



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday December 8, 2018 9:00am

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

1. Call to Order/Roll Call 10:00am

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

Regrets: N/A

2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

MOTION: To approve the minutes of the October 27, 2018 Board meeting and committee meeting minutes (by consent) 81/2018

CARRIED

3. Business Arising from Minutes

None

Note: these minutes reflect the order of the agenda, however not necessarily the order that each topic was discuss at the meeting.

4. Finance Presentation

Stephen Wurz, Director of Finance and Chris Appleby, VP Finance (supported by the Executive Director) provided an information presentation discussing the overall budgeting/approval processes and timelines, the finance policy handbook, the capital expense policy, and an overall general discussion on what the association is as a nonprofit sport governing body (as it related to finance) and what it is not (as it related to finance).

The members specifically discussed the role of the committee/advisory groups chairs within the budgeting process. The Executive Director provided background information on the evolution of the budgeting process over the last 6-8 years as it relates to committee and chair involvement. It was requested that the roles and responsibilities be documented better so all are aware.

ACTION #1: Director of Finance to work with the Executive Director and the VP Finance to provide a more detail discussions of roles to support the current Finance Policy Handbook.

Deb Pudek raised the discussion on the potential ability for the association to access federal grants to support equality. It was stated that there could be upwards of \$50,000 available and that preliminary discussions had taken place with an expert grant writer that is willing to working with BC Soccer (for a fee).

ACTION #2: Executive Director to connect with board member, Deb Pudek on the potential grants item and set-up a call/meeting with the grant writer to understand what grants are available and equality important, the expectations of the potential grants.

Note: as Stephen Wurz was attending the meeting, the Finance Committee Report was covered as part of the discussion.

5. Finance Committee

The VP Finance spoke to the October 2018 financial statement, the player registration update, and committee chair/staff liaison report (all circulated prior to the meeting). Overall, it was noted that the association is in a good financial position, even with the continuing trend with the decline in registration which is concerning.

The VP Finance also spoke to the 2018-19 Forecast (circulated prior to the meeting) which is projected a surplus of roughly \$180,000 (budget is approx. \$30,000). It was noted that the primary reasons for the underspend are related to unbudgeted investment income, unfilled staff positions and the related salaries and benefits. It was stated that staff are currently working on identifying easily actionable activities that are aligned with the strategic plan to reduce the surplus. These will be discussed prior to Christmas within the Finance Committee.

ACTION #3: All board members, and specifically committee/advisory group chairs, to provide any easily actionable (by March 31, 2019) suggestions to the Executive Director regarding ways to utilize the current projected underspend.

The board was advised that the 2019 Four-month (stub) will be brought forward for the board review and approval at the January 2019 meeting, with the full 2019-20 new fiscal year budget being brought forward for the board review and approval at the March 2019 meeting.

Facility Development Advisory Group (a sub group of the Finance Committee)

The Facility Development Advisory Group Chair provided a verbal update advising of positive talks with one municipality.

MOTION: To go into camera. 82/2018

CARRIED

MOTION: To come out of camera. 83/2018

CARRIED

MOTION: To approve the Facility Development Advisory Group, and the Executive Director, to continue the discussions and formalize an MOU/agreement with the specific municipality to develop a facility (field and office) for BC Soccer and to spend up to a maximum of \$50,000 to put towards conceptual design for the project. 84/2018

CARRIED

The Executive Director reminded the board of the board's \$1,000,000 building/facility restriction was motioned at the March 30, 2016 board meeting, which assists with the association's Gaming Application and must be used within 5 years to not negatively impact the association's gaming application moving forward.

6. Executive Director update / President's Comments

The President provided a verbal update which included:

- Requesting committee/advisory group chairs to solely host conference calls when most of the members are not able to attend in-person.
- Requesting board members that are members of committee/advisory groups to inform the chair and staff liaison if they are not able to attend a meeting.
- Advising that the March 2 board meeting date may change and will be confirmed within the next month or so.
- Requesting board members to bring any concerns with staff members to him in the first instance so he can discuss with the Executive Director.
- Advising that a Strategic Planning Working group has been struck that is being led by board member, Gayle Statton. It was confirmed that the current BC Soccer strategic plan expires in March 2020, however the group is currently reviewing the plan and those of Canada Soccer and Via Sport. The members were advised of Canada Soccer's request to align plan timelines to that of Canada Soccer which is currently being reviewed.
- Advising that Pacific FC within the CPL is currently working on an indoor facility which will be positive for the surrounding soccer community. The members were also advised that BC Soccer

would be purchasing season tickets for Pacific FC, with the tickets being used in a similar manner to the current Whitecaps FC tickets.

The President raised that item of board information packages prior to each board meeting. It was confirmed that the current timelines meet the board members expectations and provide sufficient time to review the information provided.

The members also discussed the recent phishing activity associated with the President's e-mail. It was agreed that all should be aware of this activity and not to open any e-mails that are requesting and sort of financial action.

The Executive Director provided a verbal summary of the December 2018 Executive Director Report (circulated prior to meeting) comprised of a high-level summary across all association activities which included:

- Human Resources Summary, including:
 - o Providing an update on the staff professional development opportunities BC Soccer have provided in support of specific staff members.
 - o Advising that Peter Schaad was hired as the new Marketing and Communications Officer, Alfonso Munzo hired as the new Soccer Development Officer, and Connor Smith hired as the new Coaching Development Administrator.
 - o An updated organizational chart was also provided.
- Operations Summary:
 - o Updates on various activities was provided, including ViaSport reporting and the 2018 Evaluation, Coaching Learning Facilitator support program, Coaching Courses delivered/scheduled, Referee Clinics delivered/scheduled, Player Development Programming (Provincial Program, BCSPL Club License and BCSPL transition plan update), Club Satisfaction/Player Retention Survey, Competitions update, Club Charter Program including the implementation of the September 2018 board approved Associate Member Inclusion Policy, Grants Program, CRM development (form management), facility development and legal update.
 - o Updates on Canada Soccer initiatives, including Club Licensing, Skills License, Coaching Certification, and Canada Soccer (FIFA) Connect Database / Registration System
 - o Recent successes / areas of challenge.
 - o Areas of focus for the next 3 months.

The Executive Director provided a verbal update on the status of the Canada Soccer's National Club Licensing Program. The provincial level one and two were discussed; it was stated that there is no immediate need for BC Soccer to introduce these levels here in BC. It was reconfirmed that to be in good standing with BC, clubs must adhere to the club charter standard one requirements.

7. Judicial

The Executive Director spoke to the Judicial Report circulated prior to the meeting which provides a high-level summary of the number of judicial cases that have been handled or are in the process of

being handled. It was further noted that there has been an extensive amount of work being done within the staff team and the Judicial Chair to review BC Soccer's current Conduct, Ethics and Discipline Standards Policy, and Procedures, along with the Discipline Sanction Policy to amend to be in compliance with Canada Soccer's Discipline Policy which is required by the end of December 2018. The updated policy has been provided to BC Soccer legal for review. Once completed, it will be provided to Canada Soccer to request review to confirm compliance before bringing to the board for review/approval.

8. Membership Committee

The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included:

- Advising that the following associate membership renewal applications, including short term events, have been received and approved by the membership committee chair:
 - o SX International Cup (Short-Term Event)
 - o Victoria United, formerly known as O'Neill's Academy (For-Profit Organization)
 - o Northern United Football Club (Non-Profit Organization)

The chair reminded the members that the board previously delegated the authority to approval Associate Membership renewals to the Membership Committee Chair, therefore a motion is not required for the renewals. However, the board will be updated on all renewals at each board meeting.

ACTION #4: Executive Director (or designate) to ensure appropriate correspondence has been sent confirming renewal of membership with BC Soccer.

Associate Member Advisory Group (a sub group of the Membership Committee)

The chair provided a verbal update which included:

- Advising that the Group has not held a meeting since that last board meeting, however is currently working on drafting rule amendments for discussion at the next group meeting.

9. Soccer Development Committee

- The chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - o Club Charter Program
 - 17 Standard One Clubs in total
 - Nelson Soccer Association Confirmed as New Standard One Club and first club outside BCSPL in the interior
 - 68 Club opted into Program (Includes 17 Standard One Clubs)
 - 16 Standard One applications currently in the review process
 - 2 Charter Support Visits Completed (since last board meeting)
 - 3 Game Format Visits Completed; More visits booked for January 2019
 - 7 Associate Member Opted in
 - 4 Charter Support Visits Completed

- 2 Associate Members have uploaded all available Criteria and are now within Review Process
- 1 Associate Member has completed Game Format Visit
- Grants
 - 18 Clubs have applied for Grants for 2018/19
 - 7 Application Progressing with Onsite visits to be scheduled

The members discussed the terms of reference as it relates to the soccer development committee and the BCSPL advisory group. It was noted that the terms of reference are not related to the information provided in the committee reports. It was stated that the discussed is more member service and not technical, which was stated as a potential concern. It was requested for these groups to review their specific terms of reference and overall to ensure their focus is correct.

ACTION #5: Soccer Development Committee chair and BCSPL Advisory Group Chair to review, in consultation with their respective staff liaisons, the terms of reference and update to bring to the next board meeting. Director (or designate) to ensure appropriate correspondence has been sent confirming renewal of membership with BC Soccer.

The members discussed the need to have a high-level report on the charter program which identifies the total number of organizations that could be part of the program, the number that have opted in, which organizations have achieved the standards and for those that are working towards the standard, where they are at in the process.

ACTION #6: The Executive Director (or designate) to work with staff to ensure this report is prepared and provided to the board for the next meeting.

10. BCSPL Advisory Group

- The chair spoke to the Advisory Group/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - Provincial Program activity (16 matches, 8 sessions for both male and female)
 - BCSPL Club License
 - BCSPL Club License 2018 status documentation to be shared with Clubs by January 2019. All Clubs will have met the standard, with minor action items in place.
 - League Play completed on November 17th & 18th.
 - 4 BCSPL Technical Workshops completed:
 - Lower Mainland with 55 coaches attending/participating
 - Vancouver Island with 15 coaches attending/participating
 - Okanagan with 5 coaches attending/participating

The chair spoke to the 2019 BCSPL Club License (circulated prior to the meeting) which has been updated based on the technical consultation with the BCSPL Club Technical Directors and discussed at the most recent BCSPL Advisory Group Meeting.

MOTION: To approve the updated BCSPL Club License for implementation in 2019 as presented and circulated prior to the meeting. **85/2018**

CARRIED

ACTION #7: Executive Director (or designate) to take the appropriate steps to ensure updated License is implemented within the BCSPL.

Regional Tier 3 Advisory Group (a sub group of the BCSPL Advisory Group)

The chair advised that there has been no activity in this area.

11. Competitions

Youth Competitions Committee

- The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - o The 2019 Coastal Cup has been awarded to Richmond Soccer Association to host on May 4th/5th 2019.

The chair also requested board members to advise if they are available to attend any of the July 2019 provincial championships and that work is being done on drafting a Coastal Cup LOC agreement.

Adult Competitions Committee

- The chair provided a verbal update which included:
 - o Advising that the allocations process has been completed for the 2019 Adult Provincial Championships.
 - o Final location is still to be determined but will either be Nanaimo or Victoria.
 - o Canada Soccer has confirmed that the Western Masters will be held in Quebec with the Challenge and Jubilee competitions being held in Newfoundland.

The VP Adult provide an update which included:

- Advising that the Adult Forum is schedule for January 13, 2019.
- Advising of the positive discussion/meeting with the Metro Women's Soccer League regarding the allocation process.

12. Referee Development & Performance Committee

The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included:

- Advising of the current referee registration numbers within the various classifications and comparison to last year.
- Advising of the number of clinic offerings in comparison to last year.

- Advising of assignments within the CCAA finals, and specifically that all referees were female for the female tournament.
- Advising that referee Hannah Browning was invited to attend the USports Nationals in Ottawa in November.
- Advising that referee Matt Notley and Evan Fryer, the two accepted Nominations by the CSA, officiated at the 2018 CSA Adult Nationals and depending on performance if they will be accepted for 2019 to the National List.
- Advising that the referee program is in the process of completing the annual update grading and downgrading for referee classifications.

13. Awards & Scholarships Selection Committee

The chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included:

- Advising that the application form is being reviewed with consideration to include a fully online process.
- Advising that the deadline for submission is being reviewed.
- Advising of the number of scholarships that will be available for the 2019 allocations.
- Advising that the committee put forward nominations for Sport BC's 53rd Annual Athlete of the Year Awards. (Finalists announced in February 2019 and winners will be honored at ceremony in March 2019)
 - o Jordyn Huitema - Junior Female Athlete of the Year
 - o Nick Soolsma Senior Male Athlete of the Year

The chair also raised for discussion the timing of year to host the awards and scholarship celebration event and whether or not to split the two up as a result of the forthcoming change to the fiscal year. The chair requested feedback and input from the board members with various members providing their comments/thoughts.

ACTION #8: The Chair to discuss with the staff liaison and the Director of Community Development and form a plan which can be implemented in 2019.

14. Women In Soccer Advisory Group

The chair provided a verbal update, which included:

- o Advising that a meeting was held with various members within the soccer community to discuss women specific initiatives, which prompted very good discussion.
- o Advising that the Women in Soccer grants process will be facilitated in a consistent manner as all other BC Soccer grants.

15. Risk Management Committee

The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included:

- Advising that the Committee is seeking to include MyBackCheck as an option for criminal record checks provided there is an enhanced EPIC check. The Committee will look to amend the policy to include this, and language to reflect 2:1 ratios (regarding adults and youths) for the January board meeting.
- Providing an update on criminal record check compliance.

The chair also requested the youth competitions to remind all those participating that cannabis, although legal, is still considered a banned substance.

16. Governance Committee

The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following rule amendments for the board’s consideration:

1. CANNABIS – Presented in “Track Changes”

RULE 19 - GENERAL MANAGEMENT RULES

e) No Youth Team shall display ~~Tobacco, tobacco, or liquor, liquor or cannabis~~ advertising.

Rationale: With the legalization of cannabis in BC, to update BC Soccer’s Rules & Regulations for consistency

MOTION: To approve the rule amendment as presented and circulated prior to the meeting to Rule 19.e. **86/2018**

CARRIED

ACTION #9: Executive Director (or designate) to circulate to the membership within the next 14 days.

2. BC SPL TRANSITION – Presented in “Track Changes”

RULE 26 - RULES FOR THE OPERATION OF THE BC SOCCER HIGH PERFORMANCE LEAGUES

- BC Soccer shall oversee ~~and/or the operation of operate~~ youth and/or adult BC Soccer High Performance Leagues.
- ~~A BC Soccer High Performance League shall be managed by a Board of Governors and/or Committee operating under bylaws approved by BC Soccer.~~
- ~~The Board of Governors of a~~ Any BC Soccer High Performance League shall create such rules as necessary for the operation of the league subject to the approval of BC Soccer, such rules to be submitted to BC Soccer a minimum of 90 days prior to their implementation for approval of the Board of Directors of BC Soccer.
 - The Board of Directors of BC Soccer may waive the 90-day provision without prejudice and solely at their discretion.
 - Unless specifically stated in Rule 26, the League rules shall be consistent with the balance of the rules and regulations of BC Soccer.

- iii) Leagues shall operate under the principles of the CSA/BC Soccer Long Term Player Development program as amended from time to time.
- d) For the purposes of development only, a technical staff member of a BCHPL team shall be permitted to approach the ~~Coach and~~ Technical Director responsible for any other teams to request permission to contact players of that team to offer an opportunity for promotion, such permission shall not be unreasonably withheld. Any other contact shall be deemed as poaching as described in Rule 6.
- e) ~~BC Soccer High Performance Leagues shall be open to players who are residents of British Columbia.~~
- f) BC Soccer High Performance Leagues shall pay Association fees on players' behalfs specified in BC Soccer's fee schedule as modified from time to time.
- g) BC Soccer High Performance Leagues shall be deemed to be compliant with Rule 13 by following the provisions of Rule 26.

Youth

- f) Youth Players will register with the Youth District where they reside via BC Soccer.
 - i) Residency shall be determined by the relevant sections of Rule 22 a i, and 22 a ii
- g) The playing season and registration period for the shall be from January to December of each year regardless of Coastal or Interior residency.
- h) Youth teams playing in a BC Soccer High Performance League shall only be permitted to register for the Provincial *Premier Cup*.
- i) A youth BC Soccer High Performance League is granted variance from the Rules of BC Soccer as follows:
 - i) Rule 22 shall not apply to the BCHPL except as noted in d) above.
 - ii) The rules of the youth BC Soccer High Performance League may contain a provision for Youth to Youth Permits for League and the Provincial Cup Rules for Provincial Cup, however commitments to a player's registered team shall have priority in all cases pursuant to Rule 26.

Adult

- j) Adult Players of a BC Soccer High Performance League will submit registration to the League Registrar who will in turn record each registration and submit the registration data to BC Soccer as per the Registration Policy Manual.
- k) The playing season and registration period for the shall be the "summer" season as defined in Rule 3.

Rationale: To transition the operation of the BC SPL to within BC Soccer ('in-house')

MOTION: To approve the rule amendments as presented and circulated prior to the meeting to Rule 26. 87/2018

CARRIED

ACTION #10: Executive Director (or designate) to circulate to the membership within the next 14 days.

The Chair raised the discussion as it relates to compliance with BC Soccer's Policy for Metro Programming. It was stated that all entities, apart from one are now compliance.

- It was restated that compliance is defined as opted into the charter program and working towards.
- It was stated that the only entity that is not compliant is the Fraser Valley Metro Programming.
- It was stated that the Fraser Valley Metro Program, as per the district website, is a partnership of the clubs within the district.
- It was agreed that the clubs that form the partnership must be compliant with the Policy for Metro Programming.
- It was stated that the Aldergrove Soccer Club is currently not working towards the Standard 1 designation.

MOTION: **Based on the Fraser Valley Metro Program being a partnership of the clubs within the district, to be compliant with the Policy for Metro Programming, Fraser Valley must ensure that Aldergrove Soccer Club takes steps to work toward the charter designation within 48 hours of receiving the notification from BC Soccer to Fraser Valley must remove Aldergrove Soccer Club from the partnership within 48 hours.**
88/2018

CARRIED

ACTION #11: **Executive Director (or designate) to draft appropriate communication to the district by December 11, 2019.**

17. Hall of Fame Advisory Group

The chair provided a verbal update at the meeting, which included advising of the work being done on the association's archiving and the potential to apply for a grant to support the archiving process.

18. Nominations Committee

The President on behalf of the committee chair, advised that he is working to add three members to the committee, with one being from outside the lower mainland and one with a women's focus. The committee will continue under the mandate to develop a list of board candidates with diverse background from all areas of the province.

19. Board Regional Liaison Updates

The board members provided various updated on the activity and discussions within the different member organizations, including:

- Attending the COYSA AGM, the Upper Island quarterly meeting and the Mountain United annual award evening
- Lower Island is hosting a Futsal event on December 22, 2018.
- Raising Burnaby's concern with the increase in violent conduct.

20. Any Other Business / New Business

Increase in violent conduct and red card issuing in local youth leagues.

- It was stated that there has been an increase in the number of red card and violent conduct within the BCCSL. It was stated that this is a concern, however no specific details were provided to BC Soccer as the discipline process are facilitated locally, therefore it was agreed it is challenging for BC Soccer to address the detail without this information. It was further stated that there is not the requirement for all members to use the BC Soccer discipline tracking and managing system, which adds to the challenge of tracking trends across the province with respect to discipline matters.

Associate members that have opted into the Club Charter Program that participate in an unaffiliated academy league.

MOTION: To go into camera.

89/2018

CARRIED

MOTION: To come out of camera.

90/2018

CARRIED

21. Next Meetings

- January 26, 2019
- March 2, 2019 (may change to later in March 2019)
- April 13, 2019

22. Adjournment

- 2:05 pm

ACTION SUMMARY:

#	Who?	What?
1	Director of Finance	Director of Finance to work with the Executive Director and the VP Finance to provide a more detail discussions of roles to support the current Finance Policy Handbook.
2	Executive Director (or delegate)	Executive Director to connect with board member, Deb Pudek on the potential grants item and set-up a call/meeting with the grant writer to understand what grants are available and equality important, the expectations of the potential grants.
3	All board members and specifically the committee/advisory group chairs	All board members, and specifically committee/advisory group chairs, to provide any easily actionable (by March 31, 2019) suggestions to the Executive Director regarding ways to utilize the current projected underspend.
4	Executive Director (or delegate)	Executive Director (or designate) to ensure appropriate correspondence has been sent confirming renewal of membership with BC Soccer.
5	Soccer Development Committee Chair and BCSPAL Advisory Group Chair	Soccer Development Committee chair and BCSPAL Advisory Group Chair to review, in consultation with their respective staff liaisons, the terms of reference and update to bring to the next board meeting. Director (or designate) to ensure appropriate correspondence has been sent confirming renewal of membership with BC Soccer.
6	Executive Director (or delegate)	The Executive Director (or designate) to work with staff to ensure this report is prepared and provided to the board for the next meeting.
7	Executive Director (or delegate)	Executive Director (or designate) to take the appropriate steps to ensure updated License is implemented within the BCSPAL.
8	Awards and Scholarship Selection Committee Chair	The Chair to discuss with the staff liaison and the Director of Community Development and form a plan which can be implemented in 2019.
9	Executive Director (or delegate)	Executive Director (or designate) to circulate to the membership within the next 14 days.
10	Executive Director (or delegate)	Executive Director (or designate) to circulate to the membership within the next 14 days.
11	Executive Director (or delegate)	Executive Director (or designate) to draft appropriate communication to the district by December 11, 2019.

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.