Approved Minutes Executive Committee Meeting August 18, 2009 Conference Call Page 1 of 1

The Florida Youth Soccer Association ("FYSA") Executive Committee ("EC") conference call was called to order at 9:03PM.

Roll was taken by Lois Epps, Secretary – All members present.

A. Job Descriptions

- **a.** Development Coordinator Three changes noted. To be updated and resent to EC for final review.
- **b.** Office Manager No changes to description presented.
- **B.** <u>Position Offerings</u> Will meet with Jennifer Davis and Barbara Newton regarding mid-year review and position offerings on Sunday 8/23/09. Their decisions will be expected no later than Wednesday 8/26/09.
- **C.** <u>Properly Staffed Office</u> It was brought to EC attention that complaints were received from affiliates; they could not receive the service from staff necessary before first games because of comp time schedule after AGM. It will be noted to Office Manager (when in place) to ensure peak times are accounted for and overtime paid as necessary when comp time is not feasible.
- **D.** <u>Committees</u> Tommy Thompson reminded everyone to submit the members' names for their respective committees prior to the September EC meeting; the committee list will be approved at that time.
- **E.** Adjournment The meeting was adjourned at 9:55 PM.