



MEETING MINUTES

BC SOCCER BOARD OF DIRECTORS MEETING

Saturday June 25, 2022, 9:00 am

1. Call to Order/Roll Call 9:01 am

Present: Gayle Statton (Chair), Carlos Grosso, Chris Appleby, Don Dancey, Don Moslin, Ralph Luongo, Tamara Van den Brink, Landon Ling, Peter Lonergan, Deb Pudek, Fraser Sim, Francisco Rubio, John Charlton, John O'Flynn, and Jason Elligott (Executive Director).

Regrets: N/A

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

2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

MOTION: To approve the minutes of the April 9, 2022, Board meeting and committee meeting minutes (by consent) 21/2022*

CARRIED

*These numbers document the motion number during the calendar year for ease of referencing.

3. Business Arising from Minutes

None

4. Email votes conducted in-between meetings

The below motions formally document the e-mail votes facilitated on April 14, 2022 and May 30, 2022 respectively.

MOTION: To approve the bylaw amendments as documented on the package for distribution in alignment with the timelines in the bylaws and for the membership's consideration at the June 1 2022 Special General Meeting. **22/2022**

CARRIED

ACTION #1: Executive Director (or designate) to ensure distribution to membership in accordance with the bylaws.

MOTION: Per BC Soccer Bylaw 4.3.a, due to non-payment of financial obligations, the Board declares the Burnaby Men's Soccer Association to be not in good standing. Therefore this member is not eligible to vote at meetings of the members or participate in the business of the Society until the Board is satisfied of the member's compliance with the bylaws per bylaw 4.3.b. **23/2022**

CARRIED

ACTION #2: Executive Director (or designate) to ensure appropriate communication is provide to the Burnaby Men's Soccer Association outlining their membership standing.

5. President's Report/Update and Executive Director Report/Update

The President provided a verbal update which included:

Canada Soccer – Annual Meeting of the Members

- Positive discussion, safe sport and DEI was a big focus, and structure of President's Forum is being reviewed. It was noted that the BC Soccer President is part of the smaller working group focusing on this.
- The lack of match officials as part of the safe sport assessment was also noted and was concerning to the members
- It was briefly noted that Canada Soccer is introducing an updated Strategic Plan.

Board Member Representatives for Provincials & Nationals:

- Schedule has been circulated to the Board Member and the objectives are to:
 - o ensure that we have a pool of qualified Board members to represent our Provincial competitions and represent BC at Nationals
 - o Nationals - have multiple people attend, gain knowledge and represent BC
 - o Nationals - a knowledge sharing meeting will occur to ensure the more experienced board members can inform the newer ones on the roles and responsibilities.
 - o plan to constantly improve and be more effective

Attended the Upper Island AGM along with various League 1 BC matches. The President advised that the feedback to her and her exposure to L1BC has been excellent.

Brad Baker:

- Associate Superintendent of Indigenous Education for the Province of BC
- Has a long history in soccer in BC and good connections with individuals and organizations within the membership
- Attended and presented at Canada Soccer's AMM on the topic of reconciliation.
- Interested in supporting the board in any capacity, including if the opportunity arose to be appointed to a director position.

Vancouver Island and Northern BC visits

- It was reported that a few fulsome visits have occurred with the President, VP Youth and 1st VP attending some or all. The President noted the importance of a Board and staff presence in the areas outside of the lower mainland – Kootenays, Interior, Northern BC and Vancouver Island. President and ED to discuss further. VP Youth will provide a larger report.

The Canada Soccer directive related to BC Soccer Voting Structure and the outcomes of the June 1, 2022 Special General Meeting was discussed.

MOTION: To go into camera. 24/2022

CARRIED

MOTION: To come out of camera. 25/2022

CARRIED

MOTION: Per BC Soccer Bylaw 4.4, to bring forward a complaint to judicial against Life Member, Rob Brown for his involvement in discussions related to Canada Soccer's directive regarding the voting structure changes and the bylaw amendments brought forward at the June 1, 2022 Special General Meeting. 26/2022

CARRIED

ACTION #3: President to ensure the complaints form is completed and submitted to the independent judicial processes of BC Soccer.

The Executive Director presented a summary of the February 2022 Executive Director Report (circulated prior to meeting) comprised of a high-level overview across association activities, including:

- High Level Strategic Plan Update:
 - o Third Party Operational Efficiency Review Project Status update (Strategic Plan link – 3.1). Report finalized and recommendations being reviewed and incorporated into responsible operational planning to have a stepwise appropriate applied.
 - o Equity Voting Structure Expectations Update (Strategic Plan link – 2.1 & 2.4). Outcomes of June 1, 2022 Special General Meeting are known and Canada Soccer have been advised. Awaiting decisions and next steps.

- Facility Development (Strategic Plan link – 3.4). Have reviewed and updated the Contribution Agreement and Licensing Agreement and held meetings with City Senior Staff. Awaiting next steps from the City.
- Board and Staff ongoing education and training (Strategic Plan link – 1.1 & 3.1), primary focus of current training is safe sport, diversity, and inclusion. In accordance with the DEI Plan, the second part of the Intro to Inclusion training from Inclusion Incorporated occurred on June 24.
- Judicial (Strategic Plan link – 3.8 Have formally transitioned to <https://itpsport.ca/> to receive, review and triaging complaints, taking the independence even one step further with complaints not even coming to an @bcsoccer email address. As part of this, they are also supporting a robust review of the judicial code and policies for BC Soccer.
- Information Technology (Strategic Plan link – 4.2)
 - Website Development: Work is on track for this initiative to deliver new website by the end of July/early August 2022. Board and staff to get a sneak peek in the coming month.
 - CRM: Have agreed terms with <https://interpodia.com/> to bring a robust data management platform to replace the current malfunctioning in-house CRM. This system over time will also support member form management (i.e. travel sanctioning, transfers, tournament applications, etc.) along with improving communications to members, clubs, and (down the line if wanted) participants.
- Technical Development Related (Strategic Plan link – 5.6). Technical Service Plan will be introduced to the members and affiliated clubs soon. This program provides tangible curriculum and technical resources supported by delivery of workshops and educational sessions.
- Policy Review & Rules and Regulations (Strategic Plan link – 3.2). Much activity has occurred in this area with the approval of the Policy Framework. First updated policies are being considered within the Governance and Membership agenda item in this meeting.

It was further stated that with the updated Operational Policies already approved and provided to the board for awareness, to ensure alignment I am bringing forward the below rule amendment to ensure the Small Sided Soccer Development Policy is referenced correctly.

Current

Rule 18 – Rules of Play – Youth

c) All Districts shall administer Small Sided Soccer leagues and programs under the Small-Sided Soccer Development Manual as produced and published by BC Soccer's Soccer Development Department and approved by the Board of Directors of BC Soccer.

i) All changes to this document shall be forwarded by BC Soccer to the Membership within 15 business days of receiving Board Approval.

Proposed

Rule 18 – Rules of Play – Youth

c) All *soccer organizations operating soccer in BC* must administer Small Sided Soccer leagues and programs under BC Soccer's Small-Sided Soccer Development Policy as produced and published by BC Soccer's Soccer Development Department.

i) All changes to the policy shall be forwarded to Member Organizations within 15 business days of receiving approval. ~~of receiving Board Approval.~~

MOTION: To approve the rule amendment to Rule 18.c as circulated prior to the meeting and presented. **27/2022**

CARRIED

ACTION #4: Executive Director (or designate) to ensure appropriate communication is provide to the Membership within the next 15 business days (per the rules).

- Legal and Investigative Updates (outside of judicial)
 - o None

MOTION: To go into camera. **28/2022**

CARRIED

MOTION: To come out of camera. **29/2022**

CARRIED

- Compliance
 - o It was reported that the compliance report and submission have been completed to ViaSport and also the Gaming Branch.
- An update on BC Soccer Members Compliance to their Membership Obligations was provided advising that in accordance with BC Soccer Bylaws Part 3, Item 3.4, Membership is required to meet Obligations with BC Soccer in order to continue to exercise rights of membership. Following [Action Bulletin AB 2022-08](#) from March 4th, members still failing to meet obligations of membership will be advised on June 29th of being at risk of failing to meet Obligations and provided with the required measures to meet such obligations by July 31st, 2022. In failing to meet obligations, all members deemed to be in non-compliance will be submitted to the Board for review at the September Board Meeting.
- Human Resources:
 - o Confirmed new employees:
 - Hagen Herold, Referee Development Officer – started June 20, 2022
 - o Employees departing:
 - Alfonso Munoz, Member Services & Club Licensing Officer – last day was June 10, 2022
 - o Secured the following new contractors:
 - N/A

- Contractor term ending and renewed or not:
 - Chelsey Hannesson, Female Development Lead - renewed
- Current positions offered out and awaiting response:
 - N/A
- Onboarding of new BC Soccer personnel is currently ongoing.
- As a result of the Operational Effectiveness Review have implemented or planned for implementation of the following:
 - Phase 1: Target completion July 31, 2022
 - Member Services repositioned as Soccer Operations Department
 - Finance Department repositioned as Finance & Administration Department
 - Risk Management – from Member Services to Finance & Admin
 - Player Registration – from Member Services to Finance & Admin
 - Marketing & Communications – into to Soccer Operations
 - People Impact:
 - “Officers” repositioned as Senior Coordinators
 - Reposition Gabriel and Stephen’s titles
 - Shift Farideh Zarei from Gabriel’s team to Stephen’s team
 - Shift Peter into Gabriel’s team
 - Phase 2: Target completion October 31, 2022
 - BC SPL – from Soccer Development to Soccer Operations
 - New position proposed - Executive Assistant & Strategic Projects
 - People Impact:
 - Shift Matt Holbrook (BC SPL GM) from Chris’s team to Gabriel’s team
 - Phase 3: Target completion: December 31, 2022
 - New position proposed and to be assessed along with other organizational needs - Player Development Manager role
- The above staff structure was discussed as organizational charts were presented along with the overall financial impact including two new positions within the association. Importantly, it was stated that the approved and revised budget does not change the number of planned Full-time Employees which is 18 and includes 9-month salary for an Executive Assistant & Strategic Projects and 6-months for a manager (or support in communications/marketing) role.

MOTION: To approve the updated staff structure as presented and planned for including the hiring of an Executive Assistant & Strategic Projects and a manager (or support in communications & marketing). **30/2022**

CARRIED

ACTION #5: Executive Director (or designate) to action accordingly in alignment to the strategic plan.

- An overview was provided on the updated and more effective way the association will handle the Operational Planning aligned to the 2024 Strategic Plan which was designed to better support the association. This update also provided insight on how staff will better utilize the Envisio online system in place to track against plans (organizationally and staff individually)
- League 1 BC resent announcements, including the National Alliance and Women's Interprovincial Championships were also discussed.
- The recommendation relating to BC Soccer 2022 Awards Program which built on the 2021 future considerations around this program was circulated prior to the meeting and was discussed.

MOTION: To approve the 2022 Awards Program recommendation as presented and circulated prior to the meeting and implement this new program going forward.

31/2022

CARRIED

ACTION #6: Executive Director (or designate) to work with staff to implement the Awards Program as approved.

- The 2022 AGM Staff recommendation was discussed and next steps were determined for the Executive Director to work with staff leading into the November 2022 AGM.

6. Director of Soccer Development Update

The Director of Soccer Development attended and provided an in-depth presentation on the soccer development department activity covering player, coach and referee development. Specific 2024 Strategic objectives were noted along with the data tracking to help deliver against them.

7. BC Soccer Rules and Regulations Dispensation Requests

None

Standing Committee Updates and Discussion Items

8. Finance & Audit Committee

The committee chair spoke to the committee chair/staff liaison report, finance dashboard which provides a Financial Statement Summary for the year-to date, along with the registration dashboard which provides a player registration update (circulated prior to the meeting). Overall, it was noted that the association continues to be in a good financial position and player registration has been stronger than planned for which is positive.

At the June 16, 2022 Finance Committee meeting the "2022-23 Re-forecasted budget", as prepared by the Executive Director and Director of Finance, was also discussed and supported. This budget was circulated prior to the meeting for the board's review and consideration.

MOTION: To approve the “2022-23 re forecasted budget” as presented and circulated prior to the meeting. 32/2022

CARRIED

ACTION #7: Executive Director (or designate) to actioning accordingly.

It was reported that as of June 16, 2022, the Burnaby Men’s Soccer League had not paid the amounts that are due from registration, fines and interest assessed by the Finance Committee. The League asked that the fines and interest be reduced by the Finance Committee to assist in resolving the matter. The Finance Committee denied the request at the June 16, 2022 meeting.

With the current situation on the facility project, the Executive Director reminded the board, of \$1,000,000 building/facility restriction, that was originally motioned at the March 30, 2016, board meeting and re-restricted at the March 6, 2021, board meeting. This restriction assists with the association’s Gaming Application and noted it must be used within 5 years to not negatively impact the association’s gaming application moving forward. It was noted that the motions from the 2020 AGM support the discussions with the Gaming Branch on the work done to date to push the facility development initiative forward.

9. Governance & Membership 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 approved the Standing Committee and Working Groups, Social Media, Board of Director Succession Nominating and Orientation, and BC Soccer Youth Boundaries governance policies and are being brought to the board for consideration. It was also noted that the board had the policies working session on June 14, 2022 to discuss these policies.

MOTION: To approve the Standing Committee and Working Groups, Social Media, Board of Director Succession Nominating and Orientation, and BC Soccer Youth Boundaries governance policies as presented and circulated prior to the meeting. 33/2022

CARRIED

ACTION #8: Executive Director (or designate) to actioning accordingly.

- At the June 14 board policy review session, the board was also provided with copies of the recently updated and approved Operational Policies in accordance with the Policy Framework. These policies included: Criminal Record Check, BC Soccer Development Grants, Out of Province Travel, Scholarships, Playing Up & Down, Concussion, Rule of Two, and Small Sided Soccer Development policies.

- It was also stated that the following policies were being retired in accordance with the framework: Policy for Metro Programming, Club Charter Program - Coach Certification Compliance Policy, and Club Charter Program - BC Soccer Club Charter Associate Member Inclusion Policy.
- Advising that the committee reviewed and approved the proposed new Associate Membership Categories as circulated prior to the meeting and discussion on the day.

MOTION: To approve the updated Associate Membership categories as presented and circulated prior to the meeting. 34/2022

CARRIED

ACTION #9: Executive Director (or designate) to inform the membership, update the website and commence implementation of the new associate membership categories.

- Advising that the following Youth Inter-District Leagues have received their renewal by the membership committee chair:
 - o N/A
- Advising that the following associate membership renewal applications, including short term events, have been received and approved by the membership committee chair:
 - o Adult Leagues - North Okanagan Soccer League, KEYSA Adult League, Bulkley Valley Soccer Association, North Shore Sportman’s League, Knight Soccer League, and Ultimate Summer Soccer League.
 - o Short term events - SX Spring Cup, SX International Cup, USC Spring Cup, Kick for a Cure, and Nations Cup.

A reminder was provided that the board previously delegated the authority to approve 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.

- Advising that the following Associate Membership Applications had been reviewed and approved by the committee for the board’s consideration:
 - o N/A

10. Risk Management Committee

The Committee Chair stated there was activity to report on.

11. Nominations Committee

No written report was provided for this meeting. The latest committee meeting minutes were circulated prior to the meeting.

The President stated the following board members are up for elect at the 2022 AGM and all of who have verbally confirmed their plan to seek re-election.

- John Charlton
- Don Dancey
- Landon Ling
- Ralph Luongo

Independent

12. Judicial

The Judicial Chair Report was circulated prior to the meeting which included updates on the number of complaints received, discipline/appeal/protest activity and where they are current at from a process perspective.

Other

13. Board Regional Liaison Updates

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

- Attendance at the following member AGMs:
 - o Fraser Valley Youth Soccer Association (it was reported that there has been in decrease in discipline/cards, and the district is lowering their fees)
 - o Vancouver Youth Soccer Association
 - o Upper Island Youth Soccer Association (it was reported that there are increasing their fees to support added technical programming)
 - o North Fraser Youth Soccer Association
- Planned attendance at the following upcoming AGMs:
 - o North Shore Youth Soccer Association
 - o Lower Island Soccer Association
- Attendance to various matches across the province including play downs into provincials at different locations and attendance at League 1 BC at all the different locations.
- Kootenay District has a new chair, along with the Richmond District
- A detailed updated of the visits to the Northern Interior Youth Soccer Association and the Cariboo Youth Soccer Association was provided.

14. New Business / Any Other Business

BCSPL Participation

It was reported that, Canada Soccer in its June 16, 2022 letter (circulated prior to the meeting) confirmed that Ridge Meadows Soccer Club and Port Moody Soccer Club have received provisional National Youth Club Licenses from Canada Soccer.

Per the motions from the December 14, 2019 board meeting regarding BCSPL number of teams, age

level, and participation start, it was stated that the only thing required for these organizations is approval from the BC Soccer board of directors allowing them to participate in the BCSPL per the stated terms.

It was restated that any new clubs/organizations obtaining the NYCL, requesting BCSPL participation and receiving approval from BC Soccer's Board of Director would:

- Operate one female and one male team in the youngest age group (U13) in the first year of participation in the BCSPL,
- Operate two female and two male team in the youngest age groups (U13 & U14) in the second year of participation in the BCSPL,
- Operate three female and three male team in the youngest age groups (U13, U14 & U15) in the second year of participation in the BCSPL,
- The above process would carry on until a full complement of teams in all age groups in the BCSPL were run by the club/organization.
- Commencement of play would be in September.

MOTION: Based on receiving their provisional Canada Soccer National Youth Club License, to approve Ridge Meadows Soccer Club and Port Moody Soccer Club participation in the BCSPL, commencing September 2023 for Port Moody and 2024 for Ridge Meadows (per their request) with one female and one male team solely in the youngest age group and add one age group per year until a full complement of teams are populated into all age groups.

35/2022

CARRIED

ACTION #10: Executive Director (or designate) to advise the club of the BC Soccer Board of Directors' approval to participate in the BCSPL under the terms outlined.

15. Next Meetings (subject to change)

- September 10, 2022 (in person)
- October 5, 2022 (virtual) Date subject to change based on complete of annual audit
- November 5, 2022 - AGM

16. Adjournment

- 12:25pm

