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MINUTES

Meeting Title: June Board Meeting

MINUTES JUNE 8, 2011 START TIME – 5:30 PM LOCATION – BOARD ROOM

MEETING CALLED BY	Richard Watt
TYPE OF MEETING	Monthly Board Meeting
FACILITATOR	Richard Watt
RECORDER	Linda Herman
ATTENDEES	Richard Watt, Anna Barnes, Marcie O'Beirne, Grant Emmond, Lorrelle Hall, Linda Herman, Guy Jubinville, Rob Lewis, Tony Preston (arrived 5:50 pm), Dean Rolufs (left 6:05 pm, returned 6:45 pm), Dustie Hall,Deb Stewart

ABSENT: Steve Raper

Commence Board Meeting at 5:30 pm

1. **Motion** to accept Agenda with the addition of Permission to Travel for the U14A Kodiaks to A Cup Playdowns in Kelowna under # 3 Correspondence, and the topic Minifest under #2 Current Business (Guy/Anna). **Motion passed unanimously**

2. **Motion** to accept the May, 2011 minutes (Guy/Anna) **Motion passed unanimously**

3. Business arising from the minutes: Action Items carried forward from previous board meetings reviewed.

4. **Correspondence:**

a. Letter from Heather Oland re financial support for the U13 Boys to Provincials. Discussion that the Provincials were set for 100 Mile House but BCS moved the U13 to Powell River, resulting in much further travel and expense.

Rob: We can't support this but we could look at developing a Championship fund to support all travelling teams. We'd need to set parameters
Linda: It isn't without precedent, the Board gave Emily Kwitkoski money to go to Florida
Lorrelle: Their fundraising goal is $8500 and their anticipated expenses are $13,600.00. By comparison the Provincials in Penticton are expected to cost $5-6000
Grant: The gaming grant is still hanging over us and with that uncertainty we can't afford to have unanticipated expenses
Lorrelle: BCS and the City can be applied to after travel for grant money
Rob: We could look at developing a fund on a per km basis. It would be nice to support them but how do we monitor who would be using the funds? Even ferries with families would be expensive
Lorrelle: We would have to be prepared to give funds to all teams
Motion: To not provide funds to the U13 team (Rob/Grant)
Deb and Grant abstained. Remaining voted unanimously in favour of the motion
Action: Linda will advise Heather of the Board's decision

b. Permission to travel: (i) U18 Kodiak Boys to Bellingham June 24-26 (ii) U14A Kodiak Girls to A Cup Playdowns in Kamloops (iii) Future Stars 2 Boys teams to St. Alberts and 1 Girls team to Kelowna. All approved.

5. Staff Reports:

a. Joel's Report

Discussion	Report as submitted Richard: Joel has submitted a proposal to do a 4 v 4 Champions League for the 9-12 year olds Debbie: He's done a great job with the 9-12 year olds but they are the only people who see him Marcie: This program is a test run to see if it's welcome, that's why it's limited to this age group Rob: We have a TD who wants to work and it drives him crazy that we don't have summer soccer here Deb: Agreed but he needs to incorporate more ages Dustie: This needs to be open to more age groups Grant: Are the 9-12's mixed together? Richard: No, it's 9-10's and 11-12's Anna: I would like to see this open to the older kids too Lorrelle: It should be opened up for the older kids and if the numbers don't support it at least we will have offered it to them **Motion:** Approve the 4v4 Champions League if it is expanded to older age groups and will run depending on numbers at a cost of $40.00 per player with a cap of 24 players per age group (Rob/Dustie) Discussion continued: Richard: There is some concern about the young player's esteem in that players are ranked first and last and it is published Grant: We could keep track and award champions at each level Tony: This exposes kids to competition and will be advertised as such Lorrelle: I'd want to ensure the hiring of junior coaches was open, not a hand-picked process Richard: Joel has a process in place for applications and interviews Grant: This program didn't include 13 & up because of Provincials Anna: This should be open to House League players too **Motion passed unanimously**
Conclusion	

Action Items	**Include 13 & over in Champions League**
Person Responsible	**Joel**

b. Linda's Report

Discussion	Report as submitted Linda: The Staff Outdoor Debrief was beneficial and the results have been compiled and sent out to the Board. A few key points are: • Mail out was effective but we need to have volunteers or hire extra staff to do it next year as very time consuming • Registration period next year is recommended to be December 1-March 1. From March 1-March 25 is the late registration period. Anything after March 25 automatically goes to a waitlist until program has been organized • Coaching clinics need to focus on house coaches and need to be organized early (in the fall) • No requests for Tier 1 coaches but Tier 2 coaches get 1 request as incentive • TD will reconfigure the tiering system and will take over team formation for 9-12 year olds • Pinnies will be used until all tiering is finalized • Draft will be for 13-18 year olds and will happen the first week of April • Kits for fittings for Selects will be ordered in the fall and fittings will be done at try outs We need to do a debrief of the outdoor Directors asap. I can do it if Richard doesn't have time Richard: Yes that would be good, you can lead it Linda: We met with SD57 and while they would like us to buy the facility they will renew the Lease with a 14.02% increase per the CPI. Dustie put me in touch with the Ministry of Education about the possibility of the government gifting the building to us and giving the SD a credit but I was advised that it is the SD who makes that decision when the building is owned by the SD Richard: The Executive will meet to discuss options regarding the indoor facility Linda: I'm doing a cross-promotion with the Northern Sport Centre where they will send out our Summer Camp information with their registration forms and in their newsletter and we will do the same for them Linda: There was miscommunication between Directors and staff about who would perform what duties. To address that I will be conducting a Gap Analysis to determine what each Director currently does and what he/she expects to do in the future. The gap between the two will inform me as to what duties the staff and/or volunteers will be performing Rob: You will be able to manage the Directors better if you know when certain tasks should be done by Linda: Exactly, I will have the information needed to build a timeline which will clear up inconsistencies so programs are delivered more efficiently Richard: We need to move in camera for the next part of Linda's report **Motion** to meet in camera made at 6:25 pm (Rob/Lorrelle) **Motion passed unanimously**
Conclusion	
Action Items	**-Arrange Outdoor Directors Debrief** **-Do Gap Analysis**

	-Contact Sonny
Person Responsible	**Linda**

Motion to go out of camera and return to board meeting made at 6:35 pm (Guy/Grant). **Motion passed unanimously**

6. New Business

a. Anti-Bullying Policy (Linda)

Discussion	Linda: I sent the policy out electronically. Does anyone have any questions or concerns? Rob: Regarding Procedure #2 I would like to see it changed to say we want to receive the complaint in writing Tony: We could say "…must request that the complainant make a written record" Tony: Regarding Procedure #3 do we need 4 people for each complaint. I would like the Director, the Executive Director and the TD and/or the Discipline Director **Motion** to adopt the Anti-Bullying Policy with amendments as written (Tony/Guy) Lorrelle: Under the Prevention section would this policy be attached to the Codes of Conduct? Linda: Yes **Motion passed unanimously**
Conclusion	
Action Items	
Person Responsible	

7. Current Business

a. Indoor Program Fees (Richard)

Discussion	Richard: Everyone received a copy of the spreadsheet as the initial starting point for setting price points Rob: We need to review who is paying for fixed costs. We want people to feel they are getting value Linda: Fixed costs come to over $500,000.00 annually Rob: Are the appropriate people paying for the right amount of fixed costs? Tony: Can we cut down fixed costs? Rob: It bothers me that Indoor costs so much. What do we do with fixed costs, how do we distribute them throughout the group? Is outdoor covering their share of fixed costs? Marcie: If you look at the Champions League for Outdoor it is similar to the Magic 4's Indoor and the outdoor cost is $40.00 for 4 weeks, so if Indoor is $80.00 for 8 weeks it is still $10.00 per session Richard: To respond to the question about outdoor covering their share of fixed costs, we did add 10% to the outdoor fees last year to address that but as was shown by Linda's MBA project and by the Finance Committee's exercise, outdoor would not cover it's cost at the current fees Rob: So Outdoor is undercharged Linda: Yes, without sponsorship and gaming it is not sustainable at the current fees Rob: We're gaining money from Indoor. We are charging this cost to cover outdoor if we make the minimum budgeted amount

	Richard: We need to generate money from these programs, if we don't make minimum and have to cut the program that means the fixed costs are not being covered Rob: If we hit the minimum we come out ahead Richard: No, if we hit the minimum we come out even. We can't rely on gaming, our rent is increasing by 14%. We cover fixed costs across the board, we don't do absolute cost recovery, we spread the costs across the programs. If we only get the minimum can we break even with what we did last year? Grant: The cost for individual programs should be priced at cost recovery. If there are too many coaches, pull them out. Each program should be at least cost recovery Richard: It is priced across programs to keep some of the more expensive programs within reach, otherwise we couldn't offer them at all, it is price grading Rob: We should offer a 10% discount by not offering jerseys to players for second half sign up of Ball Mastery and Ball Possession for the 9-12 year olds. For the Selects this program is closer to Junior and Senior Academy and we may lose players to Select if we price as recommended Grant: It involves the same number of coaches and almost the same amount of time, there's only a half hour session difference General discussion regarding price points followed with the consensus that Select Development for 13-14 year olds would be $250.00 and for the 15/16 year olds $300.00 per session General discussion about program requirements, i.e. Select Development is aimed at dual-sport athletes while attendance at Junior and Senior Academy is mandatory with the 17/18 year olds having all year-round Select teams -5 minute recess taken to calculate the impact on the recommended fees Reconvened after short recess **Motion** to adopt prices as set out below (Rob/Guy): Little Kicks: $70.00 per session Future Stars 9/10 Ball Mastery $90.00 per session (10% discount if sign up 2 sessions) Future Stars 9/10 ball Possession $45.00 per session (10% discount if sign up 2 sessions) Future Stars 11/12 Ball Mastery $125.00 per session (10% discount if sign up 2 sessions) Future Stars 11/12 Ball Possession $75.00 per session (10% discount if sign up 2 sessions) Select Development 13-14 yr $250.00 per session Select Development 15-16 yr $300.00 per session Junior Academy (1 intake) $700.00 Senior Academy (1 intake) $1,000.00 Goalkeeper Development 11-14 yr $35.00 per session Goalkeeper Development 15-18 yr $45.00 per session Magic 4's 9-12 yr $75.00 per session Magic 4's 13-18 yr $90.00 per session **Motion passed unanimously**
Conclusion	
Action Items	**Registration/Promotional materials need to be developed**
Person Responsible	**Linda**

b. Minifest (Marcie/Debbie)

Discussion	Marcie: I've met with Deb to discuss requirements and I'm organizing the volunteers Richard: We have teams visiting from Terrace and Kitimat **Motion** to give Select Teams who volunteer at Minifest an honorarium of $200.00 per team (Debbie/Lorrelle) Debbie: The rationale is they have volunteered for years without recognition and they are very reliable volunteers Richard: What was done in the past Debbie: Nothing but they are always reliable and deserve this Rob: Is this available to all Select teams? Debbie: Yes Marcie: 7 teams have already committed to volunteering Richard: Can we afford this? Linda: The maximum it could cost, if all teams volunteer, is $2,600.00 Anna: Yes, we can afford this **Amend motion** to make this an ongoing initiative (Rob/Dean) **Amended Motion approved unanimously** Debbie: I would like to make another motion at this time, or it can wait for my report Richard: Go ahead now **Motion** that PGYSA Board members and staff do not pay outdoor registration fees for their children starting 2011 (Debbie/Guy) Marcie: For all children or one per board member? Debbie: All Grant: I would far rather see all coaches get $10.00 off than see the board pay nothing Tony: Parameters such as a minimum of 16 or more hours per week. The President shouldn't have to pay, or Debbie given how many volunteer hours she puts in Dustie: It has to be all or nothing Richard: I would not accept that. It is a gift and I don't think it looks good Dean: This is something that should be brought to the AGM for our membership to vote on Rob: This is unsustainable the amount of hours we put in. To attract and retain board members and coaches we need to offer incentive Lorrelle: We all put in so much time between coaching, managing, our directors roles Linda: You volunteer in different roles and need to separate out your board duties from the other volunteering you choose to take on Grant: Yes but we put in more time than could be recouped Lorrelle: Give a discount to coaches and board members Rob: Extend to managers too Grant: Then you'd have to extend it to age coordinators as well Marcie: Where does it stop? Volunteers could be compensated for half or full registration for coaching if they have certification Linda: You are looking at thousands of dollars **Motion defeated**
Conclusion	
Action Items	
Person Responsible	

7. Board Reports:

a. President's Report/New Media Director's Report (Richard)

Discussion	See submitted report
Conclusion	
Action Items	
Person Responsible	

b. Vice- President's Report (Steve) (absent)

Discussion	No report
Conclusion	
Action Items	
Person Responsible	

c. Treasurer's Report (Anna)

Discussion	See submitted report
Conclusion	
Action Items	
Person Responsible	

d. Volunteer Report (Marcie)

Discussion	See submitted report -Confirmed Tony and Anna will be in charge of the tear down of bouncy equipment at Minifest and everyone else will be there for set up
Conclusion	
Action Items	
Person Responsible	

e. Mini U5-8 (Grant)

Discussion	-See submitted report
Conclusion	
Action Items	
Person Responsible	

f. Micro Mini 3-4 (Dean)

Discussion	-See submitted report
Conclusion	
Action Items	
Person Responsible	

g. Select Report (Lorrelle)

Discussion	See submitted report -Lorrelle: Playdowns are under way and planning for the German team is coming together. The jerseys arrived and look great. All staff and board members are invited to a pot luck to welcome the German team on the 15th at 5:00-5:30 pm. Anita did a great job scheduling games for the German team at Minifest

Conclusion	
Action Items	
Person Responsible	

h. Future Stars (Rob)

Discussion	See submitted report Rob: The Outdoor Committee met and we discussed uniforms for Selects, sizing, sustainability and including uniforms in the price were discussed. Buying jerseys for 2 years with half the cost collected each year. We need to understand how the rebate dollars work better. We will need to put this out to tender next year as sales agreement expires then Richard: Has your committee put together recommendations for the Board? Lorrelle: We will have to meet again to do that Richard: Recommendations will be submitted to the Board before the end of June
Conclusion	
Action Items	**Provide recommendations re Select uniforms process by the end of June**
Person Responsible	**Outdoor Committee**

i. Field and Equipment (Guy)

Discussion	See submitted report Guy: Balls are disappearing Lorrelle: Are they marked PGYSA? Guy: No Rob: The balls sponsored by Wendy's are not very good Linda: What's wrong with them? Rob: They are hard. Also there is a small net without netting, is it usable? The nets at the Super 8 fields are too big Guy: I will look into it and talk to Ray Guy: We need 3 awnings for concession to provide shade. I will get prices
Conclusion	
Action Items	**-Talk to Ray regarding the nets at the fields** **-Get prices on awnings**
Person Responsible	**Guy**

j. Referee / Discipline (Tony)

Discussion	See submitted report Tony: Thanks to Dustie and Linda for taking care of a disciplinary issue. Thanks to Linda for drafting the Anti-Bullying Policy. There was an issue involving our U18 Select Boys and a men's team where there were verbal threats Richard: That was not a PGYSA game, the referees are paid by the men's league Dustie: Don't we still have a duty of care? Richard: Yes and we have followed due process already Tony: Should we be following it up? Richard: Does the coach want you to? It is my understanding the coach is handling this Tony: Yes he is, Linda and I did follow due process
Conclusion	

Action Items	
Person Responsible	

k. Divisional Boys and Girls (Dustie)

Discussion	See submitted report Dustie: There have been some issues. There is 1 stacked team and I tried to switch 2 skilled players from one team with 2 not-so-skilled players from another team but they didn't want to move. I've shifted where I could and we will pull from the waitlist. We will ensure we get evaluations from all coaches this year so the draft is better next year Lorrelle: You should get the evaluations done now Dustie: Yes
Conclusion	
Action Items	
Person Responsible	

9. COMMITTEE REPORTS

1. **Finance Committee report (Anna, Linda, Dean, James, Steve)- no meeting**
2. **New Media Committee(Richard, Steve, Rob)- still to meet**
3. **All Year Round Committee/Select Uniforms (Lorrelle, Grant, Rob) – see Rob's report**

Motion to adjourn the meeting to in camera 8:50 pm (Rob/Marcie). **Motion passed unanimously.** Executive Director excused from the meeting.

Dates:

- **Next Board Meeting Wednesday , July 13, 2011 at 5:30 pm**