



## Kemptville District Soccer Club

### Meeting Minutes - Board of Directors Meeting

October 04, 2016; 19:00; Club Office

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#### Members Present:

**President:** Darryl Lapenskie

**Secretary:** Jamie Brown

**Director Competitive Operations:** Mike Sutherland

**Director at Large-Developmental Age:** Chris Moore

**Director Equipment Competitive:** Nicole Craig-Campbell

**Club Head Coach:** Alan Archer

**Club Head Referee:** John Tucker

**Club Administrator:** Lou Judge

**Discipline Chair:** Rob Fnukal

#### Members Absent:

**Vice-President: (Became Vacant), Treasurer:** Ben Thompson, **Director of Registration:** Darcie Flagg, **Director Equipment-House League:** Kevin O'Shea, **Director of Mini Soccer:** (Currently Vacant), **Director House League:** Marcel Bos, , **As Required with Season: Picture Day Coordinator:** Jamie Hambly and **Field Scheduler:** Julie Lapenskie

#### Call to Order & Welcome:

- Made by Darryl at 19:07

#### Approval of Meeting Minutes (September 13, 2016):

- Draft minutes circulated with the Board 2016-09-13. Comments provided. Jamie to update draft minutes and provide final minutes to Lou to have meeting minutes to be made accessible to the public by next meeting.

#### Vice-President Resignation:

- Darryl has received from Mark Leyden his letter of resignation effective 2016-09-27
- Letter was read to the board and will be on file.
- Motion by Mike to accept the letter of resignation, Nicole seconded the motion, all in favor to approve the resignation letter.
- Vice-President Role with one year term remaining to be added to positions available at next AGM
- Darryl also mentioned his President role is up for renewal and he has stated after 10 years, he shall not be returning in that capacity but he will remain on for fields/township.

### **Financial Report Update:**

- Financial Summary report was reviewed as of 2016-10-04 with specific dollar figures in each account provided to the group. Some expenditures that have yet to be issued out include; E2E website maintenance, Auditor/Audit Report and Coach/Volunteer fees. Otherwise, no issues noted from the financial summary provided.

### **DiSalvos:**

- Lou and Nicole to look at previous contract at specific details and work on new DiSalvos contract
- Request to have no longer than three year contract
- Request to have support dollar option of 10% back on all purchases made by KDSC from DiSalvos
- Members have reviewed the information and both proposals Nicole brought forth and overall consensus is to remain with the current uniform process over the sublimated process proposal. Some Reasons:
  - Ease of Logistics and Inventory Management
  - Cost increases with shirts would need to be passed onto members in their uniform purchases. Must remain cost-effective for our membership.
  - Anticipated 8 week ordering process and being ready for the season for Competitive (have challenges with existing 4-6 week ordering process)
  - Team Numbering Management (odd/even year numbering system)
- We thanked Nicole for putting forth the effort in putting together the sublimation process proposal.

### **Director at Large-Developmental Age & Director House League:**

- Request of Mike and Chris to shift some responsibility (U10 and U12 House League) from existing Director at Large-Development Age over to the Director House League
- Darryl and Allan brought forth some of the history and never understood why it was done in that manner in the past but is time for this change as OSA/EODSA/KDSC changes. Some Reasons:
  - Development currently includes at least 2 (male/female) X U9, U10, U11, U12 with very differing and demanding requirements and ideologies for teams/coaches and ERSL league that have to be managed effectively. Also to align with Competitive Program.
  - U8 Development is starting to take some structure/shape within EODSA and KDSC can begin to start to look to align this age group accordingly
  - Alan would like to see the evolution into Development/Academy Program within KDSC
  - Proposing a shift of about 4 X U10/U12 (12-14 teams total) House League teams over to the Director House League role so that all house league under one responsibility and nicely aligns the Development with the Competitive portfolio
- Mike moved to have responsibility of U10/U12 house league be assumed by Director House League and thus an update be made to Director at Large-Development Age and Director House League. Motion seconded by Nicole and all voted in favor
- Volunteer Role Descriptions will be required to be updated to reflect the change

### **New Board Role:**

- Given that Darryl's term as president is up for renewal and he plans on staying on for Field Convener and municipal interaction, is there a possibility for a new Director at Large-Fields/Municipal?
- Constitution reviewed:
  - Past-President can act on an advisory role as has the experience and valued information
  - Minimum of 3 to Maximum of 11 Board Positions required

- Constitution would be required to be changed for a new board position
- Minimum constitution change of 21 days prior to an AGM is required for membership review and voting
- As AGM is in two weeks, item asked to be placed to discuss post-AGM

### **Kemptville District Soccer Annual General Meeting for 2016-10-18:**

- Draft agenda completed and on KDSC website for membership
- Membership sheet and ballots prepared
- Refreshments arranged
- List of Board of Director Positions available to view/comment prior to AGM
- Roles/Documentation all available for new members is all in place

### **Position Contracts Renewal:**

- Prior to next AGM, current contracts have to be reviewed, accepted and signed for the AGM. All three positions are at three year commitments.
- Head Coach:
  - Increase to base salary
  - Performance bonus structure built into contract based on scope of work. Items being considered in the three year plan include: Academy Program, Goal Keeper Clinics. Alan requests guidelines for what KPI's board is looking for.
- Administrator:
  - Increase to base salary
  - Performance bonus structure built into contract (\$\$ amount for achieving OSA Silver Club Excellence) and then \$ annually for maintaining KDSC at OSA Silver status
- Head Referee:
  - Increase to base salary
  - Performance bonus structure built into contract based on incremental increase in referee retention
  - Payment structure is set up for off-season, on-season payments
- No issues noted with the contracts. Darryl motioned to approve the three contracts, seconded by Chris and all voted in favor to accept the contracts.

### **New Items in from 2016-09-13 to 2016-10-04: KDSC/EODSA Administrative Details:**

- 2016-09-16 from EODSA: Volunteer Ottawa Workshops (10 are applicable to most Clubs): Lou reviewed and has taken some of them on the list that would benefit KDSC
- 2016-09-19 from EODSA: Meeting Minutes-Winter Development League and Regional Meeting-Sept 13<sup>th</sup>: KDSC will have no teams in this league.
- 2016-09-20 from EODSA: EODSA Conference on 2016-11-05 at Louis Riel Dome: Coaches and referee focus. John wants to have some of his referees attend, Alan the same with coaches.
- 2016-09-21 from EODSA: Regional Application Forms-U14 Division 2017: No impact to KDSC U13 teams from this season as neither will be applying to Regional.
- 2016-09-22 from EODSA: Technical Meeting for Club Head Coaches and Technical Directors on 2016-09-30 at 12:30 EODSA office: Alan was aware of this meeting. Discussion with OPDL and introduction of U8 festivals within EODSA next season.
- 2016-09-22 from EODSA: Grassroots Game Days-2 Question Survey deadline: 2016-09-28: Is shut down.
- 2016-09-22 from OSA: I2016-051-Use of OSA Logo Marks: KDSC aware of the restriction
- 2016-09-28 from EODSA: OSA Positions available: Lots of internal turn-over occurring

## **Round Table:**

### **Alan:**

- Learning Facilitator course upcoming on November 25<sup>th</sup> (Whitby or Orleans) that he will be attending
- Winter Soccer Program will be underway. We have lost Hunter as previous volunteer so a new volunteer will be required

### **Chris:**

- Need to consider looking at U14 players and above whom want to volunteer/help coach to levels below U10 to help foster the coaching development within KDSC

### **Darryl:**

- Corner flag repair. Darryl has been in discussion. Alice Vallerchef has done up a sample (Red Flag: Solid material, have KDSC white lettering on the flag). Has offered to make 100 flags at \$5.00/flag for total cost of \$500.00. Will take her some time but willing to make flags through fall/winter. All in favor to proceed to have the flags developed
- Darryl offering to continue use of his services for field lining/maintenance moving forward. Darryl will provide a plan (1 Year, 2 Year, and 3 Year) for the board to review. KDSC has been happy with the service and do not wish to issue this work out for tender.
- Existing field development work: The repairs completed on the St. Mike's fields have taken nicely and will be fully ready for next seasons' use. The new field at Crozier Park, the Township has provided lots of free fill that has been applied and bulldozed out. Darryl recommends this new field remain dormant for at least one, maybe two seasons for it to fully take hold, thus not available for next season.

### **Rob:**

- 2016 Discipline Report has been completed and provided to Lou for filing
- 3 Players carry over with suspensions:
  - Player: BU16T1 (1 game)
  - Player: BU16T1 (2 games)
  - Player: MR5 (1 game)
- 2 Players carry over for non-payment of fines. Payment required prior to playing next season:
  - Player: MR5 (\$50.00)
  - Player: MR1 (\$50.00)

## **Parking Lot Items from 2016-09-13 Minutes Discussed:**

- 2016 Board Member: Director of Mini Soccer: (To remove-addressed at next AGM)
- KDSC update to existing Competitive Soccer Program Policy: (Remain on List)
- KDSC formalize Volunteer/Student Helpers Certification and Volunteer Screening requirements: (Remain on List)
- KDSC develop a formal Assessment Process Policy: (Remain on List)
- Manual for Coaches: Alan has developed for Active Start and Development Programs. (To remove)
- South Gower Park Feather Flags: Darryl has not done any work on this. Look at again in April 2017 (Remain on List)

- South Gower Park field lighting. Request for Committee work: No committee has been called to work on. (Remain on List)
- 2017 DiSalvos uniform discussion. Current uniform process or go to a sublimation process: Item has been discussed (To remove)
- Competitive Call-Up Process Guidelines Document to develop: (Remain on List)
- Corner Flag repairs. Sewing current damaged flags versus outright replacement: Item has been addressed with an option available (To remove)

**New Parking Lot Items from 2016-10-04 Meeting:**

- Volunteer Role Descriptions will be required to be updated (Director at Large-Development Age and Director House League)
- Constitution Review for possible a new role: Director at Large-Fields/Municipal

**Next meeting to be decided after AGM:**

Motion made to adjourn the meeting by Rob, seconded by Mark. All were in favor to adjourn.  
Meeting adjourned at 20:45.