SFOC Board Meeting Agenda

October 7, 2026 | 6:00 PM

1. Call to Order

2. Organizational Updates

- Optimist International reinstatement
- 501(c)(3) status / Booster Club update
- CPA firm update

3. Refund & Waitlist Policy

- Review current policy
- Discuss proposed changes
- Questions and board discussion

4. Sports Capacity Discussion

- Current capacity and participation
- Registration limits and waitlists
- Facility, coach, and volunteer capacity

5. Succession Planning & Board Positions

- Succession planning
- Current open positions
- Upcoming/open board positions
- Plan for filling vacancies
- **Set a public meeting for individuals interested in leadership positions on the board**

6. Sports Updates

Current Sports

- Football
- Cheer
- Volleyball
- Soccer
- Baseball
- Softball

Upcoming

- Basketball

January Openings

- Baseball
- Softball
- Tee-ball
- Volleyball

7. Financial Updates

- Financial position
- Current expenses and revenue
- Upcoming financial needs
- Other financial matters

8. Braves Park Project

- Grants for baseball and softball field upgrades
- Review potential park improvements
- Develop a list of park upgrades for use in social media and community communications

9. Communications & Website

- Add FAQs to the website
- Develop FAQs that can improve visibility through voice search
- Social media opportunities for park and program updates

10. Contracts

- Possible updates to the Rosario contract

11. End-of-Season Planning

- Overall plans for end-of-season celebrations
- Sports-specific celebrations and recognition
- Timing, locations, and responsibilities

12. New Business

- Additional items brought before the board

13. Adjournment

==========

SFOC Board Meeting Minutes

October 7, 2026 6:00pm

1. Approval of Previous Meeting Minutes

- The September 9, 2026 meeting minutes were reviewed and approved.
- The approved minutes will be posted online.

2. Organizational Updates

Optimist International Reinstatement

- Ray provided an update on the reinstatement process.
- Ray will provide the bank account information needed to establish the recurring payment.
- Annual membership fee: ~**$200**.
- Added back to the OI website



501(c)(3) Booster Club

- Proposed organization name: **SFO Youth Athletic Booster, Inc.**
- Ray has created the bylaws required for submission. Can be edited later.
- Ray has completed the work needed to obtain the EIN.
- The process is currently in progress.
- A new bank account will need to be established under the new organization's name to receive donations.

3. Financial Controls & Budget Process

- Ray created a **Financial Control Requirement Process and Procedure**.
- The board will review, discuss, and approve the process before implementation.
- Each sport chair will be required to prepare a budget/expense plan for approval.
- Expenses that fall within the approved budget may proceed.
- If a sport expects to exceed its approved budget, the sport chair must explain the additional need to the board and request additional funding.
- Jessie sent the **pre-season budget approval form** to all sport chairs.

- Sport chairs need to complete and submit their budgets.

Action Item: Sport chairs to complete their pre-season budget/expense plans.

4. CPA Firm

- The CPA firm will be discussed at the next meeting.
- This item is not considered urgent.

5. Refund & Waitlist Policies

Refund Policy

The board approved the following policy on **October 7, 2026**:

- Registration fees are generally **non-refundable**.
- Refunds may be considered in the following circumstances:
    - Family is Moving
    - Injury that would prevent the player from participating during the season
    - Other individual circumstances on a case-by-case basis
    - Refunds will be provided for players that try out AND make their middle school or high school teams AND let us know on the registration form that they are trying out for the team. This should currently affect only middle school boys soccer, middle school basketball, and middle school and high school volleyball.
- If a refund is approved, an **administrative fee** of $25 will be deducted.
- The administrative fee provision should be clearly noted in the policy/registration information.
- New refund policy will take effect for the Spring 2027 registrations that open in January.

Status: Approved

Waitlist Policy

The board approved the following on **October 7, 2026**:

- A **$50 waitlist fee** will be collected.
- If the participant receives a spot in the program, the $50 will be applied toward the registration fee.

Status: Approved

6. Sports Capacity Discussion

- The board discussed the need to address capacity planning for each sport.
- Questions to consider include:
    - Should certain sports have a maximum number of players?
    - Should tryouts be considered when registration exceeds capacity?
    - What factors should determine the number of participants a sport can accommodate?
- A more detailed capacity discussion will take place in **January 2027**.

Action Item: Continue developing capacity planning recommendations for each sport.

7. Succession Planning & Board Leadership

- A board succession planning discussion is scheduled for **November 11, 2026**.
- The November 11 meeting will include a potluck.
- The board will discuss:

    - Who would like to remain on the board
    - Who may be ready to leave the board
    - Current and upcoming leadership needs
    - Succession planning for open positions
- Johnny would like to hold a **public meeting** for individuals interested in learning more about board leadership and the succession process.
- Reach out to Sam on the Braves Park project.

Action Items:

- Prepare for the November 11 succession-planning discussion.
- Johnny to pursue planning for a public leadership meeting.
- Continue coordination with Sam.

8. Sports Updates

Basketball

- Basketball registration is going well.
- Practice with **HoopKlip** is planned for **Sunday, November 1, in the afternoon**.
- Basketball has a sponsor that will cover the cost of its end-of-season celebration.
- A seasonal celebration for basketball is being considered.

Fall Sports

- The board discussed holding a **Fall Sports Celebration**.
- Fall sports currently involve **500+ players**.
- Various options and locations will be explored for the celebration.

Action Item: Jessie will research options for end-of-season/fall sports celebrations.

9. Braves Park Project / Field Improvements

- Discussed potential Braves Park projects involving upgrades to the baseball and softball fields.
- Sam will review the potential projects and determine whether SFOC should pursue available grant opportunities.

Action Item: Sam to review Braves Park improvement opportunities and potential grants.

10. Park Improvement Communications

- Develop a list of park upgrades and improvements.
- The list can be used for **social media and community communications**.

Action Item: Develop and prepare the park upgrade list for social media.

11. Website FAQs / Voice Search

- Discussed adding FAQs to the SFOC website.
- FAQs should be structured to improve the website's ability to appear in **voice-search results**.

12. Rosario Contract

- Additional discussion is needed regarding the Rosario contract.
- No final decision was made at this meeting.

Action Item: Continue reviewing the contract and bring back for further discussion.

13. Code of Conduct

- We have a code of conduct and it is posted on our website every registration requires acknowledgement that the code of conduct has been read and that parents and players will follow it.

14. End-of-Season Celebrations

- The board discussed overall plans for end-of-season celebrations.
- Basketball has sponsor funding for its celebration.
- A larger Fall Sports Celebration may be considered due to the 500+ participants involved in fall sports.
- Jessie will investigate possible options.

15. Action Items Summary

Action Item	Responsible	Timing
Provide bank information for Optimist recurring payment	Ray	In progress
Complete 501(c)(3) / EIN process	Ray	In progress
Establish new Booster Club bank account	Board/Ray	After setup
Review and approve financial control procedures	Board	Upcoming
Complete sport budgets/pre-season forms	Sport Chairs	Upcoming
Discuss CPA firm	Board	Next meeting
Develop sport capacity plans	Sport Chairs/Board	January 2027
Prepare succession plan discussion	Board	November 11
Explore public leadership meeting	Johnny	Upcoming
Work with Sam on Braves Park Project	Board	Ongoing
Review Braves Park grant opportunities	Sam	Upcoming
Create park upgrade list for social media	Board	Upcoming
Develop website FAQs for voice search	Board	Upcoming
Continue Rosario contract review	Board	Upcoming
Research end-of-season celebration options	Jessie	Upcoming

16. Next Key Meeting

November 11, 2026 — Board Succession Planning Meeting & Potluck

Primary focus:

- Board succession planning
- Current board members' plans to stay or leave
- Future leadership needs
- Potential candidates for open positions