



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday July 16, 2016 9:30am

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

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

Present: Kjeld Brodsgaard (Chair), Aiman El-Ramly, Chris Appleby, Rob Lennox, Don Moslin, Rob Brown, Don Dancey, Ed Kennedy (conference call 12:30pm – 2:15pm), Carlos Grosso, John Reed, Shannon Foster (9:30am – 1:15pm), Chuck Bennett, Leanna Napolitano and Jason Elligott (Executive Director).

Regrets: Ron Brar

2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

Note: request made to move the Referee and Competitions update to the last two items discussed at the meeting.

MOTION: To approve the minutes of the June 11 & 12, 2016 Board meetings and committee meeting minutes (by consent) **71/2016**

CARRIED

3. Business Arising from Minutes

None

4. Executive Director update / President's Comments

The Executive Director circulated to each board member the 2016/17 board orientation manual.

The Executive Director provided a verbal summary of the July 2016 Executive Director Report (circulated prior to meeting) which included:

- Summary of high level activity over the last 4 months.
- Board Orientation Manual (Board members were provided with the 2016-17 Board Orientation Manual at the meeting)
- Criminal Record Checks, members were updated on the process regarding vulnerable section CRC and were provide with the appropriate letter to take to their local police detachment.

Members were also reminded that prospective community members of committees will have to undertake once prior to commencing their role on a committee.

- Human Resources Summary
 - Update, including status of Grassroots Development Officer recruitment.
 - Areas of focus for the next 6 months.
 - Recent successes / areas of challenge.
- Operations Summary
 - Update on completed activity, including delivery of:
 - Provincial Championships LOC meeting, Adult Provincial Cup Draw and Finals, Annual General Meeting, Awards and Scholarship Celebration, Youth Provincial Championships and Referee Instructor & Assessor Symposium.
 - Areas of focus for the next 6 months, including:
 - Club Charter Program, CRM and discipline system development, High Performance Programming Activity, Coaching Course offerings, new policies implementation and online education research, Technical Director Forums implementation, Referee clinic offerings, Implementing EFT and Larger projects / pieces of work coming out of the various consultant reports.

The Executive Director also provided a high level summary update of the 2016-2017 Operations Plan which was approved at the April 2016 board meeting, along with a brief verbal update on the software platform used to monitor the action against the agreed tasks and objectives. The Operations Plan supports the current committee structure and ensures that each are working towards the agreed association wide strategic objectives. The next step will be for the specific staff liaison to provide an update on the operational items within their area to the respective committee chair/members and for each committee to review upon their formation of the new committee (July/August), with the potential to amend the plan if the committee raises new issues which the board then adopts.

ACTION#1: Executive Director (or designate) to work with appropriate committee staff liaison to ensure appropriate portions of operations plan is shared with the respective committee chair.

The President spoke to the July 2016-June 2017 Board and Committee Meeting Proposed Meeting Schedule document which was circulated prior to the meeting. Members were reminded that committees shall meet whenever the Committee Chair deems it necessary however the member generally accepted the suggested meeting schedule for each committee for the July 2016 to June 2017 year as presented.

MOTION: To accept the July 2016 to June 2017 board meeting and (in principle) the committee meeting schedule as presented (and circulated prior to the meeting). 72/2016

CARRIED

ACTION#2: Executive Director (or designate) to ensure committee staff liaisons receive the suggested July 2016-June 2017 committee meeting schedule.

Members were informed that for this year's committees, in addition to including the committee meeting minutes in the board meeting packages, a committee report (1 pager) will be introduced to accompany the minutes. This report will be provided on behalf of the respective committee chair and

the staff liaison and be a topline summary of high level items that the entire board should be aware of. It is to include any motions or recommendations coming out of the committee that the board is to consider / vote on at the respective meeting.

ACTION#3: Committee Chairs to work with their respective staff liaisons prior to each board meeting to ensure an appropriate committee report is provided in the timelines request to be included in the meeting board package.

The President spoke to the Board Regional Liaison Program and the regions that are assigned to each board member.

MOTION: To accept the 2016/17 Board Liaison Regions circulated prior to the meeting (including the addition of the Okanagan Region to the VP Finance). 73/2016

CARRIED

ACTION#4: Executive Director (or designate) to ensure the website is updated accordingly.

The board welcome the third party consultant to make their presentation and the Executive Director reminded the members that the association has signed a nondisclosure statement.

MOTION: To go into camera 74/2016

CARRIED

MOTION: To come out of camera 75/2016

CARRIED

ACTION#5: Executive Director (or designate) to follow up accordingly with the third party, along with the other agencies discussed and to provide a letter of support as appropriate.

5. Committee Composition

The President presented details of the proposed structure of the committees, chairs (circulated prior to the meeting), vice chairs and Board Members who will be part of them.

Finance & Audit, Chris Appleby
Nominations, Carlos Grosso
Governance, Rob Lennox
Membership, Chuck Bennett
Adult Competitions, Rob Brown
Youth Competitions, Don Dancey
Soccer Development Grassroots, Don Moslin
Soccer Development High Performance (including HPL), Carlos Grosso
Referees, John Reed
Judicial, Aiman El Ramly
Awards/Scholarship, Rob Brown

Women in Soccer, Shannon Foster
Diversity in Soccer, Shannon Foster
Risk Management, Ed Kennedy
Regional Tier 3, Kjeld Brodsgaard
Facility Development, Ron Brar
Society Act Implementation, Aiman El Ramly

MOTION: To approve the Committee Chairs as presented.

77/2016

CARRIED

ACTION#6: Board Members who are interested in sitting on a committee, to make their interest known to the respective committee chair.

ACTION#7: Committee Chairs to work to populate their respective committees with board and community members and bring to the next board meeting for approval.

ACTION#8: President and Executive Director to update Committee membership document and share with Board members and staff.

The Executive Director advised who the staff liaisons are for the respective committees for 2016-2017.

The President stated the importance to of the Committee Chairs and Board Members on the respective committees to review the operation plan items once received to ensure priorities are being focused on over the over the next 12 months. The Chairs were also requested to reach out to their staff liaison to start working on the determining the community members for the committees.

ACTION#9: Executive Director (or designate) to provide 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**

The 2015/16 Committee Terms of Reference were circulated at the meeting to the respective 2016/17 Committee Chairs.

ACTION#10: Committee Chairs in consultation with their respective staff liaison to review their committee's terms of reference, provide any necessary edits and submit to the governance committee via the Director of Community Development, for review.

The President advised the members that should the respective committee be required to make any decision due to timelines and deadlines that the chair is to use the members of the 2015-2016 committee until the 2016-2017 committees are fully populated with other board and community members.

ACTION#11: Executive Director (or designate) to advise the staff liaison regarding any committee decisions between now and the next board meeting.

6. Finance Committee

The VP Finance confirmed that with past President Roger Barnes stepping down from the board, BC Soccer is required to have add appropriate signers and access to BC Soccer accounts.

MOTION: To approve Kjeld Brodsgaard and Carlos Grosso as bank account signees on BC Soccer's operating bank account and remove Roger Barnes. 78/2016

CARRIED

MOTION: To approve Kjeld Brodsgaard and Rob Lennox to gain online access/authorization to BC Soccer's operating bank account and CAFT (EFT) authorization and remove Roger Barnes. 79/2016

CARRIED

MOTION: To approve Kjeld Brodsgaard (\$2,000 limit) and staff member, Lori D'Andrea (\$1,000 limit) to obtain a BC Soccer corporate credit card. 80/2016

CARRIED

ACTION#12: Executive Director (or designate) to complete the appropriate paperwork to apply the above motion approvals.

The VP Finance provided a verbal updated which included:

- the updated registration submissions from the membership which were circulated at the meeting
- the consultation work being completed with a finance firm regarding the Notice to Reader requirement

7. Judicial

MOTION: To go into camera 81/2016

CARRIED

MOTION: To come out of camera 82/2016

CARRIED

The Judicial Chair circulated on the day and spoke to the suggested amendments to section 1.12. within BC Soccer's Conduct, Ethics and Discipline Standards Policy and Procedures.

MOTION: To accept the policy amendments as presented. 83/2016

CARRIED

ACTION#13: Executive Director (or designate) to update BC Soccer's Conduct, Ethics and Discipline Standards Policy and Procedures and circulate to the membership within the next 15 days.

The Judicial Chair further circulated on the day and spoke to the suggested amendments to section 11.1. within BC Soccer's Conduct, Ethics and Discipline Standards Policy and Procedures.

MOTION: To accept the policy amendments as presented.

84/2016

DEFEATED

The Judicial Chair provided a verbal update which included:

- the housekeeping amendments to align with the Youth Competitions Rules and Regulations regarding yellow cards,
- status of various appeals,

8. Player and Coach Development

High Performance Soccer Development Committee

- The Committee Chair provided a verbal update which included:
 - Status of the High Performance License
 - Update on the recent July 2016 High Performance Development Camp held in Vancouver and Burnaby

Grassroots Soccer Development Committee

- The Committee Chair provided a verbal update which included:
 - Advising that the Summer Games is commencing on July 21 in Abbotsford

9. Society Act Transition Working Group

The Committee Chair provided a verbal update advising the board that this is a new committee and will be made up of staff and board to ensure appropriate action is taken to meet the requirements of the new BC Society Act.

10. Governance Committee

The Committee Chair provided a verbal update including:

- Advising that the Chair will be supported by the 1st Vice President who is leading the process to assist South District, Surrey Metro and Delta Youth on the transition to the new one district model which was approved at the 2016 AGM,
- Youth League rules and regulations are being received as per the regulations which will be reviewed over the coming weeks,
- The MSL has requested assistance in reviewing their league rules and regulations, which BC Soccer has confirmed would be done by the Governance and Judicial Committee Chair.

11. Membership Committee

The Committee Chair provided a verbal update including:

- Advising that the committee has received and approved 10 associate membership renewal applications where are:
 - Vancouver Whitecaps FC (For Profit Organization)
 - Native Indian Football Association (Other)
 - One Team United Soccer Society (Short Term Event)
 - GN Sporting Club (Not For Profit Organization)
 - Punjab Sports Club Kamloops BC (Short Term Event)
 - University of Victoria (Post-Secondary Institution)

MOTION: To accept the Associate Member renewals as presented.

85/2016

CARRIED

12. Risk Management

The Committee Chair and Executive Director, provided an update including:

- Advising that a letter was sent to Canada Soccer's Medical Committee requesting guidance on the topic of youths age 12 year and under being able to head a soccer ball in March 2016 and has not been formally responded to.

13. Diversity / Cultural Working Group

The Committee Chair provided a verbal update including:

- There has been positive discussion with Aboriginal Sport, Recreation & Physical Activities Partners Council regarding the drafting of a inclusion policy which the Diversity Working group is working towards.

14. Women In Soccer Working Group

The Committee Chair provided a verbal update including:

- Advising that the public call for community committee members has been successful as they had received expression of interest from approximately 30 individuals across the province.
- The Working Group still has plans to host a Women In Soccer Conference in April 2017 if the association is not going to be hosting a full soccer conference.

The members discussed the conference and it was noted that within the 2016-2019 Strategic Plan it states that the association is to host a soccer conference by 2019. It was noted that further discussion is required.

15. Regional Tier 3

The Committee Chair provided a verbal update including:

- The committee had not met within the last few months,
- There are strong drafts of both the Business Plan and Operations Manual for the league,

- Next step is to develop the Franchise application for 'Request for 'Tender' process.

16. Awards and Scholarships

The Committee Chair provided a verbal update including advising:

- The Scholarships Application Form has been updated and will be posted on the BC Soccer website.

17. Nominations

The Committee Chair provided a brief verbal update including:

- The committee had not meet and therefore there was nothing to update on.

18. Referees Committee

The Committee Chair provided a verbal update including advising:

- Number of referee clinic offerings over the last 4 months,
- Update on the number of Assessors and education provided to them.

19. Competitions and Events

Youth Competitions Committee

- The Committee Chair provided a verbal update including:
 - A successful 2016 Youth Provincial Championships took place over the last few weekends (noting challenges with referee schedule in Penticton and West Vancouver locations)
 - Acknowledgment and thanking of the great LOCs (Burnaby District, West Vancouver Soccer Club and Pinnacles FC) this year, along with the various board members who supported the onsite delivery of the events.
 - Acknowledgement and thanking of the Coastal Cup LOC (Aldergrove Soccer Club), TOYSL, Northern and Kootenay members for their commitment and working regarding the match play down process. Special thanks provide to Chuck Bennet for his work on the Kootenay play downs.
 - The committee will be reviewing the Player Pick Up rules to improve the process with the objective of limited the number of requests.

MOTION: To go into camera 85/2016

CARRIED

MOTION: To come out of camera 86/2016

CARRIED

ACTION#14: Executive Director to ensure appropriate documentation is complete and steps are taken to ensure future instances of this nature do not occur.

Adult Competitions Committee

- The Committee Chair provided a verbal update including:
 - Acknowledgment and thanking of the great LOCs on the Island (VISL and LIWSL).
 - Advising that the Cross Boarder Challenge is taking place in Washington on July 23, 2016 at Phillips Soccer Park (Women's kick off 1pm and the Men's is 3:00pm)
 - A 2017 Nationals hosting meeting is scheduled with the FVSL.

20. Any Other Business / New Business

None

21. Next Meetings (as per the approved June 2016-June 2017 Meeting Schedule)

- August 20, 2016
- October 1, 2016
- November 5, 2016
- December 10, 2016
- January 14, 2017
- February 25, 2017
- April 8, 2017
- May 9, 2017 (evening conference call, subject to change depending on required timings)
- May 16, 2017 (evening conference call, subject to change depending on required timings)
- June 9, 2017 (evening prior to the 2017 Annual General Meeting)

22. Adjournment

- 2:15pm

ACTION SUMMARY:

#	Who?	What?
1	Executive Director (or designate)	Executive Director (or designate) to work with appropriate committee staff liaison to ensure appropriate portions of operations plan is shared with the respective committee chair.
2	Executive Director	Executive Director to ensure committee staff liaisons receive the suggested July 2016-June 2017 committee meeting schedule.
3	Committee Chairs	Committee Chairs to work with their respective staff liaisons prior to each board meeting to ensure an appropriate committee report is provided in the timelines request to be included in the meeting board package.
4	Executive Director (or designate)	Executive Director (or designate) to ensure the website is updated accordingly.
5	Executive Director (or designate)	Executive Director (or designate) to follow up accordingly with the third party, along with the other agencies discussion and to provide a letter of support as appropriate.
6	Board Members	Board Members who are interested in sitting on a committee, to make their interest known to the respective committee chair.
7	Committee Chairs	Committee Chairs to work to populate their respect committees with community members and bring to the next board meeting for approval.
8	President and Executive Director	President and Executive Director to update Committee membership document and share with Board members and staff.
9	Executive Director (or designate)	Executive Director (or designate) to provide 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"> - Committee Operating Principles - CRC details - Conflict of Interest document for signing - Communication and confidentiality protocol for signing
10	Committee Chairs	Committee Chairs in consultation with their respective staff liaison to review their committee's terms of reference, provide any necessary edits and submit to the governance committee via the Director of Community Development, for review.
11	Executive Director (or designate)	Executive Director (or designate) to advise the staff liaison regarding any committee decisions between now and the next board meeting.
12	Executive Director (or designate)	Executive Director (or designate) to complete the appropriate paperwork to apply the above motion approvals.
13	Executive Director (or designate)	Executive Director (or designate) to update BC Soccer's Conduct, Ethics and Discipline Standards Policy and Procedures and circulate to the membership within the next 15 days.
14	Executive Director	Executive Director to ensure appropriate documentation is complete and steps are taken to ensure future instances of this nature do not occur.

Approved by:

Name (please print)

Signature

Date

Name (please print)

Signature

Date

*Approved at the following BC Soccer Board Meeting; signed copy in BC Soccer office.