

Mid-Isle Soccer Club Executive

Monday, December 3, 2018 – 7:00 pm – FJCC

Members Present:

Hiromi Tollefson – Tier III Director
Jeremy Kaye – Vice President/Treasurer
Laurie Bastian – Equipment Director
Tonya Soules – Merchandise Coordinator
Bill Merriman - Technical Director
Cheryl Onciul – Registrar

Cheryl Merriman – Men’s program
Kelly Rodgers - Secretary
Jennifer LeBlanc – Communications Director
Paul Brockhurst – UISA Rep
Willow J. Rae – Club Administrator
Chris Such – Field Coordinator

Late:

Chelsea Cooke – Pony Program Director

Regrets:

Mike Rankin - President
Tim Richards – Sponsorship Director
Rhea Primrose – Director of officials
Danielle Winters – Tots Coordinator

1. Jeremy called the meeting to order at 7:15 pm.
 - A member of our club, not on the executive, presented herself with a request to attend the meeting to better understand the workings of the club and remained for the course of the meeting.
2. Jen moved to adopt the minutes from the November 5th Executive meeting; Date/location on November minutes need updating (Kelly to update) Discussion raised by Willow on behalf of Tim regarding the accuracy of the minutes. Reported that Tim’s motion at the meeting was to separate the field costs for the youth program and men’s programs but not the bookings. Kelly will follow up with Tim and discuss directly with him and amend as required. Willow also brought up concern about the wording of the outcome concerning the proposal to add Tonya and Danielle as voting members of the executive. Minutes will be amended to reflect that the matter will be addressed at the next AGM. Chris made a motion to adopt the amended minutes. Jen Second. All in favour. Motion passed.
3. Kelly made motion to audio record all future meetings in order to accurately capture what occurs. Hiromi 2nd. All in favour. Motion passed.
4. Old Business:
 - Executive Job profiles - please provide to Jeremy for succession planning. Discussion of what information/documents the secretary should maintain. Presently Willow has all the criminal record checks, code of conduct, etc. Willow note that secretary should have confidentially, conflict of interest and criminal record check spreadsheets and meeting minutes. Kelly will connect with past 2 secretaries to see what documents they maintained. Chris suggested re-visiting the contact of the paid administrator.

- Discussion – Jeremy – noted there are 3 executive meetings prior to AGM – and requesting that if people are not planning to return next year we should start recruiting people during soccer season for executive. Treasurer position will be vacant next year. Jeremy has been trying to encourage people to come join the executive. If you know now you're not coming back, it would be helpful to let the club know so that we can recruit for that position.
- “Directors at large” – Tonya/Danielle’s positions were non-voting initially as we had 15 voting members at the time; however, we currently only have 13 voting positions as the “Director of Public Relations” position sits empty (and Jeremy holds 2 positions, but only one vote). Discussion that we could put Tonya into the position as it fits with her attending community development. Jenn nominated Tonya to be the ‘Director of public relations’. 2nd by Laurie. Accepted by Tonya. All in favour. Motion passed. Tonya is now a voting member.
- UISA fundraising Policy – BF until the end of season to then vote on proposal.
- Banking – BF to March AGM
- Men’s program membership fees – Laurie made motion made to waive the men’s membership fees for 2018-2019 season and gather additional information regarding fees for the upcoming AGM. 2nd by Chris. All in favour - motion carried. Discussion that each year at the AGM a decision will need to be made at the AGM regarding waiving the fee. Need a copy of registration of all men’s players provided to Cheryl O as registrar.

Motion by Jeremy to strike up a committee to review our membership fees in order to better provide people with information on how they gain membership into our club.

- FOL – Went well. 60-70 kids in attendance.
- Referees – Rhea not at meeting to discuss. Regularly struggling to find refs. Willow helping to organize almost weekly. Cheryl mentioned having some U21 kids who can ref. They will provide their phone numbers to Willow to provide give to Rhea.
- Volunteer committee – no update. Bf to Jan meeting.
- Criminal Record checks – Kelly questioned whether Mid Isle has a policy for when people either do not pass a criminal check or don’t complete one. UISA has a policy and Willow will take on ensuring it is up on the Mid Isle website. Willow to contact the 2 people who require checks still.

5. New Business:

- Uniforms - Laurie has a quote from John and Moreno. Roughly \$45-50/kit (socks, shorts and jersey). Have roughly 200 kids we need to outfit at this point. Moreno quote for 300-400 jersey kits. Laurie made a motion to go with purchasing the Macron product for house kits from Moreno at team sales. 2nd by Chris. All in favour. Motion carried.
 - Laurie to work with Tim regarding our sponsorship to in order to pay for jerseys.
 - Moreno has offered to set up a ‘team store’ through him and linked through our website.

- Cheryl M will also try and coordinate with Laurie to have the men's teams order as well in an attempt to lower the quote due to ordering more volume
 - Chelsea will reach out to Tim Hortons and see if they will provide Tim Bits Jerseys for our U10 teams next year.
- Treasurer Report
 - October account reconciliation done. \$84,000. November is not done yet due to a gaming account issue, but should be about \$76,000.
 - Accountant has suggested we use etransfer more in order to save club \$ instead of Paypal or checks. Suggested use 'square debit tab' for in person registration. Jeremy will look into the debit tab.
 - Mini World Cup income statement will be ready for January meeting. This will release the \$750 back from Upper Island Soccer.
 - We need to use up all our gaming funds prior to the end of the season, preferably on bigger ticket items (jerseys, equipment etc) as could lead to more money the following year.
 - There was \$13,260 in the gaming account in August when we received our gaming funds. We have used half of the money provided to the club thus far.
 - Kinsmen is looking to donate some money to Mid Isle, Willow provided a letter to Kinsmen and Mike has attended a meeting recently regarding this.
- Jeremy suggested we strike a committee to review our annual registration fees. Volunteers for the committee are Jeremy, Jenn, Hiromi, Chris and Cheryl O. Kelly will assist in trying to get some information regarding how the Cowichan club splits their membership/league fees. Willow will provide Jeremy with VIPL info to Jeremy.
 - BC Charter program – Is a best practice program, not binding. There is no trouble is we are not doing it, but we should be. Willow reports that we have most of the requirements/records in place. WE had 94% complete and it all disappeared from the website. We are compliant, we just need to re-enter the information.
 - Jeremy made request to strike a committee to review Mid Isle Contracted. Decision to start with just reviewing the Executive Director Contract. Willow does far more for our club than what is in her contract. Need to review and ensure she is being compensated appropriately and the roles that are defined in her contract are accurate. Jeremy, Kelly, Jenn, and Chelsea.
 - Code of Conduct discussion – discussion of making sure we are having interactions with our coaches. Discussion regarding Risk Management executive position.
 - Website email should be going to Jenn as communications director, not Willow. To be changed ASAP.
 - Chris requested access to the FB page and the webpage in order to update field conditions for closures.
 - Club break – Merriman clinic will re-start January 14th.
 - Discussion on possibility of C-license coaching clinic coming to Nanaimo in the spring. Would be \$600 and 2 full weekends. There is a possibility of partial reimbursement from the Club for \$125 for coaches interested.
 - UISA states that we need to send out Super 8 Best Practices information to all Super 8 players – email has been sent out for Tier. The Best Fans program will be sent out.
 - Coaches Concussion Courses – Pocket cards have been requested from UISA. Willow will follow up with UISA for our list of coaches who have/have not completed it and will remind coaches of the need to do it and forward a list of who has done it.

- Willow brought up that discussion that we may not actually need 'Errors and Omissions' insurance. Jeremy will continue to look into it.
- Discussion that Tier III correspondence needs to be copied to the Tier III coordinator (Hiromi) if things are being sent to other clubs. Hiromi will send a reminder to all Tier III coaches/managers that they need to copy her if they are communicating with another club.
- Bill mentioned that he intends to approach the town with a concern about safety regarding the Turf fields. There are no additional lights (parking lot, washrooms etc) once the field lights go out.

Motion made by Chris to adjourn the meeting. 2nd by Laurie. All in Favour. Meeting adjourned.

Next meeting Jan 7, 2018 at 7 pm at FJCC.