

**AGENDA**  
**KWSC Annual General Meeting**  
**November 26, 2012**  
**6:30 pm**  
**Rona Room, Invista Center**

- 1. Introductions of Executive**
- 2. Declaration of Conflict of Interest**
- 3. Approval of the Agenda**
- 4. Approval of Minutes**
  - Approval of the Minutes of the Annual General Meeting of November 22<sup>nd</sup>, 2011
- 5. Report of the President and Board of Directors**
  - Sandi Wright
- 6. Receipt and Approval of Audited Financial Statements**
  - Presentation of Audited Financial Statements – Presented by Jennifer Fisher of Wilkinson Chartered Accountants
- 7. Appointment of Auditor for F2013**
- 8. Roll Call**
- 9. Elections For Executive Positions**
  - President
  - Secretary
  - Registrar/Tier Director
  - Communications Officer
- 10. New Business**
  - Presentation by SOSA (Player Insurance) – Verbal Report by Joanie Sagriff
  - Summer Schedule- Memo 2012-01
  - Fall League proposed Spring league – Memo 2012-02
  - Over 35 League – Memo 2012-03
  - Field Fund – Memo 2012-04
  - Indoor Soccer Update – Verbal report
- 11. Adjournment**



MEMO  
MEETING NO. 2012-01  
ANNUAL GENERAL MEETING

To: Members of Kingston Women's Soccer Club

From: Sandi Wright, President KWSC

Resources: KWSC Board of Directors

Subject: Summer Schedule Discussion on Restructuring

Date: November 26, 2012

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This memo is being presented to the members for consideration of the summer schedule of 2013

**Background:**

At the General Meeting of March 2012, members expressed an interest in extending the summer season.

Options were discussed regarding the scheduling of exhibition games. It was shared that in the past, these games did not generate enough interest from the majority of teams and often lead to games being forfeited for lack of interest. Therefore the decision was made to discontinue scheduling these games.

Another option presented was to eliminate play-offs to allow for a longer season. This option would also have a positive impact on the reduction of registration fees as it would eliminate some of the prize money that is paid out to winners and finalist.

The summer season play-offs are scheduled for the first week-end in August to permit enough time for the quarter finals, semi finals, and play-offs and to permit for rescheduling of games in the event of inclement weather and poor field conditions.

The Board is seeking feedback from the members to work towards a preferred solution for the 2013 summer soccer season.



To: Members of Kingston Women's Soccer Club

From: Sandi Wright, President KWSC

Resources: KWSC Board of Directors

Subject: Fall Outdoor League – Proposal of Spring Outdoor League

Date: November 26, 2012

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**Background:**

In lieu of not having an operational indoor soccer facility to accommodate our regular indoor season, the Board investigated options for an outdoor Fall season. The Board learned that a majority of the natural turf fields in the City of Kingston were closed mid September due to preservation to prevent overuse, and potential injury due to typical weather conditions. The Board then inquired about the availability of the artificial turf fields at Queens and the City and solicited interest from their members to participate in a fall season. While the interest was relatively low, the Board made the decision to move forward with this new league.

The fall season ran from mid September to the first week in November. Games were scheduled on Friday night for the Over 35 league and an Open tier was scheduled for Saturday morning and afternoon.

Feedback from players was exceptionally positive. A recommendation to run a spring outdoor league on turf fields is currently being considered.

The Board is seeking feedback from the members to work towards a preferred solution for the 2013 summer soccer season.



To: Members of Kingston Women's Soccer Association

From: Sandi Wright, President KWSC

Resources: KWSC Board of Directors

Subject: Over 35 League

Date: November 26, 2012

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**Background:**

At the General meeting in March 2012, a request was presented to the Board to consider setting up an over 35 league. At the time of the request there was a Women's over 35 league operating with another club in our community.

The Board met with representatives of the Over 35 women's league and discussed the possibility of moving this group under the KWSC umbrella. The move would assist with streamlining administration, shared costs, and aligns with KWSC's mandate of promoting and developing women's soccer within our community.

There has been discussion at previous General Meetings regarding the age category of the women's league and varying issues with young teams. While the members decided that they welcome the competition and do not want to restrict 'younger' teams from registering with our league, there is also a need for an alternative for older players who would like to continue to play within a tier environment which continues to provide a structure for players with varying skill level. This option would permit players to register in both the Over 35 league and the existing tier structure.

The Board welcomed the opportunity to merge with the Over 35 league and grow this league within KWSC.

While the club is currently experiencing limitations with scheduling our indoor season, it is anticipated that interest in the Over 35 league will grow to allow for beginner, intermediate and advanced levels of play.



MEMO  
MEETING NO. 2012-04  
ANNUAL GENERAL MEETING

To: Members of Kingston Women's Soccer Club

From: Sandi Wright, President KWSC

Resources: KWSC Board of Directors

Subject: Field Fund Options

Date: November 26, 2012

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This memo is being presented to the members for their information and to provide an update with regards to the existing Field Fund and work that has been undertaken this year.

**Background:**

Research of records and previous minutes have been reviewed to confirm whether or not there was an existing Business Plan and or to determine if the funds were earmarked for a specific project. Our review has confirmed that there is no record of a formal Business Plan. Previous minutes indicate that the Field Fund was established to address the shortage of fields. The fund was originally set up as an additional \$5.00 per player as part of their registration fees for the summer season. This fee was not applied to players for the indoor registration process. The fund continued to grow at a relatively slow rate and the fee over time was increased to \$10.00 per player. At the meeting of March 2007 the members passed a resolution to increase the field fund to \$25.00 per player.

In 2008 the Board investigated a partnership/investment with Limestone Soccer Club and the Men's Club to purchase land in Loyalist Township. A decision was made to not proceed with the partnership due to time constraints with the deadline and not having adequate time to work on the administration and management agreement. A decision was made that in the best interest of the membership, this venture presented a certain level of uncertainty and time did not permit for further investigation and therefore the club did not move forward with the partnership.

Historically, the field fund had been used to cover some costs associated with field maintenance, budget shortfalls, and deposits to secure indoor facility. In 2010 the practice of drawing upon these funds for operational costs ceased. The Board this year consulted with our auditor about the use of the fund and our auditor advised that this fund can be used at the Board's discretion in the same manner as it had been in the

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past. If the fund is invested in a project, then it will not be available to cover items such as indoor facility deposits.

The Board has been investigating potential partnerships with various groups in our Soccer Community. The following is a summary of the discussions with each of the groups.

Westbrook Golf Club/Soccer

The Board has been in discussions with the owners of Westbrook Golf Course for the past year and a half with regards to the potential development of an outdoor field.

Initially Westbrook was interested in the possibility of an outdoor soccer hub. Most recently they have proposed an investment with the indoor facility that could be transferred to the outdoor project when they were ready to move forward with this. KWSC members would realize cost savings in their registration fees with a reduction of 5% over the next five years.

City of Kingston

Board members met with the City of Kingston staff to discuss and consider possible investment opportunities within our community. Options explored included; donating lights to a field that could sustain additional use, i.e., new field Machin field in the east. With the donation, there is a possibility of entering into a 'Preferred User Agreement' with the City. Typically these types of agreements do not offer a reduction in rates but would consider designating specific scheduling for the club.

Other options with the City that were discussed was the possibility of contributing to the overall maintenance and upkeep of city fields however it was suggested that this was not the best scenario for our club as this was a significant contribution and members would benefit from recognizing the value of the contribution on a larger scale.

The city representatives did caution the Board that this type of venture could take two years or more before the project could be implemented. It was recommended that the Board devise a Strategic Plan, present it to members and continue to build the fund during this time.

St. Lawrence College

Board members met with a representative of St. Lawrence College to discuss partnership alternatives.

Erecting lighting over the South field was discussed as the best possible option for both the College and our members as KWSC currently leases this field as part of their summer field portfolio and adding lights would provide for an additional field within our community.

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This option could have a quicker implementation timeframe as opposed to the other two options.

Similar to the option with the City of Kingston, KWSC would sign a 'preferred user agreement' which would provide for preferred scheduling options, i.e., every Thursday, Sunday, etc., and the possibility of a rate reduction for a specified period of time. Details are on-going.

**Recommendation**

In considering the options investigated, the Board discussed the structure of the KWSC Board. The Board consists of volunteers who are elected every two years to various positions on the Board. Many of which have careers, family obligations, various other memberships and commitments within the community. From year to year you have varying levels of expertise sitting on the Board. To manage a project such as field acquisition and maintenance requires a heightened level of expertise and commitment to see the project through. Once the project is in place and functional, it will require continuous maintenance and administration. The Board recognizes that at present, we do not have the required resources to manage such an undertaking. It is therefore the Board's recommendation that the members endorse the Board's decision to continue to work with St. Lawrence College on a partnership with the current field and erected lights on this field.

The operating costs of summer soccer have increased driving the overall registration fees per player up. Therefore it is further recommended that consideration be given to reducing the field fund fee moving forward.

The option with St. Lawrence College is aligned with our mandate to foster the growth of soccer within our community and presents a sound partnership alternative that would have the required expertise to oversee such a project and would have not only the KWSC members benefiting from this investment, but the rest of the soccer community.