

VSA Meeting Minutes

May 6, 2025 @ 6:00 p.m.

Call to Order: by Rich DeGraff-Murphy @ 6:00 p.m.

Attendance:

In-Person: Rich DeGraff-Murphy; Emily Milbank; Matt Spitznagle; Keith Roberts; Bill Edwards; Andrew Minnis; Lori Levinson

Remote:

Absent: John Curtis, Kyle Koenig

1. Approval of Previous Minutes

- Date of Previous Meeting: April 7
- Action: Motion to approve minutes as written
- Result: Approved unanimously

2. Public Comment

- No membership in attendance / no comments

3.. President's Report

- New CEO Announcement:
 - Name: Tom Condone
 - Role: Permanent CEO of USYS
 - Transition: Promoted from temporary position two weeks ago
- Budget Meeting:
 - Proposed Timing: June
 - Purpose: To prepare for AGM in January
 - Action: Matt to select suitable dates in June for the budget meeting

4. VP Report

- Hall of Fame
 - Researched historical data and criteria from other state associations
 - Compiling information to share with the team
 - Action: Emily to send compiled Hall of Fame criteria and nomination processes to the team

5. Treasurer Report

- Will be setting up 2026 Budget Review meeting beginning in June.

6. Risk Management Report

7. Director Coaching

- Update: DOC Absent

8. Background Checks and Risk Management (Keith Roberts & Rich DeGraff-Murphy)

- Discussion Points:
 - Current protocol: Background checks are conducted by USYS & VSA and not shared with membership clubs
 - Clubs have requested access to background information for hiring decisions
 - Privacy concerns regarding sharing background check results. VSA Notifies the individual with negative findings directly and suspends their eligibility in Gotsport. This triggers an automatic notification to club that their coach is no longer eligible. It is up to the individual coach to disclose the issue for the suspension with their club. Suspensions occur for Felony convictions and significant misdemeanors that become felonies after several convictions such as multiple DUIs
- Consensus:
 - Maintain current consent and background check processes.
 - Do not disclose background check details/results to clubs
 - Clubs can run pre-employment background checks on a coach if they choose. Clubs can easily get access to VCIC under servicing a vulnerable population to perform free VT criminal conviction checks.
 - Action: Further discussion on background check policies scheduled for July AGM

9. SRA Report

- Referee Certification and Events
 - Referee Statistics:
 - Total Certified Refs: 300
 - Increase: Highest number since tracking began
- Referee Training:
 - Conducted 11 new referee certificates and clinics this year
 - Cost Management: Instructors paid \$50/hour
- Regionals (Travel and Expenses):

- Referees' travel expenses to events discussed
- Reimbursement process clarified: 50% covered by BSA and 50% by SRC
- Action Items:
 - Organize and reconcile travel expenses for referees
 - Set up a Zoom call for referee coordination next Tuesday for State Cup Rules
 - Ensure referees are present and properly assigned at events

10. Executive Director Report

- Event Planning:
 - State Cup:
 - Date: May 16-18
 - Location: Tree Farm
 - Spring Festival:
 - Dates: June 7-8
 - Details: Largest ever with comprehensive scheduling and logistics
- Upcoming AGM:
 - Date: July 16
 - Location: Champlain Event Room, Champlain College
 - Time: 6:00 PM
 - Agenda:
 - Review and approval of AGM minutes
 - Presentation of new budget plans
 - Formation of a Bylaws Review Committee
 - Composition: Three club representatives and two board members
 - Purpose: Review and recommend amendments to bylaws
 - Action: Solicit nominations for committee members and collect proposed bylaw changes
- Awards and Media
 - Awards:
 - Introduction of glass awards for State Cup winners
 - Team-based awards to enhance club representation
 - Media Coverage:
 - Media Partner: JH
 - Activities: Drone footage, video recaps, event photography
 - Content: Year-in-review video highlighting referees, players, coaches, and clubs
- Newsletter and Communication

- o Current Format Issues:
- o Newsletter is text-heavy and not user-friendly
- o Proposed Improvements:
 - Simplify layout with concise information
 - Highlight key updates at the top
 - Reduce the need for "read more" clicks
 - Unsubscribe Issues:
 - ☐ Difficulty removing individuals from mailing lists
 - ☐ Address by exploring better unsubscribe management before switching platforms
- Action Items:
 - o Finalize award distribution process
 - o Coordinate with media team for coverage and consent management
 - o Redesign newsletter format for better readability
 - o Implement improved subscription management

11. Executive Session

- DeGraff-Murphy proposed entering an Executive Session
- Seconded by Roberts
- Approved unanimously

12. Good of the Game

- No comments

Next Board of Directors Meeting – Monday, June 9, 2025 @ 6 p.m.

Adjournment @ 8:15pm