



PRINCE GEORGE YOUTH SOCCER ASSOCIATION

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MINUTES

Meeting Title: November 2015 Board meeting

MINUTES NOVEMBER 4, 2015 START: 5:42 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, Ted Swartz, Barry Hirtz, Marti Ranu, Gilbert Wankling, Garry Nielsen, Rob Lewis Absent: Davis Rodrigues

1. **Motion** to approve the Agenda (Gilbert, Ted) **Carried**
2. **Motion** to approve minutes of meeting on October 7, 2015 (Gilbert, Marti) **Carried**
3. **Business arising from previous minutes:**
 - a. **Mission/Vision Statement**
 *Ted and John have met to discuss proposed terms of updated/new mission & vision statement. Proposed terms reviewed and discussed.
MOTION: PGYSA adopt the Mission & Vision Statement as presented and in particular:
MISSION:
 To cultivate the most inclusive, positive and passionate soccer community promoting soccer for life based on fair play, respect and sportsmanship.
VISION:
 To build a best-in-class soccer development system strengthened by the most progressive programs for players, coaches, officials and families.
 (Rob, Scott) **Unanimous**
 - b. **Board Roles Committee Report**
 Report submitted from committee (Rob Lewis, Scott Redpath, Gilbert Wankling, John Ribeiro) in relation to meeting of October 28. Report reviewed and discussed.

MOTION: The Board adopt the following director positions for 2016 year:
House 13-18 Program Director (1 position)
Mini 3-8 program Directors (4 positions – 2 girls & 2 boys)
Select Director (1 position)
9-12 Division Director (1 position)
Development Program Director (1 position)
Equipment and Facilities (1 position)
(Rob, Garry) **Unanimous**

Additional Motion regarding standing committees deferred to next regular board meeting:

MOTION: The Board adopt the following standing committees for the 2016 year:
Finance
Policy & Procedures
Fees
Sponsorship.

4. **Correspondence/Presentations** - None

5. **Staff Reports – Technical Director John Ribeiro**

- i) **Administration/Maintenance Update:**
 - a. **Written job description prepared for Sports Administrator & position being advertised. No suitable candidate yet. Considering seeking additional help (student employee) to assist until position filled.**
 - b. **Other job descriptions in process including Office Administrator, summer student, Field Marshall & Field Maintenance**
 - c. **Seeking cleaner for indoor facility. Receiving quotes from 3 firms.**

- ii) **Branding Update:**
 - a. **Continue to work on branding.**
 - b. **After AGM will seek to get jackets for Directors.**
 - c. **Significant number of coaches shirts at facility. Will be given to coaches next season at John's discretion.**
 - d. **Website management to be considered – website is not a workable interface and John would like to improve ability to communicate with membership.**
ACTION ITEM: Grant to liase with Mohammed to determine if he would assist with website support.

- iii) **Uniforms/Equipment:**
 - a. **In contact with Soccer Express & Soccer City for pricing and availability. Will be ordering Umbro uniforms from Soccer City for house players. No supply issues expected.**
 - b. **Equipment pricing advantageous through Soccer City – nets/cones/pinnies ordered.**
 - c. **Select players to be sized early in 2016.**

- iv) **Coaches:**
 - a. Intend to proceed with hiring of Select Coaches for 2016 outdoor season immediately – application out by November (John is working on application form presently) with announcement of positions by December 2015.
 - b. John will solicit applications and be solely responsible for selection of select coaches.
Discussion regarding hiring process and need for transparency and accountability. Important that successful and unsuccessful candidates be informed of reasons for selection.
ACTION ITEM: Board would like feedback from John regarding the hiring process/guidelines.
- v) **Indoor Coaches Success Story:**
 - a. 7 UNBC women and 1 UNBC men’s team members coaching in our indoor program.
 - b. Estimate that 90% of indoor coaches are women.
 - c. John seeking to have BC Soccer host Soccer for Life course in Prince George in late November.
- vi) **Select Teams:**
 - a. Tryouts to occur in January or early February 2016
 - b. Team selection to complete by February 2016
 - c. Seeking long term major sponsor for select team gear
- vii) **Tournament:**
 - a. Want to revive local tournament for May 2016 (weekend of May 27 – 29)
 - b. Intention would be to host U10 – U14 age groups – level undetermined at this time
 - c. U16 – U18 Select Players and parent would host and tournament would be a fundraiser for those teams.
 - d. Discussions with clubs in South who seem interested in attending.
- viii) **Indoor Facility:**
 - a. Equipment room is a work in progress – major clean up and clean out is underway.
 - b. New balls have been ordered.
 - c. Old balls/uniforms/equipment donated to children in indoor program and local schools and charities.
 - d. Seeking contact with School District to discuss accessing space in the back room for programing.
ACTION ITEM: Grant to review lease to determine if “back room” space is included in our lease agreement with School District.
- ix) **Hi-pod:**
 - a. Item has been purchased and will be used to record games
 - b. Opportunity to earn some revenue as likely the UNBC teams will rent it

- x) **U18 Coach:**
 - a. **John would like to coach U18 boys and girls teams for 2016 outdoor season and seeks feedback/approval from Board**

Discussion: Scott raises concern about whether John will have sufficient time to focus on his obligations to the association during the outdoor season and coach select teams at the same time. Ted notes that coaching select teams should be volunteer position outside of John's regular duties. Rob notes John's passion for and skill at coaching.

Board supports John's decision to coach U18 teams and give outgoing PGYSA youth a positive sendoff.

6. New Business

i) Annual General Meeting

Discussion	Meeting has been scheduled and we will be inviting our partners. Agenda will include: John will give presentation, president will provide summary, financial presentation and board positions filled. Important to have membership list available to ensure only members are voting.
Conclusion	AGM to proceed
Action Items	President to liaise with office to ensure preparedness for AGM
Person Responsible	President

In camera session: 8:05 p.m. to 8:12 p.m.

7. Board and Committee Reports –

a. Treasurer:

Financial statements provided & reviewed and items identified that will require explanation prior to AGM

We have ended the year only \$600 off of the budget

b. President:

Whitecaps registration: Continue to work out the details – proposed agreement has gone to accountant for feedback to determine if further clauses are required. Once accountant has reported there will be a further meeting with the City.

Motion to adjourn meeting: (Saundra, Marti) CARRIED

Meeting adjourned at 8:45PM

Dates: Next Board Meeting: Annual General Meeting - November 26^h, 2015.