



Kemptville District Soccer Club

Meeting Minutes - Board of Directors Meeting

March 07, 2017; 19:00; Club Office

Members Present:

President: Mike Sutherland

Vice-President: Cameron Duff

Treasurer: Ben Thompson

Secretary: Jamie Brown

Director at Large-Developmental ERSL Teams: Chris Moore

Director of Equipment Competitive: Nicole Craig-Campbell

Club Head Coach: Alan Archer

Club Head Referee: John Tucker

Club Administrator: Lou Judge

Discipline Chair: Rob Fnukal

Field Maintenance: Darryl Lapenskie

Members Absent:

Director of House League: Marcel Bos, **Director of Equipment-House League:** Kevin O'Shea, **Director of Mini**

Soccer: Heather Ungar, **Director of Registration:** (Currently Vacant), **Director of Competitive Operations:**

(Currently Vacant)

As Required with Operating Season: **Field Scheduler:** Julie Lapenskie, **Picture Day Coordinator:** Jamie Hambly

Call to Order & Welcome:

- Made by Rob at 19:10
- Lou welcomed KDSC membership Colleen Fitzpatrick for attendance to Board of Directors Meeting

Approval of Meeting Minutes (February 16, 2017):

- Draft minutes of 2017-02-16 meeting circulated with the Board for review/comments. Motion made to approve the meeting minutes by Mike, seconded by Chris. All members in favor to approve the draft meeting minutes. Jamie to finalize and provide final 2017-02-16 meeting minutes to Lou to be made accessible on KDSC website by next meeting.

Signing of Non-Disclosure/Conflict of Interest Documents:

- Outstanding members present (Nicole and Ben) 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.

Review OCSL Team Fees for 2017:

- OCSL deadline is until April 30th before teams can pull out without penalty. Fees submitted for the 2017 season
- Review of the OCSL Women's Competitive, Men's Recreational and Old Timer's budget line items occurred for planning for upcoming season. The referee costs (Ref's/Assistant Ref's/Travel Costs) have all increased for this season and contributing to driving up the costs to run each team
- Mike and Alan will review the budget line items closely for validation of the projected team costs
- Summary/proposal to the board to vote at/by the next board meeting

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 conference fees, Disalvos, referee fees and assessment dome fees. Otherwise, no issues noted from the financial summary provided.

KDSC 30th Anniversary Proposals:

- Several KDSC Logo with Est. 1987 proposals have been put forth by members
- Lou to circulate to the board for review/approval the final design so work can commence
- Look at approximately 50 shirts to potential community partners/volunteer groups to help promote "KDSC-Building our Community for 30 years"
- Rob/John provided some examples of scholarship proposals/templates used by similar organizations to help structure KDSC scholarship proposal

Fundraising Volunteer Initiative:

- Cameron has approached Darryl and Darryl has agreed to help out. For Darryl away from the board has made it easier to focus his efforts 100% to this initiative going forward.
- First phase would be the easiest, most cost effective and should be to start with the lights at the South Gower fields, help eliminate reliance on high cost of the KCAT fields and align with future phases. Good ideas brought forth include:
 - Commit to committee work (March 21st/28th proposed groundwork meeting)
 - Align KDSC strategic plan
 - Approach Municipality/Council/School Boards
 - Approach local business leaders/partnerships within the community
 - Put together plan/package/presentation of future vision to provide to various groups
 - Promote on website/newspapers/pay button for members
 - Donation drive/vehicle raffle
 - Township grant options
- Lou to look into township/community grant options, although that cycle may have completed
- Mike put forth personally donation of \$500 towards the initiative
- Mike to set up separate bank account for which dollar figures can be directed at this initiative
- Mike would like to add KDSC member Bruce Carsjen to work on writing master communications plan as Bruce has expressed interest in helping with the communications messaging

2017 Competitive and Development Assessment:

- From last month, registration/interest in competitive/development assessments went up so congratulations on teams securing roster numbers
- March 04th/05th Competitive had two sessions each and the first round of Development assessments was completed

- Feedback, set-up and the organization was excellent.
- Thank you to the board members whom helped out, the assessors and the coaches whom made this a successful assessment process for players
- Influx of new players from neighboring clubs with some high skill level was encouraging to see
- U14 Girls, U14 Boys and U16 Boys had some players not able to participate. KDSC to set up a gymnasium session later this month to accommodate those players/teams requiring assessment
- Showing a reversal of historical trends. Girls' numbers showing downward trend, boys' numbers showing upward trend in numbers. Other sports in the community are offering girls more opportunities. Need to consider trying to retain more female coaches/mentorship people.

- Girls Competitive Assessment Summary:
 - Started with Girls U13-U15 and a Girls U16-U18 groups based on numbers signed up
 - Going with a Girls U14 Tier 1 (combined U13/U14): Coached by Shane and Corey. Many of U13's from last year returning and good U12 talent that came through the system and looked good at the assessments and will fit in (some players left to assess)
 - Not enough numbers for U15 so have reached out to other options for those few players. There may be one player that could play at that U16-U18 level.
 - Trying to go with Girls U18 (combined U16-U18). Reached out to the schools to garner interest. To date, 8 registered and another 3-4 have come forward expressing interest. Decision required by March 28th with ERSL

- Boys Competitive Assessment Summary:
 - 34 X U13/U14 Boys. Combine age group as numbers dictate a U13/U14 Tier 1 Team and a U13/U14 Tier 2 Team (some 2-3 players left to assess)
 - 18 X U15 Boys, Tier 1 Team
 - 18 X U16 Boys, Tier 1 Team (some players left to assess)
 - 18 X U18 Boys, Tier 1 Team

- Girls/Boys Development Summary based on first development assessment numbers:
 - 2 X U9 Girl Teams (19 interested)-Shane and Pat to coach?
 - 1 X U9 Boys Team (11 interested)-Marcus to coach?
 - 1 X U10 Girl Team
 - 1 X U10 Boys Team
 - 1 X U11/U12 Girl Team
 - 2 X U11 Boys Teams (27 interested)
 - 1 X U12 Boys team (21 interested)-Jeff to coach?

OS Club Excellence: Next Steps and Request for Volunteers:

- OSA submission work has commenced and Lou working with OSA on the required timelines
- Lou has worked on the EODSA and Financial elements
- Mike mentioned some policies have been updated/version controlled and updated to KDSC website already. More policies are to be revised and/or created. A list of policies will be sent to the group and request for volunteers to work on some of these

New Items in from 2017-02-16 to 2017-03-06: KDSC/EODSA/OS Administrative Details:

- 2017-03-01:OS: A2017-003: Ontario Soccer New Brand Materials-no longer the Ontario Soccer Association but a fresh and innovative soccer brand (new name, colors, logos and tagline)

Round Table:

Cameron:

- Use of Team Snap/Other Tools or Products by teams/club
- ERSL/OCSL have various communication tools that can be used
- Nicki says the hockey program uses one of these programs successfully and believes these programs often are used free of charge
- Mike wishes to revisit next month to assess and does KDSC wish to spend dollar figures on this

Alan:

- Attended a conference this past weekend. Looked at various RISK elements this year.

John:

- 4 education sessions have been completed so far
- The last 2 sessions he is hoping to use the new entry level presentations
- Entry level referee course has been approved and John is assigned the instructor status in Kemptville
- 2017 law changes modules are to be completed by April 30th for existing referees
- John to provide presentation/video for coaches session at the start of the season

Darryl:

- 2017 Field allocation: Discussions with Angus and the St. Mike's fields are status quo for 2017 season (KDSC uses free of charge as long as maintain). Back field is in good shape for this season as redone end of season last year. Focus on the front fields this season (disc and seeding) should be the only costs to KDSC for this season to get those front fields up to standard
- KCAT fields- Are they needed for this season (expensive to run/operate). Lou to look at registration numbers and will need to get back to Darryl as he requires to know sooner for planning purposes for this season
- Feather Flags: Township has done some work/brush clearing along the road and has really cleared up the entrances nicely. Pricing details on feather flags has been provided to Lou

Lou:

- Registration process is not up and working yet. Has sent email to teams/coaches to hold off communicating with players for now until she can resolve. Lou will send out an email when it is back up and functional
- HST: For U15 and up, HST is supposed to be charged. Accountant not aware and Lou working with CRA/Accountant on this emerging item

Nicki:

- Basic First Aid Kit (gloves/bandages/cold compress packs) should be standard and located in sheds at the fields for teams/player access

Parking Lot Items from 2017-02-16 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 Flag: Darryl has done some preliminary work during the winter. Discussed at the meeting. Pricing has been supplied to Lou (To be removed from the list for next month)
- South Gower Park Field Lighting. Committee work and strategic planning work has commenced (To be removed from the list for next month)
- Outstanding Board Members to sign Oath of Confidentiality Declaration of Confidentiality and Non-Disclosure v2017-01-07: Nicki and Ben have completed. Heather remains outstanding as not in attendance this month.
- Board membership will be required to complete Police Checks: All present board members have completed. Heather, Marcel and Kevin to complete at the next board meeting.

New Parking Lot Items from 2017-03-07 Meeting:

- KDSC Logo-EST 1987 design/approval
- Fundraising Volunteer/Field Lights committee meeting end of March 2017
- Competitive/Development Assessments-gymnasium time to book for end of March 2017. Competitive teams still need to assess players not able to attend March 04th/05th sessions-team finalization for March 28th deadline with ERSL
- OS Club Excellence: Policies List/Volunteers to work on various policies by next meeting
- Team Snap Chat/Communication tools to investigate

Next meeting Tuesday April 04th, 2017 at 19:00:

Motion made to adjourn the meeting by Rob, seconded by Mike. All were in favor to adjourn meeting. Meeting adjourned at 20:40.