

MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday August 22, 2015 9am – 3pm

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 (9am-noon), Don Moslin, Rob Brown, Shannon Foster (9am-noon), Ed Kennedy, Aiman El-Ramly, John Reed, Carlos Grosso, Ron Brar and Jason Elligott (Executive Director)

Regrets: Kjeld Brodsgaard, Don Dancey, Dino Anastopoulos, Chris Appleby

2. Consent Agenda

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

MOTION: To approve the minutes of the July 17-18, 2015 board meeting and committee meeting (by consent) **72/2015**

CARRIED

3. Business Arising from Minutes

- None

4. Executive Director Update / President's Comments

- Executive Directors Report (circulated prior to meeting)
 - The ED provided a verbal summary of the August 2015 Executive Director Report which included:
 - Summary of high level activity over the last 4 months.
 - Human Resources Summary
 - Areas of focus for the next 6 months.
 - Recent successes / areas of challenge.
 - Operations Summary
 - Areas of focus for the next 6 months.
 - Recent successes / areas of challenge.
 - Summary of research being conducted to introduce a document management application and project / task management application to further improve the efficiency and effectiveness of the BC Soccer operations. It was noted that the board will notice slight changes in reporting at the committee level and also in accessing board / committee documentation.

- The members discussed the partnerships with Soccer Express and agreed that:
 - there should be a narrow option of apparel items to select from to ensure timing ordering and receiving,
 - there must be specified times during the year when orders are must to ensure they arrive on time,
 - to ensure BC Soccer is being represented consistently, regardless of the representatives role (i.e. staff, board, community committee member, Learning Facilitator, Referee Instructor/Assessor, etc.;
 - the main colours for apparel will be Navy, Black and White.
 - the BC Soccer logo will be on all upper body apparel.
 - sub branding is optional and determined by the specific committee responsibility for the activity. If sub branding is using, it will be small in font size than the BC Soccer logo.

ACTION#1: ED to inform appropriate staff regarding direction on apparel items and logo guidelines.

ACTION#2: ED to continue discussions with Soccer Express to develop an agreement to include defining appropriate service standards and activation at Provincial Championships.

- President’s Comments
 - The President provided a verbal update covering the following:
 - The need to ensure staff liaisons and chairs work together to ensure appropriate and agree timings are adhered to for distribution of committee documentation.
 - The upcoming Canada Soccer Member Forum call which BC Soccer has put forward the following agenda items:
 - Nationals Competitions Review update
 - Committee restructuring update
 - Discipline Policies update (including Risk Management)
 - Status of Women In Soccer Committee
 - Legal Update

MOTION: To go into camera 73/2015

CARRIED

MOTION: To come out of camera 74/2015

CARRIED

5. Financial and Organization Management

- Update on Committee Priorities, Action Plan and others
 - The ED, on behalf of the VP Finance, made a verbal report on the Cash position of the association, including year over year analysis (June 2014 to June 2015) highlighting revenue as up and operational expenses are down. It was reported that

Committee chairs and staff liaisons will be presented with budgets to actuals reports within the next 2 weeks to ensure committees are aware of their program/activity position with a request to provide comments on activity forecast to fiscal year end.

- The ED reported that the 2015-16 Gaming Grant was received. The President noted that there was items the association wished to speak with the Gaming Branch about and continue to work to schedule a meeting to discuss.
- Finance Committee provided an update on:
 - the discussion the committee had recently regarding potentially amending the fiscal year to better align with activity spend. It was noted that this is in early discussion; there would be a lot more discussion required including appropriate member consultation and bylaw amendment in order to move in this direction if deemed appropriate. It was discussed that it could be beneficial to hire a consultant in this process should it be deemed desirable.
 - the Finance Committee sub-committee charged with investigating future capital expenses.
- Update on Committee Priorities and Action Plan (circulated prior to meeting)
 - The ED provided a verbal update on the committee priorities outlining that the action items are currently being documented.

6. Judicial

MOTION: To go into camera 75/2015

CARRIED

MOTION: To come out of camera 76/2015

CARRIED

7. Governance Committee

- Update on Committee Priorities, Action Plan and others
 - The Chair spoke to the proposed membership template of Board Communication & Confidentiality Protocol (circulated prior to meeting).

MOTION: To approve the committee's recommended to introduce the proposed Board Communication & Confidentiality Protocol as proposed 77/2015

CARRIED

- The chair reminded all committees of the requirement to provide the 2015-16 Terms of Reference for each committee to the Governance Committee for review.

ACTION#3: All Committee Chairs and/or Staff liaison to provide the 2015-16 Terms of Reference for their respective committees to the Governance Committee for review / approval.

MOTION: To approve the following inter-district league renewals as recommended by the Governance Committee. 78/2015

- 4 District League
- BC Coastal Girls Soccer League
- Metro Selects League
- 5 District League
- Vancouver Island Premier League
- Vancouver/West Vancouver interlock

CARRIED

ACTION#4: ED to ensure appropriate notification is circulated to inter-district leagues.

- Update on Committee Priorities and Action Plan (circulated prior to meeting)
 - The Committee Chair provided a verbal update on the committee priorities which included status on:
 - CRM
 - Members being Registered Societies
 - Supporting the Club Charter Program development
 - Review of transfer, permitting and reinstatement rules

8. Membership Committee

- Update on Committee Priorities, Action Plan and others
 - The chair advised that the following associate member short term events were approved:
 - 55 + Senior Games
 - The members discussed the status of the Knight Soccer League (Associate Member Adult League) as BC Soccer has yet to receive registration data and payment which was stated as a requirement in their associate membership renewal notification letter dated April 30, 2015.

MOTION: To declare the Knight Soccer League not in good standing for failure to comply with letter dated April 30, 2015. 79/2015

CARRIED

ACTION#5: ED to ensure appropriate notification is sent to the Knight Soccer League on behalf of the board.

- Update on Committee Priorities and Action Plan (circulated prior to meeting)
 - The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Short Term Events and Registration Options
 - Reviewing Associate Membership Categories

9. Women In Soccer Working Group

- Update on Committee Priorities, Action Plan and others
 - The chair advised that a new community member was willing to join the working group.

MOTION: To approve Brittany Baxter as a community member of the Women In Soccer Working Group pending appropriate receipt of committee documentation. **80/2015**

CARRIED

- The chair provided an update on the ViaSport Partnership Legacy Project and noted that a committee member would be attending each of the regional seminars.
- Update on Committee Priorities and Action Plan (circulated prior to meeting)
 - The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Increase the level of participation and leadership engagement of women
 - Increase inclusivity on club/local boards & committees and provide support and means for women wanting to participate
 - Develop a network of female leaders, mentors and mentees

MOTION: To approve 10K budget for the new Women In Soccer Working Group to spend on appropriate initiatives in alignment with BC Soccer Strategic Plan in this area. **81/2015**

CARRIED

10. Diversity / Cultural Working Group

- Update on Committee Priorities, Action Plan (circulate prior to meeting) and others
 - The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Cultural Collaboration: Increase the engagement of cultural groups in BC Soccer events and activities
 - Aboriginal Partnerships: Increase the engagement of aboriginal groups in BC Soccer events and activities
 - Work in an advisory capacity to other committees and members of the Board in the areas of gender/cultural best practices, policy and governance as needed

11. Referees Committee

- Update on Committee Priorities, Action Plan and others
 - The chair advised that a recent community member (Arnar Bernhardsson) stepped down from the Referee Committee.
 - Update on Committee Priorities and Action Plan (circulated prior to meeting)

- The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Increased education and support of Grassroots Referees
 - Continued development of existing Instructor and Assessor Pool
 - Increased education & support of Head Referees
 - Female Referee Development in all areas
 - Increase the exposure & placement of referees in Adult Leagues

12. Competitions and Events

- Youth Competitions – Update on Committee Priorities, Action Plan (circulated prior to meeting) and others
 - The President on behalf of the Committee Chair provided a verbal update on the committee priorities which included status on:
 - Eliminate/reduce the problems that teams have booking accommodations for Provincial Cups held in the interior.
 - Restructure the Interior Play Downs qualification rules to meet the needs of those members.
 - Introduce new or improved medals/awards at all Youth Competitions
- Adult Competitions – Update on Committee Priorities, Action Plan (circulated prior to meeting) and others
 - The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Develop a more comprehensive hosting guideline for Adult Provincial Cup finals outlining specific responsibilities and volunteer needs.
 - Increase the female representation in the Women's Provincial Cup finals, both on field and off field officials.
 - Recreate the process of allocating Provincial Cup berths to our members' leagues.
 - Re-Work the Discipline in Provincial Cup rules.

13. Player and Coach Development

- High Performance – Update on Committee Priorities, Action Plan and others
 - The chair provided a verbal update outlining:
 - 11 of the 13 players recently selected for Whitecaps Residency Program are from HPL franchises
 - 7 female players from BC have been invited to the upcoming U17 National Camp (28% of the camp are players from BC)
 - Update on Committee Priorities and Action Plan (circulated prior to meeting)
 - The Committee Chair provided a verbal update on the committee priorities which included status on:
 - BCSPL Governance and Structural Review; findings from Varian Report.

- To develop HP License to increase overall accountability and technical standards within the BCSPL.
 - To lead the evolution of the 2016 HP program to be the developmental bridge between the REX and Residency Programming.
 - To lead the attainment of Coaching Development objectives within the HP Stream in BC, specifically Rule # that 100% of HP Head Coaches are to have CSA National B License by June 2016.
- Grassroots – Update on Committee Priorities, Action Plan and others
 - The chair provided a verbal update noting:
 - 19 member/affiliate organizations have been still outstanding on LTPD engagement (link and logo on website). The members discussed and agreed that the board the next step is the board regional liaisons to reach out to the groups for the final push to deliver against this strategic objective.
 - The Summary of Coaching and Grassroots Services (report circulated prior to meeting).
 - The Chair spoke to the amended and proposed updated Small Sided Soccer Club Development Manual (circulated prior to meeting).

MOTION: To approve the committee’s recommended amendments to the Small Sided Soccer Club Development Manual including implementation timelines. **82/2015**

CARRIED

ACTION#6: ED to ensure appropriate notification is sent to the membership within 15 days of board meeting.

- In follow up to the April 2015 Board Meeting, the Chair spoke to the amended and proposed Concussion Policy (circulated prior to meeting).

MOTION: To approve the committee’s recommended draft of the Concussion Policy subject to reword as a BC Soccer policy which the members and affiliated must adopt. **83/2015**

CARRIED

ACTION#7: Grassroots Soccer Development Committee chair and staff liaison to update policy to reflect appropriate wording and to send to the membership.

- Update on Committee Priorities and Action Plan (circulated prior to meeting)
 - The Committee Chair provided a verbal update on the committee priorities which included status on:
 - Support Mandatory Coach Education
 - LTPD Engagement - Club Charter
 - LTPD Engagement - Technical Support Visits
 - Under 18 & Beyond

14. Risk Management

- Update on Committee Priorities, Action Plan and others
 - The chair provided an update on the status of Criminal Record Check completion for the various role groups within BC Soccer, including Staff, Board, Coaching Learning Facilitators, Referee Instructors/Assessors/Development Officers, etc.

ACTION#8: Appropriate Committee Chairs and/or Staff liaison to ensure individuals within their respective areas have completed a CRC as per BC Soccer Rule 21.

- Update on Committee Priorities and Action Plan (circulated prior to meeting)
 - The Committee Chair provided a verbal update on the committee priorities which included status on:
 - To deliver a risk management workshop/webinar to members
 - To create a Risk Management Best Practice Guide/Checklist and deliver to members
 - To create a Risk Registry for BC Soccer's internal risk management (living document)

15. Awards and Scholarships

- Update on Committee Priorities, Action Plan and others
 - The Committee Chair provided a verbal update on recently activity including visiting BC Soccer trophy partner / Clarkes to review options for awards moving forward.

16. Nominations

- It was noted that there was no activity to report at this time.

17. Regional Tier 3

- Update on Committee Priorities, Action Plan (circulate prior to meeting) and others
 - A Committee Member provided a verbal update on the committee priorities which included status on:
 - Develop a Business Plan for the League.
 - Develop the Franchise application for 'Request for 'Tender' process.
 - Develop the Technical Standards of Operation for the League.

17. New Business

- Board member name tags and business cards were distributed, along with BC Soccer umbrellas.

18. Next Meetings

- Saturday September 19th
- Saturday October 24th or November 7th (TBD)
- Saturday December 5th

22. Adjournment

