VSA Meeting Minutes

September 8, 2025 @ 6:30 p.m.

Call to Order: by Rich DeGraff-Murphy @ 6:30 p.m.

Attendance:

In-Person: Rich DeGraff-Murphy; Matt Spitznagle; Keith Roberts; Andrew Minnis, Lori Levinson
Remote: Jason Marika, Emily Milbank; Kyle Koenig
Absent: Bill Edwards

1. Approval of Previous Minutes

- Date of Previous Meeting: August 4, 2025
- Action: Motion to approve minutes as written
- Result: Approved unanimously

2. Public Comment

- None

3. President's Report

A. Tree Farm Agreement

- Attended TFMG meeting on August 11th regarding a new lease agreement
- New agreement: 3 years with one-year renewal; TFMG BOD passed unanimously.
- At the end of term, Town & City expected to take over management.

B. NEW Referee Assigner

- Corey Cenate transitioned into the role after negotiations last month Better fit than recommendations as he is local; will be present at events; knows current pool of referees and currently is the adult league assignor.
- 72 matches covered over the weekend; 100% coverage except for a last-minute fill-in due to an illness.
- Lori will be providing administrative support and improved communications to referees.

C. Collaboration with Vermont Adult Soccer Association

- Met with Scott Mapes to discuss fostering collaboration, particularly around large events (e.g., World Cup).
- Linking adult league info to VSA website for youth aging out of USYS. • Discussion on possible future merger into one association; still in early stages.

4. VP Report

A. Awards Gala & Nominations

- Pricing: $25 for adults (18+), $15 for youth (17 and under).
- Platform: Gotsport online ticketing implemented and ready; not yet publicized.
- Nominations: Deadline for submissions is October 20th.
- Venue Capacity: 85 people.
  - Discussion about allocation per award and special guest invitations to be finalized separately.

5. Treasurer Report

A. Account Balances (as of August 31, 2025)

- M&T Bank Total: $301,306
- Savings: $189,000
- Checking: $79,400
- Referee account: $33,000

B. Fiscal Management Changes

- Transition to holistic 9/1–8/31 fiscal year reporting.
- Adjustments to QuickBooks and reporting practices underway; need for accurate categorization.
- Previous tracking blurred fall and spring payment timings, which is being corrected for greater transparency.
- AGM Booklet - Budget will be included in PDF report / physical copies by request.

6. Risk Management (Keith Roberts & Rich DeGraff-Murphy)

A. Insurance agreement signed; general liability insurance paid (down payment + first installment).

B. No major issues reported on backgrounds.

7. SRA Report

- Invest in additional referee comms to use in mentoring program *(Andrew)*

9. Executive Director Report

A. All 2024–2025 membership accounts are paid in full (***first time in organization's history***).

B. Tree Farm Facility – Invoicing Issues

- Overcharged ~$1,000 for unused field time.
- Arbitrary cleanup fee ($1,000) for post-festival trash, despite minimal issue.
- Delayed billing (photos from June, bills in September).
- No written contract or clear expectations; need for clarity and an operating agreement before next spring/fall.

Recommendation:

- Seek clarification of erroneous fees
- Clarify expectations, and develop a formal contract for future use
- No deposit to be paid for fall field use until issues are resolved
- Board to follow up with Tree Farm, possibly arrange in-person discussion.

C. New Office Space Proposal

a. Facility Overview

- New indoor soccer facility in Williston w/ 9v9 turf field that can be segmented into three smaller pitches.
- Separate Office Space
- Conference Room (event room)
- Cafe / bar
- Due to open November 1, 2025.
- Walkthrough completed by ED

b. Proposal:

- The owner has reached out seeking collaboration with VSA.
  - Free office space for VSA (including conference room, utilities, internet, storage) in exchange for staff presence, programming collaboration, and official endorsement.
  - Priority usage for ODP at no cost to VSA

c. Due Diligence & Concerns

- Shared use, especially outside soccer hours

- The current location lease is month-to-month; some risk if the new facility fails.
- Facility rules (esp. around alcohol during youth events).
- No written business plan from owner yet
- Summer programming and longevity.

Need clarity on:

- Owner's background and experience.
- Board walkthrough to be scheduled
- Kyle to reach out to contact for feedback/reference.

D. Partnerships, Grants & Community Initiatives

a. Sponsorships

- H2GO Energy Water as official hydration partner (Vermont-based, two-year agreement) — branding, free product, VSA-branded flavor. • No financial exchange, but significant promotional value.

b. USYS & U.S. Soccer Collaboration

- Working with Adult Association and US Soccer on World Cup viewing events (pending venue confirmation).
- USYS "Innovate to Grow" Grants:
- Vermont Vision proposal: Statewide development via video analysis, holistic player-coach-referee development. Awaiting decision.
- Consortium ITG proposal: New referee program for youth development.
- Grant award: USYS Fall Festival grant — $3,000 to support the event.

c. National Involvement

- Andrew has joined: USYS Grassroots Refereeing Committee, Career Hub beta program
- Jason has joined: Vermont lead for "Talent Reporters" program (national youth scouting network).
- Lori has joined: Leading state consortium on Female Symposium / Leadership workshops.

d. Top Soccer

- Coordinated under Jason. Cassandra (lead) and Renee (Essex) are the main contacts.
- Essex: ~50 buddies, ~30 participants; Woodstock: 7–8 kids.

F. AGM & Elections

• AGM scheduled for December 10th, 2025.
• Election nominations (including current board members Emily and Matt) must declare intent to run by December 10th.
- Those intended to run for open BOD must submit a brief background with declared nomination to Andrew.

10. Technical Director Report

A. ODP

• ODP Juniors & Tryouts
- OPEN: Friday, September 12, 2025, across North, Central, South regions
- CLOSE: October 30, 2025 at 5:00 pm.
- Cutting process: Max. 22 players per age group
- Current registrations: Juniors 55 players / ODP 210 players (ages U11–U17)
- Note 90 additional players in process of registering
- New structure provides for fewer but higher quality coaches & increased supporting staff
- Staff introductions via bios to be publicized in coming weeks
- Tracking repeat vs. new players — further data analysis to come

B. Coach Education & Club Outreach

• Every club has been contacted (in-person, calls, or email) since joining staff.
• Two workshops have been held since August 1st; more are scheduled with individual clubs - Athletico, Middlebury, Far Post, & Caledonia Flood.
• Collaboration with Propel Pro for Player and Coach IDPs.

11. Executive Session (If needed)

● None

12. Good of the Game

● Praised Tottenham changes (Keith)
● Record setting 1:08:00 BOD Meeting!

Adjournment

● Motion to adjourn: Approved unanimously @ 7:38 p.m.

To Do:

- BOD members prepare and submit one-page AGM reports by November 11th (need to be published 30 days before AGM)
- Confirm AGM nominations for re-election (if applicable)
- Lori: Provide card/discipline report to Keith and Rich ASAP (for inclusion in AGM report)
- BOD organize a walk through of the new Williston facility
- Research Owner of facility
- Lori/Andrew: Clarify and push back on Tree Farm billing discrepancies, negotiate clear contract for future field usage
- Keith: Review new office/facility contract for liability and terms (especially alcohol policy)
- All: Contribute suggestions for H2GO VSA-branded drink flavor.

Next Board of Directors Meeting Monday, October 6, 2025 @ 6:30 p.m.