



Kemptville District Soccer Club

Meeting Minutes - Board of Directors Meeting

December 12, 2017; 19:00; Club Office

Members Present:

President: Mike Sutherland

Vice-President: Cameron Duff

Director of Equipment-House League: Kevin O'Shea

Director of Competitive Operations: Jamie Brown

Director at Large-Developmental ERSL Teams: Heather Ungar

Club Head Referee: John Tucker

Discipline Chair: Rob Fnukal

Members Absent:

Treasurer: Ben Thompson, **Secretary (Currently, Vacant), Director of Registration: (Currently Vacant), Director of Mini Soccer: (Currently Vacant), Director of House League:** Marcel Bos, **Director of Equipment Competitive:** Nicole Craig-Campbell, **Club Head Coach:** Alan Archer, **Club Administrator:** Lou Judge

As Required with Operating Season: Field Schedules: Julie Lapenskie, **Referee Schedules:** Lou Judge, **Field Maintenance: (Currently Vacant), Picture Day Coordinator:** Jamie Hambly

Call to Order & Welcome:

- Made by Rob at 19:04
- KDSC Member, Bruce Carsjens came in attendance as representation to "Communications"

Approval of Draft Meeting Minutes November 07, 2017:

- Draft minutes of 2017-11-07 meeting were circulated with the Board for review/comment. Minor content changes required.
- Motion made to approve the meeting minutes by Cameron, seconded by Kevin. All members in favor to approve the draft meeting minutes.
- Jamie to finalize and provide final 2017-11-07 meeting minutes to Lou to be made accessible on KDSC website by next meeting.

Club Financial Report Update:

- KDSC Treasurer volunteer position has become vacant. Board will need to advertise for a new treasurer for 2018
- Lou provided an email with the financial summary report as of 2017-12-12. It was reviewed with specific dollar figures in each account provided to the group.

2018 Budget Action Plan:

- From budget meeting of 2017-11-21, agreed to set a target for \$30 000 incremental EBITDA (new revenue or cost reduction) based on forecast of having 100 fewer members in 2018 season from the 2017 season and as based on the last 3 year trend for KDSC
- Two significant cost items guaranteed not to repeat for 2018 season (the CHC National Coach Certification License and Non-Collection of Ottawa Fury Development Team Event). The group reviewed each 2017 spending items. The group has come up with a potential number which can be adjusted for 2018 season to bring into the set target without adversely affecting KDSC programs:
 - Remove provision of KDSC Development Practice Jerseys to Development/Competitive Players-restrict existing purchased inventory to provide to new teams/players only
 - Do not proceed to complete Crozier Park Soccer Field Development-the area still requires a year of settling of the top soil provided last year
 - Look to decrease the Club Head Coach Mileage and Workshops (Note: there is a revenue component)
 - Have a reduction of KDSC Coach Rebates:
 - May need to revise existing policy on coach rebates
 - Look at allocating Club Head Coach to next area of development priority (U6/U7/U8 area?)
 - Competitive and Development Head Coaches a flat rate of \$100 reimbursement
 - Competitive and Development Assistant Coaches and Managers get volunteer fee of \$25 reimbursement
 - Youth & Senior House league Coaches and Adult Soccer get volunteer fee of \$25 reimbursement
 - Put more controlled restrictions for the KDSC Volunteer Fee Rebate being reimbursed:
 - Volunteer rebate must be to a specific KDSC club functions only
 - Volunteer rebate was not meant to be within a team function (unless Coach, Assistant Coach, Manager)
 - Other team volunteer rebates coming forward must be reviewed and approved by the KDSC board
 - Have to have considerations for not running the end of season KDSC Fun Festival in 2018 -KDSC board should not be sole managing on their own. Committee work required with other KDSC members help running and supporting the event
 - Review the KCAT costs: Work with the Municipality with the college sale of property and lands. What is the intended future use of KCAT fields?
 - Potential to outsource House League Player Insurance? Cost savings marginal and much work required
 - Look at providing no Assistant Referees for Women's House league-John states just moving AR's around to another venue so no real cost savings from his staff with this option. Development of KDSC based referees is a good program to bolster up
 - Look at the Referee Rebates/Uniform Kits to those under 17 years of age-should not look at as low amount of options
 - Consider removing the portable toilets. Township is responsible for South Gower Fields and there are other toilets available within the park
 - Outstanding team fines-should be a team responsibility, not KDSC board responsibility
 - Review Coaches/Technical Directors Program
 - Look to reduce the percentage of contractor fees (with reduced scope)

2018 Registration Fees:

- Mike has some time over the holidays to review the entire budget and how it has been built. The costing model needs to be rebuilt to reflect KDSC program utilization by members
- Mike to bring ideas to next board meeting
- For the 2018 season, going to increase the KDSC Competitive and Development Player Evaluations to \$30 from the current \$25.
- Look at standard low-fee structure for U3/U4, U5/U6 and U7/U8 Programs

2018 Contract for Municipal Building Communications:

- Lou sent the board the information for the annual contract renewal for the Municipal Board communication platform. Bruce and the board members agreed that all forms of advertising and communications for KDSC are ideal. Lou to proceed to renew for 2018 with the Municipality.

Kemptville Public School

- School board has approached KDSC to see if wish to use the outdoor field in 2018. U13/U15's are currently using the nice gym facilities for the indoor season.
- Something to pursue for 2018 for getting as many field options as possible for 2018 season

Protocols and Policies for Consideration:

- KDSC Concussion Return to Play Policy
- Lou has provided a draft as of 2017-12-11. Mike has added a slight wording change to the draft.
- KDSC board has reviewed the content. Content looks good with the proposed wording change
- Motion made to approve the protocol by Mike, seconded by Jamie. All members in favor to approve the draft protocol. Jamie to version control and provide final copy of the protocol to Lou for placement onto the website.

New Items in from 2017-11-07 to 2017-12-11: KDSC/EODSA/OS Administrative Details:

- 2017-11-30: OS I2017-048 Match Official Clinic Pre-Registration-John is aware of the content
- 2017-12-01: OS A2017-020 CTMS Feedback Request-Lou has provided feedback from KDSC
- 2017-12-07: OS I2017-050 2018 Ontario Futsal Cup Registration-No impact to KDSC
- 2017-12-08: OS I2017-051 Update on Long Term Officials Development-John is aware of the content for 2018 season

Round Table:

Jamie:

- Updated the work completed to date for securing Competitive Team Coaches. Boys U13 to U18 looks in order with the Girls side lacking coaches. May have the U14/U15 Girls secured, just have not heard back officially. Looking at possible interview requirements for the new Boys U13 coaches (new coaches to Competitive)
- Updated the old Coach Evaluation document that had been in use. Heather has reviewed and likes the content. Ready to use for 2018 coach interviews
- Lou needs to proceed to open up the KDSC Competitive/Development Evaluation Registration process so that players can start registration and numbers come in for Heather and Jamie in January/February to assess for teams for 2018 season.

John:

- Winter education sessions being planned. Need to touch base with Lou.
- Working to obtain another 10 referees to work towards making a pool of 40 officials for next season as may be losing some to the District pool
- Looking at a better communications tool. Young people not reading emails (use of Twitter, Facebook pages). Perhaps to work with Bruce in this area.

Heather:

- Started lining up Development Coaches and requesting advice for next phase of process. Essentially starting from clean slate. Jamie provided names/contacts for potential U12 boys/girls that he has come across. Recommend have the coach application process started, line up interviews in Jan/Feb/Mar timeframe.
- Now on the KDSC Development email communications. Come across seeing some past history of some issues. Can only discuss and move forward from them as a clean slate.

Kevin:

- Working on getting details into DiSalvos for input of inventory into next season and have in by Christmas
- Work on RFP for March

Mike:

- EODSA AGM. Have the Ottawa big clubs sitting on both the EODSA/ERSL boards thus may see some future changes. EODSA looking at taking over ERSL at maybe end of 2018 season (5 year commitment/contact is coming up). Many of clubs generally upset with OS. Planning on attending EODSA AGM in January 2018

Lou for Jamie Hambly:

- Have discussed the photography RFP. Jamie H has kept names of a few interested parties that have contacted KDSC for the photography opportunity. Aiming for January, once RFP is complete, it will be posted and sent to those interested parties.

Parking Lot Items from 2017-11-03 Minutes (Updates/Discussed):

- KDSC update to existing Competitive Soccer Program Policy: Will be OSA Silver Certification Work (Work ongoing. Remain on List). Jamie started working on draft of Competitive Soccer Program. Cameron commented that there may be a very old program in the files. Jamie has checked electronically and found no files. Have a good skeleton and items started with the existing draft now in progress.
- 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. Remain on List)
- Competitive Call-Up Process Guidelines Document to develop: Will be OSA Silver Certification Work (Work ongoing. Remain on List)
- Mike will send out a survey to board members (Top 3 priorities for 2018. What went well? What can be worked on to be improved?) Mike requests to remove this item.
- Field Maintenance Contract with Darryl Lapenskie and Lou having to step down from their historical functions. 2018 Season: The situation has changed and Lou will be approaching both

Darryl and Lou early in the new-year to see if interested in returning for the 2018 season. Lou will begin work on drafting RFP for lining. Mike to pursue with Municipality early next year.

- Township/FTSA/KDSC pre-season agreement. Agreement for payment has been received. KDSC will be meeting with the Township in preparation for 2018 season. Item to remove from list.
- Look at the Active Start Soccer Fest held each end of season in August

New Parking Lot Items from 2017-12-12 Meeting:

- KDSC Board Treasurer position will need to be advertised on website.
- Mike to summarize the Budget Action Plan for 2018. Mike to review budget items over the holidays and work with Lou to see if it requires a rebuild
- Lou to open up Development/Competitive Evaluation registration process for 2018 season

Next meeting, Tuesday January 09th, 2018 at 19:00.

Motion made to adjourn the meeting by Rob, seconded by Mike. All were in favor to adjourn meeting. Meeting adjourned at 20:05.