



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday November 7, 2015 9:30am

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

1. Call to Order/Roll Call 9:30am

Present: Roger Barnes (Chair), Rob Lennox, Don Moslin, Rob Brown, Don Dancey, Ed Kennedy (conference call), Aiman El-Ramly, John Reed, Carlos Grosso, Ron Brar, Shannon Foster, Chris Appleby and Jason Elligott (Executive Director).

Regrets: Dino Anastopulos and Kjeld Brodsgaard

The President noted that within the last few weeks there have been long-time members of the soccer community who have passed away, along with this being the meeting directly prior to Remembrance Day, therefore the Board held a moment of silence to remember. The individuals that were noted were Martin Foden, Pete Skinner and Dave Fryatt.

2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

MOTION: To approve the minutes of the September 19, 2015 Board meeting and committee meeting minutes (by consent) 102/2015

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 November 7, 2015 Executive Director Report which included:
 - Human Resources Summary (success/challenges/areas of focus), including:
 - providing a verbal summary of the recent annual staff survey and key outcomes/findings. The Board members provided positive feedback on the

survey and supported the ED in implementing this to provide an annual vehicle for staff insight.

- an update on status of filling the Member Services Coordinator vacancy, along with the part time high performance and club charter / grassroots leads.
- Operations Summary (success/challenges/areas of focus), including:
 - outlining the extensive activity over the last 4 weeks to meet the requirements of the ViaSport BC Sport System Investment Review. This work led to a 250-page report which provides documented responses and evidence to address each question within the ViaSport Sport System Investment Review Evaluation Matrix and provided the support to the in-person evaluation meeting held on November 4.
 - introduction and implementation of the online calendar of Association events.
 - hardware and software updates / improvements within the office.
 - Club Charter development including early stages of implementation timelines.

ACTION #1: ED to circulate to the Board members the ViaSport BC Sport System – Investment Review Evaluation Matrix Report.

President’s Comments / the President provided a verbal update covering the following:

- The President provided a verbal update specific to the recent Canada Soccer Members Forum meeting which took place in late October. The following items were discussed as part of the meeting:
 - Nationals Competitions Review update
 - Committee restructuring update
 - Discipline Policies update (including Risk Management)
 - As part of this, Canada Soccer proved a very good Conduct and Ethics document, which has been circulated to both the Discipline and Risk Management Committees. It was noted that this document, moving forward would replace the need for BC Soccer to have its Harassment Policy.
 - Status of Women In Soccer Committee

ACTION #2: Risk Management Committee to review Canada Soccer Conduct and Ethics document with a view to replacing the BC Soccer Harassment Policy.

- The President further provided for discussion the presentation which BC Soccer provided at the Canada Soccer Members Forum Meeting regarding player registration status and trends in Canada (circulated prior to the meeting). As part of this discussion the Board brought up the work that was completed 2/3 years ago by the membership ad-hoc committee.

ACTION #3: ED to circulate to the Board members the discussion paper which was developed by the BC Soccer Membership Ad-hoc committee.

Legal Update

MOTION: To go into camera 103/2015

CARRIED

MOTION: To come out of camera 104/2015

CARRIED

5. Financial and Organization Management

The VP Finance made a verbal report on the status of the association compared to last year at the same time. It was stated that the association continues to be in good health financially. It was further reported that the committee forecasting process is designed to ensure committees are aware of their program/activity position with a view to fiscal year-end. It was noted that the deadline for final reforecasting to year-end for the committees is November 20, 2015. Further, it was stated that should there be any underspends that the Board would potentially consider any program/activity/additional spend proposals at the December Board meeting.

ACTION #4: Committee Chairs to review their specific budgets and provide their reforecasting to the Director of Finance by November 20, 2015.

The VP Finance provided the proposed Capital Expense budget for 2017 to the Board for their consideration (circulated prior to the meeting).

MOTION: To approve the 2017 Capital Expense Budget as presented. 105/2015

CARRIED

The VP Finance advised that the process for Board of Directors to submit expenses is as follows:

- General activity – directly to the VP Finance
- Programming / Event specific – approval from the appropriate committee chair and then to the VP Finance.

Update on Committee Priorities and Action Plan (circulated prior to meeting)

- The VP Finance / Committee Chair provided a verbal update on the committee priorities which included status on:
 - Internal Financial Policies
 - Electronic Fund Transfer
 - Allocation of funds on programming and activity
 - Process for reviewing member financials
 - Cash Surplus / Facility sub-committee update

6. Judicial

MOTION: To go into camera 106/2015

CARRIED

MOTION: To come out of camera 107/2015

CARRIED

The Committee Chair spoke to the discipline policies and procedures and sanction guideline amendments that the committee have discussed and agreed. It was noted that the amendments were a combination of incorporating the content from the new Canada Soccer Code of Ethics document, simplifying wording and the new portion on adult abuse regarding youth, which BC Soccer is taking a zero tolerance approach to.

MOTION: To approve the updated BC Soccer Discipline Policy and Procedure document and Sanction Guideline as drafted, subject to minor housekeeping items. 108/2015

CARRIED

ACTION #5: ED to ensure discipline policy and procedures is updated and appropriate notification is sent to the membership within 15 days of Board meeting.

7. Strategic Planning Committee

The Committee Chair provided a verbal update / presentation on the 2016-2019 Strategic Plan using the drafted plan (circulated prior to meeting) as a guide.

MOTION: To approve the drafted of the updated BC Soccer vision statement as draft, being "Ensure every British Columbian has the opportunity to be involved in soccer as part of a lifelong commitment to active, healthy and involved lifestyle." 109/2015

CARRIED

MOTION: To approve the drafted of the updated BC Soccer mission statement as draft, being "To govern, promote and develop the game of soccer in British Columbia in a professional and progressive manner as we provide technical and operational leadership in cooperation with our members and provincial and national partners." 110/2015

CARRIED

MOTION: To approve the drafted objectives as outlined within the BC Soccer 2016-2019 Strategic Plan, which was circulated prior to the meeting subject to objective #3 becoming #1 and #1 becoming #3. 111/2015

CARRIED

The Committee Chair advised that the qualified and quantified charts which provide more details on delivering against the objectives have been drafted and are currently ready for circulation to the board members and staff.

ACTION #6: ED to circulate the qualified and quantified charts to Board members for review and for the members to bring any comments, suggestion, additions, omissions to the committee chair by the end of November which will be brought forward and discussed at the next Board meeting (December).

ACTION #7: ED to circulate the qualified and quantified charts to the staff for review and for the staff to bring any comments, suggestion, additions, omissions to the ED by the end of November which will be brought forward and discussed at the next Board meeting (December).

8. Governance Committee

The Committee Chair provided a verbal update on recent meetings that have taken place, including ones with:

- Youth Forum / District Chair's Meeting
- Alouette District
- Surrey Metro, South District Girls and Delta Youth Soccer Associations

Update on Committee Priorities and Action Plan (circulated prior to the 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
 - It was noted that this was discussed at the Youth Forum / District Chair's Meeting and the members didn't show an interest in amending these rules.

MOTION: To go into camera **112/2015**

CARRIED

MOTION: To come out of camera **113/2015**

CARRIED

9. Membership 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:
 - Short Term Events and Registration Options
 - Reviewing Associate Membership Categories

10. Diversity / Cultural Working Group

The Committee Chair provided a verbal update including:

- that the Associate Membership aboriginal group NIFA recently won the World Indigenous Games female soccer Championships in Brazil.
- November 17, 2015 ViaSport will be releasing a guideline for best practice regarding gender equity.
- BC Sports Hall of Fame is able and willing to display the BC Soccer Big Red Jersey

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:
 - 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
- The Committee Chair advised that Dano Thorne due to time commitments has requested to step down from being a member of the Diversity Working Group and be replaced by Bill Wasden.

MOTION: To replace Dano Thorne with Bill Wasden on the BC Soccer Diversity Working Group.
114/2015

CARRIED

ACTION #8: ED to ensure website is updated, staff liaison is aware and criminal record check compliance is completed.

11. Women In Soccer Working Group

The Committee Chair provided a verbal update including:

- A brief overview of the Women’s Leadership Conference (paper circulated prior to the meeting)

MOTION: To provide conceptual support of the conference subject to providing more detail regarding timing and associated budget.
115/2015

CARRIED

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
- The Committee Chair requested to add Jasmine Mander to the Women In Soccer Working Group.

MOTION: To add Jasmine Mander as a member of the Women In Soccer Working Group.

CARRIED

ACTION #9: ED to ensure website is updated, staff liaison is aware and criminal record check compliance is completed.

12. Player and Coach Development

High Performance – Update on Committee Priorities, Action Plan and others

- The Committee Chair provided a verbal update including:
 - Status on the development of the High Performance License
 - Having 5 BC born players in the most recent Canada U 17 Camp. It was noted that 6 players within this camp are Whitecaps FC players.
- 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 #23 that 100% of HP Head Coaches are to have CSA National B License by June 2016.
- The President and ED provided a verbal update on the REX Program. Note: Board members Carlos Grosso and Ron Brar stepped out of the meeting for this update.

Grassroots – Update on Committee Priorities, Action Plan and others

- 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
 - Noting the detailed planning work being done on the Learning Facilitator training scheduled for January 2016.
 - LTPD Engagement - Club Charter
 - Criteria were circulated prior to the meeting and it was noted that only the baseline / entry point will be launched when the program is announced.
 - LTPD Engagement - Technical Support Visits
 - Under 18 & Beyond
 - Meetings are planned to bring the Adult Leagues and graduating Youth programming together to ensure the links are made stronger between the youth and adult members within the association.

MOTION: To provide support of the Club Charter baseline / entry criteria as drafted. 116/2015

CARRIED

13. Competitions and Events

- Youth Competitions – Update on Committee Priorities, Action Plan (circulated prior to meeting) and others
 - The Committee Chair provided a verbal update including:
 - Thanking the directors who attended National Competitions.
 - Noting the FUTSAL Competition date
 - The 2016 Provincial Premier Championships will be held on the last weekend of June in the Okanagan.
 - 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 including:
 - May 15, 2016 will be the Adult Male Provincial Cup Finals in Victoria.
 - May 16, 2015 will be the Adult Female Provincial Cup Finals in Victoria.
 - A specific note of thanks to the Discipline Committee and Chair on the work completed and the amendments to the competitions portion of the BC Soccer Discipline Policy.
 - 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.

14. Regional Tier 3

The Committee Vice Chair provided a verbal update on the committee priorities which included status on:

- Develop a Business Plan for the League.
 - Draft circulated prior to the meeting.
- Develop the Franchise application for 'Request for 'Tender' process.
- Develop the Technical Standards of Operation for the League.

The Committee Vice Chair requested to add Alan Errington to the Regional Tier 3 Committee.

MOTION: To add Alan Errington as a member of the Regional Tier 3 Committee. 117/2015

CARRIED

ACTION #10: ED to ensure website is updated, staff liaison is aware and criminal record check compliance is completed.

15. Referees Committee

The Committee Chair provided a verbal update including:

- The good discussion at the recent meeting regarding the direction of the referee program.
- Abuse of youth officials must stop and appreciated the work that the discipline committee is doing to support this. It was requested for Judicial to interact more with the Referee Committee, which was supported by the Board as a whole.
- Referee retention is an issue.

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

It was requested that the list of the top 50 or 100 referees that are used by the Referee Program to be circulated to the Adult Leagues.

ACTION #11: Referee Committee to ensure the list of the top 50 or 100 referees that are used by the Referee Program to be circulated to the Adult Leagues.

12. Risk Management

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., along with a strong reminder to ensure Criminal Record Checks are completed for the individuals within respective portfolios, or, as per the Internal Compliance Policy, they are not able to be used.

ACTION #12: ED to ensure staff members who are assigning individuals to activity on behalf of BC Soccer are only scheduling ones who have completed their criminal record check requirement.

Items that were further discussion include:

- Who is responsible to ensure adult referees have completed their criminal record check? The members were made aware that the Risk Management Committee reviewed this when the rule was first introduced and as stated in the best practice guide, the association /

organizations who is assigning the referee is responsible to ensure a CRC is on file. It was noted that the Risk Management Committee is reviewing this further.

- The need for more information to be shared regarding concussion management with the Club Nationals Pre Competition meeting.

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)

17. Awards and Scholarships

The Committee Chair provided a verbal update including reviewing the Sport BC Awards and what BC Soccer's involvement should be.

Update on Committee Priorities and Action Plan (circulated prior to the meeting)

- The Committee Chair provided a verbal update on recently activity including;
 - visiting BC Soccer trophy partner / Clarkes to review options for awards moving forward.
 - Creating more BC Soccer awards within Refereeing (Youth Grassroots Referee, High Performance Referee and Adult Referee award)
 - The need to promote the awards and scholarships program earlier and consistently.

18. Nominations

Update on Committee Priorities, Action Plan and others

- The Committee Vice Chair provided a verbal update on recently activity including;
 - Working to provide more information to various groups, including the Diversity Working Group with the aim to increase the understanding of the Board member roles and process to become involved.

17. New Business

The members were made aware of the resignation of Dino Anastopoulos as of November 7 from the BC Soccer Board of Directors, along with the High Performance, Grassroots and Adult Competitions Committee.

In line with the BC Soccer bylaws the Board discussed next steps.

MOTION: In accordance with Article 4 of the Bylaws, the Board has agreed to at the December 2015 meeting "Appoint a new Director to serve in his stead until the next ensuing Annual General Meeting". **118/2015**

CARRIED

ACTION #13: Board members to bring appropriate nominations to fill the vacant Board of Director position to the December 5, 2015 Board meeting.

ACTION #14: President and ED to send appropriate communication informing the membership.

MOTION: To appoint Ron Brar as Vice Chair of the High Performance Committee.
119/2015

CARRIED

MOTION: Approve Dino Anastopoulos to continue as a community member of the Regional Tier 3 Committee contingent on Committee Chair wishing so. 120/2015

CARRIED

The members were informed of the following:

- Outreach sessions are currently being scheduled with COYSA, NOYSA and Kamloops to take place within the next 3-4 weeks.
- BC Soccer is currently working with Canada Soccer regarding sanctioning of the Americas Masters Games, therefore if you receive any inquiries to direct them to the Executive Director.
- Discussion about community committee members completing tasks if they are club / district staff, and need for the committee member to speak with their employer prior.
- The Men's National Team is playing Honduras on November 13 at BC Place.

18. Next Meetings

- Saturday December 5th
- Saturday January 16th

22. Adjournment

- 3:45pm

ACTION SUMMARY:

#	Who?	What?
1	Executive Director	ED to circulate to the Board members the ViaSport BC Sport System – Investment Review Evaluation Matrix Report.
2	Risk Management Committee	Risk Management Committee to review Canada Soccer Conduct and Ethics document with a view to replacing the BC Soccer Harassment Policy.
3	Executive Director	ED to circulate to the Board members the discussion paper which was developed by the BC Soccer Membership Ad-hoc committee.
4	Committee Chairs	Committee Chairs to review their specific budgets and provide their reforecasting to the Director of Finance by November 20, 2015.
5	Executive Director	ED to ensure discipline policy and procedures is updated and appropriate notification is sent to the membership within 15 days of Board meeting.
6	Executive Director	ED to circulate the qualified and quantified charts to Board members for review and for the members to bring any comments, suggestion, additions, omissions to the committee chair by the end of November which will be brought forward and discussed at the next Board meeting (December).
7	Executive Director	ED to circulate the qualified and quantified charts to the staff for review and for the staff to bring any comments, suggestion, additions, omissions to the ED by the end of November which will be brought forward and discussed at the next Board meeting (December).
8	Executive Director	ED to ensure website is updated, staff liaison is aware and criminal record check compliance is complied.
9	Executive Director	ED to ensure website is updated, staff liaison is aware and criminal record check compliance is complied.
10	Executive Director	ED to ensure website is updated, staff liaison is aware and criminal record check compliance is complied.
11	Referee Committee	Referee Committee to ensure the list of the top 50 or 100 referees that are used by the Referee Program to be circulated to the Adult Leagues.
12	Executive Director	ED to ensure staff members who are assigning individuals to activity on behalf of BC Soccer are only scheduling ones who have completed their criminal record check requirement.
13	Board Members	Board members to bring appropriate nominations to fill the vacant Board of Director position to the December 5, 2015 Board meeting.
14	President & Executive Director	President and ED to send appropriate communication informing the membership.

Approved by:

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