



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday, 1st December, 2012 930am – 400pm

Somervell Room
Delta Vancouver Suites
550 Hastings Street, Vancouver BC

1. Call to Order/Roll Call

Present: Roger Barnes (Chair), Chris Appleby, Rob Lennox, Don Moslin, Michael Bradley, Don Dancey, Kjeld Brodsgaard, Joe Cuzzetto, Rob Brown, Harjit Chima, Paul Mullen (Acting ED)

Regrets: Chris Costley, Murray Mollard, Ed Kennedy, Rick Connors

The President formally welcomed new Board Members Harjit Chima and Rob Brown to their first meeting.

2. Consent Agenda

- Adoption of Agenda
- Adoption of all committee reports received by 28th November 2012
- Approval of 27th October, 2012 draft Board Meeting Minutes
- Committee Terms of Reference (6 attached)

MOTION: To adopt the consent agenda (CA/DM)

CARRIED: 111/2012

3. Business Arising from Minutes

MOTION: To publish the amended Board meeting minutes (RB/KB)

CARRIED: 112/2012

4. Executive Director Report/ President's Comments

- Acting Executive Director Report November (supporting paper attached)

A verbal synopsis of the report was provided and a number of points were highlighted including staff recruitment, grassroots service plans and visits, Beacon News PR activity, Futsal Championships and facility update.

- CSA Professional Soccer Committee

The Acting ED provided a verbal update on his attendance at the initial meeting of this CSA operational committee.

- Operational Plan Update

The Acting Ed provided a verbal update on the timings and presentational plans for this document

- President's Comments

By way of update, the President provided a verbal update on a number of points that were discussed at the CSA Members Forum. Specific reference was made to ensuring that Members were aware of regulations relating to youth players wishing to participate in soccer in BC whilst on holidays or exchange programmes.

- Draft Board Communication Protocol (supporting paper attached)

ACTION #1: ED to ensure a copy of this document is added to the Board Induction pack.

- Clearvale

It was agreed that a cost benefit analysis of Clearvale be conducted in early 2013 prior to any extension of the current agreement. Members agreed that each Chair would work with their respective staff liaison to determine if and how their Committee utilize this communication tool.

ACTION#2: Acting ED to ensure user manual for Clearvale is re-sent to all Board Members.

ACTION#3: Acting ED to ensure Rob Brown and Harjit Chima are added to their respective new committees on Clearvale.

- Board Papers

ACTION#4: Board members to confirm to Acting ED if they require hard copies of Board papers. It was noted at this stage that Rob Brown, Don Moslin, Kjeld Brodsgaard, Don Dancey and Chris Costley, Harjit Chima would all require this option for future meetings.

ACTION#5: Paper copies of the agenda's to be brought for all Members to all Board Meetings.

- Committees

A discussion took place about allocation of new Board members to BC Soccer Committee's.

MOTION: To propose the following (KB/DM)

Rob Brown – Chair of ad-hoc registrations

Rob Brown – member of Adult and Youth competitions committees
Rob Brown – member of referees committee

Harjit Chima – member of finance committee
Harjit Chima – member of Soccer Development Committee

CARRIED: 113/2012

- Board Liaison

A discussion took place about allocation of Board members to the Board Liaison program.

MOTION: To propose the following (RL/CA)

Don Moslin and Kjeld Brodsgaard– to cover the Northern Interior region (in addition to Upper island) Rob Brown – to cover Vancouver/Richmond/Burnaby (along with Joe Cuzzetto)

CARRIED: 114/2012

MOTION: To go in Camera. (DM/RL)

CARRIED 115/2012

MOTION: To come out of Camera. (CA/DM)

CARRIED 116/2012

MOTION: To recommend that Bruno diSpirito and Marty Tazelaar be appointed to the Soccer Development Committee (CA/JC)

CARRIED: 117/2012

ACTION#6: Chair of SDC and staff liaison to ensure that new members are invited to the next committee meeting and the meeting has access to conference call in facilities at the next meeting, due to take place 5th Jan 2012 at the Provincial Futsal Championships at Richmond Oval.

- Conflict of Interest

MOTION: To go in Camera. (RB/HC)

CARRIED 118/2012

MOTION: To come out of Camera. (CA/DM)

CARRIED 119/2012

Board agreed that new Board Members had no conflicts of interest.

5. Support of Members

- 2013 AGM Staff Recommendation (supporting paper attached)

MOTION: To approve the Delta Burnaby Hotel and Conference Centre as the venue for the 2013 AGM, 14-16 June 2013 (KB/DM)

CARRIED: 120/2012

ACTION#7: ED to ensure a note on the location and date of AGM is circulated to BC Soccer members.

- BC Soccer Scholarships Protocols

As Chris Costley was not present it was agreed to table this for the next meeting.

- Registration Committee

Rob Brown provided a verbal update on the previous days ad-hoc registration committee.

- BC Soccer website development update

The Acting ED provided a verbal and visual update on the new BC Soccer web site design and the Members provided very positive and supportive feedback.

6. Financial and Organization Management

- Financial Report YTD (financial statements and report circulated)

VP Finance provided commentary to support the update financial reports, forecasting and report circulated previously. Specific thanks were made to the Finance manager Paige Meadows and colleagues Rebecca Stevens and Lori D'Andrea for their excellent work on cash collection of player registration and membership fees.

ACTION#8: Board Liaison Ed Kennedy to assist the Finance Manager in contacting a District for their outstanding monies due.

ACTION#9: VP Finance to work with Chair of Governance Committee on updating the wording in Article 9.

VP Finance stated that now that re-forecasting for 2012-13 had been completed, that it was imperative Committee Chairs and staff liaison to work with these budgets to end of current fiscal year.

- Board Apparel

VP Finance will circulate a revised spreadsheet of orders. For orders in 2013-14, all inclusive pricing will be provided in any Board Member apparel allowance (incl. HST and any embellishments).

ACTION#10: VP Finance to circulate a revised spreadsheet of 2012-13 orders and Board members to pay any outstanding monies due.

ACTION#11: ED to have staff investigate 'BC Soccer name tags' for Board Members.

- Office Move

Acting ED provided a verbal update on plans and timings for the office move.

ACTION#12: ED to provide a general update to members on the office move prior to Christmas.

- Board Meeting Dates 2013

The following dates and locations were agreed for meetings in 2013:

January 12	Vancouver
February 23	Vancouver
April 6	Okanagan (TBC)
Mid May	Vancouver (date TBC)
June 15	Burnaby (AGM)

ACTION#13: ED to check with Thompson Okanagan members as to date and location of a meeting.

7. Referee Development

- Update/ Status Report

Rob Brown commented on the very positive response from the community to the official's candidates program in Langley.

8. Player and Coach Development

- Update/ Status Report

A verbal report was provided by Chair of Soccer Development Committee specifically highlighting the achievements of the Soccer development staff and the fact that targets set for delivering grassroots service plan were almost complete, PTP player fees (TBC), skills programme, concussion statement and Canada Games.

ACTION#14: ED to ensure that a link to the Concussion statement is posted in the website and circulated to members once finalised/agreed.

MOTION: To amend the Mini Soccer Club Manual for LTPD Stages 1 and 2 (Under 5 to Under 8), following approval by the Soccer Development Committee and to incorporate suggested amended terminology as recommended by Chair of Referees Committee (DM/RL)

CARRIED: 121/2012

MOTION: To amend the Mini Soccer Club Manual for LTPD Stage 3 (U8-12) document approved at the AGM this year to incorporate suggested amended terminology as recommended by Chair of Referees Committee (DM/KB)

CARRIED: 122/2012

- HPL Advisory Committee Update

The Chair provided the Members with a verbal update on recent meetings of this committee.

9. Governance

- Update/ Status Report

The Chair provided the Members with a verbal update on various matters including work on membership compliance and the registrations policy manual, small sided games rules that are in development and 2013 AGM proposals.

- PAC West Associate Membership Application

MOTION: To approve the application by Pac West for associate membership (DM/KB)

CARRIED: 123/2012

10. Competitions and Soccer Events

- Adult Competitions

MOTION: To recommend that BC Soccer submit a proposal to the CSA to host Masters and Classics Tournaments in 2013 via BC Soccer Competitions Committee rep Don Dancey (DM/MB)

CARRIED: 124/2012

- Youth Competitions

The Chair provided the Members with a verbal update on various matters including the Fustal Championships in January 2013, fines for BC teams in club nationals and Special Olympics BC being incorporated into the Girls B Cup Provincial Championships in North Vancouver in July 2013.

ACTION#15: ED to ensure that a letter be included with the Club National's fine notice/invoice stating that BC Soccer has proposed new rules to the CSA to minimize the chances of this happening again in the future.

ACTION#16: ED to ensure that a letter is sent to the CSA stating its disappointment at the Club National fines being levied.

11. Judicial

- Update/ Status Report

The Chair provided a verbal update to the Members.

- Playing down applications

MOTION: To approve the playing down applications of player #1 and player #2 by consent and to further approve delegated authority for future applications to VP Youth (DD/RL)

CARRIED: 125/2012

- Discipline guidelines - proposed amendment to Standard Terms and Definitions (supporting paper attached)

MOTION: To approve the proposed amendment to Standard Terms and Definitions as recommended by staff.

CARRIED: 126/2012

- Judicial: Harassment Officer

No further update on a prospective recommendation for this role although it is hoped to have someone in place early in 2013.

MOTION: To go in Camera. (DM/MB)

CARRIED 127/2012

MOTION: To come out of Camera. (MB/DM)

CARRIED: 128/2012

12. Risk Management

- In the absence of the Committee Chair, a verbal update was provided by the Acting ED on the privacy policy was provided including that this has been posted on our website now. In addition it was agreed that an update on CRC compliance be circulated to all committee chairs.

ACTION#17: ED to ensure staff provide an update on CRC compliance to Committee chairs.

13. New business

- Strategic Plan

ACTION#18: ED to work with President to develop and appropriate posting to members on the strategic plan to include top line details and some specific examples of the metrics committed to.

- Lawsuit Update

MOTION: To go in Camera. (MB/KB)

CARRIED 129/2012

MOTION: To come out of Camera. (MB/DM)

CARRIED: 130/2012

14. Next meetings

- As per agreed schedule, 12 January 2013.

15. Adjournment

MOTION: To adjourn. (DD/HC)

CARRIED 131/2012

ACTION SUMMARY:

#	Who?	What?	By when?	Completed
1	ED	ED to ensure a copy of the Communication Protocol document is added to the Board Induction pack.	w/c 17 Dec	21 Dec
2	ED	Acting ED to ensure user manual for Clearvale is re-sent to all Board Members	w/c 10 Dec	21 Dec
3	ED	Acting ED to ensure Rob Brown and Harjit Chima are added to their respective new committees on Clearvale.	w/c 10 Dec	10 Dec
4	ED	Board members to confirm to Acting ED if they require hard copies of Board papers.	12 Jan 2013	7 Jan 2013
5	ED	Paper copies of the agenda's to be brought for all Members to all Board Meetings.	12 Jan 2013	12 Jan 2013
6	DD and MF	Chair of SDC and staff liaison to ensure that new members are invited to the next committee meeting and the meeting has access to conference call in facilities at the next meeting, due to take place 5th Jan 2012 at the Provincial Futsal Championships at Richmond Oval.	w/c 17 Dec	3 Jan 2013
7	ED	ED to ensure a note on the location and date of AGM is circulated to BC Soccer members.	w/c 17 Dec	20 Dec
8	EK	Board Liaison Ed Kennedy to assist the Finance Manager in contacting the District for their outstanding monies due.	w/c 10 Dec	10 Dec
9	CA	VP Finance to work with Chair of Governance Committee on updating the wording in Article 9.	Jan 2013	Jan 2013
10	CA	VP Finance to circulate a revised spreadsheet of 2012-13 orders and Board members to pay any outstanding monies due.	w/c 10 Dec	10 Dec

11	ED	ED to have staff investigate 'BC Soccer name tags' for Board Members.	w/c 17 Dec	w/c 24 Dec
12	ED	ED to provide a general update to members on the office move prior to Christmas.	w/c 17 Dec	20 Dec
13	ED	ED to check with Thompson Okanagan members as to date and location of a meeting.	w/c 10 Dec	20 Dec
14	ED	ED to ensure that a link to the Concussion statement is posted in the website and circulated to members once finalized/agreed	w/c 10 Dec	17 Dec
15	ED	ED to ensure that a letter be included with the Club National's fine notice/invoice stating that BC Soccer has proposed new rules to the CSA to minimize the chances of this happening again in the future.	w/c 17 Dec	21 Dec
16	ED	ED to ensure that a letter is sent to the CSA stating its disappointment at the Club Nationals fines being levied.	w/c 17 Dec	TBC
17	ED	ED to ensure staff provides an update on CRC compliance to Committee chairs.	w/c 17 Dec	8 Jan 2013
18	ED	ED to work with President to develop and appropriate posting to members on the strategic plan to include to line details and some specific examples of the metrics committed to.	w/c 17 Dec	19 Dec

Approved by:

 Name (Please Print)

 Signature

 Date

BC Soccer DOB Agenda
October 27th, 2012
Last Updated October 24th, 2012