

Disc NW Board Meeting – Monday, August 21, 2006

Attendees: Janna, Mike D, Dave, Christina, Mike K, William (ED), Barney, Doug

Start time: 7:24 pm

Youth Coordinator Position: Barney, William

- 2 goals of meeting: Get people in position to handle the mechanics of reviewing resumes, etc. and agree on the language of the position description.
- Updated job description was handed out for review.
- Once we hire someone, this job description will probably change based on their skills and the changing need of Youth Ultimate. This serves as a general outline for how this person would be supporting Youth Ultimate in the Northwest.
- Mike K: How much of this job is financially related? Financials (setting prices of leagues, etc.) will still be handled by the Treasurer and the ED. Remove financials from the job description? Dave recommended that we keep it in the description so it does not completely drop off the radar.
- Mike D. suggested a change to the language in the fiscal paragraph to better describe our intentions.
- William: Salary is guaranteed regardless of the money brought in, but a job duty is to keep your eye on the bottom line.
- Mike K: Any concerns about the amount of salary being offered? William: We want this to be a real part-time job and we need to make a serious effort to compensate their work.
- Mike K: Will this be taking a lot of stuff off of William's plate? William will remain very active in Youth Ultimate but will be able to direct his energy in to other areas. Will free up some time but nothing significant.
- What do we imagine this position looking like 6 months down the road? Coordinator will be learning the ropes, concentrating on the nuts and bolts of how things work (esp. in Spring), who is who; eligibility policies to be ironed out; other things like sponsorship will probably come in the 6-12 month range.
- Mike D: Modify the qualifications to include "Must have experience in Youth Sports, Youth Ultimate a plus". We don't want to miss out on any good candidates because of this.
- Verbiage has been modified in reference to the term of commitment and self-directed/self-starter, etc. attributes.
- Add something about being creative in the role in figuring out different ways to bring value to the organization and support the strategic goals of DiscNW.
- Mike K: Will there be background and liability checks required since they will be working with youth? William: Yes.
- All expenses (writing checks, etc.) will have to go across William's desk.
- Doug: We will need a policy about expense items, etc.
- Increase in the 2007 budget for postage and supplies for the position.
- Barney: How do we address issues about letting people go? Mike K: Set-up a review process with goals; Doug: Have an offer letter which serves as an employment agreement.

Annual Meeting: Barney

- Janna to lead this; Christina to help. They will find someone outside of the Board to help run the effort.
- Doug: It should be a party!
- Janna/Christina to report back soon with an intended month for the annual meeting.

BRC (Board Recruit Committee) update: Mike D.

- Wants input on the website ad and the application.
- Send feedback to Mike on the Q and A portion in the next couple of days.

- Let's get this on the website!
- Mike K: Can we scratch "all meetings" and replace it with "monthly meetings"?
- All will be replaced with monthly.
- Process review: Post ad on web (Board encouraged to urge qualified candidates to apply); application review; have a meeting with the applicant (timeline goal is to respond to the application within 2 weeks and schedule an interview within 30 days of application date and then bring it to the Board within 60 days of application).
- Interview not limited to the 3 BRC members. The BRC may pull in others as needed depending on applicant's/board member skills, etc.
- BRC to share applications as they come in. It will be a very open process.

Communication Committee: Mike D.

- Mike D. is creating a communications plan but has spent the majority of his time working on the Board Recruit
- The energy needs to come from a couple of people and then be shared with the group.
- Doug has been distracted with assisting in developing the risk-management plan.
- Table for 2 months? Yes.

Vice President update: Barney

- Default person to "take care of business" (run meetings and grow someone in to the position of President possibly) in case of President's absence.
- Less than ideal (but acceptable) to have it be someone who is already fairly busy doing Board work.
- The VP cannot be one of the officers.
- Mike K. has volunteered to be VP!
- Dave nominated Mike K. to be VP. Seconded by Mike D. Mike K. has been unanimously voted as the new VP.

Youth Coordinator Position (continued)...

- Doug to do some research at his company about the legalities of salary, overtime, paid vacation time, etc.
- Board to approve compensation package at a separate time.
- Add a comment about the position allowing for flexible hours and the opportunity to work from home.
- Doug moved and Mike K. seconded to vote on the current document including the modified changes as printed and the further changes in the above paragraph. Document voted on and approved.

ED Report: William

Finances

- Checking Account balance: \$85,109.04
- Business Premium Account balance: \$25,176.52
- CD Accounts balance: \$45,984.65

ED Admin Stuff

- Reserved practice fields in Tukwila and Shoreline for club teams for the fall.
- Got permission from GRU to use their pickup policy for DiscNW.
- Met with Doug Coutts & Meredith Tosta about DiscNW risk management policies and practices.
- Met with Barney to plan the meeting agenda and discuss DiscNW business.

Web Team

- Status of current projects.
 - A beta version of the admin tool for upload minutes and financial information will be done this week.
 - Shiny's attempts to add RosterManager features are running into serious technical issues with Speakeasy.
 - Jeff completed setup of a new test environment along with code revision control.
- New volunteers are still needed for other small projects. We will update online job descriptions to attract candidates.

Leagues

- Fall League planning is well underway
 - Fields have been booked in Shoreline, Marymoor, and Seattle (no Magnuson). All leagues are ready to go!
 - Coordinators are still needed for the HS Hat League which has really low registration so far.
 - First budgets were completed by the ED and the Treasurer.
 - League websites with basic information are up. Registration is open for all leagues except for Tacoma Hat.
- Summer Leagues all wrapping up.
 - Women's, Menus, and Masters Hat Leagues all completed play this month. Final budgets will be done soon.
 - Summer Hat will finish with finals on Friday.
 - Team League will finish on Thursday.
 - We have had many problems with fields for this league.
 - Construction at Seattle school sites have resulted in cancellations and last minute location changes.
 - Soccer groups have poached some fields in Shoreline and have refused to move despite our permits.
 - League Coordinator Jeff Chen has done an outstanding job managing issues and deserves recognition.

Tournaments

- DiscNW is working with the Yakima Valley Sports Commission to host a tournament there in 2007
 - We propose hosting a college tournament in late April or early May. Working with a group from Ellensburg.
 - Checking into possibility of holding a coed tournament there in late July.
- WA Sectional NW Regional UPA Fall Series event planning is well underway. Fields are booked; budgets are done.

Youth Ultimate

- Seattle YCC teams did very well in MN including a first place finish by the girl's team.
- Summer camps ended successfully.
 - The Tacoma camps were cancelled due to low interest. They were poorly promoted by the Parks Department.
 - Seattle camps were great! Final numbers and budgets will be completed this month.
 - Bailey Gatzert camp went really well with about 25-30 kids in attendance.
- Planning underway for overnight MS camp at PLU in Tacoma in July 2007.

Volunteers

- Check out the Volunteer section of the website to view current DiscNW volunteers, job openings, and job perks.
- Our summer leagues are staffed with volunteers, but we are still on the lookout for more help
 - Fall HS Hat League Coordinator

- Website Project Developers
- All Tournaments Coordinator
- TDs for fall hat tournaments!
- New Board Members
- Youth Coordinator (pending Board approval)
- Disc Designers

End of ED Report

September agenda (so far):

- Leagues Coordinator and Tournament Coordinator draft job descriptions to be presented by William.
- Potlatch re-cap.
- Risk management plan report: William and Doug
- Annual meeting report: Janna and Christina
- Janna to host on the eastside...

October agenda (so far):

- Communication plan update.

Move to adjourn by Christina at 9:49 pm. Seconded by Mike D.

Quote of the meeting: "This is not loaded in to my short-term memory..."