



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday March 30, 2019 9:30am

Delta Ocean Point Resort
100 Harbor Road, Victoria, BC V9A 0G1

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

Present: Kjeld Brodsgaard (Chair), Carlos Grosso, Chris Appleby (conference call), Rob Lennox, Don Moslin, Leanna Napolitano (9:30am to 1:45pm), Deb Pudek, Garry Sangha (9:30am to 1:45pm), Justus Mirembe, Ralph Luongo, Gayle Statton, Francisco Rubio, John Charlton (conference call), Rob Brown 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 26, 2019 and February 27, 2019 Board meetings and committee/advisory group meeting minutes (by consent) 13/2019

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 discussed at the meeting.

4. Executive Director update / President's Comments

The President provided a verbal update which included:

- Providing a summary of the OSA Summit, specifically noting the presentations from John Herdman, Howard Webb, and the discussion on player retention with the focus on females.

- Noting the attendance at the Via Sport Advancing Sport Summit and the positive discussion on inclusion and engagement.
- Advising that at the most recent Canada Soccer President's Forum Meeting the discussion included:
 - o the concerns regarding the process Canada Soccer went through (or lack thereof) on the member's organizational fee increase (from \$500 to \$1,000),
 - o the proposed change coming forward at the May AMM regarding moving the player registration fee time up from 2 years to 1 year. Currently, members pay annual player registration dues based on the total registered players reports from two years prior, however due to the decline in registration it was noted that this is putting an unneeded strain on finances for some members, therefore the members are suggesting it be moved to pay annual player registration fees based on the total registered players reported last year, and
 - o the proposed change to the voting structure that is being required by FIFA to increase professional soccer's vote allotment within Canada Soccer. Moving forward professional soccer will have 21% of the vote. It was noted that professional soccer has hired an ombudsman to facilitate the discussion on how the professional vote is split amongst the professional organizations.

The Executive Director provided a verbal summary of the March 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, ViaSport reporting and the 2018 Evaluation, 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 provided a verbal update on the plan and process to transition the operational plan and staff personal development plan timelines to align with the new fiscal year.

MOTION: To approve the 2019 four-month (stub period) Operations Plan as presented and the timelines and process to transition staff personal development plans to the new fiscal year timelines. **14/2019**

CARRIED

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

The Executive Director spoke to the Communication Re: Canada Soccer Programming (Appendix D within the Executive Director Report).

There was extensive discussion regarding the Canada Soccer programming and the potential impact it will have on soccer in BC. It was agreed that there is much confusion in the soccer community regarding the implementation of these Canada Soccer Programs, therefore there is a need for BC Soccer to communicate and to communicate in a simplest way possible.

ACTION #2: Executive Director (or designate) to first circulate to all clubs and affiliated organizations a simple question asking if there would like information on the Canada Soccer Programming, those that respond would then receive the drafted memo to the members, associate members, affiliated soccer clubs, and BC SPL franchise clubs. AND explore alternate ways to get messaging out using various BC Soccer channels.

5. Investigative Review Update

The Risk Management Committee Chair, President and Executive Director spoke to the activity the association has taken from February 25 to date and provided an update on discussions with the potential third party firm, Rubin Thomlinson. The proposal received from Rubin Thomlinson was discussed at length.

MOTION: To go into camera.

15/2019

CARRIED

MOTION: To come out of camera.

16/2019

CARRIED

MOTION: To approve a spend of up to \$100,000 to conduct the investigative review/assessment as outlined (and subsequently amended) in Rubin Thomlinson's proposal, which is currently outside the planned and approved budget. **17/2019**

CARRIED

ACTION #3: Risk Management Committee Chair, President, and Executive Director to agree schedule/milestones and obtain contract from Rubin Thomlison.

ACTION #4: Risk Management Committee Chair, President, and Executive Director to circulate updated proposal from Rubin Thomlison to board and then and action accordingly.

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.

7. Finance Committee

The VP Finance spoke to the January 2019 financial statement (provided in new formatting) 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) and it was also noted that the year-end audit will be taking place from April 22 to May3, 2019. Discussing variances and explanations for such was discussed and it was noted that the VP Finance regularly review and discusses these with the Director of Finance.

In follow-up to the discussion at the January 26, 2019 board meeting (and subsequent action item assigned to finance) regarding correspondence received from the Upper Island Soccer Association's Chair about the disability program, the VP Finance restated the content of the e-mail vote facilitated by the Executive Director on behalf of the Finance Committee on February 4, 2019. Specifically noting that *"the Finance Committee agreed that the best way to move forward is to add an additional fee category to the 2019-20 Fee Schedule that will be put forward to the members at the SGM in June. The purpose of the new fee category is to register and insure players participating in a designated Disability Program. The Finance Committee agreed the fee will be \$21 per player. By introducing this new fee category, we provide the opportunity for all organizations within our membership to register players with disabilities (not only UISA). From a risk management point of view, any organization offering these types of programs will be required to provide a safe playing environment for players participating in it. This approach factors in UISA's request to have players registered at a lower fee, as well as opening up a new registration category which can be used by all and thus supportive of our aims of increase inclusion!"*

The below motion formally documents the board e-mail vote facilitated on February 4, 2019.

MOTION: To approve the Finance Committee recommendation as presented and circulated on February 4, 2019. 18/2019

CARRIED

ACTION #5: Executive Director (or designate) to action accordingly.

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 working group discussing taking place with the municipality staff. It was stated that the conceptual design costs for BC Soccer will be just over \$27,000, which is within the board approved additional spends for this activity.

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.

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 Barca Academy (For-Profit)
 - o Kelowna Women's Soccer League (Adult League)

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 #6: 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.

- Faly Academy (For-Profit)
- Coastal FC (Adult League)

MOTION: To approve Faly Academy and Coastal FC as Associate Members in the specified categories. 19/2019

CARRIED

ACTION #7: Executive Director (or designate) to ensure appropriate correspondence is sent to these organizations confirming associate membership with BC Soccer.

The chair advised of the recent discussion within the committee regarding two separate associate members for-profit renewals and the feedback that has been requested and received from other members expressing concerns with the two organizations' activity and alleged non-compliance with BC Soccer rules and regulations.

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

The Associate Member Advisory Group Chair provided a verbal update advising that the Group had not met since January 16, 2019, however the chair and staff have made good progress on the communication, application and documentation to support bringing the current associate member nonprofit and for-profit organizations directly under full membership within BC Soccer. It was stated that the information will be coming forward at the next board meeting.

ACTION #8: Associate Member Advisory Group Chair to provide documentation in the board package for the April 27, 2019 board meeting.

9. 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 advised that staff are currently working on the details of what an Adult League Workshop/Pre-Season session could look like.

ACTION #9: Director of Soccer Development, Director of Community Development and Executive Director to discuss and agree content and next steps.

10. BCSPL Advisory Group

- The chair spoke to the Advisory Group/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - o CSA/BCSPL National Club License Meetings (separate report circulated prior to the meeting within the board package)
 - o BCSPL and Club License activity
 - o Provincial Program activity
 - 2005 & 2003/04 Male/Female Training Groups in operation
 - 2006 Male/Female Identification Matches
 - Vancouver Whitecaps Academy Combine activity (March 17-23, 2019)
 - 4 Teams Participating
 - 2005 Male/Female (20 Players Each Group)
 - 2006 Male/Female (20 Players Each Group)
 - o Canadian Soccer Association Regional EXCEL Visit Scheduled (March 31-April 2)
- Female Coach Initiative

- With the intent to provide more opportunity for female coach participation and development within BC Soccer. BC Soccer have developed a female coach position whereby candidates who meet the criteria documented below can apply to be involved within the BC Soccer Provincial Program. The ultimate goal of BC Soccer for this initiative is to empower female coaches and for new skillsets and experiences gained to be shared back into the BC Soccer membership. Provincial Program – Female Coach Initiative circulated prior to the meeting within the board package.

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

The chair advised that there has been some discussion in this area on potential next steps and potentially taking the approach CPL took from a marketing perspective to target and attract individuals with capital to be a part of this initiative, along with identifying existing recognizable clubs to be ‘founding’ league members. Separate one-on-one meetings have taken place with two existing clubs, both were very opening to participation.

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:
 - Premier Cup - Premier Cup will be hosted by Surrey United on June 22nd and 23rd at Cloverdale Athletic Park.
 - Regional Playdowns
 - Kootenay Cup – Nelson) – June 8th/9th
 - Northern Cup – TBA/Prince George – June 8th/9th
 - Thompson Okanagan Cup – Salmon Arm/Kelowna – June 22nd/23rd
 - Coastal Cup – Richmond – May 4th/5th (2019 Costal Cup Draw pushed back to March 20th due to weather)
 - 2019 Provincial Cup hosts
 - A Cup – Coastal FC – July 3rd-7th
 - B Cup Boys – Prince George youth Soccer Association – July 3rd-7th
 - B Cup Girls – Burnaby District Youth Soccer Association – July 3rd-7th
 - 2020 Provincial Cup Hosts
 - A Cup – Coastal FC
 - B Cup Boys – Kamloops Youth Soccer Association
 - B Cup girls – North Okanagan Youth Soccer Association
 - Future Hosting Bids
 - Coastal FC and Kamloops Youth Soccer Association have been granted hosting bids (competitions TBA) through 2022 with provisional grants for 2023/2024.

MOTION: To go into camera.

20/2019

CARRIED

MOTION: To come out of camera.

21/2019

CARRIED

Adult Competitions Committee

- The committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:
 - o U21 – Doug Day Cup
 - After proposal from the Adult Forum to cease running the U21 Cup, the Adult Competitions Committee discussed and determined more information is needed. The Committee will pose questions to the Adult Leagues prior to the Summer Adult Forum for discussion.
 - o Provincial Cup Schedule
 - The leagues were provided with the schedule below:
 - April 5th – 7th: Preliminary Round (Men’s B Cup)
 - April 12th – 14th: Round of 16
 - April 19th – 21st: Easter Weekend (No Games)
 - April 26th – 28th: Quarter Finals
 - May 3rd – 5th: Semi-finals
 - May 11th & 12th: BC Soccer Adult Provincial Cup Finals (Merle Logan fields in Nanaimo)
 - Women’s A Cup: The Committee approved an extra berth for both Metro Women’s Soccer League and Lower Island Women’s Soccer Association in the Women’s A Cup, bringing the total teams to 10.
 - Women’s Masters A Cup: The Committee approved an extra berth for Lower Island Soccer Association in the Women’s Masters A Cup, bringing the total teams in the competition to 4.
 - o Over-45 Adult Provincial Cup
 - The Adult Competitions Committee Approved the additions of the Men’s & Women’s Over-45 Adult Provincial Cup for the year 2020. The running of the Over-45 Cups is contingent on leagues putting together a total of at least four (4) teams for each gender. The implementation of the cup also means that leagues must pay full fees for players registering in the Over-45 category. This will require amendments to BC Soccer’s Rules & Regulations, BC Soccer’s Adult Competitions Rules & Regulations and BC Soccer’s Fee Schedule.
 - Should the board approve the above Adult Competitions Committee recommendation as presented, the governance committee and finance committee will be required to amend the rules and fee schedules accordingly.

MOTION: To approve the Adult Competitions Committee recommendation to introduce an Over 45 Adult Provincial Cup as presented.

22/2019

CARRIED

ACTION #10: Director of Finance and Executive Director to work with the VP Finance to update fee schedules and budgets accordingly.

ACTION #11: Member Services and Competitions Coordinator and Director of Community Development to work with the Adult Competitions Committee Chair to update the adult provincial cup rules and regulations accordingly.

ACTION #12: Director of Community Development and Executive Director to work with the Governance Committee Chair to update the rules and regulations accordingly.

MOTION: To approve the housekeeping amendments to the Adult Competitions Rules as discussed and presented. 23/2019

CARRIED

ACTION #13: Executive Director (or designate) to update Adult Competition Rules and Regulations and circulate to the adult membership within the next 14 days.

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.
- Providing and update on the adult referee integration program activity.
- Advising of the recent grassroots program activity including meeting with referee development officers, facilitating session sin Prince George, Williams Lake and 100 Mile House.
- Providing an update on the planning and activity associated with the April 12-22 Dallas Cup, including noting the participating referees (Hannah Browning, Kelsey Carrothers, Joey Ratcliffe, Prem Gandhara, and Voja Sremcevic).
- CSA Referee Nominations updates, being:
 - o The officials *italicized* below were selected and attended the CSA National camp and were accepted to the CSA's Next Generation Program. All the names below have been included to the list of Officials for the CPL.
 - *Carly Shaw-MacLaren*
 - *Evan Fryer*
 - *Mohammad Mohseni*
 - Michael Hood
 - Stephen Lebrechthausen
 - o BC National Officials attending below:
 - *Alain Ruch*
 - *Jasmair Parr*
 - *Juan Marquez*

- *Stefan Tanaka-Freundt*
 - BC Instructors attending below:
 - Bob Sawtell
 - Jose Branco
 - Michelle Pye
- Advising of items on the Committee Meeting Agenda, being:
 - Review and Recommend Instructor Program
 - Review and Recommend Assessor Program
 - Review and Recommend BC Soccer Referee Duties for Competitions Document
 - Review Updated Referee Regulations
- Advising of upcoming events
 - Interior Referee Refresher Courses March-May
 - RDP Committee meeting April 4th
 - PREP Camp April 5-7 SFU
 - Pre-Comp Referee meeting Adult Provincial Cup March
 - Adult Provincial Cup begins April 6
 - CSA Referee Directors Meeting April 23-25

13. Awards & Scholarships Selection Committee

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

- Advising that we are currently accepting scholarship applications and to-date (March 19) four have been received.
- Advising that 14 scholarships have been confirmed for 2019 with an additional seven still be followed up on with the donors/funders.
- Advising that Jordyn Huitema was awarded Junior Female Athlete of the Year at Sport BC's 53rd Annual Athlete of the Year Awards.
- Advising that the advisory group reviewed and updated the Awards Criteria document which was circulated prior to the meeting in the board package noting recommended changes in yellow.

MOTION: **To approve the Awards Criteria 2019 document as presented and circulated prior to the meeting.** **24/2019**

CARRIED

ACTION #14: **Executive Director (or designate) to action accordingly.**

14. Women In Soccer Advisory Group

The advisory group chair provided a verbal update advising that there has been limited activity other than the Via Sport Advancing Sport Summit and BC Soccer participation.

15. Risk Management Committee

The committee chair provided a verbal update advising we are approximately 50% compliant with the criminal record check requirement for adult aged referees. It was noted that of the checks completed to date, 18 had been flagged with 16 being able to carry on refereeing and the other two receiving instruction on what next steps need to occur.

16. Governance Committee

The committee chair advised that there has been no recent meeting with no activity.

17. Hall of Fame Advisory Group

The advisory group chair provided a verbal update advising that we received the \$25,000 federal grant to support the archiving activity this group is working on. Much credit was provided to group member, Roger Barnes for his work on securing the grant and for all his work on this initiative. The members also acknowledged and praised Peter Schaad for his work in this area.

18. Nominations Committee

The President on behalf of the committee chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included the following update:

- 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
 - o For 2-year terms: First Vice President and Two Director positions
- The Committee will continue to focus on targeting potential female candidates and potential candidates from outside of the Lower Mainland
- Timeline
 - o The Committee will seek to post more information publicly for potential candidates to put their name forth in early June.
 - o Distribution of the Candidates Package to members will begin September and be updated every two weeks leading up to the AGM
 - o An All Candidates Meeting will be held on the Friday of the AGM weekend

19. Board Regional Liaison Updates

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

- Island related: Youth Invitational Tournament taking place April 6-7 at U Vic, Mini World Cup taking place May 4-5 UISA, Festival taking place May 11-12 in Nanaimo, and the LISA district cup is coming up.
- Attending an Alouette district meeting.
- Activity in the Interior to potentially identify a candidate for a board director position.

20. Any Other Business / New Business

None

21. Next Meetings

- April 27, 2019
- May 14, 2019 – conference call
- June 7, 2019
- July & August – currently no meetings scheduled, however, may be called by the President if the need arises.
- September 28, 2019
- October 2019 – as needed primarily for AGM related activity and finance activity

22. Adjournment

- 2:05pm

ACTION SUMMARY:

#	Who?	What?
1	Executive Director (or delegate)	Executive Director to action the 2019 four-month Operations Plan accordingly.
2	Executive Director (or delegate)	Executive Director (or designate) to first circulate to all clubs and affiliated organizations a simple question asking if there would like information on the Canada Soccer Programming, those that respond would then receive the drafted memo to the members, associate members, affiliated soccer clubs, and BCSPL franchise clubs. AND explore alternate ways to get messaging out using various BC Soccer channels.
3	Executive Director (or delegate)	Risk Management Committee Chair, President, and Executive Director to agree schedule/milestones and obtain contract from Rubin Thomlison.
4	Executive Director (or delegate)	Risk Management Committee Chair, President, and Executive Director to circulate contract from Rubin Thomlison to board and then and action accordingly.
5	Executive Director (or delegate)	Executive Director (or designate) to action accordingly.
6	Executive Director (or delegate)	Executive Director (or designate) to ensure appropriate correspondence has been sent confirming renewal of membership with BC Soccer.
7	Executive Director (or delegate)	Executive Director (or designate) to ensure appropriate correspondence is sent to these organizations confirming associate membership with BC Soccer.
8	Executive Director (or delegate)	Associate Member Advisory Group Chair to provide documentation in the board package for the April 27, 2019 board meeting.
9	Executive Director (or delegate)	Director of Soccer Development, Director of Community Development and Executive Director to discuss and agree content and next steps.
10	Executive Director (or delegate)	Director of Finance and Executive Director to work with the VP Finance to update fee schedules and budgets accordingly.
11	Executive Director (or delegate)	Member Services and Competitions Coordinator and Director of Community Development to work with the Adult Competitions Committee Chair to update the adult provincial cup rules and regulations accordingly.
12	Executive Director (or delegate)	Director of Community Development and Executive Director to work with the Governance Committee Chair to update the rules and regulations accordingly.
13	Executive Director (or delegate)	Executive Director (or designate) to update Adult Competition Rules and Regulations and circulate to the adult membership within the next 14 days.

