



Kemptville District Soccer Club

Meeting Minutes - Board of Directors Meeting

February 16, 2017; 19:00; Club Office

Members Present:

President: Mike Sutherland

Vice-President: Cameron Duff

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

Club Head Coach: Alan Archer

Club Head Referee: John Tucker

Club Administrator: Lou Judge

Discipline Chair: Rob Fnukal

Members Absent:

Treasurer: Ben Thompson, **Director of Registration: (Currently Vacant), Director of Competitive Operations: (Currently Vacant), Director of Mini Soccer:** Heather Ungar, **Director of Equipment Competitive:** Nicole Craig-Campbell

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

Picture Day Coordinator: Jamie Hambly

Call to Order & Welcome:

- Made by Lou at 19:04
- Lou welcomed KDSC membership Colleen Fitzpatrick for attendance to Board of Directors Meeting (considering Director of Registration role)

Approval of Meeting Minutes (December 06, 2016):

- The SGM on the EODSA Update was held 2016-11-22 with the final minutes being circulated with the Board prior to the meeting for review/comments.
- Draft minutes of 2016-12-06 meeting circulated with the Board for review/comments. Motion made to approve the meeting minutes by Cameron, seconded by Kevin. All members in favor to approve the draft meeting minutes. Jamie to provide final 2016-12-06 meeting minutes to Lou to be made accessible on KDSC website by next meeting. SGM EODSA meeting minutes to be finalized and placed onto the shared drive for future reference.

Club Financial Report Update:

- Financial Summary report was reviewed with details as of 2017-02-16 with specific dollar figures in each account provided to the group. Some 2017 expenditures that have yet to be issued out include pay pal, coach/referee rebates, EODSA fees, mileage rates and assessment dome fees. Otherwise, no issues noted from the financial summary provided with net values similar to previous seasons'.

Signing of Non-Disclosure/Conflict of Interest Documents:

- Members present have reviewed the Conflict of Interest Policy v2017-01-07 and have signed the Oath of Confidentiality Declaration of Confidentiality and Non-Disclosure v2017-01-07. Members not present will be required to sign document at the next board meeting
- Final approved policies are to be added to the KDSC website for membership use

Scotiabank Account (Signing Authority to Update):

- Historically and currently at two signatory requirements (President and Treasurer); but, that was based on previously having no Club Administrator in place. Situation has changed.
- Club Administrator to be added to the account and have signing authority to add more operational flexibility. Financial decisions still rest with the President/Treasurer and the Board
- Motion made to update the Scotiabank Account to include the Club Administrator made by Cameron, seconded by Kevin. All members in favor to update the Scotiabank Account to include the Club Administrator.
- Mike will follow up with Scotiabank to make the updates to the account

Fundraising Volunteer Initiative:

- The first fundraising committee meeting was held prior to Christmas. Fundraising efforts do not need to be a one-time event as could look at multiple projects in multiple years. Three options are currently being reviewed for consideration (full details provided to board on 2016-12-30 with ballpark dollar figures, pros and cons for each provided):
 - Full dome with turf and lights
 - Turf field
 - Lighted fields #1 and #2 at South Gower Park
- This would be considered projects within the overall KDSC strategic plan
- Cameron wishes to hold preliminary discussions within the community at this stage and requests to park the item as a long-term strategic plan initiative

OSA Club Excellence: Silver Certification:

- OSA I2016-061 Club Excellence Update document came out with the targeted timelines/requirements of data for submission to the OSA for the program
- At this time the OSA portal is still not open to clubs for submission of their data thus in a holding pattern for now. KDSC continues to work on the requirements.

2017 Development Group Soccer Strategy:

- Chris has worked on the details and strategy for upcoming season. Development registration is open up and assessments organized for March 4th/5th weekend
- Current registrations show strong numbers for the boys, for the girls, the numbers are lower than anticipated and may have to have some combined divisions if numbers stay on the same trend
- Confirmed with Lou that March 31st is deadline for Development Team numbers into the league

Soccer for Life Course in Kemptville:

- Course was held Feb 11th and 12th, 2017
- 24 total participants (6-7 from KDSC) with many coming from clubs around Ottawa and some as far away as from Brampton
- Overall feedback was Alan did a superb job organizing and running the program
- KDSC will be also looking to run further courses between March and June (Fundamentals Course, Learn to Train Course-end of May?, Soccer for Life Course-beginning of June)
- Mike to approach the soccer representatives of St. Mike's and NGDHS to see if their interest/support to promote the youth fitness (Active Start, Fundamentals, Fit for Life)

Competitive and Development Registration and Evaluation:

- Dates/location draft schedules are set and on the website
- Looking for evaluators/volunteers
- Registration numbers are slightly ahead of historical. Current trend for 8 teams as follows:

Girls Registered	Boys Registered
G13: (10) – Tier 2: Historically has been low G12 #'s so will need to combine with G13 group	B13:(4) To combine with U14 group.
G14: (10) – Tier 1 recommendation	B14: (20) – 2 X Teams: Tier 1 & Tier 2 recommendation
G15: (3)-low numbers. Maybe U14/U15 combine	B15: (14) – Tier 1 recommendation
G16: (1)-low numbers. Maybe combine G16/G17/G18	B16: (8) – Tier 1 recommendation
G17/G18: (6)-approach high schools	B17/B18: (15) – Tier 1 recommendation

Competitive, Development and House League Fee Setting for 2017:

- Reviewed the proposed costing, looking at the following documents to come to the decision:
 - KDSC Profit and Loss dated November 2015-October 2016
 - 2016 Registration Numbers with Program Fees
 - Costing Breakdown for Youth Competitive and Development Programs
 - Referee costs for programs supporting the over U8 level
 - Projections in Registration and Programs Offered for 2017 Season

Program	2017 Proposed Fee	2016 Fees	Increase per Player
U3/U4	\$60.00	\$60.00	\$0.00
U5/U6	\$100.00	\$95.00	\$5.00
U7/U8	\$120.00	\$115.00	\$5.00
U13-U18 House League	\$150.00	\$140.00	\$10.00
U9-U12 Dev. House League	\$145.00	\$145.00	\$0.00
U9-U12 Dev. Travel Teams	\$160.00	\$145.00	\$15.00
Men's House League	\$190.00	\$175.00	\$15.00
Woman's House League	\$190.00	\$165.00	\$25.00
Youth Competitive Programs	\$275.00	\$265.00	\$10.00
OCSL Rec Teams	Mike to assess fee structures. Not set at this meeting		
OCSL Competitive Teams	Mike to assess fee structures. Not set at this meeting		

- Mike tabled motion to approve the Competitive, Development and House League Fee Setting for 2017 with the exception of the OCSL Rec/Competitive Teams, seconded by Cameron. All voted in favor to approve.

Director of Registration-Resignation:

- Darcie Flagg had tendered her Letter of Resignation on 2017-01-16.
- Via email process on 2017-01-20, Mike tabled motion to accept the letter of resignation Director of Registration, seconded by Nicole. Kevin, Marcel, Jamie and Nicole voted to accept the resignation
- Board proceeded to advertise for new Director of Registration

KDSC Policies for Review and Approval-Club Excellence Program:

- The following policies were circulated prior to the meeting, members have reviewed and commented towards as follows:
 - Code of Conduct for Players: No content change required. To proceed to add document control stamp, finalize and add to KDSC website
 - Club Code of Conduct for Coaches/Manages: No content change required. To proceed to add document control date stamp, finalize and add to KDSC website
 - Code of Conduct for Parents/Caregivers/Guardians/Spectators: No content change required. To proceed to add document control date stamp, finalize and add to KDSC website
 - Code of Conduct for Referees: John has updated and requests for removal of the wording “ERSL” from the policy. To proceed to add document control date stamp, finalize and add to KDSC website
 - KDSC Doping Policy: Mike has commented that OSA approves a simple one line statement as written. To proceed to add document control date stamp, finalize and add to KDSC website
 - KDSC Tobacco Free Policy: Marcel has commented to include statement on eCigarettes and tobacco reference. To proceed to add document control date stamp, finalize and add to KDSC website
 - Health Snacks Policy: No content change required. To proceed to add document control date stamp, finalize and add to KDSC website

KDSC 30th Anniversary Proposal:

- Propose to include \$5000 in 2017 budget for KDSC 30th anniversary events:
 - \$2000 to establish an annual KDSC Members Scholarship award of \$1000 for both a male and female KDSC member heading to an accredited college/university program. This is in line with club pillar of supporting investment in players, referees, coaches, and our community. An annual budgetary commitment of \$2000 to support the Scholarship is requested. The process will require criteria established, committee selection
 - \$3000 Anniversary Communications Campaign:
 - Community communication strategy (Message to Parents, Why KDSC good to community, KDSC Cost Breakdown Summary)
 - Modify logo to 1987
 - Develop 30th anniversary promotional jersey
 - Develop Club history to post on website
 - Develop lifetime members walk of fame/monument/field naming
- Mike tabled motion to approve the KDSC 30th Anniversary Proposal, seconded by Chris. All voted in favor to approve.

New Items in from 2016-12-06 to 2017-02-15: KDSC/EODSA/OSA Administrative Details:

- 2016-12-09: EODSA Meeting for Dec 19th: Grassroots Tier 1 Game Day Move to Sunday Night: Official RFD Submission
- 2016-12-09: OSA Bulletin# A2016-005 Canada Soccer LTPD Surveys to Clubs
- 2016-12-21: OSA Bulletin# I2016-060 2017 Ontario Cup Information Update
- 2016-12-22: EODSA Regional Application Process-U14 Girls Regional Teams for 2017
- 2016-12-23: OSA I2016-061 Club Excellence Update
- 2016-12-27: OSA I2016-062 2017 Selected Showcase Tournament and Selected Charity Tournament/Festivals-John has some District pool referees that attend
- 2017-01-05: OSA I2017-001 FIFA Laws of the Game-John has done two sessions with KDSC referees, need to provide a summary to KDSC coaches
- 2017-01-11: OSA I2017-003 2017 Provincial B License Course Announcement
- 2017-01-12: OSA I2017-004 2017 Mens's/Women's Ontario Fusal Cup
- 2017-01-12: KDSC: Google Changes for Users previewing new Contacts
- 2017-01-20: KDSC: LMB Recreational Liaison
- 2017-01-20: OSA I2017-007 OSA Announces Long Term Match Officials Development Program-John attended. There is a 5 year strategic plan to improve referees skill with 2-streams proposed, increase to referee fees for those U17 and up
- 2017-01-25: EODSA: Grassroots Tier 1 Game Day Sundays for 2017
- 2017-01-26: OSA: I2017-011 First Two C-License Courses of 2017
- 2017-01-26: OSA I2017-0101 Updated OSA Development and Recreational Matrices-Additional Explanations
- 2017-01-30: KDSC: Ottawa Fury Tickets to 67's Game-Feb 12th
- 2017-01-30: OSA: I2017-012 2017 Selected Showcase Tournament Designations
- 2017-02-02: OSA: I2017-013 Ontario Player Development League-Request for Proposal
- 2017-02-03: OSA: I2017-014 2017 Female Mentorship Program
- 2017-02-06: OSA: I2017-015 New Late fees for TAF, ATF and AHEG Applications
- 2017-02-10: EODSA: Sunday Game Night Feb 01st Meeting Summary
- 2017-02-14: OSA: I2017-016 2017 Club Excellence Awards

Round Table:

Lou:

- Police checks required for board/coaches/volunteers. Board to bring in two pieces of ID at next meeting to take care of the board members group

John:

- Two winter referee sessions have been completed with half of the KDSC referees completed, three more courses are planned
- Entry level referee course being planned with Lou's help in May
- Referee registration is currently delayed by one month (end of April) in order to roll out the new FIFA laws, information required for this season
- Meeting with senior referees about development of mentorship program for 2017 season. Using Nova Scotia mentors guide/presentation material. John wants to have mentors be provided with \$25-\$30 per mentorship game

Kevin:

- Awaiting for Tim Horton's website portal to open up so as to start ordering process for uniforms for U8's and below age groups
- DiSalvos contract/orders to follow up with

Parking Lot Items from 2016-12-06 Minutes Discussed:

- KDSC update to existing Competitive Soccer Program Policy: Will be OSA Silver Certification Work (Work ongoing. Remain on List)
- KDSC formalize Volunteer/Student Helpers Certification and Volunteer Screening requirements: Will be OSA Silver Certification Work (Work ongoing. Remain on List)
- KDSC develop a formal Assessment Process Policy: Will be OSA Silver Certification Work. (Work ongoing. Basic requirements for 2017 will be provided. Remain on List)
- Competitive Call-Up Process Guidelines Document to develop: Will be OSA Silver Certification Work (Work ongoing. Remain on List)
- South Gower Park Feather Flags Darryl has not done any work on this. Look at again in April 2017 (Item Not discussed as Darryl not in attendance. Remain on List)
- South Gower Park Field Lighting (Meeting held 2016-12-20 and item was discussed. Remain on List)
- Board membership will be required to sign Non-Disclosure Agreement and Conflict of Interest Agreement (Item completed for board members attended. Capture signatory for those board members not in attendance. Remove from the list)

New Parking Lot Items from 2017-02-16 Meeting:

- Outstanding Board Members to sign Oath of Confidentiality Declaration of Confidentiality and Non-Disclosure v2017-01-07
- Board membership will be required to complete Police Checks

Next meeting Tuesday March 07th, 2017 at 19:00:

Motion made to adjourn the meeting by Mike, seconded by Kevin. All were in favor to adjourn meeting. Meeting adjourned at 21:00.