



MEETING MINUTES
BC SOCCER BOARD OF DIRECTORS MEETING
Saturday February 3, 2024, 8:30am
VIDEO/CONFERENCE CALL

1. Call to Order/Roll Call at 8:30am

Present: Gayle Statton (Chair), Carlos Grosso, Chris Appleby, Candace Dodson-Willis, Don Dancey, Andrea Benton, Peter Loneragan, Deb Pudek, Fraser Sim, Mark Eckerle, John Charlton, John O’Flynn, Ralph Luongo (joined at 9am) and Gabriel Assis (Interim Executive Director).

Guests: Stephen Wurz, Director of Finance and Administration (departed at 8:57 am)

Regrets: N/A

Note: these minutes reflect the order of the agenda, however, not necessarily the order that each topic was discussed at the meeting.

2. Consent Agenda

Approved including previous Board meeting minutes and committee meeting minutes.

MOTION: To approve the minutes of the December 11, 2023, Board meeting and committee meeting minutes (by consent) 1/2024¹

CARRIED

3. Business Arising from Minutes

None

4. Email votes conducted in-between meetings.

The below motion formally documents the e-mail votes facilitated in between meetings.

Circulated December 14, 2023 – response deadline December 18th, 2023

5. President’s Report/Update and Executive Director Report/Update

The President provided a verbal report providing updates on several areas including:

- Welcomed Board Member Candace Willis to the Board in her first meeting.
- Acknowledged the work with the Interim Executive Director during the transition and the regular updates received.
- Report on Canada Soccer Member Council: Canada Soccer currently focused on risk management, staff transition and renewed recruitment of a General Secretary Canada Soccer. Meeting to be held on February 29 for presentation from the Finance Committee to the CEO/EDs from the Member Associations and the Member Council. Review of potential 67% increase across all membership classes to be reviewed.

¹ These numbers document the motion number during the calendar year for ease of referencing.

- Requested Board Members for input on matters to be discussed at the Canada Soccer AMM in May and the position for the organization for the increase in player levy fees. This will also be discussed with our membership at our next Member Forum.
- Canada Soccer Board positions have been called for nominations, including BC/Yukon Rep.
- Proposing staff and Board recognition to take place on June 8th in association with Board Meeting, individuals recognized to be invited to attend with guest.
- April 26-28 Board Meeting scheduled for Vancouver Island in association with the Adult Championships Finals and meetings with our members.
- Season Tickets secured to support all professional clubs based in BC. Tickets to be allocated between staff and board appropriately in line for the purpose of us representing the organization and recognize individuals supporting the association.
- BC Soccer President to attend the Alberta Annual meeting at the end of the month to continue the collaboration between the Provincial Associations.
- VP Youth and Treasurer provided an update on the search for the CEO. Job posted on January 24th across all BC Soccer Channels, SIRC, ViaSport, SportBC, LinkedIn, Canada Soccer and other PSOs. High interest for the position. The hiring panel has received interest from a Board Member to apply for the role and subsequently the Board Member was removed from all communications related to the role effective December 31, 2023.
- VP Youth acknowledged the hiring panel on the work to get the position posted.

The Interim Executive Director presented a summary of the February 2024 Interim Executive Director Report (circulated prior to meeting) comprised of a high-level overview across association activities, including:

- a) Operational Efficiency Review Project Status Update (Strategic Plan link – 3.1, 3.2, & 3.3)
 - ILTPD Action Plan developed in partnership with ISPARC – To be incorporated into the Operational Plan 2024-25.
- b) Club Licensing (Strategic Plan link – 2.5)
 - Update provided on Clubs currently undergoing process for recognition of Club Licensing in BC and those working towards completion of the BC SPL Implementation Plan.
- c) Facility Development (Strategic Plan link – 3.4)
 - Update on drawing shared with the Board and recent meeting.
 Request to have information shared with the membership at the next Member Forum.

MOTION: To go into camera. 2/2024

CARRIED

MOTION: To come out of camera. 3/2024

CARRIED

- d) Board & Staff ongoing education and training (Strategic Plan link – 1.1 & 3.1)
 - Updated 2024 Board Matrix completed. Board to review and identify key areas to be addressed.
 - Suggestion to indicate relevance and timing in which experience or skill was last utilized to have a better understanding of the level of expertise within the Board.
 - Suggestion to have Key Skills and Abilities listed in order of priority.
 - Matrix and feedback to be shared with Nominations Committee Chair

- e) Professional Soccer Alignment/Strategy (Strategic Plan link – 3.5)
 - Agreement signed with Vancouver Whitecaps.
 - Public announcement scheduled for March 2, 2024. A communication plan is currently under development.
 - Good step in the right direction and more work needed to create meaningful and tangible results as part of this partnership.

- f) League1 BC (Strategic Plan link 4.4)
 - L1BC now fully operated by CSB. BC Soccer to be represented at the L1BC Board by the Interim Executive Director and CEO in the future.

- g) Annual General Meeting
 - 2023 AGM Participant Survey shared and reviewed with good overall results.
 - Highlight importance of the event for engagement with members
 - Discussion on opportunity for more engagement with members and attendees, added sessions on Friday and benchmarking of key areas for future events.

MOTION: To request an action plan to be produced by staff on key evaluated areas of future annual general meetings that are evaluated below 80%

4/2024

CARRIED

- h) Operational Committees
 - Review of key dates and locations for Competitions
 - Discussion of the need for further information to be shared with the Board that outlines cost, value, and the overall scope of how competitions are operated.
 - Need to establish metrics that evaluate effectiveness.
 - Ideas for proper sponsorship that can lead to better support to Local Organizing Committees.
 - Review of how the hosting costs can be mitigated within sponsorship, added revenue or otherwise.
 - Propose annual review of Committees and an annual session for committees outlining the link between committee’s roles and purpose to strategic goals.

MOTION: BC Soccer staff to review and propose options for key metrics for competition effectiveness and bring recommendations back to the Board.

5/2024

CARRIED

- i) Policy Review and Rules & Regulations (Strategic Plan link – 3.2)
 - Initial scope of policies for review will be outlined at the April Board Meeting

- Legal and Investigative Updates (outside of judicial)

MOTION: To go into camera.

6/2024

CARRIED

MOTION: To come out of camera.

7/2024

CARRIED

- Compliance
 - o All current requirements completed.
 - o New board members filed with BC Societies on January 12th.

6. Finance and Administration Update, Director of Finance and Administration

The Director of Finance and Administration provided a presentation on the finance and administration department activity, including specific discussion annual budgeting cycles, players registration update, risk management, compliance along with walking through the Finance Policy and Procedures.

7. BC Soccer Rules and Regulations Dispensation Requests

None

8. Board Representation at Provincial and National Competitions

Review of appointments and consideration for the roles that require mandatory presence.

Confirmation that Canada Soccer does not recognize a secondary representative on any of the official functions. BC Soccer employs the practice of assigning a secondary representative to national competitions to ensure transfer of knowledge and skills amongst Board Members. President to confirm all appointments for the 2024 competitions by end of February.

Standing Committee Updates and Discussion Items

9. Finance, Audit and Risk Committee

Update on Strategic areas linked to Finance, Audit and Risk. Overview of the work being conducted to better align registration fees to operational costs and programs. Identified a small drop in registration, probably related to some late submissions.

Question regarding the rising cost for judicial. Update on the need for a streamlined process that clarifies the roles of all levels of BC Soccer and the membership in determining proper jurisdiction for complaints and discipline matters as well as potential cost sharing. It will be an important consideration during the review of procedures.

Review consideration for use of background screening across key roles within the soccer community as an important aspect of safe sport.

MOTION: To go into camera.

8/2024

CARRIED

MOTION: To come out of camera.

9/2024

CARRIED

10. Governance & Membership Committee

The Committee Chair spoke to the Committee/Staff Liaison Report circulated prior to the meeting, which included:

- Advising that the following Youth Inter-District Leagues have received their renewal by the membership committee chair:
 - o None
- Advising that the following associate membership renewal applications, including short term events, have been received and approved by the membership committee chair:
 - o North Shore Girls Soccer League

A reminder was provided that the board previously delegated the authority to approval Associate Membership renewals to the Membership Committee Chair, therefore a motion is not required for the renewals. However, the board will be updated on all renewals at each board meeting.
- Advising that the following Associate Membership Applications had been reviewed and approved by the committee for the board's consideration:
 - o Island Tuskers Sports and Recreation Club (Access to Soccer)
 - o ISPARC (Access to Soccer)

MOTION: To approve Island Tusker Sports and Recreation Club and ISPARC membership applications in the specified category.

10/2024

CARRIED

11. Nominations Committee

The Nominations Committee Chair and Staff Liaison reviewed the Nominations Committee Applications and recommends the following applicants be selected to join the Nominations Committee until the 2025 BC Soccer AGM.

- Jana Madill
- Ken Thomas
- Valentyna Zolotarova

MOTION: To approve the appointment of the candidates selected by the Nominations Committee Chair to serve on the committee until the 2025 BC Soccer AGM.

11/2024

CARRIED

Other

12. Board Regional Liaison Updates

The board members provided various updates on the activity and discussions within the different member organizations, including:

- Reach out conducted with Adult Leagues to gain feedback and propose Forum. This has been followed by a request for a meeting with each league. Additional feedback solicited to compose agenda for the Member Organization Forum.
- Member Organization forum to be scheduled in the future and include Adult Leagues and Youth Districts, while also facilitating separate discussions based on specific needs.
- The board continues work on building relationships and engaging with members.
- Meeting with Upper Island and North Island in the coming weeks

13. New Business / Any Other Business

- The interim Executive Director requested the Board to provide information for Board attire.

