

MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Friday July 17, 2015 6pm – 9:30pm and Saturday July 18, 2015 9am – 11am

BC Soccer Offices
250 – 3410 Lougheed Highway, Vancouver BC V5M 2A4

1. Call to Order/Roll Call 6:15pm

Present: Roger Barnes, (Chair), Rob Lennox, Don Moslin, Rob Brown, Chris Appleby, Shannon Foster, Ed Kennedy, Aiman El-Ramly (regrets Friday), John Reed, Don Dancey, Carlos Grosso, Kjeld Brodsgaard, Ron Brar and Jason Elligott (Executive Director – regrets Saturday)

Regrets: Dino Anastopulos

2. Consent Agenda

- Approved including previous Board meeting minutes and committee meeting minutes.

MOTION: To approve the minutes of the June 10th and 13th board meeting and committee meeting (by consent) 66/2015

CARRIED

3. Business Arising from Minutes

- None

4. Executive Director Update / President's Comments

- Executive Directors Update
 - Board Orientation Manual (*manual circulated at the meeting*)
 - Board members were provided with the 2015-16 Board Orientation Manual.
 - Staff Survey
 - The ED provided a verbal report to the members making them aware of the completion of the recent annual staff survey and report that will be made back to staff and Board.
 - HR Update
 - The ED provided a verbal report to the members advising that the Director of Community Development employment opportunity has been posted and closed on July 15, 2015. The next step is to review the candidate submissions and interview which will be conducted via a panel, which will include 3 board members.
 - Criminal Record Checks
 - Members were reminded to complete their Criminal Record Checks that had been distributed and that prospective community members of committees will have to undertake once prior to commencing their role on a committee.
- Presidents Report
 - 2015-2016 BC Soccer Priorities (*document circulated prior to the meeting*)

- The President provided a verbal report outlining the BC Soccer 'Corporate Priorities' which was drafted by the ED and President and is based on the "incomplete business" in the overall -2012-15 Strategic Plan and last year's committee priorities. The document also includes a suggestion of which committee these objectives fit within.

- Legal Update

MOTION: To go into camera (DM/SF) **67/2015**

CARRIED

MOTION: To come out of camera (CG/DM) **68/2015**

CARRIED

- Committee Meeting Minutes
 - The members discussed if draft committee meeting minutes should be included in the board package for review and approval, even if they haven't been approved by the committee and it was agreed that they would. It was further agreed that draft committee meeting minutes once approved by the committee would not need to be brought back to the board unless there were substantial amendments.

The President requested to bring forward on the agenda the "Support of Members" and "Financial and Organizational Management" items which the members agreed.

5. Support of Members

- Strategic and Operational Plan Update (*document included in Board pack to members*)
 - The ED provided members a verbal update on the strategic plan update. It was noted that 28 out of the 52 objectives had been achieved to date and that very positive progress is being made on many of the others.
- The President took this opportunity to speak to the board members regarding the Executive Director reporting to the board and what the members wished to receive.
 - The members were reminded that generally the board receives alternating reports of the "Strategic and Operational Plan Update" and the "Executive Director Report ". It was noted that each of these reports / documents takes approximately 8 hours of the ED's time and 8-10 of other staff time combined to draft.
 - The President asked the members what type of reporting they wished to receive. The members discussed and agreed that the Executive Director Report is duplication with the committee reports and therefore is not required in its current detail as the committee chairs will report to the board via the priorities update.
 - It was agreed by the members that moving forward the ED Report will be a general / high level update on HR items and Operational priorities and issues which the ED is working on. Further it was requested that a form of a shared calendar be made available for the board members.
 - The ED noted that he is working on a better way to access and share files and will report back to the board with a recommendation by September's board meeting.

ACTION#1: ED to inform staff regarding the ED report, review a share calendar option and provide a better way to access and share documents with board.

6. Financial and Organization Management

- 2015/16 budget actuals (*updated copy circulated to members*)
 - The VP Finance made a verbal report to the statement of operations and balance sheet for 2015 that was shared with members. Committee chairs will be presented with budgets to actuals after August to utilize at the respective committee meetings.
 - The VP Finance also made comment to the interior registrations received to date which currently is similar to last year. Significant increases in spring/summer coastal youth registrations received to date were noted.
 - The VP Finance also noted that salary actuals are down due to being short staffed.
 - The VP Finance reported that the Finance Committee will be exploring an asset purchase to possibly replace the current equipment storage requirement.
 - The VP Finance noted that capital and operating costs for enabling video conferencing, including enhancing bandwidth has been approved and necessary installation work will be completed shortly.

7. BC Soccer Committees 2015-16

- Committee Priorities
 - The President thanked all those committees who have submitted their 2015-2016 Priorities.
 - Each committee chair provided a verbal overview of their respective committee priorities for the next 12 months. Each Chair noted that there may be minor wording updates however the priority items / themes are reflected in the current wording.

MOTION: To approve all committee priorities as presented. (DM/CG) 69/2015

CARRIED

- Proposed Committee Members
 - The Referee Committee Chair presented details of the proposed community members for the board consideration.

MOTION: To adopt the community members for the Referee Committee as presented (JR/DM) 70/2015

CARRIED

- Proposed Committee Members (*document circulated prior to the meeting*)
 - The President presented details of the proposed community members. The board discussed the merits of addition community members within respective committees.

MOTION: To approve the composition of Board Committees as recorded in the committee spreadsheet document (CG/DM) 70/2015

CARRIED

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

ACTION#3: ED to circulate the invitation communication for Committee Chairs and Staff Liaisons to use when approaching 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

- Due to the time associate (in some instances) in obtaining criminal record checks, the board agreed to allow any community members to participate in meetings until September 1 while the CRC is being completed.

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

- Committee Terms of Reference (2014-2015 circulated prior to meeting)
 - The President provided a verbal update outlining that each committee is to review the previous year's terms of reference and update accordingly, as well as submitted to the Governance Committee for review and approval.

ACTION#5: Committee Chairs and Staff Liaisons to review with committee members the terms of reference and submit update terms to the Governance Committee for approval.

- Committee Operating Principles and Composition (document included in Board pack to members)
 - The President verbally presented the paper as circulated. Board members supported the operating principles as presented of the Committees.
- The member discussed the practice of recording the mover and seconder of motions. To was agreed that it is required to record that motions are moved and seconded, but it serves no purpose to record which members of the assembly do so, as moving a motion does not indicate agreement with the motion.

MOTION: To end practice of recording which Board member move and second motions. (AER/RL) 71/2015

CARRIED

9. Judicial

MOTION: To go into camera 72/2015

CARRIED

MOTION: To come out of camera 73/2015

CARRIED

- Questions and clarification of Judicial procure for discipline at (multi-day) youth provincial cups. If it is known that there may be a history, and/or the issue is complicated, and/or more research is needed, on-site hearings should be suspended and referred to BCSA Judicial for later resolution.
- A question was asked about discipline at adult provincial cups including both "cup specific" and league play sanctions. While the general case is that sanctions are imposed on a "provincial cup-specific" basis, the discipline policy allows sanctions to also be imposed on league play at the committee's discretion. The matter will be reported/discussed in more detail with the Judicial Committee/Adult members.

10. Referees Committee

- A verbal report was provided by the Chair including details on a successful referee's assessor and instructor symposium at the Provincial Youth A Cup and grassroots initiatives in the various B Cup locations.

11. Competitions and Events

- Youth Competitions – Update
 - The Chair gave a verbal report on the recent Provincial Youth Championships. He thanked the various Board Members and staff for their attendance and hard work in making these so successful. It was noted the great contribution of the four LOC's.
 - There was further discussion regarding the need to schedule referees in good time, the number of assessors/mentors at each venue and the Referee Symposium being held in concert with the A Cup in Surrey. While a valuable event, this draws many referees to one of the four Cup locations. Discussion of perhaps arranging the Symposium at Premier Cup, and/or changing timing of A Cup and B Cup Finals. It was noted a separate written report is to be available on 2015 Youth Provincial Cups.
 - Concerns were raised regarding not having bronze medals in Penticton.
- Adult Competitions – Update
 - The Chair gave a verbal report which included details of the forthcoming cross-border challenge match between Men's and Women's Provincial A Cup winners EDC FC Burnaby A and North Shore Girls SC and Washington Adult Soccer state champions on July 18th at Empire Fields.

12. Player and Coach Development

- Grassroots – a verbal update was provided by the Chair including the good work that had been achieved already in delivering grassroots services and coaching courses since the start of the fiscal year. It was reported that due to concern that the current U12 age group is too young for a BC Summer Games experience, the age will change to Under 15 from 2016. The teams will be drawn from players not currently in the High Performance stream, to serve as an identification and scouting opportunity for other players from around BC.
- High Performance – a verbal update was provided by the Chair including the work being currently done on the Provincial Program and Pacific Challenge Series at UBC and the Western Canada Games at Wood Buffalo, at which BC is fielding a combined U15/16 team.

13. Governance and Membership Committee

- A brief verbal update was provided by the Chair outlining that staff and committee are currently addressing Compliance issues regarding registration information and fees for various adult and youth members.
- The following associate member renewals were approved by the Board;
 - Punjab Sporting Club (Kamloops) – Short Term Event
 - Simon Fraser University – Post Secondary Institution
 - Michael Cuccione Foundation (Kick for a Cure) – Short Term Event

MOTION: To accept the renewal associate membership applications as presented.

71/2015

CARRIED

14. Risk Management

- A brief verbal report was presented by the Chair.

15. Diversity Working Group (Cultural and Women in Soccer)

- The Chair provided a verbal update on the Committee's work since the AGM, including discussions with First Nations Soccer Association, and a plan to meet with leaders of all three First Nations members to advance aboriginal member's needs.

16. Awards and Scholarships

- The chair commended staff on the delivery of a successful Awards and Scholarship luncheon event at the AGM, with specific acknowledge and thanks to Lori D'Adndrea for stepping in at the last moment as MC.
- Very positive response to the new format, as all members can see the breadth of winners.
- Committee will address a desire to upgrade the quality of the major awards (Life Member, AC Sanford), would like future Awards Ceremonies to have the major recipients speak to the membership, and try to separate mentions of those not in attendance.

17. Nominations

- A brief verbal report was presented by the Chair.

18. New Business

- It was agreed that when updating Board Member Business Cards that only reference to the Director status and those with designated appointed role status will be referenced on the cards. It was reported that the cards have been ordered to reflect this.
- Board members' request to have name tags for use at official functions.

ACTION#6: Executive Director to arrange to name tags / pin badges for BC Soccer board members.

- Discussion of BC Soccer apparel contract/supply.

ACTION#7: Executive Director to provide a report (verbal or written) once reviewed and discussed with supplier.

21. Next Meetings

- August 22, 2015
- September 22, 2015
- October TBA

22. Adjournment

ACTION SUMMARY:

#	Who?	What?	By when?	Completed
1	Executive Director	ED to inform staff regarding the ED report, review a share calendar option and provide a better way to access and share documents with board.	September Board Meeting	
2	President and Executive Director	Update Committee membership document and share with Board members and staff.	c/w July 20	July 20
3	Executive Director	Circulate the invitation communication for Committee Chairs and Staff Liaisons to use when approaching community committee members. This communication will include	c/w July 20	Completed prior to meeting

		the following: - Committee Operating Principles - CRC details - Conflict of Interest document for signing - Communication and confidentiality protocol for signing		
4	Committee Chairs	Committee Chairs to set meeting dates for their committees to the end of 2015 and share with the ED and President.	ASAP	
5	Committee Chairs and Staff Liaisons	Review with committee members the terms of reference and submit update terms to the Governance Committee for approval.	By next Board Meeting	
6	Executive Director	Arrange to name tags / pin badges for BC Soccer board members.	By next Board Meeting	
7	Executive Director	Provide a (written or verbal) report once reviewed and discussed with supplier.		

Approved by:

Name (please print)	Signature	Date
Name (please print)	Signature	Date

