



# MEETING MINUTES

## BC SOCCER BOARD OF DIRECTORS MEETING

Saturday February 27, 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), Roger Barnes (conference call), Chris Appleby (conference call), Rob Lennox, Don Moslin, Rob Brown, Don Dancey (9:30am – noon), Ed Kennedy (conference call), Ron Brar, Aiman El-Ramly (9:50am arrive), John Reed, Carlos Grosso, Shannon Foster, Chuck Bennett and Jason Elligott (Executive Director).

Regrets: none

### 2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

**MOTION: To approve the minutes of the January 16, 2016 Board meeting and committee meeting minutes (by consent) 15/2016**

**CARRIED**

### 3. Business Arising from Minutes

None

Note: due to board member's availability the agenda was adjusted accordingly to allow those members to provide the appropriate update on activity.

### 4. Executive Director Update / President's Comments

Executive Directors Report (circulated prior to meeting)

- The ED provided a verbal summary of the February 2016 Executive Director Report which included:
  - Human Resources Summary (success/challenges/areas of focus), including:
    - Confirming the promotion of Lynda Mulder to the position of Member Services Coordinator, which took effect January 16, 2016.

- Advising that Regan Mostat, Matt Thomas and Andrew Latham have been appointed as Club Charter Leads part time positions and Mike Salmon has been appointed as the High Performance Lead part time position.
- Updating on the recruitment status for the part time Competitions & Discipline Administrator and full time Member Services Administrator.
- Advising that Aimee Kapil receive an employee recognition award.
- Operations Summary (success/challenges/areas of focus), including:
  - Successful delivery of the Learning Facilitator workshop certifying 71 new Learning Facilitators and refresher 33.
  - Launched the BC Soccer Club Charter Program by way of announcement with standalone website.
  - Announced the forthcoming introduction of the BC Soccer High Performance License for the franchise clubs within the BC SPL.
  - Completed 2016-2017 Fiscal budget forecasting.
  - Finalized Consultant Briefs and confirmed Consultant Agreements for the following:
    - U8-U12 ‘Learn to Train’ Programming within BC.
    - Technical Directors Diploma Consultation Report – To develop a Technical Directors Diploma, within BC.
    - Regional Tier 3 League.
  - Changes to the International Transfer Requirements specifically to ease the application process for Refugees and one parent families.
  - Updating on progress within boardroom upgrade and Video conferencing.

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

- The President provided a verbal update, including:
  - acknowledging the amount of work and activity that is taking place at the moment and congratulation the board, committees and staff for their focused attention on delivering against some very important initiatives.
  - Advising of the discussion at the recent Canada Soccer Members Forum meeting, specifically potential bylaws amendments to come at the May AGM, along with the discussions regarding player and referee registration analysis/trends across the country.

Legal Update

**MOTION: To go into camera 16/2016**

**CARRIED**

**MOTION: To come out of camera 17/2016**

**CARRIED**

## 5. Financial and Organization Management

The VP Finance provided a verbal report on the status of the Association's financial position and spoke specifically to the revised 2016-17 budget, including thanking the committee chairs, staff liaisons and finance staff for their diligent work in revising the individual and overall budgets.

**MOTION: To accept the 2016/17 budget as presented. 18/2016**

### CARRIED

The VP Finance shared timings regarding 2017-18 budget creation reminding Committee Chairs of the importance of complying with the schedule.

**ACTION #1: Director of Finance to send communication to committee chairs and staff liaison to remind all of appropriate timings/deadlines.**

Concern was raised on the timings and being able to meet set deadlines and it was agreed that this would be discussion internally with the staff liaisons and committee chairs.

The Executive Director, of behalf of the Finance Committee's Facilities Sub Committee, provided a brief update on the consultation brief that was drafted and subsequent meeting with the consultant.

**MOTION: To approve the Finance Committee (and Facilities Sub Committee) recommendation to engage the consultant (to the maximum of \$15,000) to develop a potential facility schedule/work plan, build cost estimate and conduct a property appraisal of the current BC Soccer office. 19/2016**

### CARRIED

**ACTION #2: Executive Director (or designate) to finalize agreement with consultant.**

The VP Finance spoke to the recommendation that he circulated on January 30, 2016 regarding upgrading the BC Soccer boardroom. This recommendation was electronically approved by the majority of the board at that time with the below motion carried.

**MOTION: To approve the Finance Committee's recommendation to upgrade the boardroom with hardware to improve tele and video conferencing to a maximum of \$16,500. 20/2016**

### CARRIED

**ACTION #3: Executive Director (or designate) to engage company to complete work as proposed.**

The members discussed which budget director travel is coded to for competitions. It was stated and agreed that, each competition budget allocates a specified amount within for directors to attend who are active members supporting that competition. Should additional directors attend, that expense is allocated to a separate budget.

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

- The VP Finance 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
  - Facility sub-committee update

## 6. Judicial

**MOTION: To go into camera 21/2016**

**CARRIED**

**MOTION: To come out of camera 22/2016**

**CARRIED**

## 7. Strategic Planning Committee

The Committee Chair and President spoke to the 2012-2015 Final Update against agree objectives within. There was general acceptance of the 'scorecard' as presented, subject to the VP Finance requesting to amend the objective of "To undertake a review of BC Soccer Financial Polices, Controls and Procedures" to in progress.

**MOTION: To approve the Final amended 2012-15 Strategic Plan scorecard as presented. 23/2016**

**CARRIED**

**ACTION #4: Committee Chair, President and Executive Director to draft final 2012-15 Strategic Plan Update.**

The Committee Chair thanks the directors and staff for their contribution to date with developing the 2016-2019 Strategic Plan. Further, the chair facilitated a discussion with the directors specifically discussing each of the drafted quantified objectives, which the director did make minor adjustments to.

**MOTION: To approve the 2016-16 Strategic Plan Quantified Objectives as documented. 24/2016**

**CARRIED**

**ACTION #5: Executive Director (or designate) to circulate to the board and staff.**

**ACTION #6: Committee Chair, President and Executive Director to provide the final draft of the 2016-19 Strategic Plan, post and circulate to members by April 2016.**

## 8. Competitions and Events

### Youth Competitions Committee

- The Committee Chair provided a verbal update including:
  - The various youth cup draws have been completed.
  - Good discussions with the North and Interior members regarding the regional play down and qualification match dates.
  - The 2016 Local Organizing Committee Workshop is scheduled for March 12, 2016.
  - The Provincial Championship hosting information will be posted and circulated shortly with a submission deadline to members in March 15, 2016 for competitions in 2017 and beyond. The aim is to determine the 2017 hosts by Spring 2016.
    - The chair noted that there was already been expressions of interest from various member groups which is very positive.
  - There has been early discussion regarding the possibility of introducing the retreat line into the U13 Provincial Championships, however the date for implementation has not been confirmed.
  
- 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 Committee

- The Committee Chair provided a verbal update including:
  - Adult Provincial Cup Draw is scheduled for April 5, 2016 at 6:30pm in Victoria.
  - Adult Provincial Cup Finals will take place on May 14, and 15, 2016 in Victoria at Westhills Stadium and Goudy Field.
  - BC Soccer is launching series of newspaper ads promoting Adult League Cups
    - The ads will be placed in newspapers appropriate to each leagues' geographical location
    - Will start in early March and continue throughout March depending on the dates of each League Cup Competition
    - The ads will not only promote each individual league cup, but will also link as qualifying competitions for the BC Soccer Adult Provincial Cup finals.
  - Due to timings of request and lack of clarity on information from Canada Soccer, BC Soccer will not be fielding a team in the 2016 Futsal National Competition.
  
- 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.

## 9. Diversity / Cultural Working Group

The Committee Chair provided a verbal update including:

- The ongoing meetings that are taking place with the aboriginal groups, including the challenges that are being experienced in bringing together multiple aboriginal groups for a joint discussion
- The discussion with groups in Prince George and Fraser Valley to host education session which may include coaching, referee and festival type support from BC Soccer.
- The request from specific aboriginal groups to meet with the leadership of BC Soccer, which was requested to take place between now and June 2016.

**ACTION #7: Executive Director (or designate) to confirm meeting date as requested.**

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

## 10. Women In Soccer Working Group

The Committee Chair provided a verbal update including:

- Inviting all board members who wish to attend the community outreach sessions which have been scheduled as follows:
  - Langley - Tuesday March 1, 6:30-9 Willoughby Community Centre
  - Vernon – Sunday March 6, 12:30-3 Vantage One Centre
  - Burnaby - Wednesday March 9, 6:30-9 Fortius Sport and Health
  - Prince George – Sunday March 13, 1:30-4 UNBC Wolf Den
  - Victoria – Sunday March 20, 12:30-3 Gorge Clubhouse
- There have been various activities where BC Soccer has supported by attending female specific initiatives, including the Female Fast and Furious hosted by Vancouver United in conjunction with UBC.
- The committee is in the process of putting forward a nomination for the Women of Distinction Award to the BC Soccer Nominations 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:
  - 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

## 11. Referees Committee

The Committee Chair provided a verbal update including advising:

- The successful delivery of the BC Soccer Referee Grassroots Seminar which took place on January 29<sup>th</sup> and 30<sup>th</sup> in Kelowna, which included:
  - Referee Development Officers Annual Meeting,
  - Deliver of education session (on and off field) to 37 small sides/youth referee participants,
  - Educating 7 Club/District Head Referees on ways to provide addition referee education and support by facilitated easy to session to conduct which benefit referees,
  - Training 14 Referee Mentors
  - Conducting a Head Referee Meeting
- The committee has agreed to increase the remuneration to BC Soccer Assessors from \$50 to \$80 per assessment, which was built into the revised 2016-17 BC Soccer budget.
- The committee and staff is in the process of introducing a new training tool of Mentorship which would may be used at BC Soccer sanction tournaments and some league games with the remuneration being \$50 per for mentors.
- The committee has agreed to the license fee to gain access to FIFA specific referee video content which will enable the referee program to create better multimedia education material to support the program and train referees.
- The committee supported the operational recommendation to amend the process for referee annual registration in relation to refresher clinic offerings/registration. The change is to charge referees for refresher course attendance and provide annual referee registration free, based on the existing pre-requisite. It was advised that this change would be introduced as part of the 2016 refresher clinic content to ensure referees are made aware of the slight change and would take effect in August 2017.

The board voiced their support of the new initiatives that the referee committee and program are implementing as they expressed there is a need across the association to increase the number of registered referees at all levels and that all programming and activity of the association must work together to support this.

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. Player and Coach Development

## High Performance Soccer Development 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:
    - BCSPL Governance and Structural Review; findings from Varian Report.
    - To develop HP License to increase overall accountability and technical standards within the BCSPL.
      - Status on the development of the High Performance License, including the implementation timelines
    - To lead the evolution of the 2016 HP program to be the developmental bridge between the BCSPL and 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 Committee Chair further advised:
    - That the BCSPL AGM took place on February 17, 2017 and that Alex Barnetson was reelected into the position of League President.
    - The positive response that has been received from the recent BC Soccer posting regarding BC player representation within National Teams Programming.

## Grassroots Soccer Development 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:
    - Support Mandatory Coach Education
      - Successful delivery of the Learning Facilitator Workshop / training scheduled in February 2016.
      - The course activity to date was reported across all course levels.
    - LTPD Engagement - Club Charter
      - Status on the development of the Club Charter and the very positive feedback received to date from the members and their affiliate clubs with over 60 requests for consultation meetings.
    - LTPD Engagement - Technical Support Visits
      - It was noted that recent board and staff visits have been positively received by the membership.
    - LTPD Engagement – Information on member and affiliate websites
      - It was noted that there are still a small group of member and their affiliates who don't have any information on LTPD on their website. The board discussed the groups and identified board members to contact to request this information be made available via their website.
    - Under 18 & Beyond
      - The recent youth to adult transition meetings that took place. The members were reminded that these meetings are designed 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.

- The committee chair further confirmed the change to the Coaching Course offerings specifically to the payment model to take effect in August 2016 which was documented in detail in the paper circulated within the board package for this meeting and reflected in the 2016-2017 budget.

### 13. Governance Committee

The Committee Chair provided a verbal update including:

- Registration analysis on adult spring player registration including advising the appropriately leagues have been informed of analysis and financial status.
- Status and update on activity and action plan relating to Surrey/Delta districts and merger.
- The membership has been advised officially of the BC Soccer AGM date, time and location.
- The Governance Committee has begun its annual review of all of BC Soccer's Rules & Regulation and Constitution & Bylaws

**ACTION #8: Board Members and respective Committee Chairs to provide feedback regarding potential rule/bylaw amendments to the Governance Committee Chair.**

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
    - Phase 1 (Player Registration) to be introduced to the Interior and Associate Adult Leagues based on the registration dates submission.
    - Phase 2 (Online Form Management) is in testing phase.
    - Development within system to incorporate Club Charter application and submission.
  - Members being Registered Societies
  - Supporting the Club Charter Program development
  - Review of transfer, permitting and reinstatement rules

### 14. Membership Committee

The Committee Chair provided a verbal update including:

- Advising that the committee continues work on revising the "a la carte" associate membership options with the aim of having this to the board for the April meeting.
- Advising a paper summarizing new ideas for short term events, including temporary player permits was drafted and sent to CSA for feedback. CSA had minor suggestions and a couple of questions; however, the response was relatively positive and there were no glaring issues. With this, the Committee will be able to proceed forward towards temporary player permit solutions and revising the Associate Membership categories.

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:
  - Reviewing Associate Membership Categories

**MOTION: To go into camera 25/2016**

**CARRIED**

**MOTION: To come out of camera 26/2016**

**CARRIED**

### **15. Nominations**

The Committee Chair provided a brief verbal update including:

- Requesting that current board members make their intention known if they intend to run or not as early as possible.
- The committee has developed an updated information package for potential candidates and the candidate application form, which has been posted on the BC Soccer website and circulated to the membership.
- The All Candidates Meeting is scheduled for May 25<sup>th</sup> at 6:30pm at the BC Soccer Office.

The Committee 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.
- Developing a Board Mentorship Program to improve the introducing of potential and new board members the board

### **16. Regional Tier 3**

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

- Engagement with the consultant to:
  - 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. Risk Management**

The Committee 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 #9: Committee Chairs to follow up with their committee members who have not completed their CRC and advise that if they don't, they will be declared inactive on the committee.**

**ACTION #10: Executive Director (or delegate) to not schedule any Coaching Learning Facilitator, Referee Instructor or Assessors (or any other contractor) who has not completed their CRC as per BC Soccer rules and regulations.**

The Committee Chair further commented on recent directives in America regarding not allowing youth age 12 and below to head the soccer ball. It was stated that BC Soccer is currently seeking direction from Canada Soccer, specifically the Medical Committee to request a response/guidance regarding youth players 12 years of age and under heading the soccer ball.

**ACTION #11: Executive Director (or delegate) to ensure appropriate follow up with Canada Soccer and its Medical 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:
  - 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)

## **18. Awards and Scholarships**

The Committee Chair provided a verbal update including advising:

- That the BC Soccer awards and scholarship submissions deadline is March 31, 2016.
- Confirmation that BC Soccer's referee specific awards for 2016 and beyond will be 1 Grassroots Official of the Year, 1 Adult League Official of the Year and 1 High Performance Official of the Year.
- The committee has planned for approximately 11 awards of merit for 2016.
- The committee will be creating a special recognition award, which may or may not be awarded on an annual basis and designed to provide the committee and board the ability to recognize an exceptional individual with the soccer community who has performance.
- The committee is planned to award 16 scholarships for 2016.
- Confirmation that the Awards and Scholarship Celebration luncheon will take place during the 2016 BC Soccer AGM.

## **19. New Business**

The President advised that the Canada Soccer AGM is taking place over the weekend of May 6-8, 2016 in Saskatchewan.

**ACTION #12: Board members who are interested and available to attend to inform the President.**

It was advised that BC Soccer has received formal invitation from the following events:

- Royal City Soccer Club – 50th anniversary celebration (March 5)
- Central City Breakers Soccer Club - Mayor's Cup (March 13, 1pm – 5pm)

**ACTION #13: Executive Director (or designate) to inform the event organizers that Aiman El-Ramly will attend the Royal City event and Don Dancey and Rob Brown will attend the Soccer Club tournament.**

The VP Youth advised that regional outreach sessions are scheduled within the Thompson Okanagan on March 4, 2016.

The board thanked the President for providing the notice regarding the decision to not stand of election.

The Executive Director was excused from the meeting.

**MOTION: To go into camera 27/2016**

**CARRIED**

**MOTION: To come out of camera 28/2016**

**CARRIED**

#### **20. Next Meetings**

- Saturday, April 9, 2016
- Tuesday, May 10, 2016 – evening conference call (may change depending on required timings)
- Tuesday, May 17, 2016 – evening conference call to approve the 2015-16 Audited Financial Statements (may change depending on required timings)
- Friday, June 10, 2016 – evening prior to AGM

#### **21. Adjournment**

- 2:30pm

**ACTION SUMMARY:**

#	Who?	What?
1	Director of Finance	Director of Finance to send communication to committee chairs and staff liaison to remind all of appropriate timings/deadlines.
2	Executive Director	Executive Director (or designate) to final agreement with consultant.
3	Executive Director	Executive Director (or designate) to engage company to complete work as proposed.
4	Committee Chair (Strategic Planning), President and Executive Director	Committee Chair, President and Executive Director to draft final 2012-15 Strategic Plan Update.
5	Executive Director	Executive Director (or designate) to circulate to the board and staff.
6	Committee Chair (Strategic Planning), President and Executive Director	Committee Chair, President and Executive Director to provide the final draft of the 2016-19 Strategic Plan, post and circulate to members by April 2016.
7	Executive Director	Executive Director (or designate) to confirm meeting date as requested.
8	Committee Chairs	Board Members and respective Committee Chairs to provide feedback regarding potential rule/bylaw amendments to the Governance Committee Chair.
9	Committee Chairs	Committee Chairs to follow up with their committee members who have not completed their CRC and advise that if they don't they will be declared inactive on the committee.
10	Executive Director	Executive Director (or delegate) to not schedule any Coaching Learning Facilitator, Referee Instructor or Assessors (or any other contractor) who has not completed their CRC as per BC Soccer rules and regulations.
11	Executive Director	Executive Director (or delegate) to ensure appropriate follow up with Canada Soccer and its Medical Committee.
12	Committee Chars	Board members who are interested and available to attend to inform the President.
13	Executive Director	Executive Director (or designate) to inform the event organizers that Aiman El-Ramly will attend the Royal City event and Don Dancy and Rob Brown will attend the Soccer Club tournament.

**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.