

# **Kemptville District Soccer Club**

**Meeting Minutes - Board of Directors Meeting**

**April 03, 2018; 19:00; Club Office**

**Members Present:**

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| **President:** Mike Sutherland | **Director of Equipment Competitive:** Nicole Craig-Campbell |
| **Vice-President:** Cameron Duff | **Club Head Coach:** Alan Archer |
| **Director of Registration:** Michelle Vallee | **Club Head Referee:** John Tucker |
| **Director of Equipment-House League:** Kevin O’Shea | **Club Administrator:** Lou Judge |
| **Director of Competitive Operations:** Jamie Brown | **Discipline Chair:** Rob Fnukal |
| **Director of House League:** Marcel Bos | **Field Schedules:** Julie Lapenskie |
| **Director-Development ERSL Teams:** Heather Ungar | **Picture Day Coordinator:** Jamie Hambly |

**Members Absent:**

**Treasurer (Currently Vacant), Secretary (Currently Vacan**t)**, Director of Mini Soccer: (Currently Vacant)**

**As Required with Operating Season:**

**Referee Schedules:** Lou Judge, **Field Maintenance:** Daryl Lapenskie

**Club Member Present:** Rance Young

**Call to Order & Welcome:**

* Made by Rob at 19:00

**Approval of Draft Meeting Minutes March 06, 2018:**

* Draft minutes of 2018-03-06 meeting were circulated with the Board for review/comment.
* Rob provided a list of minor amendments recommended
* Motion made to approve the meeting minutes by Mike, seconded by Michelle. All members in favor to approve the draft meeting minutes.
* Jamie to update, finalize and provide final 2018-03-06 meeting minutes to Lou to be made accessible on KDSC website prior to the next meeting.

**Club Financial Report Update:**

* Lou provided the Financial summary report to the board as of 2018-04-03. It was reviewed with specific dollar figures in each account provided to the group.

**Lion’s Club-Catch the Ace Fundraiser:**

* The club has been approached by the Lion’s Club to see if the club is interested in participating in their Catch the Ace fundraiser.
* Distribute tickets and is profit sharing locally with a small profit going back to those that participate.
* Lou to gather further details. Could be a bit of paperwork/managing required.
* No one really disagreed with the concept. Just need to get information and look at dealing with one entity within the club. Option for competitive teams to use. Lou to gather details.

**New Volunteer for open Board Roles:**

* Jeff Fluit has put forth his name for Treasurer role. Accountant by trade and understands finances. Motion made by Mike to have Jeff Fluit as Treasurer, seconded by Kevin. All members in favor to approve Jeff Fluit as Treasurer. Welcome to Jeff for joining the board.
* Rance Young has put forth his name for either Director of House league or Director of Mini Soccer. Rance, a parent and past convenor for a variety of age groups. Currently, Marcel will be stepping down from House league after the season starts but staying on to get the season off the ground. More pressing requirement to have the Director of Mini Soccer filled. Rance wishes to take on the Director of Mini Soccer role. Mike recommends a good idea to have Rance shadow Marcel to learn the role. Motion made by Cameron to have Rance Young as Director Mini Soccer, seconded by Mike. All members in favour to approve Rance Young as Director of Mini Soccer. Welcome to Rance for joining the board.

**2018 Photo RFP:**

* Jamie Hambly provided two companies that put forth proposals to the KDSC Picture RFP
* Best option recommended for the club is Empire Photos
* Members request Jamie to forward electronically the details for both proposals and ask members to review and have an email vote by April 15th

**New Items in from 2018-03-06 to 2018-04-02: OS/EODSA/KDSC Administrative Details:**

* 2018-03-12: OS I2018-011: Code of Conduct and Ethics Policy
* 2018-03-14: OS A2018-003: 2018 Centre Circle Award Nominations
* 2018-03-15: OS I2018-012: Updated Grassroots Development Matrix
* 2018-03-21: OS I2018-013: 2018 Ontario Cup Update
* 2018-04-01: ERSL/EODSA-Grassroots Underage Player Information Outdoor 2018
  + Applies to all clubs and all players for U8-U12 and U12 to U13 players
  + Occasional Underage Players request form to be submitted to EODSA by April 16th.
  + Permanent Underage Players request form to be submitted to EODSA by April 30th-this is process for Roan’s to use for 2018 and the documents for Alan to use at completion of play-up process for U12-U13. Will build requirements into the draft competitive manual and ensure all parties are aware of the updated process being used this season
  + This will impact U12-U13 identified as potential call-ups and U9 Boys mixed with U10 boys and others being potentially used as call up players

**Round Table:**

**Jamie (Competitive Program Updates):**

* Competitive assessment completed 2018-03-03 and 2018-03-24. Overall the assessments went very smoothly, well structured, team roster lists, evaluation documents, evaluator schedules all prepared per team, registration/pinnie personnel and completed evaluations went to the respective team officials. Russell Dome had great facilities to work from and thanked the board/volunteers whom helped out during the process. Worked with Heather to put the same structure in place for the development assessments started and will continue into April.
* Teams are in process of player registrations, offer letters, affiliate offers, no-offer letters and uniform/club wear ordering.
* Overall Registration numbers for competitive assessment came in at 124 (10% increase in numbers from first and second assessment dates) and ensures all six teams have great numbers with which to work with to maximize rosters for the 2018 season summarized as:
  + U13 Tier 2 Boys: 17 regular roster players, 1 potential play-up process ongoing for a player, 2 no-offer letters and one player removed themselves from the process-not interested in playing for 2018 season.
  + U14 Tier 2 Boys: 18 regular roster players, 1 affiliate role player and 4 no-offer letters. One offer was declined with player deciding to play with another club.
  + U15 Regional Boys: 18 regular roster players, 2 affiliate role players and 2 no-offer letters
  + U14/U15 Tier 1 Girls: 18 regular roster players, 1 affiliate role player. One player removed themselves from process and deciding to play with another club.
  + U16 Tier 1 Boys: 18 regular roster players.
  + U17/U18 Tier 1 Boys: 18 regular roster players, 1 affiliate role player. Two players removed themselves from process deciding to play with another club.
* U13 boys lost their assistant coach; but, Jeff was able to secure another assistant coach from Merrickville program Edward Yeoumans.
* KDSC Competitive Team Practice Night requests document has been provided into Julie such that she can schedule and assign practice nights and locations with her schedule. Teams moving into phase of gymnasium training sessions as two sessions/team booked during April working around the Development evaluation schedules.
* KDSC Competitive Manual first good draft put to membership:
  + John reviewed and noted well structured and good information. Recommends two updates around fundraising wording and the coach/referee process clarification
  + Jamie to update for the new OS/EODSA/ERSL Grassroots Underage Player information to reflect the formal process
  + No other issues/concerns, others that have reviewed like the content/style
* Otherwise, all running smoothly and team personnel have all the required information from KDSC/ERSL required to continue to plan for their teams’ 2018 season. Continue to provide guidance to U13 and U14 boys squads with personnel quite new to the requirements.

**Kevin:**

* U10 DiSalvos are into the vendor. Looking for volunteers when UPS order comes in, again could be last minute request via email. Otherwise, no other issue with equipment at the moment.
* Mike will work on securing contract with DiSalvos and requests RFP to get ready in event required sooner rather than later

**Jeff:**

* As new to board, first stage will be to go over financial items with Mike in coming weeks

**Nicole:**

* Concern raised with the storage container currently at South Gower. Owned by Cory Lockwood and no longer has kids within soccer program. Do we have a back-up plan should that container looked to be removed?
  + Marcel has contacts with containers should the club require replacement
* Second concern raised with annual KDSC Fun Festival and is marching towards last-minute planning again for 2018 if continue to have scheduled
  + All in agreement that membership needs to run, not the board members
  + Alan put forth option of combining the Fun Festival with the Fury Day on July 14th for the 14:00 game time (300 Adults at $14/ticket and 300 U14 Children at $3/ticket) Equates to roughly the same costs of around $5000/run
  + Approach Fury to perhaps expand the program and augment the Fury Home Program
* Nicole tabled motion to combine KDSC Fun Festival with an expanded program for Fury Day. Mike seconded the motion. All members in agreement to the principle.
* Alan will approach Ottawa Fury and provide details back to the board for next meeting.

**Julie:**

* Draft schedules provided to the township.
* Concern of hearing that FTSA is considering putting women’s team on Thursday night. Not hearing anything from field scheduling requirements or where this information is coming from
* Has there been a final verdict on KCAT yet? Lou will send out a survey to board members.
* Has there been a final verdict on WHL yet? Considerations to Crozier Park. Wetter but better field Quality over KCAT
* St. Mikes have front and back fields available for use
* KPS will need to assess how that new field be used
* NGDH, no response, so no updates.

**John:**

* Proposed field schedule looks good more doable with the eight referees
* Entry-level referee course booked for May 12th and 13th. 18 registered so far (5 KDSC and 9 from Brockville and few others from other locations). FTSA Head Referee is lead instructor, John as Assistant Instructor. John will be having a discussion over the course of that weekend regarding the 2017 season and work to mitigate the issues for the 2018 season.

**Alan:**

* Working on Fury-Fit Program
* Fury wishes to run Fury Summer Camp to U14 level for this summer. Alan requests of Lou to check with local schools (NGDHS, South Branch) and township for access to swimming pool as the Fury requires space
* KDSC will be required to advertise and promote the program
* FTSA has two weeks blocked July 9th-13th and 16th-20th so that needs to be considered around timing/planning

**Marcel:**

* I am stepping down; but, will help Rance into transition and guide him within his new portfolio

**Heather (Competitive Program Updates):**

* Would like an explanation of what is meant by open roster for clarification and explaining to our new U9/U10 coaching staff. Makes it difficult for teams and coaches to plan the season around with no set rosters if that is the intent or is it the same as maximum roster and pool of available other players?
* Alan clarified, part of the entire group, players part of an open roster with opportunities towards games, all players in that age group all train together with Development Technical Directors. Consider it for teams that they have maximum game day roster and pool of open roster players available within our house league if required for game action. Being a smaller club, maximum roster size no issue and the pool of players is much smaller outside the game day roster size
* Monitoring trending of development registration numbers. Tight registrations for U11 girls and boys. Registration in range of 26-27 for U12 boys and confirms numbers for 1 team at U12 development and aligns with Lou’s input to ERSL and Julie’s field schedule. Attendance at first assessment with this group was quite low for whatever reason and that 26-27 may end up lower.
* Evaluations of development players continues. A bit of an issue with April 7th as a number of players/coaching staff off to provincials for hockey. I can prepare everything for the weekend but need some help with registration/pinnie assigning and U9/U10 coaches will need someone to help run the practice-too many numbers for one coach to manage. Lou and Nicole also not available that weekend to help out as have prior commitments
* Michelle mentioned her daughter Malina can come to help for registration/pinnies.
* Between Alan and Marcus, they could most likely help out with coaching U9/U10 girls.
* Jamie can help evaluate more groups than currently scheduled for if that would help?

**Michelle**

* Has anyone looked into sponsorship or looking to increase usage in this area? What would this sponsorship look like?
* Cameron has worked on this when starting up the fundraising for the field lights initiative with Darryl but really did not take off. Considered a Bronze/Silver/Gold type of sponsorship. Need to reach out to our Chevrolet or Sam’s Pizza that we’ve had in the past and forge that relationship again. Opportunity is there, just need an individual to take this on and maintain and has been a challenge with number of volunteers on board declining. Now board approaching full membership, now a good time to reestablish sponsorships portfolio
* Alan indicates can’t post at field as township takes X%.
* Jeff says why not look into it. 75% of something is better than 100% of nothing. Example if sponsorship of say $100, maybe $25 to sponsorship package, $25 to website, $25 to monthly newsletter, $25 to signage for visibility with township taking x% of that
* Alan business receipts versus non-profit.
* Drafted policy from Mike/Cameron to provide to Jeff to look at. Michelle/Bruce/Jeff can look into and review what is in place, what can be looked at

**Rob:**

* Discipline panel. Requirement for use of 1 referee and 2-3 that are to be non-referee status.

**Parking Lot Items from 2018-03-06 Minutes (Updates/Discussed):**

* KDSC formalize Volunteer/Student Helpers Certification and Volunteer Screening requirements: Will be OSA Silver Certification Work (Work ongoing. Remain on List)-Did not discuss this month

**New Parking Lot Items from 2018-04-03 Meeting:**

* 2018 Photo RFP. Details to the board. Email voting to Jamie Hambly by April 15th
* Ottawa Fury Day and KDSC Fun Festival combined. Alan will approach and get details from Ottawa Fury
* Fury Summer Camp with KDSC to U14 level. Lou to inquire on availability of schools and swimming pool area and get back to Alan
* Club Sponsorship portfolio review/update. Michelle/Bruce/Jeff to review.

**Next meeting, Tuesday May 01st, 2018 at 19:00.**

Motion made to adjourn the meeting by Mike, seconded by Nicole. All were in favor to adjourn meeting.

Meeting adjourned at 20:51.