

KAMLOOPS YOUTH SOCCER ASSOCIATION

**Meeting of the Board of Directors**

Monday, November 19, 2016  
Board Room at the KYSA Office,  
1550 Island Parkway, McArthur Island,  
Kamloops, BC

**Present:**

**President:** Graham Cop [by conference call]

**Vice-President:** Candace Dodson-Willis

**Directors:** Tony Cuzzetto

Colin Guise

Rod Gurnsey

Ryan Susheski

Chris Wilkinson

**Staff:** Executive Director, Keith Liddiard

**Technical Director:** Ciaran McMahon

1. The meeting was called to order at 7:00pm.

2. *(Moved: Gurnsey/Seconded: Cuzzetto)*

That the agenda be adopted as presented.

*Carried.*

3. *(Moved: Wilkinson/Seconded: Cuzzetto)*

That the minutes of the meeting held October 21, 2016 be adopted as circulated!

*Carried.*

4. BUSINESS ARISING:

**Soccer Quest Associate Membership Application:**

Graham advised that over the past week he received a letter from Soccer Quest's legal counsel. In that correspondence, Greg Thompson, Soccer Quest's legal representative alleged that by not signing their application, KYSA is in breach of its constitution and bylaws. Furthermore, the letter concludes with a threat of legal action if KYSA does not address Soccer Quest's application prior to the KYSA AGM. Graham said that upon receipt of Mr. Thompson's letter he contacted Chuck Bennett, chair of the BC Soccer Membership Committee. Subsequently, Graham received a communique from BCSA Executive Director Jason Elligott which provided some guidance as to BC Soccer's position on this matter. Given BC Soccer's lack of specific support for the KYSA's concerns about the application, Graham proposed that the board agree to sign the application. Significant discussion followed.

## Minutes of a meeting of the KYSA Board of Directors

Monday, November 21, 2016 / Page 2

### **Soccer Quest Associate Membership Application:**

*(Moved: Cope/Seconded: Gurnsey)*

That the KYSA sign Soccer Quest's application for Association Membership in BC Soccer and provide the signed document to Soccer Quest's legal counsel.

*Carried.*

### **Kamloops Soccer Dome - Lease Extension**

Following the board's direction, Graham advised he approached Guy Mercier of Lane's End Holdings with a request to reduce the monthly rent in exchange for the early exercise of KYSA's option to extend the Dome lease to September of 2018. Subsequently, Mr. Mercier responded with a counter-proposal to reduce the rent by \$500 a month if KYSA agrees to extend the lease to April, 2019. Graham suggested the risk for KYSA is that the new indoor facility planned for TRU could be operational by the fall of 2018. However, given past delays regarding TRU's plans, Graham felt that it is prudent at this time to agree to the lease extension. Discussion followed.

*(Moved: Cope/Seconded: Gurnsey)*

That the KYSA commit to extending the lease of the Kamloops Soccer Dome until April, 2019 at the new monthly rental rate of \$7,500.

*Carried.*

### 5. CORRESPONDENCE:

None.

### 6. OFFICERS' REPORTS:

#### **President - Graham Cope:**

Graham had no other items to report.

#### **Vice-President - Candace Dodson-Willis:**

Candace reported that she has recruited Terri Hansen, Michelle Onyango, Nicole Bison and Nevada Woods plus 8-10 TRU players helping out with the EMPOWER YOU day for girls aged 10-14 which takes place on Dec 5/16 at the TCC.

**Minutes of a meeting of the KYSA Board of Directors**

Monday, November 21, 2016 / Page 3

**Vice-President - Candace Dodson-Willis:**

Candace also noted she ran into Kelly Shantz (TRU women’s team coach recently. They agreed to have lunch together to discuss how KYSA and the TRU program can work together to help increase the experience and skills of youth players.

Candace also reported that she was asked to participate in a BC Soccer hearing that was held on November 20th.



There has not been a meeting of the BC Soccer Membership Committee since the last meeting, she advised. So nothing new to report.

**Treasurer - Chris Wilkinson:**

Copies of KPMG’s final statements were distributed to the board. Chris also provided a summary of KPMG’s review:

Financial Summary as at September, 30, 2016 - FINAL:

Cash on hand	\$190,151
Total Assets	678,476
Total Liabilities	92,248
Working Capital	253,248
Net Assets	\$586,228

<i>Covering 12-month period (Year-to-date):</i>	<i>Amount:</i>	<i>Budgeted:</i>	<i>Over/(Under) Budget:</i>
Revenues	\$1,206,272	\$1,254,475	\$48,203
Expenses	1,221,608	\$1,254,475	32,867
Net Income:	\$(15,336)	–	\$(15,336)

Changes from the preliminary September year-end to the draft final, amounted to the following

1. *Balance Sheet:*
  - (a) Set-up of prepared KIB lease for \$4,900.
  - (b) Correction of small items for accruals and receivables.

## Minutes of a meeting of the KYSA Board of Directors

Monday, November 21, 2016 / Page 4

### Treasurer - Chris Wilkinson (Continued):

2. *Income Statement:*
  - (a) Accounting standards changed for distribution of internally derived income / expense, therefore had to:
    - (i) Reduce Dome revenue by rent charged to programs, and...
    - (ii) Reduce program rent expense to the Dome
  - (b) Decrease in deficit due to the net impact of the KIB lease and other year-end entries.
3. *2016 Budget presentations:*
  - (a) Due to the same accounting standards, to stay consistent, the budgeted amounts had to be reduced.

### Other Items:

1. Year-End Financials
  - (a) KPMG has provided a clean review engagement report.
  - (b) Board approval required.
2. 2016-17 Budget Discussion and approval
3. Payroll remittances are up-to-date

*(Moved: Wilkinson/Seconded: Guise)*

That the financial statements prepared by KPMG Professional Chartered Accountants for the KYSA's fiscal year-ending September 30, 2016 be adopted as presented.

*Carried.*

Keith then provided a summary of the 2016-17 budget, which calls for registration fee increases of \$20 per player for U5-U10, \$25 for players in the U11 to U18 age groups, and \$50 for select players. The increase in fees were largely attributed to the salary, etc., for the soon to be hired Senior Staff Coach, a 5% increase in field and facility fees, and a 3-5% rise in equipment costs, mostly affecting the select team program

*(Moved: Wilkinson/Seconded: Cuzzetto)*

The the 2016-17 budget, calling for an operational deficit of \$16,050, be adopted as presented.

*Carried.*

## **Minutes of a meeting of the KYSA Board of Directors**

Monday, November 21, 2016 / Page 5

### **Director - Rod Gurnsey (Mini-Girls):**

Nothing new to report.

### **Director - Tony Cuzzetto (Mini-Boys):**

Nothing new to report.

### **Director - Colin Guise (Youth Boys/Girls):**

Colin advised he had been consulted about a house league coach— [REDACTED]—who had contacted the office to find out how he would go about replacing his daughter’s coach— [REDACTED]—claiming that several parents of players were dissatisfied with her handling of the team this past season. [REDACTED] had been asked to put his concerns in writing and was encouraged to have the other parents who aren’t happy to do the same. So far a couple of written submissions have been received. To date, Colin said that [REDACTED] has not registered to coach in 2017 and until such time as she does, there is little KYSA can do. There is a possibility that she will not put her name forward to coach again next season, in which case the head coaching position will be vacant.

### **Select Committee - Candace Dodson-Willis:**

Candace advised that starting with the 2018 season no sports bags will be issued with select player kits. She said she has talked to Hansport about going to a standard KYSA select bag with Hansport handling the stocking, printing and pricing.

She had circulated images of the seven bags and cost comparisons. For repeats of smaller quantities the price would be between an extra \$5-\$10 depending on quantities and shipping costs. Before choosing anything Candace said she wants to go to each company and see how long each would be keeping the bags inline or expected redesign dates.

She also referenced the “Best Practices For Team Finances” guidelines that the Committee wishes to provide as part of the to the Coach/Manager handbook, noting this will be handled by the new Select Director/Committee after the AGM.

### **Employment Committee (Candace Dodson-Willis):**

The Committee (which consists of Graham, Keith and Candace) and Ciaran have recently interviewed what the Committee considers are the top two candidates for the Senior Staff Coach position. Candace said that both individuals had different attributes/personalities. However, the Committee felt that both applicants would be an asset to the KYSA. The Committee is now in the process of pondering which candidate will best suit the association’s needs.

## Minutes of a meeting of the KYSA Board of Directors

Monday, November 21, 2016 / Page 6

### **Employment Committee (Candace Dodson-Willis) - Continued:**

In regard to Employee Benefits – Candace has requested quotes from Manulife to see what the costs would be to increase the current benefits plan design.

### 7. STAFF REPORTS:

#### **Technical Director - Ciaran McMahon:**

##### *Meetings/Functions/Events:*

- Oct 25 Meeting with Select Committee
- Oct 25 Meeting with Candace & former select coach
- Oct 25 Meeting with Employment Committee
- Oct 27 Staff Meeting
- Nov 13 Interview with Senior Staff Coach Candidate
- Nov 14 Interview with Senior Staff Coach Candidate
- Nov. 17 Attendance at TOYSL Annual General Meeting (w /Graham and Keith)
- Nov 19/20 Facilitation of BC Soccer C License Course in Kamloops (Part 1)

#### **Technical Director - Ciaran McMahon (Continued):**

##### *Program/Player/Coach Development:*

##### KYSA Select Program:

- Ongoing coaching support, training and exhibition games

##### KYSA Centre of Excellence:

- Coaching with Striker Skool (Mondays ~ 35 participants)
- Coaching with Super Skillz (Wednesdays ~ 56 participants)
- Coaching with Super Skillz (Thursday ~ 50 participants)

##### *General Administration/Correspondence:*

- Website updates, phone calls, general email responses, in office visits from coaches and members
- Short-term program management and long-term program planning (logistics including staffing, coaching, communication, schedules, facilities, education, conflicts and complaints).

## Minutes of a meeting of the KYSA Board of Directors

Monday, November 21, 2016 / Page 7

### Executive Director - Keith Liddiard:

#### *Newsletter:*

Preparing November / December edition.

#### *Meetings/Functions:*

- Oct. 24 Board Meeting.
- Oct. 27 Staff Meeting.
- Oct. 27 BC Soccer Fall Youth Forum / District Chair's Meeting – Conference Call.
- Nov. 02 Attended McDonald's special "Build Your Own Burger" promotion at their newly renovated Aberdeen location.
- Nov. 09 Staff Meeting.
- Nov. 13/14 Interviews w / Senior Staff Coach applicants Brad Higgs and Mark Bell..
- Nov. 17 TOYSL Annual General Meeting.



#### *News Releases/Media:*

- Nov. Booked ad run for AGM notice in Kamloops This Week and editions of the North Shore and Downtown Echo
- Nov. 03 "Local Law Firm Increases Support of Kamloops Youth Soccer Association!"
- Nov. 09 "Kamloops-Resident TOFC Players Chosen To Participate In BC Soccer High Performance Program!"

#### *Other Administration:*

- Confirmed complete withdrawal of Wendy's (Inland Restaurants) as a corporate sponsor.
- Jocelyn Sweetnam is substituting for Justine Rinaldi while she prepares to deliver her third child!
- Preparation of 2016 Annual Report.
- Assist with preparation of year-end financial statements.
- Preparation of 2016-17 operating budget.

#### *Special Notes:*

- BC Soccer's Judicial Chair, Aiman El-Ramly, conducted a hearing   

- The KYSA loaned tents and a table to TOFC for their 2003 girl's quarter-final League Cup game vs. Fusion FC played at Hillside Stadium on November 5th.
- KYSA circulated a special ticket offer info package to members, re: upcoming Canada / Mexico women's exhibition match scheduled for February 4 in Vancouver, as requested by Canada Soccer official sponsor, Umbro Canada.

**Minutes of a meeting of the KYSA Board of Directors**

Monday, November 21, 2009 / Page 8

8. NEW BUSINESS:

**Annual General Meeting:**

Directors were reminded of the forthcoming AGM on Thursday, November 24 and those who have yet to submit their reports for the AGM booklet were requested to do so ASAP.

9. NEXT MEETING:

Monday, December 19, 2016 – KYSA Office - 7:00pm

10. ADJOURNMENT:

*(Moved: Wilkinson/Seconded: Cuzzetto)*

That the meeting adjourn at 8:45pm.

*Carried.*