



Palo Alto Soccer Club  
Board Meeting – September 18st, 2018  
7:30-9:30 pm

**I. Call to Order and Welcome**

1. Meeting was called to order at 7:40 pm.
2. Present: Ed Camarena, Natasha Parrett, Ron Calhoun, Tanya Zaghi, Solly Malchin, Jonathan Chow, , Neal via phone, Savio Carrijo, Rodrigo Baptista, Veronica Salah, Tammy Perales,

**I. Minutes and Matters Arising**

Review and Approve August 21, 2018 Minutes: August minutes approved unanimously.

**II. Scholarship committee**

**Veronica from scholarship committee:**

Scholarship applications reviewed. Previous additional funding requests had not been needed as some players left and funds redistributed. \$466 needed for a recent player as provided by scholarship coordinator. Approved unanimously.

For scholarship player that left board agreed to stop installments. Similarly will reimburse team that funded a player that in not continuing for installments past the date of departure.

**SVSA discussion:**

Savio described some age groups which could benefit from help from SVSA players.

SVSA: proposed guest player's funds in excess of Academy budget returned to clubs. Question to determine: are they primarily club player or are they primarily academy player. Discussion regarding how to help club teams and how to deal with finances.

Jim provided a proposal. Some discussion on roster size between club and SVSA. Proposal to be finalized once SVSA board is complete with Juventus members. Jim provided high level budget information.

SVSA Tournament. Discussion on how to deal with fields and impact. Jim and Neal to provide additional information and investigate option.

**Tall Trees Update:**

Rodrigo provided updates on volunteers and Ron provided info on the tournament.

Rodrigo provided info on Tall Trees: 212 teams. 22 fields. Field lining last year Nate and Jim can lead. 8 need to be lined at JLS. Need paints for the new machines.

Need more resources at Greer due to more fields. Confirmed goals from MVLA and finalizing goals from Juventus.

Willing to use the same process for resources for field lining or for marshalling. \$100 measuring and painting new small field. Assume existing small fields by volunteers. \$1000 per day for team. Same as last year if not enough volunteers. Ed to send last year's board assignments to Rodrigo.

Will use WhatsApp for communication.

**New contractor Rules:**

Natasha is still working on process for January 1. Will be a flat rate. Natasha needs comments on employee handbook draft.

**Partnership Committee:**

Investigative proposal presented to board and will be followed up.

**Adjourned: 9:35 pm****Amended based on September 25th Discipline Committee Recommendation Approval in Phone Call**

Board approved recommendations from discipline committee arising from refund process.

Board approved policy recommendations include:

The following recommendations (1-3) were approved by the board:

1. The current refund policy is vague and has not kept up with changing payment policies for 2018-2019 season. This has caused confusion when families request refunds. Although the refund policy states there are no refunds, confusion arises between if a player pays in full versus when a player pays partial payment. In both cases there needs to be clearly outlined policies of refunds if player quits. In other words, if one player pays in full and another only pays partial payment and they both quit at same time prior to season starting how will club manage each of these situation so that the policy is not only fair but standardized. The DC recommends a new refund policy be created for 2019-2020 season that is more reflective of the payment plans and how the club is collecting dues.
2. Refunds should not be processed by one individual. There must be at least 2 board members and/or board appointed staff overseeing and auditing refunds and credits. We recommend that the Board identify 2 or 3 members and at least 2 must agree on a refund and keep record of refunds and review of credits. This is not referring to a discussion committee, for example the finance committee or the board should still discuss reason for refund or denial of refund. Once the discussion is complete 2-3 person group must confirm that refund will be processed. If systems in use (e.g. Byga or Stripe or other system) could assist in

recordkeeping, a suggestion could be that if a refund needs processing an automated message is sent to the other 2nd or 3rd person to ensure the refund has been approved. In this way there is checkpoint prior to complete processing of any refunds to ensure not any one member who has access to processing refunds will process without prior approval

3. To ensure the club members are given answers to requests for refunds in a timely manner, at least until the end of 2018-2019 season, it is recommended an appropriate time frame is followed by board or finance committee or newly appointed refund committee (whoever is assigned with granting a final answer on refunds) must adhere to to ensure the family requesting refund is offered an answer in a more timely manner. Currently since there is no time frame we are sometimes waiting for a Board Meeting discussion which can make the task of answering to a family take longer than what is reasonable.

**Email Approval 9/26/2018:**

Board approved refund equivalent of payment suspension for player on 02G Blue based on circumstances and timing of events.