



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday September 14, 2019 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), Carlos Grosso (9:30am to noon), Chris Appleby, Rob Lennox, Don Moslin, Deb Pudek (10:15am – 1:30pm), Garry Sangha, Ralph Luongo, Leanna Napolitano, Gayle Statton, Francisco Rubio, John Charlton, Rob Brown and Jason Elligott (Executive Director).

Regrets: Justus Mirembe

2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

MOTION: To approve the minutes of the June 7, 2019 Board meeting and committee/advisory group meeting minutes (by consent) 55/2019

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. Executive Director update / President's Comments

The President provided a verbal update which included:

- Advised of the recent P/TSO President's call and the specific discussion on the collective want from Canada Soccer's member to have increased value in information session associated with the Annual Meeting of the Members.
- Discussion regarding the player fees associated with membership dues.

The Executive Director provided a verbal summary of the September 2019 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 Providing information on Respect in Sports' Respect in the Workplace program which all staff completed.
 - o Advising that year-end reviews are currently taking place as per documented process.
- Operations Summary:
 - o Updates on various activities was provided, including Operational Plan update, Coaching Learning Facilitator support program, Coaching Courses delivered/scheduled, Referee Clinics delivered/scheduled, Player Development Programming (Provincial Program, BC SPL Club License and BC SPL transition plan update), Club Satisfaction/Player Retention Survey, Competitions update, Club Charter Program, Grants Program, Marketing and Communications Update, 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 reminded the board on the timings and process for transitioning the operational plans to mirror the changes to the association's fiscal year. Due to the timings of the board meetings the Executive Director followed up on the communication send to the board which provided a copy of the 12-month August 1, 2019 through the July 31, 2019 Operations Plan.

MOTION: To approve the 2019-202 12-month Operations Plan as circulated to the board on July 12, 2019. 56/2019

CARRIED

ACTION #1: Executive Director to action the 2019-20 12-month Operations Plan accordingly.

5. Safety In Soccer Assessment Update

The Risk Management Committee Chair, President and Executive Director provided an update on this activity and spoke to the update provided in the appendix of the Executive Director's Report.

MOTION: To go into camera.

57/2019

CARRIED

MOTION: To come out of camera.

58/2019

CARRIED

6. 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, along with providing the general themes associated. It was also noted the extensive review and work that was completed over the last three months with the judicial panel members, Judicial Chair and staff personnel to improve the Judicial Code and Policies for BC Soccer, which was circulated prior to the meeting. The Board expressed concern with not knowing what the specific changes were that were being suggested, therefore requested an executive summary be provided that summarizes the change and the board would conduct an e-mail vote of the updated Judicial Code and Policies of BC Soccer.

ACTION #2: Executive Director (or designate) to circulate to the board an Executive Summary document that summarizes the suggested changes within the updated Judicial Code and Policies of BC Soccer.

7. Strategic Planning Update

The Strategic Planning Working Group Lead and Executive Director provided an update on the work of the group over the last four months and spoke to the next steps that the board can expect to see in this area. The Working Group Lead advised that the group is in the final stages of having a drafted document to share with the Board and staff as prereading leading into the third-party workshops that are being facilitated towards the end of September 2019 with the Board and staff separately. Additional information was shared with the other consultation that the third-party is supporting the working group with.

It was stated that on July 12, 2019 the board was provided with an updated against the current strategic objectives which was also circulated in the board package for this meeting.

ACTION #3: Strategic Planning Work Group Lead and Executive Director to continue to action accordingly.

8. Finance Committee

The VP Finance spoke to the June summary and detailed 2019 financial statement and committee chair/staff liaison report (circulated prior to the meeting). Overall, it was noted that the association continues to be in a good financial position, even with the continuing trend with the decline in registration which is concerning. The Registration Report was referenced (circulated prior to the meeting).

The VP Finance spoke to the Finance Committee approved 2019-20 revised budget (August 2019-July 31, 2020), along with the Finance Committee approved 2020-2021 draft budget (August 2020 to July 2021) which was circulated prior to the meeting.

The Executive Director expressed concern regarding the challenge of having to prepare a draft budget for next fiscal year (August 2020 to July 2021) when the association is in the process of reviewing itself from a strategic planning perspective, knowing that the new 2020-2024 Strategic Plan will most likely impact that budget. That said, he noted the reason for this requirement is to ensure compliance with the BC Soccer bylaws and the requirement to present a budget to the membership at the AGM.

MOTION: To approve the 2019-20 revised budget as presented and for VP Finance to work with staff to circulate to membership in accordance with the bylaws for the 2019 AGM.
59/2019

CARRIED

MOTION: To approve the 2020-2021 budget as presented and for VP Finance to work with staff to circulate to membership in accordance with the bylaws for the 2019 AGM.
60/2019

CARRIED

ACTION#4: Executive Director (or designate) to coordinate the circulation of 2019-20 revised budget and the 2020-2021 budget and associated fee schedule to the membership in accordance with the bylaws for the 2019 AGM.

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

The Facility Development Advisory Group Chair and Executive Director provided a verbal update on the positive action that has taken place on this important association project.

It was stated that the goal is to have information to the membership at the AGM, however due to the discussions and time it may take (legal review, negotiation, etc.) it may be that the association will look to have an SGM in between the 2019 and 2020 AGM solely for the purposes to support this project.

MOTION: To go into camera.
61/2019

CARRIED

MOTION: To come out of camera.
62/2019

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.

9. 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 GN Sporting Club (Non-Profit)
 - o KDS Vancouver (Short-Term Event)
 - o UNBC (Post-Secondary)
 - o Pacific Soccer Institute (For-Profit)
 - o Footskills (For-Profit)
 - o Campbell River Spring Soccer League (Adult League)
 - o TSS Rovers (Other)
 - o Home Park Soccer Club (Short-Term Event)
 - o Civic FC (Short-Term Event)
 - o Special Olympics BC (Short-Term Event)
 - o Akal FC (Short-Term Event)
 - o Nepal Cultural Society of BC (Short-Term Event)
 - o Julyfest (Short-term Event)
 - o Nations Cup (Short-Term Event)
 - o Kick For A Cure (Short-Term Event)

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

The chair spoke to the following Associate Membership Applications that have been reviewed and approved by the committee for the board's consideration.

- Field Art Soccer Association (Non-Profit)
- Premier Soccer Academy (For-Profit)
- Brazilian Futsal Club (For-Profit)
- Pace FC (Non-Profit)

MOTION: To approve Field Art Soccer Association, Brazilian Futsal Club, and Pace FC's Associate Members in the specified categories. 63/2019

CARRIED (4 abstentions)

ACTION #6: Executive Director (or designate) to ensure appropriate correspondence is sent to these organizations confirming associate membership with BC Soccer.

MOTION: To go into camera.

64/2019

CARRIED

MOTION: To come out of camera.

65/2019

CARRIED

MOTION: To approve Premier Soccer Academy's Associate Members in the specified category.

66/2019

CARRIED (4 abstentions)

ACTION #7: Executive Director (or designate) to ensure appropriate correspondence is sent to this organization regarding their associate application/membership with BC Soccer.

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

The Associate Member Advisory Group Chair provided a verbal update noting:

- That there have been various meetings facilitated in-person and via phone with specific youth districts and the associate members that operate in their area to help facilitate discussion on way to better work together (specifically referencing the meetings in Kamloops and Kelowna), and
- That the group's work is reflected in the Bylaw and Rule Amendments Package that will be covered within the governance report/portion of the meeting.

10. Soccer Development Committee

- The chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included updates on:
 - o Club Charter Program
 - o Coaching Course offerings, including the designated female specific coaching course offering.
 - o Member Visits (Grants Program & Festivals)
- The chair verbally advised that they are in the process of identifying the BC Summer Games zone reps and then the coaching appointments will follow.

11. BC SPL Advisory Group

- The chair spoke to the Advisory Group/Staff Liaison Report circulated prior to the meeting, which included the following update:

- CSA/BCSPL National Club License Meetings
- BCSPL and Club License activity
- Provincial Program activity

MOTION: **To go into camera.** **67/2019**

CARRIED

MOTION: **To come out of camera.** **68/2019**

CARRIED

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

The Advisory Group Chair and Executive Director provided a verbal update on the activity that has taken place over the last two months in this area, including the meeting that BC Soccer facilitated on August 21, 2019 and the move to reintroduce an RFP process based on the interest in the potential of a league at this level.

MOTION: **To go into camera.** **69/2019**

CARRIED

MOTION: **To come out of camera.** **70/2019**

CARRIED

ACTION #8: **Executive Director (or designate) to develop the framework for an RFP, determine the review and selection process for potential franchise operators and provide (post AGM) this information package to all those parties that have expressed interest in owning/operating a franchise in League 1 BC.**

12. Competitions

Youth Competitions Committee

- The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - Thanking the various board members for their support, involvement, and leadership at each of the Provincial Championships locations, along with acknowledging and thanking each Local Organization Committee.
 - Reminding all that the Youth National Competitions is being held on October 8-15 with:
 - U15 in Edmonton – Don Moslin as representative
 - U17 in Charlottetown – Chris Appleby as representative

- Confirming that various communications have been circulated to the appropriate parties regarding team promotion to A Cup and fines.
- Advising that the pre-Nationals Meeting for the youth teams attending has taken place.
- Confirming that the committee has reviewed and approved amendments to the Youth Provincial Cup Competitions Rules and Regulations (circulated prior to the meeting).

MOTION: To approve the 2019-2020 Youth Provincial Cup Competition Rules and Regulations as presented and circulated prior to the meeting. 71/2019

CARRIED

ACTION #9: Executive Director (or designate) to circulate the updated 2019-2020 Youth Provincial Cup Competition Rules and Regulations to the membership within the next 14 days.

- The committee chair and Executive Director spoke to the Coastal Cup MOU which was circulated to the board and voted on June 28, 2019.

MOTION: To approve the MOU between BC Soccer and the BC Coastal Soccer League regarding the operation of the Coastal Cup as circulated on June 28, 2019. 72/2019

CARRIED

The above motion formally documents the board e-mail vote conducted on June 28, 2019.

The committee chair spoke to the proposal to have a facilitated discussion at the Youth Forum held on November 3 (day after the AGM) regarding the provincial championships to ensure it is meeting the needs of the membership.

ACTION #10: Board Members to review the information provided and provide any feedback directly to the Youth Competitions Committee Chair.

Adult Competitions Committee

- The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - reminding all that Adult National/Regional Championships are as follows:
 - Women's Masters Regionals: Quebec City September 19-22 – Rob Brown as representative.
 - Men's Western Masters: Regina September 19-22 – Ralph Luongo as representative.
 - Men's/Women's Open: St. John's October 8-15 – Kjeld Brodsgaard as representative.
 - advising that communication has been sent to a specific team regarding poor behaviour at the 2019 Adult Provincial Championships.
 - Confirming 2020 Provincial Cup dates as follows:

- Adult Provincial Cup Draw – April 9th
- Preliminary Round – April 17th-19th
- Round of 16 – April 24th-26th
- Quarter Finals - May 1st-3rd
- Semifinals – May 8th-10th
- Catch-up Weekend – May 15th-17th
- Finals – May 23rd and 24th

13. 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 broken down by gender.
- A summary of the Grassroot Education Session that have been facilitated, including the adult league pre-season meetings that BC Soccer has supported with education on the Laws of Game changes.
- A summary of the referee specific activity at each of the Youth Provincial Cups, including the number of referees, assessors and instructors involved to ensure a success delivery of the competitions.
- A summary of the Provincial Referee Excellence Program (PREP) activity including the leagues the referees have been assigned to (USL2, Whitecaps U23 and CPL matches), and the detailed work that has gone into the most recent camp. The following activity was noted as ‘stand-outs’:
 - Carly Shaw-MacLaren: Refereeing in USL 1 and acting as a 4th Official in the CPL
 - Cole Shoemaker: Concacaf PORE program and officiating at the Concacaf U15 Championship in Florida, and acting as a 4th Official in the CPL
 - Evan Fryer: Acting as an Assistant Referee in the CPL
 - Michael Hood: Acting as an Assistant Referee in the CPL
 - Mohammed Mohseni: Canada Soccer Next Gen, acting as a 4th Official in the CPL, and assigned to Referee a USL 1 match in Toronto
- Confirming that BC Soccer nominated two officials (Carly Shaw-MacLaren and Michael Hood) to the Canadian Soccer Association for consideration to the National List of Officials for 202, however only Carly’s nomination was accepted but both Officials have been invited to the Canada Soccer Adult Nationals in October.

14. Awards & Scholarships Selection Committee

The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the listing for the 2019 BC Soccer Award recipients.

MOTION: To go into camera.

73/2019

CARRIED

MOTION: To come out of camera.

74/2019

CARRIED

The Board discussed at length the various nominations, along with the need to ensure the number of awards that are presented are consistent to the number 'advertised' for nomination.

ACTION#11: Executive Director to obtain a recommendation from the Soccer Development Staff for the Youth Female Player of the Year and to provide this to the Awards and Scholarship Selection Committee chair.

ACTION#12: Awards and Scholarships Selection Committee Chair to update the list of nominations as discussed and provide to the Executive Director (or designate) for distribution to the Board for an e-mail vote.

The Executive Director spoke to the importance of doing the above as quickly as possible to ensure enough time to coordinate invitations and planning for the Awards luncheon on November 2, 2019.

15. Women In Soccer Advisory Group

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

- A summary of the grant activity in this area, including that upcoming grant allocations and visits are scheduled for Campbell River and Bays United.
- Information on a resource manual currently being developed to further support the membership in providing guidance on how to implement female specific programming (i.e. coach education support when working with female players),
- Advising that to-date 206 female players have been selected during 2019 to participate within the BC Soccer Provincial Program.
- Advising that BC Soccer has increased the number of female coaches involved in the Program from 1 to 4 during the 2019 season.
- Advising that there is plans to host a 'C' License course for female candidates only, and
- Advising of the work that has been done in drafting an Equity Policy.

The chair also spoke to the advisory group's work on drafting a Gender Equity Policy.

16. Risk Management Committee

The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included advising that the committee had reviewed and amended the Internal Criminal Record Check Compliance Policy. It was stated that the key amendments were to update the approved agencies and checks accepted, to include the Enhanced Police Information Checks by Sterling BackCheck (aka MyBackCheck), update compliance and timelines for submission and steps for compliance.

MOTION: To approve the updated BC Soccer Risk Management Criminal Record Check Policy (including the minor amendments) as presented and circulated prior to the meeting.
75/2019

CARRIED

ACTION #13: Executive Director (or designate) to inform the appropriate staff of the updated policy.

The chair further advised as a housekeeping item, as part of the recently updated Criminal Record Check Policy. The key amendment to Rule 21, is to include “Enhanced Police Information Checks” by Sterling BackCheck (aka MyBackCheck) into the language of this rule. This item has been included in the Amendments for Consideration at the 2019 AGM Package as a housekeeping item.

MOTION: To go into camera.
76/2019

CARRIED

MOTION: To come out of camera.
77/2019

CARRIED

17. Governance Committee

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

- Confirming that committee had reviewed the following Youth Inter-District League Renewals and Applications and approved pending minor amendments be made the league’s rules and regulations:
 - o Vancouver Island Premier League (VIPL)
 - o BC Coastal Soccer League (BCCSL)

MOTION: To approve and sanctioned the Vancouver Island Premier League and BC Coastal Soccer League inter-district youth soccer leagues subject to amendments made in the respective league rules.
78/2019

CARRIED

ACTION #14: Executive Director (or designate) to ensure appropriate correspondence is sent to these organizations confirming league sanctioning from BC Soccer.

- Discussing the bylaws and rule amendment package (circulated prior to the meeting) that will be considered at the 2019 AGM. The Board members discussed these proposals. The chair noted, that each amendment has rationale, with some of the larger ones include background information and concepts, which combined contextualize and position each amendment with

the overall objective this year to work to lessen restrictions within BC Soccer's rules and regulations, support inclusion of for profit clubs with the overall aim of better supporting our membership while also working to mitigate player attrition.

MOTION: To approve the 2019 proposed bylaw amendments, rule ratifications, and proposed rule amendments as presented and discussed including the minor edits (subject to the Board's pending e-mail vote of the above noted updated Judicial Code and Polices of BC Soccer). 79/2019

CARRIED

ACTION #15: Executive Director (or designate) to coordinate circulation of 2019 proposed amendments package to the membership on October 3, 2019 per the timelines within BC Soccer's bylaws. Once the Judicial Code and Polices is electronically voted on.

It was further noted that the deadline for members to submit their proposed bylaw and/or rule amendments is September 18, 2019; therefore, if there are additional member-submitted proposed amendments, the package will be updated and re-circulated for the board.

18. Hall of Fame Advisory Group

The advisory group chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting and also spoke to the proposal the was circulated regarding the introduction and forthcoming launch of the British Columbia Soccer Hall of Fame.

The Board discussion in independency of the group as far as selection, however noted that the Board approves the members of the committee on two-year terms. It was also discussed that although the group is working to be independent it will have a strong link to BC Soccer and BC Soccer human and financial resources will support the activity.

MOTION: To approve the proposal from the Hall of Fame Advisory Group to introduce and launch the British Columbia Soccer Hall of Fame as presented and circulated prior to the meeting. 80/2019

CARRIED

ACTION #16: Executive Director (or designate) to action accordingly.

19. Nominations Committee

The President on behalf of the committee chair provided an updated which included:

- Reminder that in 2019 BC Soccer will begin the transition to three-year board terms
- Positions up for election at the 2019 November AGM:
 - o For 3-year terms: Vice President, Adult and Three Director positions

- For 2-year terms: First Vice President and Two Director positions
- Distribution of the Candidates Package to members will be September 10th and will be updated every two weeks leading up to the AGM
- An All Candidates Meeting will be held on the Friday of the AGM weekend

ACTION #17: Executive Director (or designate) to insert the names of the candidates into the body of the e-mail when circulating the update Nominations Package.

20. Board Regional Liaison Updates

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

- Upper Island expressing concern with referee clinic minimum participant numbers not met and clinics are thus canceled even when the host is willing to pay the minimum requirement.
- Lower Island has now held their AGM and are compliant with their bylaws which have not changed. It was also noted that long-serving LISA President, Tim Satterford has stepped down after more than 20 years a President.

21. Any Other Business / New Business

None

22. Next Meetings (subject to change)

- October 8, 2019 (conference call; review/approve 4-month audited financial statements)
- November 1, 2019 (evening pre-AGM)
- November 2, 2019 – AGM
- December 14, 2019
- February 1, 2020
- March 28, 2020
- May 9, 2020
- June 27, 2019
- September 12, 2020
- October 6, 2020 (conference call; review/approve audited financial statements)
- November 6, 2020 (evening pre-AGM)
- November 7, 2020 – AGM

23. Adjournment

- 2:35 pm

ACTION SUMMARY:

#	Who?	What?
1	Executive Director (or delegate)	Executive Director to action the 2019-20 12-month Operations Plan accordingly.
2	Executive Director (or delegate)	Executive Director (or designate) to circulate to the board an Executive Summary document that summarizes the suggested changes within the updated Judicial Code and Policies of BC Soccer.
3	Strategic Planning Work Group Lead and Executive Director	Strategic Planning Work Group Lead and Executive Director to continue to action accordingly.
4	Executive Director (or delegate)	Executive Director (or designate) to coordinate the circulation of 2019-20 revised budget and the 2020-2021 budget and associated fee schedule to the membership in accordance with the bylaws for the 2019 AGM.
5	Executive Director (or delegate)	Executive Director (or designate) to ensure appropriate correspondence has been sent confirming renewal of membership with BC Soccer.
6	Executive Director (or delegate)	Executive Director (or designate) to ensure appropriate correspondence is sent to these organizations confirming associate membership with BC Soccer.
7	Executive Director (or delegate)	Executive Director (or designate) to ensure appropriate correspondence is sent to this organization regarding their associate application/membership with BC Soccer.
8	Executive Director (or delegate)	Executive Director (or designate) to develop the framework for an RFP, determine the review and selection process for potential franchise operators and provide (post AGM) this information package to all those parties that have expressed interest in owning/operating a franchise in League 1 BC.
9	Executive Director (or delegate)	Executive Director (or designate) to circulate the updated 2019-2020 Youth Provincial Cup Competition Rules and Regulations to the membership within the next 14 days.
10	Board Members	Board Members to review the information provided and provide any feedback directly to the Youth Competitions Committee Chair.
11	Executive Director (or delegate)	Executive Director to obtain a recommendation from the Soccer Development Staff for the Youth Female Player of the Year and to provide this to the Awards and Scholarship Selection Committee chair.
12	Awards and Scholarships Selection Committee Chair	Awards and Scholarships Selection Committee Chair to update the list of nominations as discussed and provide to the Executive Director (or designate) for distribution to the Board for an e-mail vote.

