

**Minutes of General Meeting of Kingston Women's Soccer Club (KWSC)
Dated April 4, 2011**

DRAFT

Present:

Members of the Board of Directors

Sandi Wright

Nancy Hoople

Bob Machin

Brenda Hildebrandt

Michelle Hall

Brenda Corcoran

Ginette Blais

Brandi McLaughlin

Veronica Harris-McAllister

Also Present:

SOSA

Mark Ethier

Joanie Sagriff

Pegasus

Savas Kekkas

Teams

Ale House 1

Ale House 2

Amazons

Blizzards

Boston Pizza

Brandees Angels

Canteen Keggers

Cataraqui Clippers

Cataraqui Dental

Charette Custom Homes F.C.I

Charette Custom Homes F.C.II

Cougars

Elgin

Greene Home Kickers I

Green Home Kickers II

Hurricanes

Hyundai

Japan Link

Kingston F.C.

KSOM

Luscious

Mario Nets

MVC Forensics

Napanee Thunder

On Larocks

Reddendale

Remax

Rigney

Rose & Crown

Sands Auto

Stand Your Ground

Tait

The Glengarrians

The Sharks

Tornadoes

Turf Queens 1

Turf Queens 2

Unity Savings

Wentworth

Sandi Wright, President, assumed the Chair of the meeting at 7:05 p.m.

1. Declaration of Conflict of Interest

Krista Swackhammer declared a Conflict of Interest as owner of the Quarry Sportsplex Soccer Dome.

2. Approval of Agenda

The agenda was pre-circulated to members prior to the meeting. Copies were available at the meeting. There were no requested changes to the agenda. On a motion *moved* by Sandra Jazz and *seconded* by Nikki McKay it was:

*Resolved that, the Agenda of the General Meeting of April 4, 2011 be approved.
Carried.*

3. Approval of Minutes of the KWSC General Meeting of August 16, 2010.

The minutes was pre-circulated to members prior to the meeting. Copies were available at the meeting. There were no requested changes to the minutes. On a motion *moved* by Sherry Gibson and *seconded* by Krista Swackhammer it was:

*Resolved that, the Minutes of the General Meeting of August 16, 2010 be approved.
Carried.*

4. Opening Remarks: Report of the President

Sandi Wright introduced the Board of Directors to the KWSC members. Sandi provided an update to the members regarding possible future partnerships for KWSC. Sandi also indicated that the Board is looking at alternate options for the Club's website, in order to help reduce administrative costs. Sandi informed the members that the current Tier Director, Pam Lloyd, has recently resigned and that this position will be up for a special election tonight. The Club's Disciplinary Chair, Bernie Harpell, also resigned however the Board has decided to disperse the duties amongst the remaining Board members until the next regular election that will be held in November 2011. The Field Director position has remained vacant for a number of years and our Vice President, Bob Machin, continues to take on this role. This position will be up for election at the next regular election that will be held in November 2011. Sandi spoke to the fact that our new Treasurer, Brenda Hildebrandt, has completed a full review of the Club's financials and will be presenting later this evening. This has helped significantly to improve the Club's processes. Sandi informed the members that the Board of Directors has recently signed a new "Code of Conduct/Confidentiality" Agreement. She also encouraged the members to communicate with the Board regularly throughout the year regarding issues instead of waiting for the regular general and annual meetings to express concerns. Sandi opened the floor for questions from the members. There were no questions asked.

5. Field Update for the Outdoor Season

a. Report from the Vice President

Bob presented an overview of the fields available for the spring/summer 2011 season. The Club tried to secure fields on Wednesday and Thursday nights only but was unsuccessful. This would have allowed Tiers 2 and 4 to continue playing Wednesday nights and Tiers 1 and 3 Thursday nights, similar to the indoor season. Overall there is a lack of fields available for the women's and men's clubs as the youth clubs need more

fields. Our schedule will now have games being played on Thursday, Friday and Sunday nights. Fields that appear to be available for the outdoor season include: Catons 1 (until July 1st), Catons 2, Woodbine 1 (after July 1st), Woodbine 2, Woodbine 4, Woodbine 5, St. Lawrence College, Jim Beattie West, Markers Acres, Picton, Napanee Strathcona Paper Centre, CFB Kingston, and Alcan. Fields that still need to be confirmed are Frontenac Secondary School and Ernestown Secondary School. Bob also reported that we will have Tindall Field at Queen's available on Friday nights. Bob opened the floor for questions from the members. Krista Swackhammer asked if the Club was open to not playing on Tindall Field this season due to the additional cost compared to other fields. Ginette Blais reported that there are limited fields available this season for KWSC. Brenda Earl reported that she did not want to play on Tindall Field. Savas Kekkas reported that he may have another field possibly available for KWSC and will inform the Board next week. Both Sherry Gibson and Catherine Batz reported that they would prefer to play on Tindall Field as it is a better field. For now, Tindall Field will remain as a possible field to be used once all field availability and number of teams playing this outdoor season has been confirmed.

b. Report from the Statistician/Scheduler

Ginette Blais reported that the outdoor schedule is still being worked upon and will be released to the members once team registration has occurred and the Board has confirmed the fields available to the Club. Ginette opened the floor for questions from the members. Sandra Jazz asked if the Board discussed having only certain tiers play on certain fields. Sandi Wright indicated that all teams will have their games evenly spread across the fields available. For that reason, the cost of all fields was equally distributed amongst the teams. Tammy Earl asked if this applied to Tindall Field. Sandi reported "yes": each team would have an opportunity to play one game on Tindall Field this season. Abel Almeida reported that his annual tournament is being held at the end of May for recreational teams. Brenda Earl asked Joanie Sagriff (SOSA) who was present at the meeting, if teams (players) who were registered with KWSC and played in this tournament had insurance through OSA. Joanie indicated "yes" but players would need to have player books to play. The cost of the player books through SOSA is \$3.00/book.

6. Field Committee Update

a. Report from Savas Kekkas

Savas Kekkas presented to the KWSC members an opportunity for partnership with some developers. They are looking at putting in a soccer field in Gananoque behind the Gananoque Recreation Centre and have applied for a Trillium grant. If KWSC invests in this field venture they would be guaranteed two nights per week to play for the outdoor season. This new field will eventually have washrooms however in the meantime the Centre will remain open at night with extended hours for players to access the washrooms. Sandi Wright thanked Savas for his presentation and informed him that the Club would discuss this further and be in touch.

b. Report from Mark Ethier

Mark Ethier reported that the SOSA Office is working with the City of Kingston in putting together a "Request for Information" (RFI) in order to solicit the short-term and long-term needs of the soccer community for indoor soccer with closure of the Quarry Sportsplex this spring. The likelihood is that the soccer community will likely not have a replacement until the fall 2012/2013. In the meantime SOSA is attempting to secure other indoor facilities (gymnasiums, rinks) for the fall 2011 that can be shared amongst all the Clubs. Once the RFI has been completed the next stage is the completion of a "Request for Planning" (RFP).

7. Registration Process for Outdoor Season: Report of the Registrar

Michelle Hall reviewed the registration process with the members. The registration forms were distributed to team contacts. Michelle indicated that the bulk of the completed forms needed to be in her hands no later than May 2nd, 2011 to ensure players were registered through SOSA/OA prior to playing. The Board is in the process of making the registration process online through the Club's website provider, E2E, so that the information can be uploaded to the OSA's AIMS database directly. This will help to streamline the registration process significantly. Unfortunately the Board is not sure if this new process will be up and running before the season begins so players need to complete the paper forms as a back-up. Michelle reminded team contacts that players needed to be registered within the KWSC website in addition to completing the forms. Players are not allowed to step on the field until they have been registered and insured through OSA. There was a request from the members to have the forms posted online on the KWSC website and emailed to team contacts, which the KWSC Board will complete. Teams can drop off the forms at the SOSA Office during the two collection nights: April 26th, 2011 and May 10th, 2011. When asked by Brenda Earl, Michelle indicated that she does not want the forms scanned and emailed to her as an alternative. When asked by Jaimie Gee, Michelle indicated that online player registration would open up following the completion of the indoor season.

8. Report of the Disciplinary Chair

a. Highlights of the Outdoor Rules and Game Sheets Completion

There was some discussion surrounding the issue as to whether or not the KWSC should allow 16-18 year olds to play in the Club. Currently the Club is open for all women between 16-85 years old however it was felt by some members that women who play in the Club who are between the ages of 16-18 years tend to be more aggressive in their style of play. Sandi Wright reminded the members that the Club voted in favour in keeping these girls a few years ago as there was no place for them to go within the City of Kingston. The KWSC Board will continue to monitor the situation. Nancy Hoople reminded the members to review the outdoor rules prior to the season. Teams are required to bring nets and corner flags to every game. Game sheets also need to be completed and signed for each game with three copies brought to the field: one copy for the referee and one copy for each team playing.

b. Issuing of Fines

Teams were reminded that fines will be issued for late game sheets entered into the KWSC website, incomplete/unsigned game sheets, failure to provide game sheets at the start of the game, and failure to provide nets and corner flags. Teams were encouraged to send emails to the KWSC Board if teams/referees fail to show up at games or fail to bring the required equipment/game sheets. Sandi Wright mentioned that she will follow-up with Marguerite Heer (referee contact) prior to the start of the season to remind referees to report the above issues.

9. Report of the Treasurer

a. Budget Presentation for the Outdoor Season

Brenda Hildebrandt presented the 2011 Outdoor Budget to the members. The budget is based upon 15 regular season games and 3 playoff games. The total team cost is \$3336.36 this season. This figure is based upon teams having 20 registered players. Additional players would be required to pay \$52.17 plus GST totaling \$58.95 for the player registration fee. The player registration fee (\$52.17) includes \$25.00 that goes towards the field fund, \$1.00 for registration fee, and \$26.17 for OSA fees. Teams are required to secure a \$500 non-refundable deposit tonight at the meeting, with 60% of the total balance remaining due April 26th, 2011 and 40% of the total remaining balance due May 10th, 2011. Teams can pay by cheque or email transfer. A collection night at the SOSA Office will be held both nights. Brenda indicated that she would send out final team statements based upon the number of players registered on the KWSC website as of May 2nd, 2011.

b. Approval of the Budget for Outdoor Season

The members discussed the budget. There was some discussion around the non-refundable deposit and the rationale for collection. Brenda Hildebrandt explained that this was necessary to secure the number of teams in the season in order to schedule games and release fields not required. Teams would only get their non-refundable deposit back if another team could be found to replace the spot. There was further discussion around the use of Tindall Field as the cost of this field was substantially higher than City of Kingston fields. On a motion *moved* by Sandra Jazz and *seconded* by Chantel St. Clair it was:

Resolved that, the Budget for the 2011 Outdoor Season be approved. Carried.

c. Financial Report

Brenda Hildebrandt prepared a presentation for the members. Brenda's presentation highlighted the review of the Club's financials over the last few years since taking on the Treasurer's role in November 2010. Brenda indicated that as of April 3, 2011 there was \$85,025.13 in the field fund account and \$843.95 in the main operating account. She also reported that there was \$1,950.00 in prepaid expenses, \$2,455.13 in accounts

receivable (revenue owed to the Club), \$9,376.00 payable for HST for 2010 and past years (2007, 2008, 2009) due to the Club's recent voluntary disclosure, and \$2,055.80 payable to SOSA remaining for referee fees. Brenda opened the floor for discussion and questions from the members. In response to Sherry Gibson's question, Brenda reported that the KWSC was last audited following August 31, 2009 and will be audited yearly. The Club's fiscal year runs from September 1 to August 31. In response to Maria Silva's question, Sandi Wright indicated that the KWSC Board is dealing with the accounts receivable and is in the process of collecting the owed funds to the Club.

10. Special Election

Nominations for Position of Tier Director;

Nomination(s) received prior to meeting– Krista Swackhammer and Nikki McKay.
No further nominations received at meeting.
Members required to vote.
Nikki McKay was elected by the members.

Nikki McKay was elected as Tier Director. Carried.

11. New Business

a) Presentation by Owner of Quarry Sportsplex Soccer Dome regarding 2011-2012 Indoor Season

Krista Swackhammer addressed the KWSC members to answer any questions they may have regarding the closing of the Quarry Sportsplex following the indoor season and the future of another Dome. Krista informed the members that she is exploring all options and partnerships and will address the members again when there is more information to deliver.

b) Possible Outdoor Season (August-October 2011)

Sandi Wright informed the members that the KWSC Board is exploring options regarding a possible mini outdoor season to be run between August to October 2011. The members will be informed at a later date if this is possible.

12. Adjournment

On a motion *Moved* by Tammy Drew and *Seconded* by Nikki McKay, it was:

Resolved that the meeting be adjourned at 9:06 pm. Carried.