

Peninsula Soccer Association – Board Meeting
Thursday January 19, 2006

ATTENDEES:

Board Members: Lauren Bicknell, Alex Campbell , Helen Christiansen, Stuart Common , Dave Erb, Kim Erb, Sharon Guenther, Claire Rettie, Mike Schmidt
Chris Stephen, James Stelck, John Teeney

Guests: Dixie Allen

Regrets: Terry Bouthillier, Terri O’Keeffe

1. Agenda

MOVED (Lauren) **2nd** (Mike) to accept the agenda. **CARRIED**

2. Minutes.

MOVED (Claire) **2nd** (Lauren) to accept the minutes of December 15, 2005
CARRIED

3. Financial Report – James presented financial statements. Statements from Memorial Park Society re- Blue Heron Account – copies of cancelled cheques have been sent by MPS to our mailbox.

4. Blue Heron Update – Dave provided an update. Lights to be operational soon with a coaches box. More work will be required to help drain the standing water on the field. The retaining wall is complete. Plans are being made to begin the field work in March and should be complete in May. If all goes well with the business plan and the building permit, we should be able to start construction in May on the club house.

5. Governance Committee Report – The following sections of our Constitution were reviewed for changes

a). Issue: Membership - Part 2 Membership, Section 3 a i-iii

Membership structure in Peninsula Soccer Association does not meet the required test of “one member one vote”.

Resolution, 2006-01

Replace Part 2 Sections a i-iii with the following:

- Ordinary members of the society subscribe to the constitution and bylaws and have paid their membership fees.
- Ordinary members include a person who:
 - is named on the registration form as a parent or guardian of a player under the age of 18 properly registered with the society,
 - is a player over the age of 18 properly registered with the society,
 - in any other case, pays the membership dues of the society and is approved by the Board of Directors
- Each ordinary member is entitled to **one** (1) vote at all meetings and special meetings of the society.

Motion: 2nd: **Approved: NO**

Action: Deferred to the governance committee for further clarification.

Concern raised about the possibility of a family with more than one child using different names on each registration sheet and thereby gaining more than one vote per family. A revised Resolution will be forwarded prior to the February 16, 2006 meeting.

b). Issue: Number of Directors, Part 2 Membership, Section 8

The current board of the Peninsula Soccer Association numbers 14: four executive and 10 directors-at-large. The board has consistently needed to appoint directors to vacant positions.

Resolution, 2006-02

Reduce the number of directors-at-large from 10 to eight (8).

Replace Section 8 with the following:

It is understood that the business of the society will be conducted by a board of directors of twelve (12) directors who will be elected for a two-year term.

Directors will hold the following positions:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Director-at-Large—eight

Motion: Stuart Common 2nd: Lauren Bickenell **Approved: YES**

c). Issue: Committee Operation, Part 6, Section 27 b

The current Board of the Peninsula Soccer Association includes a number of committees. Under the present constitution the committees are not required to report to the board or to seek board approval for actions undertaken on behalf of the association. This situation leaves the board and its members vulnerable.

Resolution, 2006-03

Revise Section 27, b:

A committee formed to undertake specific work and given delegated specific powers must conform to the constitution and bylaws of the society and any rules that may be imposed on it by the directors.

Add Section 27 c:

Prior to acting on behalf of the society, committees will present an annual plan and budget to the board for review and final approval. Committees will seek further approval to undertake business not covered in the annual plan. Committee actions and initiatives will be outlined to the board of directors at the next earliest meeting.

Motion: Stuart Common **2nd:** Mike Schmidt **Approved:** YES

d). Issues: Committee Operation, Part 6, Section 27 c

The bylaws assign the president responsibility for appointing chairpersons and committee members. The practice of having the president appoint committee members limits the effectiveness of committee chairs and rests an undue amount of power in the hands of the president.

Resolution, 2006-04

Replace Section 27c with the following Section 27d:

At the first meeting of the board of directors following the annual general meeting, the president will appoint chairpersons to standing committees and, when appropriate, to ad hoc committees.

Motion: Sharon Guenter **2nd:** John Teeney **Approved:** YES

e). Issue: Committee Operation, Part 6, Section 27 c

The committees named in the bylaws do not meet the needs of the society.

All committees require terms of reference.

Resolution, 2006-05

Replace Section 27 c with the following

Standing Committees will include:

- **Executive** [board management, public and media relations]
- **Capital Projects** [project management, partner liaison]

- **Communications and Special Events** [internal communications, web management, special event coordination]
- **Discipline** [head referee, referees, LISA liaison]
- **Finance and Fundraising** [financial management, budgets, auditor; fundraising—planning and execution]
- **Member Service** [registration, equipment, fields,]
- **Player Services** [player assessment and placement; Age Group Coordination, coach selection]
- **Risk Management** [risk management policy and procedures; volunteer coordination]
- **Technical Development** [coach development, player development, contract management]

Ad Hoc Committees will include:

- **Nominating**
- **Bylaw/Constitution**

Motion: 2nd: Approved: NO

Action: Committee definitions revised at the January 19, 2006 meeting. Changes reflected in this Resolution. **Vote deferred to February 16, 2006.**

NOTE: in order to balance committee responsibilities the following additional change was made:

Public & Media Relations – moved from Communications to Executive Committee.

f). Issue: Conflicting Voting privileges of President, Part 4, Section 19 b and Part 6, Section 30 b

There are inconsistencies in the voting privileges assigned the chair of a meeting.

Resolution, 2006-06

Correct Sections to read:

Part 4, Section 19 b:

In the case of a tie vote, the chair does not have a second or casting vote in addition to the vote which he/she may be entitled as a member and the proposed resolution does not pass.

Part 6, Section 30 b

In the case of a tie vote, the chair does not have a second or casting vote.

Motion: 2nd: Approved: NO

Action: Deferred to the governance committee for further clarification

Board requested that this motion be reviewed to indicate that the Chair does not vote. Robert's Rules will be consulted re: legitimacy of that approach as the chair is a member and members are normally entitled to one vote at Society meetings.

A revised Resolution will be forwarded prior to the February 16, 2006 meeting.

g). Issue: Duties of Officers, Part 7 Sections 34 though 38

The duties outlined for the society's officers are not expressed in a manner that requires the officers to conduct the required work.

Resolution, 2006-07

Throughout Part 7 replace "shall" with "must".

Motion: Lauren Bicknell **2nd:** Mike Schmidt **Approved:** YES

h). Issue: Duties of Officers, Part 7 Sections 34 though 38

No reference is made to job descriptions for the society's directors and no expectations are outlined for directors-at-large.

Resolution, 2006-08

Add the following Sections and renumber accordingly

Section x

All directors will perform the duties outlined below and those contained in the job description related to their specific position.

Section xx

Directors-at-large will chair the standing committees outlined in these bylaws and in accordance with the specific committee terms of reference.

Motion: Mike Schmidt **2nd:** Lauren Bicknell **Approved:** YES

i). Issue: Duties of Officers, Part 7 Sections 34 though 38

The bylaws do not contain guidelines regarding signing or spending authority.

Resolution, 2006-09

Add the following sections to Part 7:

Section x

All cheques and financial statements of the society must include two (2) signatures, the treasurer and any one (1) of the president, vice-president or secretary.

In cases where the roles of secretary and treasurer are performed by one person, all cheques and financial statements must include the signature of the secretary/treasurer and any one (1) of the president, or vice-president.

Section xx

Board members, expending personal funds on society business not previously approved by the board, must seek prior approval for amounts exceeding \$25.

Motion: Sharon Guenter 2nd: Kim Erb Approved: YES

j). Issue: Borrowing, Part 9, Section 41

Language of the present constitution is out of date and difficult to understand.

Resolution, 2006-10

Replace Part 9, Section 41 with the following:

Section x

In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by issue of debentures.

Section xx

A debenture must not be issued without the authorization of a special resolution that has been passed by seventy-five (75) percent of the members of the society present and entitled to vote at regular and special meetings.

Section xxx

Members must be given 14 days notice of the special meeting and details of the plan to raise or secure money that will be voted on.

Motion: Lauren Bicknell 2nd: Sharon Guenter Approved: YES

Action: Deferred the following clause to the governance committee for further clarification

Section xxxx

The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

Board requested clarification regarding percentage of members required to initiate such an action. A revised Resolution will be forwarded prior to the February 16, 2006 meeting.

k). Issue:

Language of the present constitution is not inclusive regarding gender, format is inconsistent and numbers will be misaligned given the proposed changes.

Resolution, 2006-11

Revise the constitution and bylaws to reflect gender neutral language, consistent editorial style and sequential numbering.

Motion: Sharon Guenther 2nd: Kim Erb Approved: YES

6. Player Assessment & Placement Committee – Mike will circulate his committees proposals to the Board for their review and will discuss at next Board meeting.

7. Fundraising Committee – Alex would like the fundraising committee to meet next week to plan fund raising to pay the loan for the Blue Heron project. He would like us to come up with some ways we can do this in the next year or so to attain our goals for the club. We will discuss how we will accomplish this and what other people and resources we will need to attain this. The Thrifty,s smile amount was just under 1800.00 dollars for Dec. 2005. we need to have more peninsula soccer families using the cards. It's a easy way to raise money with no work involved except presenting your card to the cashier.

8. Recognition Night - Sharon Guenther will be organizing the recognition night for April 5th 2006 at Mary Winspear Centre. She will see if she can get Sherry Baskerville-Bridges to help us out again for this year;she helped organize it last year. Sharon will also look for more parent volunteers to help out as well. Will bring us up to date when she has it organized.

9. President's Meeting – Some Club Presidents expressed interest in changing the catchment areas for the Lower Island Clubs. However, the majority would like to keep things as they are so no changes will be made at this time.

10. Spring League - Dave and Wayne Windsor went to the meeting on spring league. Teams will be mixed this year (boys and girls). Teams must be made up evenly – no “stacked teams”. The focus is on fun and participation – there will be no score keeping. Each club to decide what fee we want to charge to cover referee costs, uniform costs etc. We will have to pay LISA a \$3 fee per player and any players who are new to the club will need to pay the B.C. Soccer fee of aprox \$26 to cover insurance. The season will start Monday April 24th and end Friday June 30th. For uniforms we can use the same colors for uniforms as last year or choose another color if needed. Kim will follow-up on uniforms. Season will start later this year and go a little longer than last year.

11. Dates for Meetings established as follows:

Feb 16th – Next Board Meeting
March 9th – Special Board Meeting
March 23rd – Special General Meeting
March 30th – Annual General Meeting
April 6th – Recognition Night

12. Webpage – Dixie presented report from Peter Aggus regarding work to be done on the webpage.

MOTION (Claire) **2nd** (Lauren) to authorize Peter Aggus to spend up to \$500.00 to develop the website as recommended in his submission.

CARRIED

Meeting adjourned at 9.35pm.

APPENDIX - SUBMISSIONS

Web Site Update Proposals – January 2006

Submitted by – Peter Aggus

An increasing number of requests is being made for new services and features that can be provided using an improved web site. Examples include:

- Online registration
- Credit card payments
- Automated e-mail distribution by membership group
- Game schedule calendar
- Automated notifications of consequences of field closures
- Easier update of information for authorized users

There are many others, but this short list illustrates the trend.

All of these features are relatively easy to do, however some fundamental changes are needed to the web site in order to support them. An ad-hoc group, consisting of Peter Aggus (the webmaster), Terri ... () and Dixie Allen (the registration co-ordinator) has been looking into options and implications. This proposal is the result of their deliberations. It is by no means a fait-accompli – indeed there are many details still to be resolved. However it is clear to us that, if PSC is to proceed with any (let alone all) of the suggested new features, we need to implement the key upgrades now.

It would be a waste of discussion time to burden this committee with all the detail of options and what is planned. Instead, this proposal aims to outline what is planned and to seek approval to proceed. If any other key officers of PSC feel that they need to be involved at the detailed level, please will they contact Peter, Terri or Dixie.

Key Upgrades Proposed

The first major change that is required is to register a dedicated “domain name” for PSC. At present, our web site is a subset of our ISP, Islandnet. It is accessed as <http://www.islandnet.com/psc>. Having our own domain does not affect our relationship with Islandnet as our ISP – indeed we will likely remain basically as we are with them. The change is in how users gain access to our site. We will register a name – possibly [pensoccer.org](http://www.pensoccer.org) – such that users will access our web site as <http://www.pensoccer.org>. Other soccer clubs, such as Gordon Head, have moved this way already. The big advantage is that we then have control over all internet traffic aimed at our domain, including e-mail. We can move to our own family of e-mail addresses (such as membership@pensoccer.org or u12boys@pensoccer.org).

The next major change is to load a copy of the membership database administered by Dixie onto the web server. This would not be available for users to access – for fairly obvious security reasons. It would, however, be available for special “gateway programs” to access when users called up special web pages. These programs will first check the user (with a login id and password) and will then create a web page with the data that the user requests – providing they are authorized to see that data. We will explain more about these gateway programs and the security system planned shortly.

Depending on other decisions with regard to payment options, we may also need to implement a banking interface to allow our web pages to bill a user and take payment (like a “shopping cart” system). There are many options here that will need to be considered before making any definitive proposal.

The Domain Name

We are somewhat limited in choice of names by what already exists on the internet. Our first choice, following the Gordon Head pattern, was to opt for psc.bc.ca. Unfortunately, the initials PSC stand for a lot

of things other than Peninsula Soccer Club. Our next choice was the expanded name “pensoccer” in the “org” grouping – which currently seems to be available.

The cost for registering a domain name is around \$17 (varying a little based on the suffix). The monthly cost is part of the proposed new package deal we are proposing at Islandnet.

E-mail Proposals

The planned upgrade will give us the ability to assign an unlimited number of “virtual” e-mail addresses to our domain name. There is no cost for doing this and no monthly fee, since these are simply names that allow us to route e-mail.

With this new flexibility, we will be able to give all officers in the group their own PSC e-mail address, yet still deliver e-mail to whatever personal “real” e-mail address they use (the process is called e-mail redirection). The big advantage is that people can change, e-mail addresses can change (from shaw.ca to telus.net or whatever) yet the PSC e-mail address will remain unchanged. Membership@pensoccer.org will always send e-mail to the current membership registrar at whatever current real e-mail address they wish to use – without members needing to keep updating their personal e-mail lists.

Much more than that, we will be able to allocate “group list” e-mail addresses to every type of grouping of our members – from volunteer groups (eg referees@pensoccer.org) to age groups (eg u12boys@pensoccer.org) - we can even go to individual teams (eg u12leopards@pensoccer.org). Each of these list e-mail addresses would automatically copy all e-mail sent to it to the real e-mail addresses (in the membership database) for every member flagged as part of that “list”. It is difficult to appreciate the magnitude of the improvement this information distribution system will give unless you currently have the problem of getting information rapidly to the hundreds of members in your particular segment of PSC – without missing anyone and without bothering others not in your segment.

Membership Database

The e-mail system just explained is one example of a gateway program that uses the membership database. We need to copy all the current membership data from Dixie’s local file to the web server and then to add any missing data on e-mail addresses particularly. Then each member can be assigned to one or many categories (what team they are in, what age group, what volunteer group etc). There are many other upgrades that can be considered in the future – but our proposal is a good starting platform that will open the door to the planned new features.

For now at least, it is not intended that any of Dixie’s reporting processes (eg to LISA) will be changed in any way. Instead, the web database will be used to update her existing local copy so that all existing procedures will work unchanged. It is possible to contemplate some future changes that would allow the web server to deliver the LISA reports – but this is not something that should be contemplated in the first phase.

Security will be considered shortly. The database will be mounted on the Islandnet web server so that the gateway programs can access it – but not in a way that any end user can directly influence. The database will be backed up by Islandnet as part of their routine data protection process – which will give us a significant improvement over what any individual member can ever hope to do.

Security

We regard security as of paramount importance, particularly when handling personal data. All members will be allocated a user ID code as part of their membership – associated with that userID will be a password that they can change frequently. Access to any secure section of the new web site will demand ID and password authentication. The ID used will determine the features that the web server will make available – such that basic members will not, for example, have the option to pull teamlist data.

When handling data in the secure part of our new site, standard web encryption techniques will be used – in the same way that banks do. All this will be transparent to the user and provided as a part of our new Islandnet package.

Online Registration

We propose to use the Gordon Head model and develop our own similar system. Initially, as with Gordon Head, we propose to design the registration system as a stand-alone service without an online payment option. However we would like to investigate online payment options and report back on proposals.

Cost

The proposed package at Islandnet will cost \$14.95 per month. This will replace what we currently pay, so the marginal additional cost will be small.

The Domain registration will cost \$16.95 (\$21.95 if it is a .ca domain) initially then an annual renewal fee of the same amount (reduced slightly if taken as a 2 or more year renewal).

Summary

We require the agreement of PSC to the following resolutions:

1. That we should transfer the PSC service at Islandnet to their “Basic” package at \$14.99 per month
2. That we should register the domain name “pensoccer.org” (or other suitable if this proves unavailable) at \$16.95 with an annual renewal currently at \$16.95.
3. We should upload the existing membership database and upgrade it to support the planned new features.
4. We should implement basic online registration in time for the upcoming new season.
5. We should investigate and report back on online payment options and associated costs
6. We should implement the proposed new e-mail system based on our new domain name – details to be worked out with all interested stakeholders once the basic framework is available.

If the membership system is to be available for the next season, there is no time for debate in the general PSC forum. If there are specific concerns, we suggest that these should be defined and tasked to individuals to resolve with the resolution being agreed subject to signoff with that individual.