



PGYSA Board Meeting Minutes
28 Nov 2017

Regrets: Dave Fish

Chair: Grant Zimmerman

Board Advisory: Nikki Ribeiro

Board Members Present: Kristian Vicei, Kerri Secor, Emmerson Secor, Chris Branigan, Dave Fyfe, Cameron Young, Colin Payne, Rod Robinson, Thierry Mboneko, Warren Brown, Dan Hunt

PGYSA Staff: John Ribeiro, Caitlin Lamble

Meeting Start time: 17:58

Grant offered to chair the meeting and support newly elected board members to understand roles, procedures, operations timeline and orientation agenda.

Motion forwarded by Kristian / 2nd by Warren / Motion carried.

1. Introductions

All present introduced themselves and shared some background of their involvement in soccer and with PGYSA.

Grant outlined the roles, procedures, operations timeline and orientation agenda for the board.

2. Election of Board Members

Positions required: President, Vice President, Secretary and Treasurer.

<u>Position</u>	<u>Nomination</u>	<u>Nominator</u>
President	Kristian Vicei (declined)	Colin Payne
	Warren (declined)	Kristian Vicei
	Kristian Vicei (declined)	Warren
	Cam Young (declined)	Dave Frye
	Kerrie (accepted)	Dan Hunt

No objections were noted Kerrie is President of the Board.

<u>Position</u>	<u>Nomination</u>	<u>Nominator</u>
Vice-President	Kristian Vicei (accepted)	Rod

No objections were noted, Kristian Vicei is Vice-President of the Board.



<u>Position</u>	<u>Nomination</u>	<u>Nominator</u>
Secretary	Chris Branigan (accepted)	Colin Payne

No objections were noted Chris Branigan is Secretary of the Board.

<u>Position</u>	<u>Nomination</u>	<u>Nominator</u>
Treasurer	Cam Young (accepted)	Dan Hunt

No objections were noted Cam Young is Treasurer of the Board.

Kerrie takes over as chair of the meeting

3. Sign Board Member Code of Conduct & Board Member Oath of Office

Grant outlined the necessary documents and were signed by all board members who were present.

4. Hand-out Board Member Bio Forms

Caitlin outlined the board profiles and process for getting set up on PGYSA email.

Action: All board members to submit short bio and picture by Mon 4th 2017 and access PGYSA email accounts on Gmail.

5. Set Board of Directors Monthly Meetings

The next meeting was agreed to be set at 6pm Jan 2nd

Location to be confirmed

Meetings were agreed to be held every 4th Tue thereafter

Action: Christian agreed to explore using meeting space at PG. RCMP detachment

6. Appointment of Committee Chairs

This was agreed to be determined by the executive and that all board members should submit their areas of interest to the President before the executive meeting, date to be confirmed.

Action: Kerrie to notify board members of deadline for submission of preferences for committee chair positions and supporting comments.

7. Determine Signing Officers

Grant recommended that 2 out of the four executives and the club manager be designated as signing officers. 2 executive members to be nominated at the next executive meeting.



Motion forwarded by Kerrie. / 2nd by Dan. / Motion carried

8. Club Manager & Sports Administrator Overview

John reviewed the proposed schedule for summer programming, including a reduced number of sessions for the younger age group (u10) in response to parents feedback that last summer there were too many sessions.

Improving access, increasing numbers and providing opportunities for low income families were discussed.

John also shared updates about sponsorship and equipment

9. Operations Timeline

The group reviewed this document.

10. Review of the Policy Governance Manual

Grant lead a brief overview of this document.

11. Determine capacity of current Board Advisor (Nikki) moving forward.

Nikki gave an update on her contract and the work she is doing. Nikki's contract is in place until Dec 30th. It was agreed to review the current arrangement and make a decision at the next board meeting.

Action: To be discussed at the first Executive Meeting

Action: Cam to circulate a copy of the contract for preview before the next meeting.

Agenda items for next meeting:

- **Discussion about creating opportunities and improving access to PGYSA for children from low income families.**
- **Review Operations Timeline.**
- **Review of the Policy Governance Manual**

Executive Meeting details to be confirmed.

Meeting adjourned by Kerrie, 2nd by Rod

Next meeting: 2nd Jan 2018 at 6pm.

Location: RCMP 'bubble room' , Victoria St. Detachment