



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday December 5, 2015 9:30am

BC Soccer Offices

250 – 3410 Lougheed Highway, Vancouver BC V5M 2A4

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

Present: Roger Barnes (Chair), Rob Lennox, Kjeld Brodsgaard, Don Moslin, Rob Brown, Don Dancey, Ed Kennedy (conference call), Aiman El-Ramly, John Reed (9:30am – 3:20pm), Carlos Grosso (9:30am – 3:20pm), Ron Brar (9:30am – 3:35pm), Shannon Foster (9:30am – 3:30pm), Chris Appleby 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 November 7, 2015 Board meeting and committee meeting minutes (by consent) 121/2015

CARRIED

3. Business Arising from Minutes

It was noted that on the Adult Competitions Committee Meeting Minutes of October 26, 2015, Don Moslin was not recorded as attending however had.

ACTION #1: Executive Director to ensure the staff liaison for the adult competitions committee updates the minutes accordingly.

4. Executive Director Update / President's Comments

Executive Directors Report (circulated prior to meeting)

- The ED provided a verbal summary of the December 5, 2015 Executive Director Report which included:
 - Human Resources Summary (success/challenges/areas of focus), including:
 - Confirming the new Member Services Coordinator, Ryan McQuillian started as of December 1, 2015.

- Advising that we are in the process of personal employee year-end review meetings.
- Updating on status of part time high performance and club charter / grassroots leads.
- Operations Summary (success/challenges/areas of focus), including:
 - Providing a verbal report with a high level discussion on the recently received ViaSport Scorecard.
 - Updating on the Club Charter Program activity and High Performance License including drafted implementation timelines.

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

- The President provided a verbal update specific to the recent Canada Soccer Members Forum conference call which took place within the last week. The following items were discussed as part of the meeting:
 - Nationals Competitions, Futsal and Timings on Canada Soccer bylaws / rules review and discussion.
- The President further provided a verbal comparison report for the registration of female and male players from 2012 – 2015. It was noted that the largest areas of growth especially in comparison to the population growth, is in the 3-5 year-old and 6 – 8 year old categories, . It was highlighted that there is significant drop off in registration in the 12-17 age groups which is already and will translate into future adult registration numbers. The board discussed the need to determine why this is occurring and what steps BC Soccer can do to assist with keeping players engaged and participating in soccer.

Legal Update

MOTION: To go into camera 122/2015

CARRIED

MOTION: To come out of camera 123/2015

CARRIED

5. Financial and Organization Management

The VP Finance made a verbal report on the status of the association’s financial position, speaking to the October 2015 Financial Statements and 2015-2016 Forecast Summary which were circulated prior to the meeting. The update included the association’s cash position and identifying variance with rationale. It was stated that the association continues to be in good health financially with the projections showing a slight increase in player registration overall however a 3% decrease in adult specific registration.

With the projections to fiscal year-end, it was reported that there is the opportunity to support program/activity additional spend requests. The board discussed a number of items/activity for potential consideration, which were a combination of proposed by staff via the Executive Director and committee chairs. The programming/activity totaled \$60k and including the following: Learning

Facilitator Workshop, Consultants for technical specific activity and demographic research, membership legal support and conferencing / meeting experience improvement.

MOTION: To approve \$60K spend on the specific items as outlined in the “Additional Spends - December 2015” document. 124/2015

CARRIED

ACTION #2: Executive Director to ensure the staff are updated and identify action plan to deliver against agreed programming/activity.

The Committee Chair further reported/updated:

- That BC Soccer representatives will be meeting with the Gaming Branch on December 16th to discuss our grant, along with the items which have been raised over the last couple years.
- Based on the auditors and legal recommendation and due to the potential associated risk, BC Soccer will be starting to submit paying to WCB for all contractor who BC Soccer directly schedule/appoint.
- The Finance Committee is reviewing the type of financial review clubs/districts/leagues should comply with. It was reported that there are three levels, being 1) Notice to Reader, 2) Engagement Review, and 3) Audit. The costs associated with each, along with which should level should apply based on gross revenue. It was stated that the Finance Committee is still currently reviewing and will ensure appropriate Governance Committee timelines are met should there be any bylaw/rule amendment proposal for the June 2016 AGM.
- BC Soccer recently renew the terms with Van City. It was further reported that affiliated soccer organizations in BC do have the ability to join this plan and in doing so will receive the same interest rate benefit as BC Soccer, of which two organizations currently are.
- In January 2016, the process will begin to review the 2016/17 fiscal year budget.

MOTION: To go into camera 125/2015

CARRIED

MOTION: To come out of camera 126/2015

CARRIED

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

- The VP Finance / Committee Chair 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
 - Cash Surplus / Facility sub-committee update

6. Judicial

MOTION: To go into camera **127/2015**

CARRIED

MOTION: To come out of camera **128/2015**

CARRIED

7. Strategic Planning Committee

The Committee Chair provided a verbal update 2016-2019 Strategic Plan, specifically the qualified and quantified charts which provide more details on delivering against the objectives.

ACTION #3: Board Members to provide any comments/feedback to the qualified and quantified charts to the committee chair by no later than December 11, 2015.

8. Referees Committee

The Committee Chair provided a verbal update including:

- The concern regarding abuse of youth officials.
- Referee retention is an issue.
- The discussion which is taking place regarding National Competitions and the Dallas Cup.
- Assessor fee for service.
- The topic of why BC is not producing more higher level referees was discussed.

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

9. 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:
 - BCSPS Governance and Structural Review; findings from Varian Report.
 - The recent work regarding finalizing the operation of the governance of the BCSPS. Specific acknowledgement we made of the work and support of the BCSPS President in assisting with the

presentation with the BCSPL Board of Governors and Technical Directors Meetings.

- 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 (document circulated prior to meeting)
- 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 President and Executive Director provided a verbal update on the REX Program. Note: Board members Carlos Grosso and Ron Brar stepped out of the meeting for this update and motion.

MOTION: To continue to support the BC REX (Super REX) program in 2016 to the same level as was done in 2015. 128/2015

CARRIED

ACTION #4: Executive Director to work with BC Soccer staff, Whitecaps and Canada Soccer staff to ensure appropriate documentation is completed to ensure successful delivery of the 2016 REX programming.

MOTION: To go into camera 129/2015

CARRIED

MOTION: To come out of camera 130/2015

CARRIED

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
 - Noting the detailed planning work being done on the Learning Facilitator training scheduled for 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, including the implementation timelines (document circulated prior to meeting)
 - LTPD Engagement - Technical Support Visits
 - It was noted that recent board and staff visits have been positively received by the membership.

- Under 18 & Beyond
 - The recent youth to adult transition meeting that took place and scheduled to take 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.

10. Regional Tier 3

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

- Develop a Business Plan for the League.
 - Currently in its second draft.
- Develop the Franchise application for 'Request for 'Tender' process.
 - To be developed.
- Develop the Technical Standards of Operation for the League.
 - To be drafted.

The Committee Chair confirmed that Dino Anastopulos is a community member of the Regional Tier 3 Committee.

The Committee Chair noted that some of the timelines with the committee priorities will be adjusted moving forward.

MOTION: To appoint Carlos Grosso as Vice Chair of the Regional Tier 3 Committee. 131/2015

CARRIED

11. Diversity / Cultural Working Group

The Committee Chair provided a verbal update including:

- Discussing a Refugee Sponsorship Program which BC Soccer could be a part of.

The Executive Director provided a verbal update on the Canada Soccer Working Group that has recently been formed to assist with integrating new comers to Canada, with a specific focus on the Syrian Refugees.

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

12. Women In Soccer Working Group

The Committee Chair provided a verbal update including:

- The plan to revisit the Women In Soccer Conversation as a follow up to the workshops and paper in 2014.
- That ViaSport has recently released its Gender Equity Policy, which BC Soccer can accept as its own if desired.

ACTION #5: Executive Director to circulate the policy to the board for their review. Board to review and bring any comments / concerns to the next board meeting.

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

13. Governance Committee

The Committee Chair provided a verbal update on the recent meeting with Surrey Metro, South District Girls, Delta Youth Soccer Associations and the affiliated club presidents to discuss district alignment and affiliation of spring / summer soccer in the region.

The Committee Chair updated that the following Committee Terms of Reference have been approved:

- Youth Competitions (subject to minor amendments)
- Scholarships & Awards
- Nominations Committee
- Referee Committee (subject to minor amendments)
- Adult Competitions (subject to minor amendments)
- Judicial (subject to minor amendments)

ACTION #6: Regional Tier 3 Committee Chair to provide the committee terms of reference.

The Committee Chair further reported/updated:

- Voting for BC SPL Players.
 - Vernon Youth Soccer Association has asked the question: Do players who play in BC SPL get a vote at their AGM? Are they our members?
It was reported that BC Soccer's (given the understanding of NOYSA's bylaws which indicate that players/parents are member and receive a vote), advise that the answer is "yes". Even though the BC SPL players register with NOYSA "via BC Soccer", they are still registered members of NOYSA; therefore, have a vote at the AGM.
- The Governance Committee will begin its annual review of all of BC Soccer's Rules & Regulation and Constitution & Bylaws in January

ACTION #7: Board Members and respective Committee Chairs to begin providing 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, Registration upload for Primary Season for Coastal Youth Districts and Full Member Adult Leagues almost complete. Some members have needed some education/assistance; but nothing above what was expected.
 - Phase 2, Form Management is well under way, confident that 70% of BC Soccer forms will be functional for January 2016
 - Members being Registered Societies
 - November 2015 – 77% for BC Soccer member organizations confirmed as registered societies (Youth Districts 30/39 (77%) and Full Member Adult Leagues 9/12 (75%).)
 - Supporting the Club Charter Program development
 - Review of transfer, permitting and reinstatement rules
 - It was noted that this was discussed at the Youth Forum / District Chair’s Meeting and the members didn’t show an interest in amending these rules.

MOTION: To go into camera 132/2015

CARRIED

MOTION: To come out of camera 133/2015

CARRIED

14. Membership Committee

The Committee Chair provided a verbal update, including advising the following associate member applications have been received and supported by the Membership Committee in accordance with BC Soccer rule 5.aa:

- Victoria FC – Other
- North Shore Girls Soccer Club – Other

MOTION: To accept the associate membership applications as presented. 134/2015

CARRIED

ACTION #8: Executive Director (or delegate) to send appropriate documentation to Canada Soccer as per Canada Soccer regulations and provide appropriate notification to Victoria FC and NSGSC on behalf of the Board.

Note: Kjeld Brodsgaard did not participate in the discussion and abstained due to potential / perceived conflict of interest.

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:
 - Short Term Events and Registration Options
 - The President advised that a paper has been drafted which outlines potential options to further improve the way in which BC Soccer implements short term events.
 - Reviewing Associate Membership Categories

15. Competitions and Events

Youth Competitions Committee

- The Committee Chair provided a verbal update including:
 - That the B Cup draw would be taking place in January 2016.
 - The potential to facilitate a large festival around the time of the Canada MNT and Mexico match which is being held in Vancouver on March 25, 2016.
- 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:
 - Initiating planning for hosting Club Nationals in 2017, including discussion with Fraser Valley Soccer League
- 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.

16. 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. Further, it was reported that the committee has agreed it would be valuable for BC Soccer to create a Criminal Record Check Policy to supplement BC Soccer's rules to specifically define who vulnerable persons are and state when an individual would specifically need to have a Vulnerable Sector Check in addition to a standard CRC.

The Committee Chair further reported/updated:

- Respect in Sport Feedback. It was requested that the Risk Management Committee provide their feedback regarding the Respect in Sport Program. The Committee’s feedback is:
 - Valuable because of low cost (cost is to the individual)
 - Could be useful to supplement discipline issued; however, not felt to be effective for the “chronic offender”
- Concerns raised with information regarding concussion management. It was reported that the BC Soccer Concussion Policy and Guidelines which are posted on the BC Soccer website are meeting the need and there must be caution should BC Soccer considered providing any further information as there are potential unforeseen risk associated with such.

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)
 - The Committee recently approved the Risk Registry document (circulated prior to the meeting)

Action #9: Board members to review the Risk Registry and provide feedback on any additional risks.

17. Awards and Scholarships

The Committee Chair provided a verbal update including advising that appropriate submissions have been made to Sport BC for their Awards.

MOTION: To accept the Sport BC Award Nominations as presented. 135/2015

CARRIED

ACTION #10: Executive Director (or delegate) to send appropriate documentation to Sport BC

18. Nominations

MOTION: To go into camera 136/2015

CARRIED

MOTION: To come out of camera 137/2015

CARRIED

MOTION: In accordance with Article 4 of the Bylaws, the Board appoints Chuck Bennett as a new Director to fill the vacant director role and service until the 2016 June Annual General Meeting”. 138/2015

CARRIED

ACTION #11: President and Executive Director to inform Chuck Bennett and ensure appropriate onboarding occurs.

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

MOTION: To endorse board mentorship program. 139/2015

CARRIED

19. New Business

The following items were discussed/members made aware of:

- West Vancouver Soccer Club Facility / FIFA Goal Programme

MOTION: To endorse West Vancouver Soccer Club's application and provide a support letter to be submitted to Canada Soccer. 140/2015

CARRIED

ACTION #12: Executive Director to draft letter on behalf of BC Soccer and provide to Canada Soccer.

- Victoria Sports Hall of Fame for 2016 nominations support for the 1967 Victoria O'Keefe's team and Mr. Frank Grealy.

MOTION: To endorse both nominations and provide a support letter on behalf of BC Soccer. 141/2015

CARRIED

ACTION #13: Executive Director to draft letter on behalf of BC Soccer.

- The manual resource titled, "Soccer Sami and the Big Meanie Coach" was discussed Congratulations were extended to Doug Ross, on his induction into the Burnaby Sports Hall of Fame.

ACTION #14: President to draft letter of support on behalf of BC Soccer.

20. Next Meetings

- Saturday January 16th

21. Adjournment

- 3:55pm

