

BY EMAIL

May 14, 2015

TO THE FULL ACTIVE MEMBERS OF THE BC SOCCER ASSOCIATION FOR THE 2015 ANNUAL GENERAL MEETING

Dear Member,

1. WELCOME!

The Annual General Meeting is now one month away and we are very much looking forward to hosting you at the Delta Burnaby Hotel & Conference Centre!

In advance of the meeting, we are pleased to provide you this information package to help you prepare for the meeting. Should you have any questions, please do not hesitate to contact the BC Soccer office:

Phone: 604.299.6401

Email: info@bcsoccer.net

2. BYLAWS PERTAINING TO THE GENERAL MEETING

It is BC Soccer's pleasure to provide the membership with the appropriate notice and relevant documentation (accompanying this package) prior to the Annual General Meeting per BC Soccer's Bylaws:

ARTICLE 6 - GENERAL MEETINGS

- 1) The Annual General Meeting of the Association shall be held on or before the thirtieth (30th) day of June in each year, at a place, date and hour to be determined by the Board of Directors. Thirty (30) days written notice of such meeting shall be given to the members.

A copy of the financial statement, together with a copy of the auditor's annual report, shall be forwarded to each member, district and league and to members of the Board of Directors of the Association at least fourteen (14) days before the date of the Annual General Meeting.

- 2) General Meetings of the Association shall be held at such times and place, which the directors may decide.
 - a) Notice of general meetings shall specify the place, date and hour of the meeting, and be given in writing to each member. Thirty (30) days written notice of such meeting shall be given to the members.
 - b) The post-marked or email date of written notice shall be the official date of notice for the meeting. The non-receipt of such notice does not invalidate the proceedings at that meeting.

3. GENERAL INFORMATION

DATE: Friday, June 12th – Sunday, June 14th, 2015

LOCATION: Delta Burnaby Hotel & Conference Centre
4331 Dominion Street
Burnaby, BC V5G 1C7
(604)-453-0750

[Click to View on Map](#)

4. ELIGIBILITY TO VOTE

As stated in BC Soccer Bylaws:

ARTICLE 6 - GENERAL MEETINGS

- 4)
- a) The accredited voting delegates to the General Meeting of the Association shall be the authorized delegate members of each Adult League or Youth District in active membership in good standing. The names of accredited delegates and alternates must be filed with the association not later than seven (7) days prior to any General Meeting of the association unless approved by a majority of the accredited members at the same General Meeting.
 - c) Accredited Delegate Members to the Annual General meeting shall furnish the Association with their credentials prior to the start of the meeting. Those credentials shall comprise written authorization of the Adult League/Youth District to attend as an accredited Delegate member of that League/District.

5. CONFIRMING YOUR ATTENDANCE – NEW RSVP PROCEDURE

As you may or may not be aware, over the past year BC Soccer has been in the process of developing a CRM, our Member Relationship Management system! This system is designed to ease various member processes as they relate to registration reporting, board/staff contact management, member compliance submissions, annual general meeting information and more.

As our first “launch” of the system, we kindly request that you use it to RSVP all delegates to BC Soccer’s AGM.

You will receive an email with the subject: Welcome to BC Soccer’s CRM!

This email has your username and password to log into the CRM. (If you do not receive this email to your Inbox by end of day May 14th, please be sure to check your “Junk” and “Quarantine” folders before contacting BC Soccer. Please contact Lori D’Andrea at lolidandrea@bcsoccer.net.

How to RSVP to BC Soccer's 2015 AGM:

- 1) Using the link and information provided in the "Welcome to BC Soccer's CRM!" email, log in to your account
(Note: you can update your password under the "Board / Staff" tab once logged in.)
- 2) Click on the tab titled "Enter Delegates for BC Soccer AGM"
- 3) Click on the blue button titled "Add AGM Delegate"
- 4) Complete the form for your first AGM delegate/attendee
- 5) Press the button at the bottom of the form titled "Submit"
- 6) Repeat this process until all of your AGM delegates have been submitted, INCLUDING YOURSELF

You will receive a letter of confirmation via email that confirms your AGM delegates.

If you need to Edit or Change an AGM delegate, you may do so by clicking on the EDIT or DELETE button (use the horizontal scroll bar to access)

Should you choose to update or edit your organization's delegates in the CRM, a new letter of confirmation will be forwarded.

To confirm your attendance please complete log in and submit your AGM delegates by Thursday, June 4th, 2015.

This is the first launch of BC Soccer's CRM; therefore, if you experience problems or difficulties, please contact Lori D'Andrea at loridandrea@bcsoccer.net or at 604.299.6401 ext 2352.

NOTE: Upon logging in you will have access to the full functionality of the CRM so please feel free to look around. We will provide an update and brief demonstration of some of the CRM's key features during Sunday's Combined Youth & Adult Forum.

6. ACCOMMODATION

BC Soccer and the Delta Burnaby Hotel & Conference are pleased to be able to offer a reduced rate of \$169/night to Members for the duration of BC Soccer's Annual General Meeting.

Please be reminded to **reserve your accommodation by May 20th, 2015** in order to receive this special rate. (NOTE: Due to the 2015 FIFA Women's World Cup, prices are set to rise significantly after this date)

To reserve your accommodation:

- Know before you book!
 1. Ask for the British Columbia Soccer Association AGM special rate
 2. Your arrival and departure date
 3. Preference for room type (e.g. king vs. double/double)

- Choose your preferred method from the options below to book your accommodation:
 1. **Phone** (604) 453-0755 or 1-800-268-1133
 2. **E-mail** deltaburnaby@deltahotels.com
 3. **Online** <https://www.deltahotels.com/Groups/Delta-Burnaby-Groups/British-Columbia-Soccer-Association-AGM>

7. TRANSPORT TO/FROM HOTEL & PARKING

For those attendees traveling by air and arriving at Vancouver International Airport (YVR), the Delta Burnaby Hotel & Conference Centre suggests using Bonnie’s Taxi, whom they have an agreed flat rate of \$47 from YVR to the hotel. Mention this flat rate arrangement to take advantage!

To book Bonnie’s Taxi in advance of arrival:

- Call 604-435-6655 or
 - Book online at <http://www.bonnystaxi.com/contactinfo/predate2.htm>
- Remember to mention/comment on the \$47 flat rate!

For those attendees driving to the Delta Burnaby Hotel & Conference Centre, the hotel is happy to extend complimentary parking for over-night guests and guests attending for the day only. The covered parking lot is located directly across from the hotel with easy access via enclosed walkway. There are no tickets required for parking.

8. SCHEDULE OF EVENTS

Item	Date	Time	Meeting Room	Additional Information
Social & FIFA Women’s World Cup 2015 Viewing Party Cup (Japan vs. Cameroon)	Friday, June 12, 2015	7:00pm – 10:00pm	Grand Villa 1 & 2	– Drinks and appetizers provided – Attire is business casual or wear your jersey to support your FIFA Women’s World Cup 2015 team!
Delegate Check in	Saturday, June 13, 2015	7:00am – 8:15am	Grand Villa Pre-Function space	– Continental breakfast provided

Annual General Meeting	Saturday, June 13, 2015	8:30am – 12:00pm	Grand Villa 1 & 2	
Scholarships & Awards Luncheon	Saturday, June 13, 2015	12:00pm – 2:00pm	Grand Villa 3	– Plated lunch provided – Cash bar available
Annual General Meeting continued (including All Candidates meeting & elections)	Saturday, June 13, 2015	2:00pm – 4:30pm	Grand Villa 1 & 2	
Combined Adult & Youth Forum	Sunday, June 14, 2015	8:30am – 10:00am	Grand Villa 1	– Continental breakfast provided
Coffee Break	Sunday, June 14, 2015	10:00am – 10:30am	Grand Villa 1 & 2 Hallway	– Coffee & muffins/pastries provided
Youth Forum	Sunday, June 14, 2015	10:30am – 12:30pm	Grand Villa 1	
Adult Forum	Sunday, June 14, 2015	10:30am – 12:30pm	Grand Villa 2	

9. DRAFT AGENDA

BC Soccer is pleased to provide a Draft Agenda for the 2015 Annual General Meeting:

1. Welcome/Opening
2. Introduction of Special Guests
3. Special Guest Speaker - TBA
4. In memoriam
5. Presentation of new Life Members
6. Constitutional Agenda

The order of business at the Annual General Meeting shall be as follows:

- i) Presentation of credentials
- ii) Roll Call
- iii) Minutes of previous Annual General Meeting
- iv) Business arising
- v) Officers' reports
 - President / Executive Director Report
 - Finance Presentation / Report

- vi) Amendments to the Constitution and Bylaws
- vii) Amendments to the Rules and Regulations
- viii) Elections
- ix) New business
- x) Adjournment

10. MEMBERSHIP FORUMS DETAIL

As part of our commitment to providing opportunities for meaningful dialogue with community soccer leaders throughout the province, BC Soccer is hosting Membership Forums on Sunday, June 14th as part of our Annual General Meeting Weekend. This year's Membership Forums are:

- **Combined Adult and Youth Member Forum**
 Open to all Youth District Chairs and Adult League Presidents (and respective designates) to discuss appropriate matters that relate to both Youth and Adult Members that may include but not limited to CRM Development, Risk Management, Discipline, Society Act updates and new initiatives.
- **Youth Member Forum**
 Open to all Youth District Chairs and designates to discuss matters that may include but not limited to competition, player development, coach education, member services, etc.
- **Adult Member Leagues Forum**
 Open to all Adult League Presidents and designates to discuss matters that may include but not limited to competition, member services, player development, coach education, etc.

11. IN MEMORIAM

At the 2015 Annual General Meeting, BC Soccer would like to recognize individuals from within our membership who have passed away within the last 12 months. Therefore, if anyone who has made significant contribution to your organization has passed away, please provide us with their name and organization they were primarily involved with **by June 4, 2015 to lolidandrea@bcsoccer.net** so we can ensure to recognize them at the AGM.

12. SUMMARY OF IMPORTANT DATES

DATE	DEADLINE
May 20, 2015	Hotel Reservations must be made to receive special rate
June 4, 2015	Submission of AGM Delegates via BC Soccer CRM due
June 4, 2015	Submission of In Memoriam acknowledgements to lolidandrea@bcsoccer.net



British Columbia Soccer Association

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Phone: 604-299-6401 Fax: 604-299-9610
Website: www.bcsoccer.net

13. SAFE TRAVELS!

We look forward to seeing you next month at our AGM weekend. Further to this information package, if there is anything our office can do to assist you, please do not hesitate to ask.

Sincerely,

Jason Elligott
Acting Executive Director
Director of Community Development
BC Soccer