

# Mid-Isle Soccer Club Executive Agenda

Monday, November 7, 2016 – Fox and Hounds, Ladysmith – 6:45 pm

## Member Attendance:

Willow Hartig - regrets

Katie Freer

Rob McIntyre - regrets

Mike Rankin

Janet Brockhurst - regrets

Kathleen Nicholls

Tanya Reiber

Kay St. Denis

Paul Gonzales - regrets

Brian Reiber - regrets

Aaron Lafontaine

Paul Brockhurst

Michelle Steel

Tim Richards - regrets

Hiromi Tolefson

1. Mike Rankin called the meeting to order at 6:59 pm.
2. Kathleen moved to accept the minutes of the October Meeting as provided. Tanya seconded. Motion carried.
3. Lynn moved to accept Agenda with additions to New Business from Kay, Mike and Aaron. Kay seconded. Motion carried.
4. Executive Reports
  - a) Treasurer's Report available. Katie expressed concerns about accounts due to monies owed by UISA, sponsorship promises and individual Tier 3 teams for training suits.

Katie moved that we change the procedure for payment of Tier 3 training gear. Kathleen seconded. Suggestion that the club charge a kit fee and teams can fundraise to reimburse these fees but club will not be putting out money in advance.

**Action: Paul and Hiromi will draft a Tier 3 training gear procurement policy and present recommendations at December meeting. Bring forward motion to December.**

**Action: Mike to follow up with Christine Carson at UISA re: funds**

**Action: Mike to follow up with Paul Gonzales re sponsorship funds for Tier 3 training shirts**

**Action: Mike to provide tax receipt information to Katie.**

- b) Vice President – Mike

Mike moved to pay \$200 honorarium to Rob Griffin for wheels on FJCC medium nets. Michelle seconded. Motion carried.

Mike announced \$12,500 provincial government grant and requested spending proposals. Katie noted that this must be spent by the AGM in order to apply again and must be thoroughly detailed for the accountant to prepare a report.

**Action: Executive members to present proposals for spending at December meeting.**

Mike moved to allocate \$500 to forgive the field rental fees for the U21 Mariners as this program is a great outlet for our graduating players and many players are involved in the club. Kathleen seconded. Motion carried.

**Action: Katie to forgive the first \$500 then start passing the bill on to U21.**

Mike proposed Mid Isle Executive outerwear this year.

**Action: Aaron to look at outerwear options and present at December meeting.**

- c) Registrar – Tanya – **Motion to create a club hardship fund, criteria and procedure for players in need of financial assistance. Katie seconded. Bring forward to December.**

## 5. Business Arising from the Minutes

- a) Seat cushion sales at Light Up as fundraiser for interested team – see following.  
b) Light Up Parade. VIU Mariners are bringing their truck and music etc. Mid Isle players can walk behind the float. Mike's team will have the concession at 49<sup>th</sup> and also be selling from Mid Isle store.

**Action: Mike to email club membership with instructions re: drop off and pick up of players.**

**Action: Mike to find volunteers to hand out then collect Mid Isle flags and supervise players who are walking in the parade.**

**Action: Kay has \$100 budget to coordinate with Paul Gonzales for items to hand out at parade.**

## 6. Old Business

- a) BC Soccer Charter Program – Lynn – nothing new. Michelle – prepared and distributed a "To Do" list for items that are required. If you have items, please send to Michelle and she will collect in a file for website and BC soccer as needed.

**Action: Michelle to collect items for BC Soccer Charter Program**

**Action: All executive members with items on the "to do" list to try to gather information and items by December meeting.**

**Action: Mike to communicate requirements re: website and proceed with adding items when possible.**

- b) Registration as a Society – Michelle – new application and change of executive member (Tier 3 Rep) being filed. Bill for legal fees presented to Katie.  
c) Not for Profit Organization status – for grant purposes – no progress – bring forward

## 7. New Business

- a) Katie interested in having a file of Standard Operating Procedures for the club as well as list of motions made that may affect the Club Constitution updates. Kathleen moved that each executive member prepare a description of their role and duties and submit to Michelle by February meeting. Michelle seconded. Motion carried.

**Action: Executive members to prepare a description of their job and roles as per format provided by Michelle by February meeting.**

- b) Mike made a motion to add a meeting to January 9, 2017 as it will be needed. Kathleen seconded. Motion carried.

**Action: Michelle to add to Teamsnap and book room at Fox and Hounds.**

- c) Kay presented an offer from Joanne Tomio, physiotherapist to provide a workshop in injury prevention/training. Lynn suggested the Monday evening after the last scheduled Development Session as this is in the routine of players and parents.

**Action: Kay to talk to Joanne and bring back to December meeting.**

- d) Aaron announced that Harry Somerfield will do another small sided referee refresher in December – one hour at Forrest Field. Aaron discussed a change to referee policy on the refund of full field referee training costs as it is unlikely that youth referees getting this training at 14 will referee the 5 games required for reimbursement due to constraints due to age. These new referees may do a lot of lining but will not practice and develop actual referee skills on the full field.

**Action: Aaron to plan and notify referees of December small sided refresher course.**

**Action: Aaron to present an up to date Club Referee Policy for approval and addition to Standard Club Operating Procedures at a future meeting.**

8. Adjourn - Next Meeting Date: Monday, December 5 - 6:45 Fox and Hounds – subject to change as per Mike Rankin

## **Action Items:**

Action: Mike to follow up with Christine Carson at USA re: funds

Action: Mike to follow up with Paul Gonzales re sponsorship funds for Tier 3 training shirts

Action: Paul and Hiromi will draft a Tier 3 training gear procurement policy and present recommendations at December meeting. Bring forward motion to December.

Action: Mike to provide tax receipt information to Katie.

Action: Executive members to present proposals for spending at December meeting.

Action: Katie to forgive the first \$500 then start passing the bill on to U21.

Action: Aaron to look at outerwear options and present at December meeting.

Action: Michelle - Motion to create a club hardship fund, criteria and procedure for players in need of financial assistance. Katie seconded. Bring forward to December.

Action: Mike to email club membership with instructions re: drop off and pick up of players.

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Action: All executive members with items on the "to do" list to try to gather information and items by December meeting.

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Action: Executive members to prepare a description of their job and roles as per format provided by Michelle by February meeting.

Action: Michelle to add January 9 meeting to Teamsnap and book room at Fox and Hounds.

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