



Kemptville District Soccer Club

Meeting Minutes - Board of Directors Meeting

December 06, 2016; 19:00; Club Office

Members Present:

President: Mike Sutherland

Vice-President: Cameron Duff

Treasurer: Ben Thompson

Secretary: Jamie Brown

Director of Equipment-House League: Kevin O'Shea

Director of House League: Marcel Bos

Director at Large-Developmental ERSL Teams: Chris Moore

Director of Equipment Competitive: Nicole Craig-Campbell

Club Head Referee: John Tucker

Club Administrator: Lou Judge

Discipline Chair: Rob Fnukal

Members Absent:

Director of Registration: Darcie Flagg, **Director of Competitive Operations:** (Currently Vacant), **Director of Mini Soccer:** Heather Ungar, **Club Head Coach:** Alan Archer

As Required with Operating Season: **Field Scheduler:** Julie Lapenskie, **Field Maintenance:** Darryl Lapenskie,

Picture Day Coordinator: Jamie Hambly

Call to Order & Welcome:

- Made by Rob at 19:02
- Mike welcomed KDSC membership Hunter Wilson for attendance to Board of Directors Meeting

Approval of Meeting Minutes (November 01, 2016):

- Draft minutes 2016-11-01 circulated with the Board. No updates required. Jamie to provide final minutes to Lou to have meeting minutes to be made accessible to the public by next meeting.
- The SGM on EODSA Update held 2016-11-22 minutes to be provided for January 2017 meeting.

Club Financial Report Update:

- Financial Summary report was reviewed as of 2016-12-06 with specific dollar figures in each account provided to the group. Some 2016 expenditures that have yet to be issued out include a small Visa payment, all of the 2016 Coach/Volunteer rebate fees and the 2016 field upgrades at Crozier Park. Otherwise, no issues noted from the financial summary provided with net values similar to previous seasons'.

EODSA SGM Update and Next Steps for Club:

- 2016-11-22 at 19:00 a SGM meeting was held with KDSC board members to discuss situation and the KDSC position to take to the EODSA SGM of 2016-11-29
- 2016-11-29: Members of EODSA voted to go down path of bankruptcy protection. An offer under Bankruptcy protection will be made to the plaintiff and if accepted, the EODSA will be absolved of any further liability or if not accepted, then EODSA will file for bankruptcy and the assets of the EODSA dispersed to creditors. The lawyer for EODSA, the EODSA Bankruptcy Trustee and lawyer and President for OSA all were in attendance and answered all questions posed of the various board membership in attendance
- EODSA will continue to run throughout the process, soccer will run as usual for 2017 and there is little to no risk for KDSC with the EODSA/OSA for this season with all membership fees paid up
- For KDSC Future:
 - Considering a non-profit corporation for house league (will require some legal work and increase insurance coverage to more protection-KDSC insurance in place for volunteers and Board of Director members)
 - competitive program will run as status quo with OSA/EODSA/ERSL for 2017 season
 - consideration to go to non-sanctioned leagues as some smaller clubs have done; but, they have issues of their own (referees are with CSA and must be working in sanctioned leagues, less opportunities for competitive players unless travel into Ottawa)
 - continuation of work with OSA club excellence silver certification program
 - no legal council is required for KDSC at this time as little risk to individual EODSA clubs
 - questions asked of board members of the EODSA/OSA situation are to be forwarded to President

Club Insurance for House League:

- Mike to review current insurance coverage of the club. Mike does state he has a conflict of interest with a particular Broker, McVey and thus decisions will be required of the board if that firm is chosen to deal with in the future
- Considerations:
 - to ensure coverage to \$10 000 000 within the policy
 - proceed to conduct more research on KDSC insurance requirements based on future business plan needs
 - approach a broker to discuss what options/model should be in place for KDSC
 - If go route of proceeding to non-sanctioned leagues, John wants to talk with certain club referees within those leagues to understand how the referees are getting around the referee certification process requirement

OSA Club Excellence: Silver Certification:

- Committee work commenced on 2016-11-15. Members went through Club Excellence Award 2016 template based on Bronze Certification work previously done. Identified existing process gaps and assigned membership responsibility
- Intent is to provide any document/process updates that all board members be provided a set time to review and approve content prior to the next board meeting. This month, there are two documents presented for the board to review and approve the content:
 - Conflict of Interest Policy
 - Oath of Confidentiality Declaration of Confidentiality and Non-Disclosure

- Cameron provided written comments, Jamie recommended a date version control system for all KDSC documents (provides more transparency and membership knows will know what document version is used and within what time frame)
- Documents to be updated and issued for membership to use at the next board meeting.

Personal Use of Automobile Allowance Rates Policy 2016:

- Board members/contractors are to be considered for compensation with regards to use of their personal use of automobile for soccer related activities that benefit KDSC directly (i.e. out of town conferences, board meetings, training, courses)
- KDSC currently paying ¢35/km for reimbursement costs which is falling behind CRA requirements and membership usage over the years has been at a steady state and budget value
- CRA 2016 edition quotes allowance of ¢54/km to 5000 km, then ¢48/km after that limit
- Projected impacts to the KDSC operating budget based on historical expenditures and increasing to the new CRA limit will be an increase of about \$1000/year in additional expenses geared at personal use of automobile allowance reimbursements
- Motion made by Mike that effective 2017-01-01, the KDSC personal use of automobile allowance adopt the CRA 2016 edition quotes of ¢54/km to 5000 km, then ¢48/km after that limit. Motion seconded by Ben. All present members voted in favor of the motion. Motion passed.

2017 Season Player Membership Fees and Registration Start-Up:

- Mike asks what has been the typical process for setting fees for a given soccer season? Mike to work with Lou on the budget and details and will be a learning process for next season
- OSA/EODSA fees have been announced and thus paid for 2017 by KDSC
- Upgraded registration website is ready to use once a few quirks worked out. Lou would like some board members to trial-run the online registration website before making the new website information to the general public. Jamie to test out the website and provide feedback to Lou
- KDSC can then proceed to advertise the Development/Competitive assessment programs and set the \$25.00 assessment fee
- Mike and Lou to work on details of dates, dome and gym bookings for the development/competitive assessment process requirements

New Items in from 2016-11-01 to 2016-12-05: KDSC/EODSA/OSA Administrative Details:

- 2016-11-07: EODSA Admin: EODSA Board of Directors has appointed Joe Scheier as Acting Executive Director of EODSA to replace Harry Zarins currently on sick leave
- 2016-11-09: KDSC Admin: New email account for Darryl: He can be reached at maintenance@kemptvillesoccer.com
- 2016-11-10: EODSA Admin: EODSA Regional Application Process-U14 Girls Division for 2017 (three new teams added) to now reach total of seven teams-spots still open
- 2016-11-10: EODSA Admin: Ottawa Sports Awards Board of Directors seeking nominations for outstanding athlete in sport of Soccer for 2016 season
- 2016-11-10: EODSA Admin: EODSA Female Development Program-Women on Boards Workshop: 2016-11-23 at 18:30 at Algonquin College
- 2016-11-11: OSA I2016-055: Respect in Sport-Program Expansion in 2017-2020. KDSC should note that a new Concussion Awareness Program, Referees will have to take Respect in Sport Program in 2017 as well
- 2016-11-16: EODSA Admin: OSA Regional Manager, Player Development Job Description
- 2016-11-18: OSA I2016-056: 2017 Female Mentorship Program

- 2016-11-18: EODSA Admin: OSA recruiting candidates for Transitional Nominations Committee to elect smaller newly structured Board of Directors in June 2017
- 2016-11-19: KDSC Admin: Frank's STA-Concerned Coaches: KDSC to promote KDSC program, support other great local soccer programs offered to membership. Any concerns of membership to be brought forth and will be managed through the President.

Round Table:

Lou:

- Putting together details on Soccer for Life Course that is required for all Development/Competitive coaches for 2017 season
- Costs range of \$195-\$350 with a 15 coach minimum/course
- Alan looking at using OSA material and providing first course Feb 11th/12th aimed at KDSC membership

John:

- Planning for winter referee sessions with Lou 1 session in Jan, 2 sessions in Feb and March, April-John is away and May ready for outdoor
- John off to recertification in mid-January and will get the new information to use. All referees are to recertify with their registration in 2017.
- John also looking at Adult referee course but requires numbers to increase in Jan/Feb updates.

Mike:

- In absence of a member within Director of Competitive Operations, Mike is carrying forward with required needs of the role. He has reached out to seek coaches for Competitive. Some returning from last season, others are not returning. Some coaching interviews have been scheduled.

Hunter Wilson (KDSC Member):

- Provided the board with status update of the Mentorship Program currently being developed and working with Alan on some content inclusion
- Looking at WOS Leadership Program Model and Volunteer Program with local Schools
- Board Members appreciated the leadership taken on by Hunter and provided some additional advice/considerations for content within the program

Parking Lot Items from 2016-11-01 Minutes Discussed:

- KDSC update to existing Competitive Soccer Program Policy: Will be OSA Silver Certification Work (Remain on List)
- KDSC formalize Volunteer/Student Helpers Certification and Volunteer Screening requirements: Will be OSA Silver Certification Work (Remain on List)
- KDSC develop a formal Assessment Process Policy: Will be OSA Silver Certification Work (Remain on List)
- Competitive Call-Up Process Guidelines Document to develop: Will be OSA Silver Certification Work (Remain on List)
- 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 (Committee Work-proposed first meeting 2016-11-22) (Remain on List). Note: SGM on EODSA legal issue took place on 2016-11-22. Look to reschedule committee meeting prior to holiday season.

- From Nicole (absent for meeting of 2016-11-01): 2017 Equipment Ideas for Rebate/Purchase and Plans for Storage of Equipment at South Gower Park and Crozier Park in 2017:
 - Contract with DiSalvos is being worked on and should be signed tomorrow. Looking at having provision of annual rebate for all DiSalvos products in the next contract, not just towards the adidas products as in current contract
 - DiSalvos rebate figure has been provided to the board. Recommendation that adidas products of track suits, cones, bags and pumps for equipment be purchased. Alan has supplied a list of new requirements as well
 - Cameron recommends a few raffle items be purchased for future KDSC membership events
 - Will need to approach Darryl in 2017 for storage sheds required for next season

New Parking Lot Items from 2016-12-06 Meeting:

- Board membership will be required to sign Non-Disclosure Agreement and Conflict of Interest Agreement at next meeting

Next meeting Tuesday January 10th, 2017 at 19:00:

Motion made to adjourn the meeting by Ben, seconded by Kevin. All were in favor to adjourn meeting. Meeting adjourned at 20:42.