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## BOARD MEETING #1

**THE FIRST MEETING OF THE 2005/2006 BOARD OF DIRECTORS**  
of the Lower Island Soccer Association (LISA) was held at 19:00 hours on:

07 June 2005  
Esquimalt Rec Centre  
527 Fraser Street  
VICTORIA, BC

**Present:**

Tim Satterford	<i>Chair</i>	Ken Aitken	<i>Vice-President</i>
Harold McNeill	<i>Secretary</i>	Bob Nex	<i>Vice-President</i>
Keith Smith	<i>Treasurer</i>	Len Bridgeman	<i>Director</i>
Mark Brittain	<i>Director</i>	Terry Hughes	<i>Director</i>
Maureen Mitchell Starkey	<i>Director</i>	Randy Wachtin	<i>Director</i>
Brian Hughes	<i>Director</i>	Sharon Marejka	<i>Executive Director</i>

**Regrets:**

Garth Dunn *Director*

**Recording Secretary:** Tracey Cottrell

The meeting was called to order at 19:10 hrs.

### 1. ROLL CALL & APPROVAL OF AGENDA:

<b>Motion:</b> <i>To adopt the Agenda as amended by K. Aitken 2<sup>nd</sup> L. Bridgeman</i>	Carried
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### 2. APPROVAL OF BOARD MINUTES OF BOARD MEETING #12 APRIL 3, 2005:

<b>Motion:</b> <i>To adopt the Minutes of Meeting #12 April 3, 2005 as circulated by B. Nex 2<sup>nd</sup> K. Smith</i>	Carried
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**Action Items:**

1. T. Cottrell to contact other stakeholders in WYC Bid process to request financial support for the Bid process.
2. LISA office to produce a sample “average” team budget for Metro/Select parents, after AGM.
3. Nominations for Executive of the Year and Coach of the Year have been circulated.
4. Venue for AGM has been set.



### 3. ELECTION OF OFFICERS:

Executive Director, S. Marejka was asked to conduct the Election of Officers.

#### **Election of LISA President**

S. Marejka called for nominations for the position of President.

Tim Satterford was nominated by K. Aitken.

The candidate accepted the nomination and as there were no other nominations after the third call the nomination was accepted by acclamation.

#### **Election of LISA Vice-President Boys**

S. Marejka called for nominations for the position of Vice-President Boys.

Ken Aitken was nominated by H. McNeill.

The candidate accepted the nomination and as there were no other nominations after the third call the nomination was accepted by acclamation.

#### **Election of LISA Vice-President Girls**

S. Marejka called for nominations for the position of Vice-President Girls.

Bob Nex was nominated by L. Bridgeman

The candidate accepted the nomination and as there were no other nominations after the third call the nomination was accepted by acclamation.

#### **Election of LISA Treasurer**

S. Marejka called for nominations for the position of Treasurer.

Keith Smith was nominated by B. Nex.

The candidate accepted the nomination and as there were no other nominations after the third call the nomination was accepted by acclamation.

#### **Election of LISA Secretary**

S. Marejka called for nominations for the position of Secretary.

H. McNeill was nominated by T. Satterford.

The candidate accepted the nomination and as there were no other nominations after the third call the nomination was accepted by acclamation.

A discussion of Board Committee positions ensued. A call was made for Directors to indicate their preferences, and submissions have been received by most, but not all. T. Satterford will discuss positions with Board members on an individual basis and assign tasks accordingly.

**Motion:** *I move that Mike Seal be nominated to the LISA Board of Directors for a one year term*

By T.Satterford 2<sup>nd</sup> K. Aitken

Carried



Risk Management and Code of Ethics forms are required by all new and returning Board members. The Risk Management form should be downloaded of the BCSA website, completed, and returned to the Executive Director. Code of Ethics forms should already have been signed by all members and given to the Board Administrative Assistant. In addition, new members are to familiarize themselves with the Conflict of Interest Guidelines, a copy of which will be re-distributed to all members by T. Cottrell.

#### 4. OLD BUSINESS:

##### *Provincial “A” Cup*

Organization of the hosting of the Provincial “A” Cup is well underway. The host venue is Juan de Fuca and the organizing committee will be meeting shortly with members of the JDF Soccer Association to finalize details.

##### *BCSA AGM*

Documents regarding the upcoming BCSA AGM were previously submitted to Board members. Some discussion ensued, but B. Nex reported that the general consensus at a meeting he and T. Hughes recently attended was that the changes BCSA want to implement are positive. As most rules are simply being “cleaned up”, LISA will follow directions given by Presidents and a general consensus when voting at the BCSA AGM on other items.

##### *Victoria United Partnership Agreement*

The “Joint Venture Agreement” between LISA and Victoria United was previously circulated and agreed to “in principle”. This agreement was entered into in conjunction with the “Strategic Plan” currently in place.

<b>Motion:</b> <i>I move that we accept the “Joint Venture Agreement” between LISA and Victoria United</i> By B. Nex 2 <sup>nd</sup> M. Brittain	Carried
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##### *Strategic Plan / Board Retreat*

The Board and membership need to meet with the purpose of redefining the Strategic Plan to ensure the continued development of the District. H. McNeill provided a proposal from Lenore Copeland, a professional facilitator, to assist the Board and membership in this endeavour. Some concern was raised regarding the expense of this venture.

<b>Motion:</b> <i>I move that we invite Ms. Copeland to present the proposal to the Board and membership</i> By T. Hughes 2 <sup>nd</sup> H. McNeill	Carried
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##### *Review Engagement*

K. Smith reported that he is undertaking the engagement of a professional to complete a review of the LISA financials.

#### 5. NEW BUSINESS:

##### *Cups and Tournaments*

S. Marejka announced that venues are required for all 2005/06 tournaments. While some clubs have already put there names forward, it was agreed that the Executive Director would canvass all clubs and determine a final list of venues.

##### *U13 in Selects*



The Executive Director reported that there has been some discussion over forming “select” U13 teams and have them compete “up a year” (U14 gold). They would not compete in any local competitions (ie. District Cup), but would use the U14 division as a higher level training ground in anticipation of qualifying for “A” Cup.

The Executive Director asked that this matter be brought before the Presidents at the next Presidents meeting.

**Historical Summary of LISA**

This document was presented to the Board as a reminder of the history of LISA.

<p><b>Motion:</b> <i>I move that the document, “Historical Summary of LISA”, be circulated to Clubs</i> By M. Mitchell-Starkey 2<sup>nd</sup> T. Hughes</p>	<p>Carried</p>
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**Differentiation of roles of Board and Office**

This document was previously distributed to Board members for their information. This topic will be discussed in conjunction with (redefining) the Strategic Plan.

**Small Sided Games**

H. McNeill reported on the document entitled, “Small Sided Games”, which supports the move towards recognizing the value of small sided games. T. Cottrell will post the document on the LISA website in “pdf” format and draw attention of the document to Club Presidents.

**District Chairs Meeting**

Covered above.

**Referees**

T. Satterford reported that M. Seal has received a number of requests from Clubs for Game and Discipline reports to be available “on-line”. It appears that the VISRA site can be adopted to accommodate this request.

<p><b>Motion:</b> <i>I move that LISA authorize the expenditure (from the Referee budget) of up to \$500.00 to pursue having Game and Discipline reports available “on-line”</i> by H. McNeill 2<sup>nd</sup> R. Wachtin</p>	<p>Carried</p>
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**In Camera Session**

<p><b>Motion:</b> <i>I move that we go “in camera” at 20:48 hrs</i> by H. McNeill 2<sup>nd</sup> L. Bridgeman</p>	<p>Carried</p>
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<p><b>Motion:</b> <i>I move that we “come out of camera” at 21:44 hrs</i> by L. Bridgeman 2<sup>nd</sup> M. Mitchell-Starkey</p>	<p>Carried</p>
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**6. ADJOURNMENT:**

<p><b>Motion:</b> <i>To Adjourn the meeting at 21:45 hrs</i> by M. Mitchell-Starkey 2<sup>nd</sup> T. Hughes</p>	<p>Carried</p>
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Next meeting: August 2, 2005 @ 7:00 p.m., Esquimalt Recreation Centre



### **Action Items**

1. All Board members are to download (from the BCSA website), complete and return to the Executive Director, the Risk Management form.
2. New Board members are to familiarize themselves with the Conflict of Interest Guidelines, a copy of which will be re-distributed to all members by T. Cottrell.
3. S. Marejka will canvass all clubs and determine a final list of venues for all 2005/06 tournaments.
4. T. Cottrell will circulate to Clubs the document, "Historical Summary of LISA".
5. T. Cottrell will post the document, "Small Sided Games" on the LISA website in "pdf" format and draw attention of the document to Club Presidents.