



Sunday, January 28th, 2024

New Mexico State Soccer Association (NMSSA)

Meeting minutes of the NMSSA Executive Board

Held at Sawmill Market in Albuquerque, NM

On the 28th of January 2024 at 1:00 PM

Present:

In person:

Audrey Wilson (President)

Marcus Vigil (Vice President)

Luke Jobe (Tentative - Legal Liaison/Chair)

Andrea Romo Chavez (Tentative - Marketing Chair)

Jessica Carrasco (Unaffiliated Leagues and Language Liaison)

Bri'Anna Schroeder (TBD)

Elizabeth Vicuna (Tentative - Secretary/State Administrator/Registrar)

Quorum:

It was noted that a quorum was present in accordance with the NMSSA bylaws. Therefore, this is considered an official NMSSA board meeting.

Purpose of the meeting

The purpose of the meeting is to go over the 2023 Budget and its constituents, UNM Concessions and other fundraising opportunities, 2024 Tournament Operations, and addressing upcoming Marketing and Legal needs of NMSSA.

Meeting Agenda:

An Agenda for this meeting was provided to all present members and non-present board members. Members also received a copy of the following:

- UNM Concessions Budget spreadsheet
- Fundraising Rules for 501(c)(4) non-profit organizations
- Templates for Sponsors: Letter, Invoice, and Receipt.





Summary:

The meeting discussed at length the agenda items, cost breakdown of all three tournaments from 2023, NMSSA membership numbers and annual fees, overall budget of 2023, updates to the new proposed bylaws, and the roles and responsibilities of new board positions.

Agenda:

1. NMSSA membership:

- a. USASA Data - Player data submitted for 2023
 - i. 2022 - 3899 total
 - ii. 2023 - 4292 total
 - iii. MVSL - stayed the same
 - iv. ASL - stayed the same
 - v. SFASL - increased by 150 members
 - vi. Farmington - non-existent
 - vii. GASL - decreased
- b. Discuss why numbers increased:
 - i. Dog Days 2022 - 8 teams; 2023 had 14 teams, **176 NEW Players**
 - ii. Fall Classic 2022 - 22 teams; 2023 had 36 teams **299 NEW Players**
 - iii. Kramer Kup - 8 teams 2023, **19 NEW Players**
 - iv. Brewers Cup - **137 NEW Players**
 - v. **Total 636 NEW** from tournaments.
 - vi. Recruitment of NEW players to ASL by NMSSA.
 - vii. Any other?
- c. Data collection: OLD
 - i. MVSL, GASL, ASL, and Farmington used CheddarUp
 - ii. ASL Fall 2023 used Demosphere
 - iii. SFASL uses League App
 - iv. Tedious combining each list and comparing against tournament lists to form a master list.
 - v. No way of checking NMSSA during tournaments.
- d. Data Collection: NEW
 - i. Suggest: All leagues pay NMSSA on the NMSSA website. (One central hub)
 1. Do we issue a state ID card?
 2. Send leagues updated lists weekly
 3. More state focused = more work for registrar/NMSSA
 4. Easier to cross check for tournaments.
 5. New registration system will help simplify this
 6. MVSL is having their players register with us from now on.
 - ii. Current: All leagues use their own system
 1. Leagues send data quarterly - agreed upon set dates?
 2. Continue to send lists of rosters to leagues to clear NMSSA





New Mexico State Soccer Association

PO Box 65663
Albuquerque, NM 87193
www.nmssa.net

3. Less state focused = less work for NMSSA

e. Player fees:

- i. Currently \$19-20 per player
- ii. Do we raise player fees?
 1. Pros -
 - a. Offset costs of tournaments
 - b. Increase money for travel
 - c. Stop UNM Concessions
 2. Cons -
 - a. May lose players
 - b. Need to justify what players get in exchange for increasing fees.
- iii. Discussion on fee.

2. Budget:

a. Tournaments:

- i. Brewers Cup 2023 -
 1. No costs, just volunteer hours.
 2. 137 Players paid NMSSA
 3. \$822 paid to USASA for a \$6 tournament pass.
- ii. Dog Days 2023 -
 1. See cost breakdown spreadsheet
 2. See player fee breakdown
- iii. Kraemer Kup 2023 -
 1. See cost breakdown spreadsheet
 2. See player fee breakdown
- iv. Fall Classic 2023 -
 1. See cost breakdown spreadsheet
 2. See player fee breakdown
- v. Plan for 2024 -
 1. Cut costs by figuring out how to double check who's current (NMSSA paid for cleared league players, but non-registered players)
 2. Cut down on expenses
 3. Ideas?

b. Discussed Membership Revenue:

- i. 4292 players in 2023
- ii. 3672 league players
- iii. 620 tournament players



Proudly affiliated with United States Adult Soccer Association (USASA) and the US Soccer Federation (USFF)



New Mexico State Soccer Association

PO Box 65663
Albuquerque, NM 87193
www.nmssa.net

- c. Discussed UNM Concessions:
 - i. 22 games worked so far: Football and Basketball
 - d. Discussed Total Overhead:
 - e. Other various expenses:
 - i. Travel:
 - 1. Region IV workshop
 - 2. Region III workshop
 - 3. US Soccer AGM
 - 4. USASA AGM
 - 5. US Soccer Member Meeting
 - ii. Supplies
 - iii. Gas and Food during tournaments
 - iv. Demosphere/Website: Cost \$3/per player, \$10/team and \$300 maintenance fee quarterly.
 - f. Tina has a yearly budget for 2023 Taxes.
3. Fundraising and Sponsorships:
- a. Knowing our current budget, discuss UNM Concessions.
 - i. Is it worth it?
 - ii. How to increase profit margins?
 - b. Do we add any fundraising opportunities?
 - c. Do we know anyone that could take on this role in NMSSA?
 - d. Go over Sponsorship Letter, Invoice, and Receipt templates
 - e. Fund My Local information by George Gonzales
4. Bylaws:
- a. Where are we at with these?
 - i. Currently re-written, but going over specifics with attorneys.
 - ii. Possibly finalize within the next month.
 - iii. 501(c)(4) lawyer needs to make sure they comply with NM state laws
5. Roles and Responsibilities:
- a. As we update the bylaws and the organizational structure of NMSSA, we are creating **Committees**. They are listed below:
 - i. Marketing Committee
 - 1. The purpose is to maintain the NMSSA website, create marketing materials, create logos, social media posts, and any other marketing relevant information in regards to NMSSA. This could include, but is not limited to, setting up booths at local events, ordering promotional materials, and working with our sponsors to advertise.





New Mexico State Soccer Association

PO Box 65663
Albuquerque, NM 87193
www.nmssa.net

2. The marketing committee will have a Chair who will lead the committee and can consist of multiple members if there is a need. It is up to the discretion of the Marketing Chair.
 3. The board must now take a vote to appoint Andrea Romo Chavez as the Chair of the Marketing Committee.
- ii. Legal Committee
1. The purpose of the legal committee is to uphold NMSSA to their current Bylaws, making sure the organization is abiding by the policies set forth in Policies and Procedures, creating and maintaining Independent Contracts with referees, vendors and partners, and establishing & maintaining an appeals system within NMSSA.
 2. The legal committee will have a Chair who will lead the committee and can consist of multiple members if there is a need and since this committee has very various specialties. It is up to the discretion of the Legal Chair.
 3. The board must now take a vote to appoint Luke Jobe as the Chair of the Legal Committee.
- iii. Fundraising and Sponsorships:
1. The purpose of this committee is to continue NMSSA's efforts in growing their funds, which shall be used to help offset the cost of tournaments, travel, and to potentially pay a Registrar or State Administrator. This committee will be in charge of the current fundraising campaigns, will need to seek donors and sponsors, and find new sources of fundraising. They will be responsible for evaluating the effectiveness of each fundraising effort.
 2. This committee will have a Chair who will lead the committee and can consist of multiple members if there is a need. It is up to the discretion of the Fundraising Chair.
 3. The board will be in search of a person for this position within NMSSA.
- iv. Finance Committee:
1. The purpose of this committee is to prepare and track all budget items within NMSSA, prepare the state and federal taxes, prepare and handle any audits, and keep in compliance with any state or federal laws in regards to the way NMSSA handles and stores money as a non-profit organization.



Proudly affiliated with United States Adult Soccer Association (USASA) and the US Soccer Federation (USFF)



New Mexico State Soccer Association

PO Box 65663
Albuquerque, NM 87193
www.nmssa.net

2. The committee will have a Chair who will automatically be filled by the current Treasurer of NMSSA. The Treasurer/Chair will be able to bring in outside professionals to fill the committee, due to various legal and very specific sets of duties. This committee can be composed of any person who is qualified to support their roles and does not need to be filled by players.
 3. The board will need to acknowledge the new committee and formally accept the current Treasurer Tina Volzer as the Finance Committee Chair.
- v. Referee Committee:
1. The purpose of this committee is to act as a liaison between the State Referee Committee, our NM soccer referees, and NMSSA. The committee is responsible for communicating with, addressing issues with, and recruiting referees for our organization. The committee will help assist with referee clinics and recruiting opportunities within the state.
 2. There will be a committee Chair that will serve as a Referee Liaison for NMSSA and attend the local SRC meetings held on the first Monday of every month.
 3. The board will be in search of a person for this position within NMSSA.
- vi. Registrar or State Administrator:
1. The purpose of this position is to handle all registration of NMSSA memberships, tournaments, and league play within NMSSA jurisdiction. They are also responsible for issuing memberships to their members and filing insurance claims with USASA. They will be required to keep track of player data from all leagues and submit the data annually to USASA.
 2. This is an independent contractor position that would be paid either by dollar amount per player or a stipend per season/tournament. Pay will need to be further evaluated by the Board of Directors and specifics voted on to solidify the contract.
 3. The board will be in search of a person for this position within NMSSA.





New Mexico State Soccer Association

PO Box 65663
Albuquerque, NM 87193
www.nmssa.net

b. Executive Board of Directors:

i. Vice President:

1. The purpose of the Vice President is to fill in when the President is unable to perform, understand and execute all functions of the President, and concurrently assist the President within NMSSA.
2. The Vice President is an Executive Board Member and will have voting rights at a Board Level and is eligible to travel to meetings deemed necessary for NMSSA.
3. The Vice President will have a 3 month probationary period before being permanently added to the Board of Directors.
4. Marcus Vigil has served more than 3 months as the Interim Vice President and is therefore, eligible to become a permanent board member.
5. The board must now take a vote to appoint Marcus Vigil as the official VP of NMSSA.

ii. Secretary:

1. The purpose of the Secretary is to maintain official records within NMSSA, record and distribute minutes of all NMSSA meetings (i.e. Board Meetings, League Council Meetings, AGM's, and Tournament meetings), and carry out various small secretarial tasks given by the President or Vice President. This could include, but is not limited to travel accommodations, supply orders, and small managerial tasks.
2. The Secretary will be a voting member of NMSSA and has the opportunity to travel to AGM's if budget permits and with final approval of the Executive Board of Directors.
3. This position will have a 3 month probationary period before being permanently added to the Board of Directors.
4. The board must now take a vote to appoint Elizabeth Vicuna as the interim Secretary of NMSSA.

iii. Commissioners/Directors of Player Relations:

1. These positions shall develop practices and policies for the development and promotion of their respective divisions within league play, tournaments, and higher level competitions. These roles will serve as a liaison between their respective divisions and NMSSA. They will assist the Tournament Director with recruiting and communicating with teams within their respective division.
2. There will be a Women's Director, Men's Director, and a Coed Director within NMSSA.



Proudly affiliated with United States Adult Soccer Association (USASA) and the US Soccer Federation (USFF)



New Mexico State Soccer Association

PO Box 65663
Albuquerque, NM 87193
www.nmssa.net

3. This position will have a 3 month probationary period before begin permanently added to the Board of Directors.
 4. The Commissioners will be voting members of NMSSA and have the opportunity to travel to AGM's if budget permits and with final approval of the Executive Board of Directors.
 5. The board will be in search of a person for each of these positions within NMSSA.
6. Expectations:
- a. It is expected that all NMSSA organization members take part in our annual tournaments. This could include weekends and evenings and traveling. Specific Roles and Responsibilities in relation to the tournaments will be decided by the Tournament Director. Currently, there are 6 tournaments within NM.
 - b. It is expected that all NMSSA organization members take pride in representing NMSSA within our soccer community. We serve all of our players and leagues with the utmost respect and integrity. Favoritism, bias, negativity, racism, and unsportsmanlike behavior will not be tolerated by NMSSA. NMSSA must provide fairness and equality to all of our players and members.
 - c. NMSSA understands that these roles and positions are voluntary, so the board will be respectful of your time and efforts. Schedule accommodations and careful consideration will be taken when the Board of Directors delegates responsibilities.
 - d. In regards to travel, only persons approved by the Board of Directors will be allowed to travel to annual meetings. The budget is very tight and unless we can increase funds, travel will be kept to a minimum.
 - e. All expenses will be reviewed by the President and Treasurer before being approved.
 - f. When NMSSA attends AGM's, Regional, State, or League meetings, it is expected to dress in business casual clothing. At minimum, a NMSSA polo shirt will be required.
 - g. If in the event an organizational member has a question or concern, feel free to reach out to the President and Vice President so that issues and questions can be addressed. If a member wishes to step down from a position, they will need to notify the Board of Directors in writing.
 - h. NMSSA will now open the floor to discuss any further expectations and take questions from its newly appointed members.
7. Upcoming Tournaments:
- a. MVSL Open: Las Cruces Tournament - tentatively March/April
 - b. Party on the Pitch: Santa Fe Tournament - June 1st and 2nd
 - c. Kraemer Kup: Kraemer Fields - Discuss date (cannot conflict with current league play) - August 17th-18th



Proudly affiliated with United States Adult Soccer Association (USASA) and the US Soccer Federation (USSF)



New Mexico State Soccer Association

PO Box 65663
Albuquerque, NM 87193
www.nmssa.net

- d. Military Cup: Santa Ana Soccer Complex - July 13th-14th
 - e. Dog Days: Ruidoso - White Mountain Complex - July 27th-28th
 - f. Fall Classic: Santa Ana Soccer Complex - Nov 23rd-24th
 - g. Discuss tournament procedures.
 - i. What has worked?
 - ii. What needs improvement?
 - iii. How do we decrease costs?
 - iv. Are we missing anything?
 - h. Send calendar dates of tournaments to leagues via email.
8. Any items not currently addressed within this agenda, will carry over to the next NMSSA board meeting.
 9. Open Forum: Current and new members have the floor to discuss anything relevant within this agenda.

A motion was made by Audrey Wilson and seconded by Marcus Vigil to accept the meeting minutes from Dec 20th, 2023 and end the meeting.

State Cooperation registry

Audrey Wilson – President - nmssapresident@gmail.com

Marcus Vigil – Vice President - nmssavp1@gmail.com

Tina Volzer – Treasurer - tina.volzer@yahoo.com

Elizabeth Vicuna - Secretary - vicuna.eliza10@gmail.com

The motion to appoint Luke Jobe as the Legal Chair was approved unanimously. The motion to appoint Andrea Romo Chavez as the Marketing Chair was approved unanimously. The motion to appoint Elizabeth Vicuna as the probationary Secretary was approved unanimously. The motion to appoint Tina Volzer as the Finance Chair was approved unanimously.

There being no further business the meeting was closed.



Proudly affiliated with United States Adult Soccer Association (USASA) and the US Soccer Federation (USSF)