



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Sunday June 10, 2018 7:30am

Delta Burnaby Hotel and Conference Centre, located at 4331 Dominion Street in Burnaby

1. Call to Order/Roll Call 2:00pm

Present: Kjeld Brodsgaard (Chair), Chris Appleby, Rob Lennox, Don Moslin, Rob Brown, Leanna Napolitano, Ralph Luongo, Gayle Statton, Debbie Pudek, Francisco Rubio, John Charlton, Justus Mirembe, and Jason Elligott (Executive Director).

Regrets: Carlos Grosso

2. Welcome from the President

The President congratulated the returning Board members on their re-election (Carlos Grosso, Rob Lennox, and Chris Appleby). He also congratulated and welcome newly elected Board members Gayle Statton, Debbie Pudek, Francisco Rubio. He also offered his appreciation and thanks to those candidates not elected.

The President stated that he was looking forward to working with all Board members during the coming year.

The President specifically made members aware of signing the Conflict of Interest and Communication Confidentiality documents; advised that these must be completed and provided to the Executive Director by July 1, 2018.

ACTION#1: Board members to sign and provide to the Executive Director their Conflict of Interest and Communication Confidentiality documents.

The Executive Director advised the board that the board induction binders/package would be provided at the next meeting/or earlier for the new board members to support the onboarding process lead by the President.

ACTION#2: Executive Director (or designate) to ensure board manuals / packages are developed to support the onboarding process.

The President advised the board that he will work to assign current and/or returning board members to newly elected board members as part of the board mentorship program and induction process.

ACTION#3: President to discuss with board members to determine pairings and also complete the onboarding one-on-one meetings with the newly elected board members.

The President also took the opportunity to remind the members that the formal process of communication between the board and the staff is care of the President, through to the Executive Director. The importance of reading board meeting material prior to the meeting and also attending the meetings was stressed.

3. Committee Composition

The President advised that Don Dancey would see through the 2017-18 Provincial Cup year and oversee the delivery of the youth provincials and that Ed Kennedy would also attend the Girls B Cup in Kamloops as his final activity for the association.

The President advised that over the next couple weeks he would be in communication with board members to discuss the composition of the 2018-19 committees. The objective for the 2018-19 year is to have a maximum of two board members on each committee, with the exception of Finance and potentially the working groups being struck to focus on specific areas, such as academies and associate membership.

ACTION#4: President to discuss with each board member to determine their individual areas of interest to support the strategic oversight of the association.

ACTION#5: President to determine the 2018-19 committee structure and chair appointments.

The President stated that the Staff Liaisons will be forthcoming from the Executive Director once the committee structure is determined.

ACTION#6: Executive Director to coordinate with staff colleagues on allocating Committee staff liaisons.

The VP Finance requested that board members work to utilize the conference call system for meetings where they are not required to attend in person.

4. Finance

The VP Finance reminded/requested board members to submit any expenses electronically as soon as possible once the expense has occurred, to his attention prior to sending them to the office for processing as the VP Finance approves all board of director expenses.

ACTION#7: Board members follow expense submission process in a timely manner.

8. New Business

The new board members asked various questions which were discussed including the structure and timings of board meetings, the process that information is provided to the board, how committees are determined, board apparel and the process to obtain items, along with the shared calendar of association activity.

The board discussed the change to the judicial portfolio with the member approved amendments to the bylaws that took place on June 9 at the annual general meeting. It was identified that a couple

individuals have been identified as potential independent chair to oversee this portfolio, however the board would have to appoint. It was determined that this is a priority and the President will work with the appropriate staff on this item.

ACTION#8: President to work to identify Judicial Chair and bring to the board for approval.

9. Next Meetings

- TBA

21. Adjournment

- 8:15am

ACTION SUMMARY:

#	Who?	What?
1	Board members	Board members to sign and provide to the Executive Director their Conflict of Interest and Communication Confidentiality documents.
2	Executive Director (or designate)	Executive Director (or designate) to ensure board manuals / packages are developed to support the onboarding process.
3	President	President to discuss with board members to determine pairings and also complete the onboarding one-on-one meetings with the newly elected board members.
4	President	President to discuss with each board member to determine their individual areas of interest to support the strategic oversight of the association.
5	President	President to determine the 2018-19 committee structure and chair appointments.
6	Executive Director	Executive Director to coordinate with staff colleagues on allocating Committee staff liaisons.
7	Board members	Board members follow expense submission process in a timely manner.
8	President	President to work to identify Judicial Chair and bring to the board for approval.

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.