



PGYSA Board of Directors Meeting Minutes

October 11, 2017

MEETING CAME TO ORDER: 5:47 PM

ADMINISTRATION:

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

A number of the attendees arrived after meeting had commenced, and a number departed prior to adjournment

2. Approve Agenda – agenda was revised at the meeting as it was using an old template. Board & Committee Reports as follows: 1. President, 2. Treasurer, 3. Finance Committee, 4. Fields/Facilities Committee, 5. Conduct/Discipline Committee, 6. Human Resources Committee (In Camera)

MOTION - Approve October agenda [Cam Y /Dan H / Carried]

3. Approve previous Meeting minutes. Minutes from July 19th meeting and from September 6th meeting, both prepared by Vince D.

MOTION - Approve July and September minutes [Cam Y /David Fish / Carried]

4. Business arising from previous meeting minutes
 - a. Shelters: Prone to being blown over and therefore a potential hazard. John R trying to get quotes for work to modify shelters. Ongoing
 - b. PGYSA Alcohol/Drugs Policy – there is consensus among the board members that an Alcohol/Drugs policy is required.
 - c. Minutes should be taken for *in camera* portions of meetings. Access to these minutes must be restricted
 - d. Cost to run Field lights at Rotary Fields still unknown. BC Hydro has been contacted to inquire about estimated costs. BC Hydro staff currently very busy, but are aware of the inquiry and will get an answer to Caitlin L eventually.

ACTION – prepare draft text for the Alcohol/Drugs policy in time for November 8th board meeting. [Grant Z]

STAFF REPORTS:

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

- a. Indoor Programs – Big decrease in “Own the Turf” program. John made inquiries among some parents and no clear reason for the reduced registrations in the 2nd year of this program. Discussion regarding timing of PGYSA programs (start dates and end dates) and whether the current timelines are optimal, or do they need to be re-visited.
- b. Volunteer & Sponsor Appreciation and Awards Event on September 24th a success. Not a big turnout but those who attended enjoyed it and it was well-organized and executed.
- c. Plans for a U15-U18 Showcase academy have been shelved. Little response from those invited, particularly from girls. Board discussion of whether the recent arrival of the Epic Academy may have impacted this initiative.

ACTION – Technical Committee to prepare and present PGYSA Program timeline options at November 8th board meeting. [John R, Tech. Committee]

MOTION – Approve Club Managers report [Rob L/Dan H / Carried]

NEW BUSINESS

1. Transition & Bylaws

- Grant Z provided background on how the new Societies Act . A society must have a constitution that sets out (a) the name of the society, and (b) the purposes of the society. A society must not have a constitution that contains provisions in addition to the name and purposes of the society. The PGYSA Constitution needs to be revised so that extraneous material is transferred from the Constitution to the Bylaws. Bylaws contain provisions respecting the internal affairs of the society, in our case, PGYSA.

ACTION – Circulate transition resolution text to go forward from the Board to the membership at the AGM in November. [Grant Z]

ACTION – Written notice to be given of the date, time and location of the November 22nd AGM , and to include Constitution transition resolution text [John R]

2. Response to Northern United application for Affiliated Membership of BC Soccer

- Grant Z provided update. A committee at BC Soccer has recommended approval of the application. BC Soccer board is meeting soon and the application is likely on the agenda for a vote.

ACTION – Submit formal written PGYSA response, prepared by Rob Lewis with input from board members, to BC Soccer by October 12th. [Rob L]

3. Shelter Update

- Waiting for permit from City to build. Permit was needed due to PGYSA changes requested to the design.
- There has been a \$10,000 advance to the builder to get things rolling.

4. Whitecaps Discussion

- Currently there is no agreement in place for the Whitecaps to be using the PGYSA fields. Looking for cost recovery agreement to be put in place before

they use the fields. Cost of using lights are substantial and must be recognized in the new agreement once signed.

ACTION – Email response to Whitecaps ASAP concerning agreement to use the fields. [Grant Z]

BOARD & COMMITTEE REPORTS:

1. President's Report [Grant Z] – no report
2. Treasurer Report [Mario M] – Comparative Income Statement provided for review, showing fiscal year October 2016 – September 2017 total revenue \$644,305.61 and total expense \$593,314.61 for net income of \$50,991.00. **Note: these figures are tentative and still need to be finalized.** FY 2017/2018 is projected to have an operating shortfall of \$51,900.00

MOTION – Approve Treasurer's report [Rob L / Cam Y / Carried]

3. Finance Committee [Mario] – Committee has met on a number of occasions in the last month. PGYSA until recently had two bank accounts and multiple VISA accounts. The Spruce City Credit Union account has been closed and funds transferred to the Integris account. There is now only one VISA account. A term deposit came due on September 24. New accountant L. Ward-Cox provided a written report, dated October 9, 2017. She noted "extensive" bookkeeping errors which precipitated a mini audit. Errors pertained to bank reconciliation, payroll, Income Statement and balance sheet. Her report details error, affect and adjustments made by her.

ACTION – provide recommendations regarding the PGYSA bookkeeping function for board review and discussion at the next meeting [John R]

4. Field/Facilities Committee [Lou/Cam] – Building permit received October 11, 2017 (today) for covered shelter. Construction of structure to commence October 16, 2017. Avoidable delays in receiving the permit were incurred by the design engineer.
5. Conduct/Discipline [David Fish] – no report
6. Human Resources [Dave Fyfe] –

MOTION – Move in camera [Rob L / Lou N / Carried]

- outstanding Annual Performance Review discussion
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MOTION – Move out of in camera [David Fish / Dave Fyfe / Carried]

MEETING ADJOURNED: 9:32 PM

Next Meeting November 8, 2017