



PRINCE GEORGE YOUTH SOCCER ASSOCIATION

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MINUTES

Meeting Title: October 2015 Board meeting

MINUTES OCTOBER 7, 2015 START: 5:35 PM LOCATION – BOARD ROOM

MEETING CALLED BY	Grant Emmond
TYPE OF MEETING	Monthly Board Meeting
FACILITATOR	Grant Emmond
RECORDER	Saundra Elson
ATTENDEES	Grant Emmond, Scott Redpath, Saundra Elson, Melanie Ramsay (joined meeting at 6:20 p.m.), Ted Swarts, Barry Hirtz, Marti Ranu (excused at 8:00 p.m.), Gilbert Wankling, Garry Nielsen, Rob Lewis Absent: Davis Rodrigues

1. **Motion** to approve the Agenda (Garry, Ted) **Carried** (Addition of BC Soccer Facilitator to New Business)
2. **Motion** to approve minutes of meeting of September 9, 2015 (Ted, Gilbert) **Carried**
3. **Business arising from previous minutes:**

 Resignation received from Sonny Pawar.
4. **Correspondence/Presentations** - None
5. **Staff Reports**

TD:
(a)

Discussion	John Ribeiro's first board meeting as new TD. Detailed Report presented including the following action items: <ol style="list-style-type: none"> 1. Association requires a vision; 2. Association requires a written organizational structure (draft structure provided); 3. Board members must be actively involved in chairing committees; 4. "Branding" opportunities for club should be improved. Overall goal: Bring soccer community back together.
Conclusion	Further consultation required
Action Items	Committee to address revision to mission/vision statement & report back at November board meeting
Person Responsible	Ted Swarts and John Ribeiro to lead committee

(b)	
Discussion	Board of Directors – organization of the Board could be improved upon (written roles/committees/written policies & procedures required) - better “buy in” required. Discussion regarding committee structure v. coordinators
Conclusion	Board should revisit member responsibilities and structure
Action Items	Committee to consider board structure
Person Responsible	Rob Lewis
(c)	
Discussion	Concern about bylaws re: voting at AGM
Action Items	Review constitution & bylaws
Person Responsible	Grant Emmond
(d)	
Discussion	Administration & Maintenance – written job description required for all administrative positions: <ol style="list-style-type: none"> 1. Sports Administrator; 2. Office Administrator; 3. Field Marshall; 4. Summer Student; 5. Temporary Administrator; 6. Field Maintenance; 7. Indoor Facility Maintenance
Conclusion	Written policy and procedures required for all programs & administration
(e)	
Discussion	Grant proposes review of April’s salary
Conclusion	Motion: April’s rate be increased (Saundra, Marty) Unanimous
Action Items	President to advise April of raise
Person Responsible	President
(f)	
Discussion	John proposes hiring Sports Administrator
Conclusion	Motion: John has authority to hire a Sports Administrator with a yearly starting salary as agreed by the Board (Rob, Scott) Unanimous

6. New Business

i) Coach evaluation Forms

Discussion	Rob notes that the season is now complete and it would not be worthwhile to send out forms at this time. Scott notes that the Board was awaiting input from the new TD.
Conclusion	Future business item
Action Items	To be addressed next season
Person Responsible	TD

ii) AGM Dates

Discussion	November 26, 2015 proposed. PGYSA partners to be present.
Conclusion	AGM to be held November 26, 2015
Action Items	Office to schedule AGM
Person Responsible	Office

iii) Resignation of Sonny Pawar

Discussion	Sonny has tendered his resignation to President.
Conclusion	Board vacancy.
Action Items	None
Person Responsible	N/A

iv) Discipline Committee

Discussion	Matter before discipline committee has resolved
Conclusion	No further details provided
Action Items	None
Person Responsible	N/A

v) BC Soccer Facilitator

Discussion	Do we have a facilitator?
Conclusion	John to be working with BC Soccer
Action Items	John to consult with BC Soccer
Person Responsible	John Ribeiro

7. Board and Committee Reports – None

Motion to adjourn meeting: (Melanie, Garry) **CARRIED**

Dates: Next Board Meeting November 4th, 2015 at 5:30pm at PGYSA Boardroom.
Proposed AGM date: November 26, 2015