

# **TOPSC Board Meeting - Agenda**

## **October 23, 2018 - 7:00 PM - 9:30 PM**

### **TOP Senior Center - 14 Abes Way, Pok NY 12603**

**Board Members:** Bo Demczar (President, CDT Tournament Director), Don Smith (VP Operations), Erin Hanlon (VP Field Maintenance, G10U DD), Stephan Krakower ( VP Administration, G8U DD), Jessica Treibick (VP Sponsors), Jerry Fiore (VP Finance), Andy Ryback (Referee Coordinator), Erin Petronella (Secretary) Zak Kaiser (Director of Coaching), Nassar Aly (Travel Director), Jody Campbell (Travel Registrar, B8U, B10U DD), John Currie (Travel Tryouts), Roberta Kaiser (Intramural Registrar, M5U, M6U DD), Andrew Jensen (U12+ DD), Waheed Alabede (Website Administrator), Marco Lovell ( Board member at Large), Antonio Mazzealli (Board member at Large), Carl Fehrenbach (Board member at Large), Nicholas Raccioppo (Board Consultant)

#### **Agenda:**

#### **Town (TOP) - Tom Meyering (TOP Recreation Director):**

- **Status of concrete flooring at Pavilion by soccer Fields. Town will cover the cost. Town Highway Department will do the work.**

#### **What is the new date the concrete floor will be completed?**

- 09/18/2018 – 50% chance it will be completed prior to CDT. If not, then have from 10/08 – 10/26. 10/29 – Leaf pickup starts. TOP will cover the cost, Highway Dept will look to complete.
- 10/23/18 – Will not be complete until next year. Tom agreed to try for May 2019.

- **Can Greenvale Fields be seeded and rolled by Friday October 19, 2018?**

- 10/23/18 – The fields were last seeded in 2012. Tom doesn't think that they need to be fully seeded.

- **Will the Town cover the cost of blacktop in the middle of the Fields? Will the Town Highway Department do the work? Do we have a status on when it can be completed?**

#### **No change in the status. Will look to complete by close of Spring 2019**

- 09/18/2018 – Cost of the blacktop is in the 2019 Budget. TOP will cover the cost. Will look for Highway Dept to complete the project by the close of Spring 2019. Look for the path to be about 8 ft wide. Per Joel F., irrigation lines run across the pathway, and are about 18"- 24" inches deep. Per Ken W., blacktop equipment running over the lines should not cause an issue.
- 10/23/18 – The Town will have to work with a contractor to complete this. Per Tom it will be Spring 2019 before he can think about this and he is not sure if there is money in the budget.

- **Do we have status of the Pump leakage? Should we ask Ken Wikel to investigate? Will the Town cover this cost?**

#### **Joel Ficht reviewed with Ken. Ken identified issues. What is the updated status?**

#### **When will all the required equipment be removed?**

#### **Can we create a document on how to open/close the system?**

- 09/18/2018 – Pump is still leaking. Bo to check with Joel, as it is thought we have had this issue in the past. We can consider asking Ken W. to investigate. TOPSC would have to cover the cost.
- 10/23/18 – The system has been winterized

- **Do we have updated status on Bathrooms located at the top of Greenvale?**

**Place back on the Agenda in the February 2019 Board meeting.**

- 09/18/2018 – Health Dept will look to sign off on 9/21. TOP will cover the cost via a Grant that Sue Serino obtained. Look to have completed by Memorial Day 2019. 1 building – 4 individual units that can be locked. If 1 unit requires maintenance, we close off this unit, and still have access to the 3 other units.
  - 10/23/18 – Early Spring 2019
- **Is the idea of running a line from top of the hill down to the Concession for water now not going to happen? It now will not be done.**  
**Place back on the Agenda in the February 2019 Board meeting.**
    - 09/18/2018 – TOP cover the cost. In TOP 2019 Budget. Look to complete some time in 2019. Would be a spicket by the Concession Stand
    - 10/23/18 – Per Tom will try again in Spring 2019
- **Field Signs need improvement / changes to be made for “dogs not allowed on Athletic Fields”?**  
**Has this been completed? Can we have new sign completed by close of Nov 2018.**
    - 09/18/2018 – Tom to review with Bo the wording of the possible new sign. Provide signs that state Soccer Complex.
    - 10/23/18 – Tom will update TOP website to state that dogs are not allowed on athletic fields as it currently states that dogs are allowed in the park. Discussed putting a sign at entrance to fields stating “No dogs beyond this point”. Per Tom, sign will have to be manufactured.
- **Field Issues with 441 particularly around goal area? What can be done to improve area?**  
**This issue is closed. Will remove from November 2018 Agenda**
    - 09/18/2018 – 441 goal area is all good. Closed issue
    - 10/23/18 – Tom will look into drainage
- **Field Issues with 448? U5/U6 puddles**  
**Do we have an updated status on this item?**
    - 09/18/2018 – 448 needs to be anchored. How do we fix puddles on U5/U6 Field’s.
    - 10/23/18 – Tom isn’t sure if anything can be done about the U5/U6 puddles but suggested possibly moving U5/U6 fields to the top of the hill/possibly converting the baseball field to soccer fields
- **Club Sign out in front along Vassar Road?**  
**New sign is up. Looks great. Who do we contact to add an item below the sign:  
“ Home of Poughkeepsie Soccer Fields”**
    - 09/18/2018 – Tom will look to have the sign up in 2 weeks. Will be about 8’ tall. TOPSC needs to obtain a separate panel that can be hung below the sign. TOPSC cover the cost of the panel. TOP covers cost of the 8’ sign. Maybe the panel will read – “ Home of Poughkeepsie Soccer Fields”
    - 10/23/18 – Bo to find out cost and vote on at next board meeting – Will finalize wording at next board meeting – Possibly “Town of Poughkeepsie Soccer Club”

### **Uniforms Equipment:**

- **Has all Travel Coaches received their Polo Shirts?**
  - 10/23/18 – All Travel coaches have received their Polo shirts

- **Has all the Intramural Performance Tee Shirts been distributed to all Intramural Coaches?**
  - 10/23/18 – Stephan will distribute on Saturday 10/27/18

### **Field:**

- **Concession Light has been installed over the Concession Stand door. When, will Josh install motion lights on each corner of the Concession Stand?**
- **Erin considered renting a “Brush Hog” to clear back about 5 ft back from the edge of the woods around the property. Do we consider renting, and confirming Erin can/will look to do this very tough task?**
- **Time / Parking conflicts over past weekend. What do we need to do to resolve?**

### **Winter Gym - Intramural Training:**

- **Winter Training – Intramural - Oak Grove**
  - A) **Location - Oak Grove**
  - B) **Days - Tues, Wed**
  - C) **Times - 5:30 - 8:30**
  - D) **Sessions - 9**
  - E) **Age - U8 - Tues - 6:00-6:50, 7:00-7:50, Wed - 6:00-6:50**
  - F) **Age - U10 - Wed – 7:00-7:50**
  - G) **Cost - \$25.00 - Do we look to increase?**
  - H) **Who - Who can/will create the session in SI?**
  - I) **Trainer - Do we add a 2<sup>nd</sup> Trainer?**
  - J) **Dates - 12/11, 12/12, 12/18, 12/19, 1/8, 1/9, 1/15, 1/16, 1/22, 1/23, 1/29 1/30, 2/5, 2/6, 2/12, 2/13, 2/19, 2/20**
    - 10/23/18 – Increase price to \$50? Split U10 to be gender specific? Combine U10 and U12? Open to U6 or U12? BO will check with other trainers re: availability
- **Violet Avenue - Monday / Thursday - 6:00 PM - 9:00 PM - 12/03/18 – 03/29/19**
  - A) **How many of the 7 Limited Distance Travel (LDT) have requested Gym slots?**
  - B) **Is there any open Gym Slots? If so, day, time?**
    - 10/23/18 – Use Violet Avenue for additional Intramural training?

### **Referee Assignments:**

- **Are we set with the new Referee System?**
  - 09/18/2018 – Not discussed
  - 10/23/18 – The HVSRA website should list the referees that are assigned to that weekend’s games. It should be updated by Friday late afternoon. If the fields are closed, coaches do not need to contact referee. This is automatically done for each coach by the Assignor.

- **Do all Referee's contact In House Coaches via email, text, phone call by the Friday prior to the Saturday In House game with the Referee name, and how to contact them?**
  - 10/23/18 - Referees have not been contacting In House Coaches prior to the game. Are they required to?
- **Do we have all the Intramural and Travel (Division 2, 3, 4) games scheduled in the System?**
  - 09/18/2018 – Not discussed
  - 10/23/18 – Not discussed
- **When do you assign the Referee's to the games?**
  - 09/18/2018 – Not discussed
  - 10/23/18 – HVSRA website should be updated by Friday late afternoon for that weekend's games.
- **Andy, how do you confirm the Referee's completed the service for the Intramural match. Referee may accept assignment, and not show up. Do all Intramural Coaches have your cell number and are aware to contact you if Referee did not show?**
  - 09/18/2018 – Not discussed
  - 10/23/18 – Jerry sent a text to all Intramural coaches re: 10/20 games asking if refs showed on time/called in advance
- **Do we need a procedure on how to cancel In House games?**
  - **Coaches not allowed to cancel games?**  
10/23/18 – Need to discuss further
  - **All games go on as scheduled unless TOPSC President closes Greenvale?**  
10/23/18 – Need to discuss further
  - **If Greenvale is closed, then payment is not due to Referee?**  
10/23/18 - Correct, if Greenvale is closed then payment is not due to Referee

#### **Sponsors:**

- **Have all the Sponsors made payment?**  
**Stephan, do we have a status on payment from Dick's?**
  - 09/18/2018 – No. Waiting on last Sponsor to make payment. Dicks - \$600.00
  - 10/23/18 – Stephan followed up with Dick's on 10/23 – waiting for call back

#### **Misc:**

- **Picture Day - Do we look to "tweak" the process?**
  - 10/23/18 – Should pictures be done before games so that uniforms are clean? Discussed possibly starting to take pictures outside at the fields. Will Sports Journal do outside?
- **Sponsor Plaques - Who will collect? Who will deliver to the Sponsors?**

#### **Website:**

- **Should we keep email addresses / phones private that are PW protected?**
  - 09/18/2018 – Has to be reviewed in more detail
  - 10/23/18 – Has to be reviewed in more detail

- **Is it possible to send texts via e-mail to a) Intramural Parents b) Travel parents c) Both Travel and Intramural parents d) Travel Coaches e) Intramural Coaches f) Both Travel and Intramural coaches? Cell phone data can be extracted via the SI System.**
  - 10/23/18 – The SI app does allow for text messages to be sent from coaches to parents
  
- **How do we communicate effectively field closure? Should we invest in dial up number?**
  - **Waheed, do you have a status on this item?**
    - 09/18/2018 – Waheed to work with Bo on setting up a Google Voice. No cost, and this allows you to setup a voice mail, and people can call the voice mail and check on field availability
    - 10/23/18 – Waheed to work with Bo on setting up Google Voice
  
- **TOPSC Website – Travel Area**
  - **Waheed, has this been updated?**
    - 09/18/2018 – Waheed will make the updates to the Travel section by the next TOPSC Board Meeting
    - 10/23/18 – Updates have been made

## CDT:

- **Host Team - Thoughts on what worked well, what did not work well for CDT?**
- **What, how do we improve for CDT 2019?**
- **Town - Do we need to do any process changes from the Town for CDT 2019?**
- **TOPSC Board - Process changes for CDT 2019? What worked well? What did not work?**
- **Do we look for the TOPSC to register Travel Teams for CDT 2019, and remove responsibility from Travel Coaches? Might be easier to train 1 person, instead of all Travel Coaches each year.**
- **Review Financials for Club / Host Team**
- **Changes to be made in future events**
- **Identify teams for next years CDT - Need to start planning early**