduced if the park does not host proposed tournaments (the Executive Board will have authority to reduce the contract price); contract will run from September 1 through August 31; \$2000 refundable cleaning deposit; cancellation clause 90 days by either party without cause; park supply golf cart for their use; no conflicts with other food vendors (Kettle Korn & Maui Wauai okay) and Workers' Compensation and liability insurance, business city license and health permit. Contracts with Pepsi and Carnation also need to be signed.	Martin	
Action: R. Wiggins/Vaughn MSC to approve contract provisions. Martin and Ricker to develop contract and assure concessionaire, Pepsi and Carnation's contracts are signed and originals filed with Board Secretary.	Martin Ricker	September 1, 2008
B. County Land Lease Re-negotiation		
Discussion: Martin presented letter from County of Kern stating that the current lease does not terminate until 2015 with two 10-year options, ending in 2035. Due to the length of the current lease options, the County does not recommend any further extension of the lease agreement at this time.		
Action: none		
C. Grant Writing		
Discussion: Martin reported in June's meeting that two grant writers are currently researching grant opportunities. No update available in July 2008.		
Action: Martin to provide progress report at each meeting.	Martin	August 18, 2008
D. Alliance Tournament		
Discussion: Members discussed Alliance Tournament scheduled for Labor Day. martin reported that a field use fee was not negotiated. Maddox unsure if event would be profitable.		
Action: Vaughn to arrange for personnel to work Labor Day weekend.	Vaughn	August 18, 2008
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. No further update in July meeting.		
Action: R. Wiggins to negotiate better pricing from City Neon.	R. Wiggins	August 18,2008
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. No update for July 2008.		
Action: S. Wiggins to add language to field use agreement when received from Ricker and add league to #12.	Ricker S. Wiggins	August 18,2008
III. Vice President Report	Staab	
A. KCSF Website Status Report		
Discussion: Staabs reported that she needs the league schedule and new pictures. Members discussed that Joe Jimenez has the pictures.		
Action:		
1) Staab to coordinate receipt of pictures with Jimenez.	Staab Jimenez	August 18, 2008
2) Vaughn to send Staab league schedule when available.	Vaughn	August 18, 2008
IV. Treasurer Report	Graviss	
A. Account Balances; Budget		
Discussion: Graviss provided proposed 2008-2009 budget for members to review. Members recognize Graviss and Staabs on hard work to make Quickbook accounting accurate and organized. S. Wiggins requested again for a cashflow budget. Staabs reported that a cashflow budget is not able to be produced. Scarrone suggested we locate another lender to consolidate bank accounts and revise pay out to 5 years. Even if a higher interest rate is experienced, it will assist with cashflow.		
Action: S. Wiggins/Staab MSC approved 2008-2009 budget. The budget will be presented at the next Board of Directors meeting. Martin will investigate another bank lender.	Martin	August 18, 2008
B. Storage Unit Cost		
Discussion: Graviss reported that the storage unit at Darrell's storage unit contained illegal oozing oil cans and brake pads which were disposed of. Four park-related boxes were also found in the storage unit.		
Action: Graviss will store four park-related boxes at her personal residence.		
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. No update in July 2008.		
Action: Vaughn to work with Yolanda to develop a system to assure cost for security is paid.	Vaughn	August 18, 2008
D. League Schedule Requests and Fee Schedule		

Discussion: Members discussed league fee schedule: \$50 per full-size field per time slot; \$25 per small field per time slot. All requests to be emailed to Judy by August 15. There is no specific form used for schedule requests. Fees to be paid to Graviss at P.O. Box by September 15, 2008.		
Action: Staab to add information to web-site.	Staab	August 18, 2008
E. Parking Passes		
Discussion: Graviss reported that the parking passes are "in the mail". Graviss will handle letter review.		
F. Post Office Box		
Discussion: Graviss reported that Foundation has only one post office box located downtown.		
G. Food Provision at Board of Directors' Meeting		
Discussion: Members discussed the elimination of providing food at the Board of Directors' meeting.		
Action: Members approved no food provided by the Foundation at the Board of Directors' (BOD) meetings. BOD will be advised of this new practice at the next BOD meeting.		
V. Secretary Report	S. Wiggins	
A. Fiscal Year Determination		
Discussion: Wiggins to confirm original fiscal year determination to assure taxes completed on time if Foundation has a August 1 fiscal year starting date.		
Action: Staab and Graviss will organize financial records and contact account for year-end tax preparation if necessary.	Graviss Staabs	August 18, 2008
B. Proxy Form		
Discussion: Members reviewed the revised Proxy Form.	S. Wiggins	
Action: Revised proxy form unanimously approved. Wiggins will bring the revised proxy form to next Board of Directors' meeting for approval.		
VI. Park Operation Report	Scarrone	
A. Field Maintenance Status Report		
Discussion: Scarrone reported that AC Electric wanted more money to complete all work previously discussed. AC Electric staff had already completed the work on the ejector pump and toggle switches in the concession stands. It was agreed that Scarrone would meet with new vendor Rankin Electric.		
Action: Scarrone will arrange for Rankin Electric to do work on the transformers in Concession #1/3 and parking lot work projects at best negotiated price.		
B. Maui Waui Health Regulation Compliance (Martin)		
Discussion: Does Maui Waui meet all health permit regulations?		
Action: TABLED	Martin	August 18, 2008
C. Concession Stand Building Compliance (Martin)		
Discussion: Grease trap cleaning and commercial hot water issues remain open items for resolution. Hot water tanks are not commercial; the plan is to replace only when necessary. Will replace with commercial-grade tank. Martin reported that one will not be planned - no need; no inside.		

VII. Scheduling Report	Vaughn	
A. Status Report		
Discussion: Vaughn reported she was developing the league schedule. Members discussed schedule.		
Action:		
1) Ricker to advise Vaughn of date for President's Cup.	Ricker	August 18, 2008
2) Vaughn to advise Staab of schedule when confirmed.	Vaughn	August 18, 2008
VIII. Tournament Director's Report	Ricker	
Ricker not available to present report.		
IX. Publicity Director's Report	Jimenez	
Jimenez not available to present report.		
X. Director of Fundraising Report	Martin	
A. Fundraising		
Discussion: Scarrone reported his discussions with a LA entertainment promoter. A mariachi battle-of-the-bands has been done frequently and there is not much draw unless you have a top-named "star". The promoter recommended Jazz Concert. Members discussed scheduling several events in close time proximity for cost-effective use of the stadium seating and fencing needed for such events. Members discussed weddings, Corvette Club, Mountain Festival Car Show, moving the Beer festival out to the park, using CincodeMayo as an event.		
Action: Members to discuss more at next meeting.	Members	August 18, 2008
XI. Director of Officials' Report	R. Wiggins	
No report.		
Adjourned at 8:25 p.m.		