

# MEETING MINUTES

## BC SOCCER BOARD OF DIRECTORS MEETING

Saturday June 13, 2015 3:45pm – 4:30pm

Delta Grand Villa Hotel, Burnaby

### 1. Call to Order/Roll Call

Present: Roger Barnes, (Chair), Rob Lennox, Don Moslin, Rob Brown, Chris Appleby, Kjeld Brodsgaard, Shannon Foster, Ed Kennedy, John Reed, Don Dancey, Carlos Grosso, Dino Anastopoulos, Ron Brar and Jason Elligott (Executive Director)

Regrets: Aiman El-Ramly

### 2. Welcome from President

- The President congratulated the returning Board members on their re-election (John Reed, Shannon Foster, Don Moslin, Aiman El-Ramly, Rob Brown and Kjeld Brodsgaard) the new Board members. He also congratulated and welcome newly election Board member, Ron Brar. He also offered his appreciation and thanks to those candidates not elected.
- The President stated that he was looking forward to working with all Board members during the coming year.
- All Board members were provided with Board induction package. The President specifically made members aware of signing the Conflict of Interest and Communication Confidentiality documents and provide to the ED by June 19th.

**ACTION#1: Board members to sign and provide to the ED their Conflict of Interest and Communication Confidentiality documents.**

- The President informed all members that due to the significant changes in the bylaws and rule/regulations the full Board Induction binders would not be provided until the July Board Meeting, which was the recommendation of the Executive Director.

### 3. Committees

- The President presented details of the proposed structure of the committees, chairs, vice chairs and Board Members who will be part of them.

**MOTION: To adopt the format of the Committees, Chairs, Vice Chairs and the Board members who will sit on them. (DM/RL) 65/2015**

**CARRIED**

**ACTION#2: President and ED to update Committee membership document and share with Board members and staff.**

- The President stated that the Staff Liaisons will be forthcoming from the Executive Director.

**ACTION#3: ED to coordinate with staff colleagues on allocating Committee staff liaisons.**

- The President stated the importance to of the Committee Chairs and Board Members on the respective committees to commencing working on setting the priorities over the next 12 months to be able to bring to the July board meeting, set their meeting dates and to start working on the determining the community members for the committees.

**ACTION#4: Committee Chairs to set meeting dates for their committees to the end of 2015 and share with the ED and President.**

**ACTION#5: Committee Chairs to develop with their staff liaisons and committee a formal work plan for the year to include priorities as agreed by the Board, other priorities as per the strategic plan and report periodic progress versus budget and agreed objectives.**

**ACTION#6: Committee Chairs to confirm the Community Members for their respective committees.**

- The President referred to the Committee Operating Principles and Composition document which will be updated and circulated to the Board members.

**ACTION#7: ED to update the invitation communication for Committee Chairs and Staff Liaisons to use when approaching potential community committee members. This communication will include the following:**

- **Committee Operating Principles**
- **CRC details**
- **Conflict of Interest document for signing**
- **Communication and confidentiality protocol for signing**

**4. Finance and Organization Management**

- The VP Finance reminded members of the policy relating to expenses and per diem's in light of the forthcoming Provincial Championships. Any new members joining the Board following the weekend will be made aware of the policy and the process for reviewing and sign off that is applied by VP Finance.

**5. New Business**

- Members of the Board provided comments to the disappointment to the time it was taking to received specific apparel.
- The President informed the Board members that this year the Board business cards would not state the committees that each Board member was on.

**ACTION#8: ED to coordinate and circulate an updated document with Board contact information prior to ordering cards.**

- Shannon informed the Board members that she will be commencing with immediate effect the use of her maiden name of Foster.

**6. Next Meeting**

- Evening of July 17 and morning of July 18<sup>th</sup> (prior to Cross Boarder Challenge)

**7. Adjournment**

**ACTION SUMMARY:**

#	Who?	What?	By when?	Completed
1	Board members	Board members to sign and provide to the ED their Conflict of Interest and Communication Confidentiality documents.	June 19	
2	President and ED	Update Committee membership document and share with Board members and staff.	w/c June 22	
3	ED	Coordinate with staff colleagues on allocating Committee staff liaisons.	w/c June 15	
4	Committee Chairs	To set meeting dates for their committees to the end of 2015 and share with the ED and President.	July 17	
5	Committee Chairs	Develop with their staff liaisons and committee a formal work plan for the year to include priorities as agreed by the Board, other priorities as per the strategic plan and report periodic progress versus budget and agreed objectives.	July 17	
6	Committee Chairs	Confirm the Community Members for their respective committees.	July 17	
7	ED	Update the invitation communication for Committee Chairs and Staff Liaisons to use when approaching potential community committee members. This communication will include the following: <ul style="list-style-type: none"> <li>- Committee Operating Principles</li> <li>- CRC details</li> <li>- Conflict of Interest document for signing</li> <li>- Communication and confidentiality protocol for signing</li> </ul>	w/c June 22	
8	ED	Coordinate and circulate an updated document with Board contact information prior to ordering cards.	End of June	

Approved by:

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Name (please print)

Signature

July 17, 2015

Date

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Name (please print)

Signature

July 17, 2015

Date

\*Approved at the July 17-18, 2015 Board Meeting; signed copy in BC Soccer office.