



New York State West Youth Soccer Association  
Board of Directors Meeting  
March 30, 2003

The Board of Directors of the New York State West Youth Soccer Association (NYSWYSA) held their March meeting in Corning, New York on Sunday, March 30, 2003. Gary Acker, 1<sup>st</sup> Vice President, called the meeting to order at 10:12 a.m.

**1. Roll Call:**

Present: Gary Acker, 1<sup>st</sup> Vice President  
John Pecchia, Treasurer  
Suzanne Messina, Secretary  
Tim Mellander, Registrar  
Larry Evarts, Recreation /TOP Soccer Director

District Commissioners:  
Sandy Ostebo, Twin Tiers  
Roger Jank, Buffalo  
Roger Best, Rochester  
Kevin Perrigo, Syracuse  
Matt Dimas, Southern Tier

Office Staff:  
Sandy Ostebo, Interim Executive Director

Absent:  
Anthony Buiniskis, President  
Bob Sokolinsky, 2<sup>nd</sup> Vice President  
Millie Blaakman, ODP Administrator  
Glen Buckley, State Director of Coaching  
Teresa Doermer, Risk Management Coordinator  
Shane Cook, Binghamton District Commissioner  
Dan Watson, Operations Manager

**2. Meeting Minutes:**

A review of the January 2003 minutes was conducted. Roger Best submitted corrections to be made. Roger Jank made a motion to accept the minutes as amended. Larry Evarts seconded the motion. The motion to accept the minutes as amended was unanimously approved.

**3. Financial Report:**

- a. The Financial Report was sent out March 4, 2003.
- b. The March 21, 2003 Financial Report shows that our budget is largely on target. When the budget was originally prepared, it appeared that monies would have to be transferred from reserve funds to balance the budget for the year. It now appears that a transfer of reserve funds will not be necessary. Player registrations and monies are currently being sent in to the NYSWYSA.
- c. Revenue from hosting tournaments is almost double what was budgeted.
- d. Indoor registrations are slightly behind.
- e. The AGM Dinner Revenue was somewhat below estimates, but the costs were less than budgeted.
- f. In the Risk Management area, background checks are significantly less than were budgeted. Based on the numbers that are currently in place, these costs should not exceed what has been budgeted.
- g. The Snicker's State Cup Registration Fees have generated more revenue than was projected.
- h. There are no Centers of Excellence activities, so those projected costs have not occurred.
- i. The Coaches' Association and the State Workshop are ahead of projected revenue.
- j. ODP is also ahead of projected revenue. The mailings increased the size of the pools, which has helped the revenue flow. The indoor revenues are also more than projected. ODP also received



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- more aid from Region I. The facility rentals for ODP were significantly less than what was projected.
- k. The Balance Sheet shows that cash on hand will be adequate to cover upcoming expenses.
  - l. The NYSWYSA has obtained the Sales Tax Certificate that will enable the organization to sell items. The organization will have to collect sales tax on items that are sold.
  - m. Any organization that claims they are sales tax exempt must show a Sales Tax Exemption Certificate.
  - n. Sales tax can be collected as an inclusion in the overall price OR by charging the sales tax amount on the items each time a sale takes place. The approach is not as important as consistency in following whichever system the organization decides to utilize.
  - o. The sales tax rate is set according to the County in which the business is located. The Business Certificate for the NYSWYSA is Steuben County, so that is the county sales tax rate the NYSWYSA should be using.
  - p. To eliminate confusion over sales tax rates varying throughout the State, the organization will charge a set fee for items. The sales tax will then be subtracted from that amount.
  - q. John recommends that we charge sales tax for any items that we sell to be sure that we stay within the State guidelines.
  - r. Tim requests items that are issued to the BOD for use at events will not be sold to the general public.

**4. President's Remarks:**

- a. Tony's report was distributed prior to the meeting for review.
- b. Tony is concerned that BOD Members are not communicating effectively. Items that are sent out for review are not being responded to.
- c. Gary requests that responses of some nature be made to e-mails that are sent.
- d. Matt suggests that RESPONSE REQUESTED appear in the subject line of any e-mail that requires a response, as many of the e-mails received are only for information purposes and do not need a response.
- e. It was also suggested by the group that responses be made to the SENDER ONLY unless it is necessary for the whole group receive the responses.
- f. Sandy will send out the new Expense Forms electronically to all BOD members. The old forms are now obsolete.
- g. Tim requests that the NYSWYSA Tax Exemption Forms be sent to the BOD members to process paperwork or pick up supplies locally.

**5. 1<sup>st</sup> Vice President, Gary Acker — Snicker's State Cup:**

- a. Gary distributed the team entry information for Snicker's State Cup.
- b. Entries for Snicker's State Cup have increased this year.
- c. The draw for first round games will be held on Sunday, April 6, 2003 at noon.
- d. Gary sent out a copy of the Final Four Schedule for Snicker's State Cup Weekend in West Seneca.
- e. Any changes made with less than 48 hours notice will result in a \$15 fee.
- f. The cost of referees will continue to be divided in half by the teams.
- g. The second round drawing will take place in Binghamton, as the numbers should be small. This draw will be done with a Notary Public present.
- h. A notice will be sent out regarding when and where the second round draw will be held so that people are able to attend.
- i. State Cup brackets will be displayed on the web page to help eliminate confusion.
- j. Blue Forms for Snicker's State Cup should be postmarked no later than May 23, 2003.
- k. The National Snicker's State Cup Rules state that a team must enter the Snicker's State Cup in the State where 50% of the roster resides.



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**6. 2<sup>nd</sup> Vice President, Bob Sokolinsky, Adjudication:**

- a. Bob did not send out an Adjudication Report.

**7. 2<sup>nd</sup> Vice President, Bob Sokolinsky, Audit Committee:**

- a. Bob did not send out an Audit Committee Report.

**8. State Director of Coaching, Glen Buckley:**

- a. Glen sent out a report in advance of the meeting, which is on file in the State Office.
- b. Glen is working to resolve issues with the Boys' ODP Program. Some of the staff has also changed, which is a positive step toward insuring objectivity in viewing/selection of players.
- c. Glen would like everyone to push the May 17<sup>th</sup> Recreational Symposium. The information will be posted on the NYSWYSA Web Site.

**9. TOP Soccer, Larry Evarts:**

- a. Larry distributed a TOP Soccer Report, which is available at the State Office.
- b. Terri has done a mailing for the Recreation Symposium and another mailing will be done shortly.
- c. Addison Youth Soccer is interested in hosting the Tide America Cup for 2004.
- d. Larry, Roger Jank, and Glen will make a presentation to the recreation clubs in the Buffalo area. No date has been set, but Larry hopes to have this set up shortly.
- e. The TOP Soccer Day Clinic is starting to get underway. Teresa will give a Risk Management presentation. Larry is working on obtaining a guest speaker and putting notebooks together for this event. Region I has been notified of the date.

**10. Risk Management, Teresa Doermer**

- a. Teresa is not present and did not send a report, but Sandy gave a brief synopsis of numbers relating to Risk Management.
- b. Between December 29, 2002 to January 11, 2003, 40 hours were spent entering Risk Management data. The two periods that followed entailed 48 ½ hours, 36 ¼ hours, 52 ½ hours, 43 ¾ hours, 41 ¾ hours and 57 ½ hours of data entry.
- c. The processing of Risk Management Forms takes a great deal of time due to:
  - forms having to be returned to the sender for being filled out incorrectly
  - the entry of the data on forms that are correct into Logical Solutions program
  - the printing out of the pass
  - the entry of the data a second time for the background check
- d. Sandy indicates the Risk Management process that the NYSWYSA is using is a good system and it is working well. Since January 6, 2003, 1758 Coaches Passes have been processed (plus 5 others that are ODP), 581 background checks have been conducted, 239 background checks have been conducted on drivers' licenses and 102 background checks have been conducted on volunteers and administrators. Income and expenses are tracked on an Excel spreadsheet. An expense report was run including one-time expenses — computer, copier, fax, computer for office data entry, filing cabinet dedicated to Risk Management, postage and time spent. The report showed total expenses are \$10,356.99 with an income of \$10,480, which leaves a net profit of \$123.01.
- e. Approximately 100 Risk Management Forms are received each day.
- f. The program at this point appears to support itself monetarily.
- g. Most of the problems that show up when conducting background checks are DWI's.
- h. When a coach is removed from a Club for cause, that coach is in bad standing with that Club and would then no longer be affiliated with NYSWYSA.
- i. A request was made that Sandy review this policy with legal counsel and report back to the BOD.



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**11. Registration, Tim Mellander**

- a. Tim distributed the Registrar's Report, which is on file at the State Office.
- b. No team will be allowed to play in the Snicker's State Cup that has not submitted its player registration data and registration money to the NYSWYSA.
- c. Tim has been sending the Registration Reports to the District Registrars so that they may identify discrepancies.
- d. The new registration program with Demosphere is being developed in a standardized format. Once that is completed, the customization that is needed will be developed. Some of the customization will occur while the standardized format is being developed based on input from State Associations such as ours. Don Mulligan, of Demosphere, is confident that the program will be ready for a trial run by early summer and will be ready to go for September on a full time basis.
- e. By following the standardized program, the program development cost should decrease significantly.
- f. This new program will eliminate the need for the District Commissioners to be involved in the player registration process. All player registrations will take place on line directly with the State Office receiving all of the data.

**12. Web Page Information, Tim Mellander**

- a. Tim mailed his report to the BOD for review. A copy is on file at the State Office.
- b. NYSWYSA has now launched E-travel.
- c. E-travel has been very successful up to this point. Tim sent everyone a summary report on this and will continue to do so on a monthly basis. Approximately 65 to 70 teams have applied for Permission to Travel electronically.
- d. E-travel should also bring more traffic to our web site.
- e. Lee & Associates has requested a rate card from the NYSWYSA. The average rate nationally is about \$27 per 1000 page views for a full-size banner ad. The NYSWYSA gets approximately 39,000 page views per month (averaging each month together across 2002). This would generate about \$1,000 per month. Several variations could be available for advertising.
- f. Roger Jank made a motion to that advertisement's sales be available on our web site and a rate card will be developed. Larry Evarts seconded the motion.
- g. The motion passed unanimously.

**13. State Office, Dan Watson**

- a. Dan sent out a report, which is available at the State Office.

**14. State Office, Sandy Ostebo**

- a. Sandy sent out a report for review prior to the meeting, which is available at the State Office.
- b. Sandy refers to a change in USSF Policy 601-7. This policy has no impact on our insurance. The NYSWYSA cannot deny Permission to Travel to anyone to go anywhere they want. The only stipulation that applies is that players must be properly registered and insured with us and properly supervised by an adult, who is also properly registered and insured with us.
- c. The Chevrolet contract allows us \$7,500 per year plus the use of the Chevy van and the NYSWYSA must produce four publications per year with a full-page color ad. The NYSWYSA is not currently complying with the Chevrolet contract. The NYSWYSA received a notice that they were not complying with the Chevrolet contract and could possibly lose the Chevrolet contract.
- d. Varsity Publications has proposed publishing a coaches' handbook plus two publications — each an 18,000 run — which would cost in excess of \$20,000. It would be cheaper for the NYSWYSA to lease a van.



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- e. Sandy would like to propose to Chevrolet that the NYSWYSA send out a printed publication of our own (which Sandy has priced through Brittany Industries). It would be a four-page publication to include the Chevrolet ad and other information that is pertinent, such as the Coaching Symposium. Varsity Publications would produce the Coaches' Handbook, which has a net cost of \$5,250. Dan feels we can sell advertising to cover the cost of the book. The NYSWYSA can do this at a cost of slightly under \$7,000, which we get back from Chevrolet from the sponsorship. Leasing a van would also cost us \$7,000 per year. Sandy would like the approval of the BOD to pursue this avenue with Chevrolet. Varsity Publications will probably not be satisfied with this agreement, but Chevrolet has said they will accept the number of 18,000 mailings to households. The number of pages is not a factor in Chevrolet's requirement for a mailing, but rather that it is a publication of some form that contains the Chevrolet advertising. Chevrolet has now agreed to mailings twice per year rather than four times per year. The Board agreed that Sandy should continue to pursue this course of action with Chevrolet. The newspaper was ruled out as a mailing option, as the e-newsletter is more efficient and more cost effective, so the NYSWYSA would be better off leasing a van if the mailing's option is not acceptable to Chevrolet. Larry will also check with Farnsworth Chevrolet regarding the cost of leasing a van.
- f. Sandy sent out the new Snicker's Logo. Since the NYSWYSA wanted to add the date to the logo, a new logo had to be submitted and approved. Sandy expects final approval to arrive on Monday or Tuesday. The Snicker's State Cup Shirts are ready to go once the logo has been approved. Sandy will send the file to Tim so that he has a copy of the new logo.
- g. Sandy attached an e-mail letter to Chris McGuire at Adidas for the Board to review. Three items have still not been delivered. Two of those items are jerseys for the players that need to have the logo added and be distributed to the players shortly. The NYSWYSA has a viable offer to replace Adidas, which Sandy will continue to seriously review. If Adidas cannot resolve this issue, the NYSWYSA will seriously consider changing to a vendor that can meet the needs of the organization in a timely manner.

**15. Old Business:**

- a. Pullen Insurance has worked with Dan to have Certificates of Insurance available on line through the State Office. The State Office can generate a new insurance certificate automatically, print it out and send it to the individual in need of the document. A new box will be added to the Certificate of Insurance to indicate for which District the Certificate of Liability is being issued. Sandy will gather information regarding how the Certificates of Insurance will be distributed in the Fall to be shared at a future meeting.
- b. The NYSWYSA did obtain the contract for the AGM and Workshop from the Holiday Inn in Rochester for the weekend before Thanksgiving — November 21, 22, and 23, 2003. Tony signed the contract Wednesday night and mailed it out on Thursday. Glen is already contacting people to present at the Workshop.
- c. Total Sports Experience has also been reserved for that weekend to conduct the Coaches' Workshop.

**16. New Business:**

- a. Copies of the revised Personnel Policies were sent to all members of the BOD. The policies have been revised to bring them more in line with the policies of other businesses in the area. John Pecchia made a motion that the policies be accepted. Sandy Ostebo seconded the motion.
- b. The Board unanimously approved the amended policies to take effect April 1, 2003.
- c. The Video — Attitudes are Contagious — was to be viewed during lunch, but was postponed. The cost for 200 is \$2.50 each. We have received 150 from Region I to be sent out to all of the Clubs. Approximately 100 additional videos are needed to be able to supply all Clubs in the NYSWYSA.
- d. Roger Best made a motion that NYSWYSA purchase 100 additional videos to meet the needs of the organization. Larry Evarts seconded the motion. The Board unanimously approved the motion.



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- e. Roger Jank sent a proposed Indoor Policy to the BOD for review. The policy will be tabled until a meeting of all of the indoor facilities can be arranged to provide them with an opportunity to review the policy before Board approval. Board Members need to evaluate whether or not the NYSWYSA should be sanctioning indoor soccer. If so, Roger Jank will work with Larry Evarts to arrange a meeting at the Holiday Inn in Rochester to have the indoor facilities review the policy.

**17. New Publications:**

- a. This information was covered under the Interim Director's Report.

**18. Future Workshops/Conventions**

- a. The USSF AGM and the USYSA AGM are in Chicago. Tony or Gary will be attending.
- b. The Region I Fall Meeting is October 17-19, 2003 in New York East. The location is not yet listed.
- c. The 2004 Adidas Workshop will be held on February 19-22, 2004 in Boston, Massachusetts.

**19. Good of the Game:**

- a. Sandy Ostebo has printed out a template for all Board Members to provide suggestions to fill the Executive Director position with a response requested by the end of the week. Sandy would like to have a person in place by September 1, 2003.
- b. Sandy would also like input regarding the composition of the committee for sorting through applications. Sandy's recommendation is a committee of five people. Representation from the Board and outside the Board would be the optimum.
- c. John recommends a seven-person committee — four external and three internal or vice versa. The committee can narrow down the field of candidates to be interviewed by the Board.
- d. Gary recommends that names be sent to Tony of individuals that would be interested in serving on the Interview Committee. Tony will then be able to make the appointments.
- e. John suggests that the committee narrow the candidates down to ten, interview the ten candidates and then recommend three to be interviewed by the Board to determine who will be hired.
- f. Sandy proposed that Genesee Youth Soccer League from the Rochester District be accepted as an Associate Member of the NYSWYSA. Sandy also recommended that the Canisteo Greenwood Soccer Club from the Twin Tiers District, the IFC, Ltd. Soccer Club from the Rochester District and the Medina Youth Soccer League from the Buffalo District be accepted as Club Members of the NYSWYSA. All of the applicants have complied with the regulatory paperwork.
- g. Sue Messina made a motion that all applicants be accepted for membership. Matt Dimas seconded the motion and approval by the Board was unanimous.

**20. Adjournment:**

The motion to adjourn was made by Larry Evarts, seconded by Roger Best at 2:17 p.m. and unanimously approved.

Respectfully submitted,  
Suzanne Messina  
Secretary