



## PGYSA Board of Directors Meeting Minutes

November 8, 2017

**MEETING CAME TO ORDER:** 5:45 PM

### **ADMINISTRATION:**

1. Attendance
  - a. Present: **Rob L, Grant Z, Mario M, Frank C, Cam Y, John R, David Fish, Lou N, Caitlin L**
  - b. Absent: **Vince D, Dan H, Dave Fyfe**
2. Approve Agenda

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*MOTION - Approve November agenda [Lou N/Mario M / Carried unanimously]*

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3. Approve previous Meeting minutes. Minutes from October 11<sup>th</sup> meeting prepared by Frank C.

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*MOTION - Approve October minutes [Cam Y/Lou N / Carried unanimously]*

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4. Business arising from previous meeting minutes
  - a. PGYSA Alcohol/Drugs Policy – there is consensus among the board members that an Alcohol/Drugs policy is required. However Action for Grant Z to draft one has been tabled for time being.
  - b. Certification for Coaches in PGYSA – Discussion regarding Level 1-4 coaching certifications, why and how PGYSA can get more volunteer coaches certified using available local trainers and BC Soccer trainers, barriers to getting it done etc.

**ACTION – David Fish to prepare and present coaching certification options at next board meeting. [David Fish]**

### **STAFF REPORTS:**

1. Club Manager Report (*see Club Manager report for detail*)

PGYSA book-keeping – John has does investigations into local firms that might provide this function to PGYSA. He identified and has recommended Diana Ntapas as a qualified candidate to perform the function. Declaring a conflict of interest, Lou N recused himself from all discussion and voting.

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*MOTION – Retain Diana Ntapas as book-keeper for PGYSA at a rate of \$30/hour and to a maximum of 25 hours per month. [Cam Y/Rob L / Carried unanimously]*

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Service fees for PayPal have increased. Caitlin L to look into alternatives to PayPal

In regard to the funds for construction of the Shelter at the Rotary Fields, the purpose of the Shelter is to provide shelter from rain and inclement weather and funds for its construction will be used in full before September 2018.

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*MOTION – For the Board to confirm that the internally imposed restricted funds of \$80,000, as shown on 2016/2017 Financial Statements, have been set aside for the purposes of constructing a Gazebo/Shelter as approved by resolution of the Board of Directors in July 2016. [Lou N /Rob L / Carried unanimously]*

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General note for consideration by next Board is a significant reduction in registration fees for the 2018 outdoor season to encourage registration and “give back” to the community. Still working on a long term solution to anchoring the two covered benches to prevent their overturning during windy conditions.

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*MOTION – Approve Club Managers report [Cam Y / Rob L / Carried unanimously]*

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## **NEW BUSINESS**

### **1. Northern United Update**

- Grant Z provided confirmation that BC Soccer approved the Northern United associated membership application in the non-profit organization category. It is clear that BC Soccer’s process was flawed and dysfunctional but to dispute/challenge the approval is highly unlikely to change the outcome. PGYSA will provide copies of the NU application, PGYSA written response, and BC Soccer notification for review by the membership at the AGM, which is to be attended this year by three members of BC Soccer.

**ACTION – Write a letter to the Canadian Soccer Association regarding the NU application process. [David Fish]**

### **2. AGM- Agenda/Questions/ Bylaw & Constitutional Changes**

- Grant Z provided update, and would like it noted that PGYSA’s failure to have policies and procedures in place and revisited annually is a major deficiency of the organization, especially in an era of frequent Director turnover. It is imperative that PGYSA collate and organize existing policy and procedure materials and get it working as a resource to inform and guide existing and future Directors and staff.

### **3. Proposal for short term hire of Nikki Ribeiro**

- Grant Z proposes hiring Nikki Ribeiro to create proper Governance Documents, Operating Policies and Procedures. Grant provided a written proposal, drafted by Nikki, outlining deliverables and milestone dates.

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*MOTION – Present Nikki Ribeiro with a contract, drafted by Grant Z, to provide services as set out in her proposal with remuneration not to exceed \$9,700, with Nikki to be supervised by and report directly to the Board. [Cam Y / Lou N / Carried unanimously]*

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#### 4. Frank's Calendar

- Frank C produced a basic draft annual calendar of PGYSA activities, milestones for review and consideration as a resource for Board members and staff and to assist and focus discussion around important dates in PGYSA's annual cycle of activities. Grant Z produced a Director's Duties document which outlines timelines and duties for all PGYSA board members (President, Vice-Pres, Treasurer, Select Director, Divisional Director, Future Stars Director, Mini 9-12 Director, Mini 5-8 Director, Micro Mini 3-4 Director, Referee/Discipline Director, Field & Equipment Director). Valuable document outlining commitments by month over the year.

#### BOARD & COMMITTEE REPORTS:

1. Finance Committee [Mario M] – 2016/17 Financial Statements and 2017/18 Budget were presented. Figures not final, but close and finals will be ready for review and approval at the AGM. Currently shows a deficiency of revenue over expenses of \$54,458 for 2016/17. FY 2017/2018 is projected to have a deficiency of revenue over expenses of \$24,600.

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*MOTION – Approve Budget as presented [David Fish / Cam Y / Carried unanimously]*

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2. Equipment and Fields Committee [Mario] – No report
3. Governance Committee – No report
4. Human resources Committee – No report. Brief update by Grant Z on progress of outstanding Performance Review(s).

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*MOTION – To adjourn meeting [Cam Y / Lou N / Carried unanimously]*

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**MEETING ADJOURNED: 8:47 PM**

**Next Meeting: AGM November 22, 2017 @ 6:30pm, CNC Room 1-306**