

# **Kemptville District Soccer Club**

**Meeting Minutes - Board of Directors Meeting**

**December 06, 2022; 19:00; Zoom Meeting**

**Members Present:**

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| **Treasurer:** Jeff Fluit |
| **Director of Development Teams:** Shannon Kenward**Director Competitive Operations:** Patrick Lawomtong |
| **Director of House League**: Rance Young**Director of Equipment-Competitive:** Nicole Craig-Campbell |
| **Club Manager:** Jamie Brown |
| **Club Head Coach:** Marcus Dickie |
| **Club Head Referee:** John Tucker |
| **Discipline Chair:** Rob Fnukal |

**Members Absent:**

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| **Director of Registration:** Hailee Coleman**Director of Equipment-House League:** Helen Grus**President: (Currently Vacant)****Vice-President: (Currently Vacant)****Director at Large (Currently Vacant)****Secretary (Currently Vacan**t) |

**Call to Order & Welcome:**

* Made by Rob at 19:05

**Approval of Draft Meeting Minutes November 08, 2022:**

* Draft minutes of 2022-11-08 meeting was circulated with the Board for review/comment.
* Motion made to approve the meeting minutes by Nicole, seconded by Jeff. All members in favor to approve the draft meeting minutes.
* Jamie to update, finalize and provide final 2022-11-08 meeting minutes and to be made accessible on the KDSC website prior to the next meeting.

**Welcome to the Board-New Director Competitive Operations:**

* Patrick Lawomtong has come forward on 2022-10-08 to request to take on the Director Competitive Operations portfolio
* Jamie provided Patrick with high-level role description for Patrick
* Board Members voted in favor for Patrick to take on the role (done via electronic voting on 2022-11-10)
* The board welcomed Patrick for attendance to his first meeting and for taking on the role

**Club Financial Report Update:**

* Jeff provided the financial summary report to the board as of 2022-11-06. It was reviewed with specific dollar figures in each account provided to the group.

**OSA Soccer Summit 2023:**

* With the event taking place within EODSA at the University of Ottawa from Feb 24-26, 2023, would it be feasible to send members of KDSC to the event?
* Board agrees on sending members of the board to attend the event and is budgeted for
* John and Marcus have expressed interest. Patrick may consider and will let Jamie know by 2022-12-13.
* Jamie will proceed to order/register KDSC members to the event and request of an invoice directly from OSA

**Roundtable:**

**John:**

* Looking at winter education session for Match Officials (hybrid/physical site)
* Meeting with EODSA for discuss on items such as OSA/District 2023 pay rates for Match Officials, mileage is not uniform across the district (Ottawa area referees receive compensation when going to rural, rural Clubs do not get compensated when travelling to other rural or Ottawa)
* EODSA has approached John if willing to hold Match Official training session in 2023. Targeting first week in June 2023. On Jamie’s radar and will loop back to John once he knows the details/officially knows it is a go (it will require fields-planning with the Municipality, although should not have issue as we have access of the fields well in advance of June dates)

**Jamie:**

* Assumed Club Manager role effective 2022-12-01 and beginning to assess databases/processes now that I have full access:
	+ Provided Gmail/e2eKDSC website access to Shannon and Patrick-both confirmed have the details and able to access both programs as of today
	+ Cleaning up Gmail account and monitoring incoming communications and dollar amounts currently incoming (final indoor futsal winter registrations)
	+ House league and Development/Competitive volunteer lists have been provided into Jeff for issuing out of volunteer reimbursement. Jamie has noticed the house league coaches were done and monitoring incoming communications to acceptance of reimbursements
	+ Working with Vickie at EODSA for cleanup of KDSC communications contact list. Keeping the President for key strategic elements/everyday information, the Head Coach for technical director details and the Club Manager for key administrative/everyday information communications intact. Jamie will filter incoming communications to the respective KDSC Registrar/Coach/Development/Competitive portfolios as the information comes in. John has his direct contact through David Smith of EODSA for referee details, so we are all covered there.
	+ Enquired with Club Head Coach on status of the Indoor Futsal Program. I have let a few on the waiting list join their respective groups so Marcus shall see starting this month
* Notes/Items to look at during December:
	+ EODSA/Vickie is looking to hold orientation webinar in January 2023 for all new Club Administrators
	+ Jamie has noted during review of various databases and websites that now have access to that the KDSC has no fixed permanent home address or PO box (for mailing correspondences). Today, the current information is inaccurate across many databases/websites with the OSA/EODSA/KDSC. Board needs to decide what they wish to do/designate as the updated the information and I can proceed to update accordingly. For discussion/options in January 2023 what wish to do?
	+ Jamie starting work on portfolio streamlining/efficiencies for the roles that for several years by no fault of anyone, there has been a blending of responsibilities that have occurred to a point much of the workload migrated to Club Manager role. Starting with working with Jeff in transitioning of currently blended workloads for all financial transactions (Bank Account, PayPal, Incoming Invoices/Outgoing Payments, Receipt of Payments) to that of the Treasurer portfolio. As designated under the KDSC constitution the Treasurer has prime responsibility for all Club financial transactions.
	+ KDSC 2023 summer programs. Alan has set them up. Jamie to review/audit. The financial information still must be adjusted for 2023 fees as I am seeing they are set up based on 2022 fees. Jeff to provide these details, Jamie wishes to work on over the holiday period to ensure ready to go in the new year
	+ Competitive/Development evaluations, the Sooner’s Megadome has been secured and paid for in October, ahead of schedule. Based on 2022 details coming out of Covid-19 hiatus, the 2023 rentals are about 12% higher and as such the player assessment fee will need to be adjusted to $35/player (up from current $30/player that has been set at this rate since 2018). Require approximately 156 players to cover the dome rental costs for 2023 which should be met as in 2022, there were 170 registrants to the Competitive and Development assessments
	+ Jamie to get the second insurance coverage from EODSA/HUB for the Sooners Mega Dome rental. Alan got one of the insurance coverages completed prior to leaving role
	+ Draft the Competitive and Development evaluation schedules so ready for when registration opens to members. Aim to get the new GU17 Regional team up and going as soon as possible for training purposes during March/April, followed by the Competitive teams in March and followed by the Development teams in April.
	+ Begin transitioning Competitive/Development portfolio information and mentoring for Patrick and Shannon. I will be there for support the workloads for both portfolios for the 2023 season.

**Jeff:**

* Wondering if anyone has come forth of their expression of interest for any of the open board positions? None have been received to date. Jeff will work on targeted communications for the new year.

**Shannon:**

* Nothing for this month. Has access to both Gmail and KDSC website accounts.

**Nicole:**

* Nothing for this month. Currently does not have access to the VP Gmail account. Jamie to update the VP Gmail account so that Nicole can get access.

**Marcus:**

* Indoor winter training sessions are well underway
* Registrations full in the U10, U12, U18 age groups. Smaller numbers in U8 and very few interested in the U6 division. He looked at combining the U6/U8, but it is too big of a development gap so keeps them separated
* Has noted quite a few new and skillful players, particularly in the older age groups
* Has BU14 squad playing at the RA Centre, BU18’s also playing there in the offseason
* Considerations for improvement for next years’ winter session is to have more communications to parents on the school access coordination. This means finding out from School board their process for entry to the schools and then we can communicate to parents. For this winter, North Grenville High School will not allow access of players/parents through the main entrance, they now must gain access down the emergency lane entrance at the back of the building. Jamie has noted and ensure more information to parents is provided for next winter.

**Patrick:**

* Nothing for this month. Very appreciative of the KDSC Board for allowing him to take on the Competitive role and looking to learn and help in any manner. Has access to both Gmail and KDSC website accounts.

**Next meeting:**

**Tuesday January 10th,2023 at 19:00 (Zoom Meeting).**

Motion made to adjourn the meeting by Nicole, seconded by Shannon. All were in favor to adjourn meeting. Meeting was adjourned at 20:10.