

## **Peninsula Soccer Association - Board Meeting**

Thursday October 20, 2005

### **ATTENDEES:**

**Board Members:** Terry Bouthillier, Helen Christiansen (left early), Stuart Common, Kim Erb, Sharon Guenther, Terri O'Keeffe, Claire Rettie, Mike Schmidt (came late), John Teeney (Chairperson), James Stelck,

Guests: Dixie Allen

Absent: Lauren Bicknell, Alex Campbell, Dave Erb,

### **1. Agenda**

**MOVED** (Terri) 2<sup>nd</sup> (Kim) to accept the agenda. **CARRIED**

### **2. Minutes.**

**MOVED** (Kim) 2<sup>nd</sup> (Claire) to accept the minutes of September 29, 2005 with change in attendance to show Claire Rettie attended and Lauren Bicknell was absent **CARRIED**

### **OLD BUSINESS**

### **3. Coaching clinics update** - Claire reported we had very good turn-outs for the Mini

Coach clinic: U7's - 9 coaches  
U8-U10's-14 coaches  
U11-12-20 coaches

Full field coaches will be tomorrow. Next session for Mini coaches will be in Nov and January. Next sessions for full field will be in January and the 3<sup>rd</sup> one closer to cup play. The extra session for U12 have been moved to January since there will be no cup play for U12's.

**4. Coach Certification** - Terri was going to ask one of the coaches to take on the role of organizing coach certification sessions. In the meantime LISA advised that several other clubs are organizing these. Since we're short on field time anyways we'll try to jump on board sessions being offered by other clubs. LISA will advise Terri when sessions are available and she'll forward that info out to coaches. Coaches will need to register and pay themselves and then get reimbursed by James once they have successfully completed the course.

**5. Bazan Bay Update** - John reported that nothing to report at this time as meeting was postponed until next week.

### **NEW BUSINESS**

**6. Financial Report** - James presented Income Statement and Balance Sheet for period March 1 - October 18, 2005.

Noted that \$250,000 in cheques forwarded to MRS for Blue Heron Project. Questions

about what process is in place to monitor the amounts we paid to MRS. Terri outlined the process:

- > The bank account for the project has to be set up in the name of MRS if we want to get the GST back. Because it is an MRS account only their Board members can have signing authority.
- > Prior to entering into any agreement to purchase goods or services Dave Erb or Dave Hill will prepare Purchase Order which is to be signed by Dave Erb and Terri O'Keeffe.
- > Name on the Purchase Order is MPS.
- > Invoices will be sent to Terri. Terri will confirm with Dave Erb that the goods or services have been received. Dave Erb will sign the invoice to confirm this. Terri will sign the invoice and forward to MPS to have Steve Gormican sign and also direct the MPS bookkeeper (Erica) to issue the cheque.
- > Terri will keep copies of all PO's and invoices and track these on a spreadsheet.
- > Erica will provide monthly reports and bank statements which Terri can check to her spreadsheet to ensure all items are accounted for.

- noted that there's another cheque coming from Thrifty foods for \$1,800 for the "Smile Card" program.

- Sharon mentioned that there were close to 100 volunteer cheques cashed from families who did not contribute their 5 hours of volunteer time.

**7. Blue Heron Update** - Kim reported in Dave's absence that the augering will start on Monday. Will close the field Sunday to Sunday while this work is going on. Still a problem getting the clubhouse design. John Bell from MPS had indicated in the summer that we would work on this. However, his wife became ill and recently passed away so no progress on the design. Dave will be contacting him tomorrow to see whether he is still able to be involved with the project. Project has been provided with an extension up to one year if we need it.

**Action: Dave**

**8. Mini Jamboree** - Is currently scheduled for March 25<sup>th</sup> but this is also the last day of the LISA schedule. U-12 girls would like to play in the Jamboree. Was decided they could, as well as the boys if they would like to. However, field space will be an issue. Also, there is a U-11 Tournament on March 25<sup>th</sup> for the U1 Vs. We can't have our Mini's tournament any later and can't do it the week earlier as that is Spring Break.

Stuart will ask the U-12 boys if they want to participate and come up with a proposal on how they would participate; since the U12 teams are tiered, it wouldn't be fair to have gold playing against silver.

**Action: Stuart**

There is also the option of the U-1 Vs just not participating in the Prospect Lake Tournament or for only one game.

**9. Email Lists/Distribution** - Terri brought up the issue of a coach asking her to use our email distribution lists to advertise their fundraising activities (selling apples at picture day). The Board agreed that this was not appropriate use of email distribution lists. There is a need to be cognizant of the amount of email people already get and that we should only be using our distribution lists for official club business.

## 10. Fundraising

a). Idea to have a "Thermometer" on the website to show the \$'s coming in from the Smile Card program and other sources of fundraising.

b). Kim reported that Christina Peacock did up a new sponsor letter which outlines our regular **sponsorship** program and also provides information about opportunities for sponsors to contribute to the Blue Heron Project, ie Name the clubhouse for \$75,000, name a field \$50,000 etc.

c). Kim has been in contact with Chris Stephen (U 13 Boys parent) who owns **Boston Pizza** in Saanich and has offered us their "Team Headquarters Card" where we can earn 5% from each bill to go to our club when our PSA families show their card. We will start distributing the cards next week at Rotary Park. There's also the opportunity for us to have the restaurant for an evening for a fundraising event at the end of November. We could bring in entertainment, Boston Pizza would provide dinner or appetizers (at a cost) and we could sell tickets. Claire suggested that a better time to do this would be in February - well after Christmas. Also should determine up front how much we could make from this; don't want to expend a lot of effort and only come away with a few hundred \$'s. Kim will check with Chris how many people we could get into the restaurant and how much the food would be. **Action: Kim**

d). Official **Sod Turning** for Blue Heron will take place Saturday Nov 5<sup>th</sup> at 330pm. We're inviting the entire club out to have a club picture. Planning to put the picture in the paper with a write-up about the project and how people can donate to support the project. Sharon is rounding up volunteers to help with traffic, hot dogs etc.

e). Terri brought up the issue of fundraising and whether there should be some guidelines for teams. Noted that our club is on a big fundraising drive to pay for Blue Heron and is it appropriate for individual teams to be also going to the community at this time for various fundraising activities for their individual teams. Concern about Alex's team who is taking out a full page ad in the Times Colonist newspaper and selling advertising to various businesses. They expect to make several thousand \$'s to help pay for a trip to San Diego. Was felt the latter fundraising venture was not appropriate especially if they were tapping into our current sponsors. John will advise Alex to cease this activity. **Action: Kim**

In terms of other fundraising was felt there should be a policy on this. Claire will put this on the list of things she's compiling for policy review under the Governance Committee.

**Action: Claire**

## ROUND TABLE

**11. Board Members Absences** - Terry wondered whether there might be a better night for Board Meetings to ensure Board Members could attend. Decided to leave it as Thursday for now. John will ask Phil Wakefield to try and make sure that Board Members practices don't fall on a Thursday night.

- concern about board members who have missed 2-3 board meetings and not called. There is provision in the Constitution to remove these persons from the Board. Was suggested that Dave contact these members to find out whether they are still able to

meet their commitments as a Board Member

**Action: Dave**

**12. Call-up process** - question about how this process is supposed to work. Dave had said that a team could call-up any player from another team as long as they were in an age group below them; and didn't matter if they were gold, silver or bronze. However, LISA has now said the whole call-up process for full-field teams is on hold until more detailed guidelines are developed. Call-ups for Mini's can continue

**13. Player Assessment & Placement** - Reviewed draft which Mike had prepared. Board Members should send any comments they have to Mike by October 27<sup>th</sup>. Also need to get more people to work on the committee. Terri will find someone to represent the senior boys.

members

**Action: All Board**

**14. Registrar** - Dixie reported that she now registered all teams with LISA and BCSA.

**15. Equipment** - Kim advised that equipment bags were handed out. Ice packs are now available. Each U-12 and up team received 1 re-usable ice pack. Was mentioned that some teams have their own uniforms. This is okay for practices but not permitted in games.

**16. UVIC** - time has been booked from December to mid-January. Schedule will be forwarded to Claire first for development program and then to Phil Wakefield to divide amongst the teams. Time can be used for practices, technical development sessions or games.

### **17. LISA Update**

a). Released Players - John advised that LISA is looking at the process involving "Released Players". Any players released by their club are supposed to be re-assigned to another club by LISA. This hasn't been happening.

b). LISA noted that there are fewer gold teams this year. Some gold players are playing at silver level. LISA will be monitoring scores of games and will move up teams that are winning by a large margin.

Meeting **ADJOURNED** at 9:35 pm