



APPROVED

THE THIRD MEETING OF THE 2015/2016 BOARD OF DIRECTORS
of the Lower Island Soccer Association (LISA) was held at 19:00 hours on:

25 August 2015
Lower Island Soccer Association Office
ESQUIMALT, BC

Present:

Tim Satterford	<i>President</i>	Terry Hughes	<i>Director</i>
Bob Nex	<i>Vice President</i>	Tara Kennedy	<i>Director</i>
John Kilbank	<i>Director</i>	John Charlton	<i>Director</i>
Eric Erikson	<i>Treasurer</i>	Linda Pakos	<i>Director</i>
Andrew Latham	<i>Head Coach</i>	Karen Hood-Deshon	<i>Executive Director</i>

Regrets:

Ray Carfantan	<i>Director</i>	Scott Farquhar	<i>Secretary</i>
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Recording Secretary: Karen Thompson

The meeting was called to order at 19:03 hrs.

1. ROLL CALL & APPROVAL OF AGENDA:

Motion: To adopt the Agenda by E Erikson, 2nd T Kennedy *Carried*

2. Approval of the Minutes Board Meetings #1 and #2 June 9th, 2015

Motion: To approve the minutes of Board Meeting #1 by T Kennedy, 2nd E Erikson *Carried*

Motion: To approve the minutes of Board Meeting #2 by B Nex, 2nd L Pakos *Carried*

ACTION ITEM #1

1. ED Hood-Deshon to follow up with Highlanders money owed via the court system IN PROGRESS

LISA requested that the court date be changed as it was during the office summer break

- Request was granted
- Waiting for new court date

NEW BUSINESS

Technical Report (AL)

- Coaching courses
 - Soccer 4 Life course ran in August with 32 coaches in attendance



- Pre B course will be held on the weekend of August 29th and 30th with 16 currently signed up
- Sept 13th will have a Fundamentals course with 8 people currently registered
- BC Soccer will be putting on a Learn 2 Train course during the last weekend of November and first weekend of December
- BC Soccer will not allow head coaches to be changed because the current head coach is not qualified, teams will be withdrawn from A and B Cups
- BC Soccer is working towards a club facilitator to assist clubs to qualify coaches at the Fundamentals and lower qualifications.
 - The club facilitator must have Provincial B or higher qualifications
 - If clubs don't have someone in their club with this qualification then Lower Island would help work it out for them
 - What to do about the \$2.65 charge per player for coach qualifications if all clubs want to do their own courses
 - Challenge for quality control if each club doing their own
 - If clubs run too many the \$2.65 won't cover it
 - If we allow clubs to run them we may not have all coaches that need course to be in provincials certified
 - Discussed the two lowest levels (Active Start and FUNdamentals) could be done by club facilitator, Learn to Train and Soccer for Life would be done through the district
 - BC Soccer does not charge for Active Start and charges \$40 for Fundamentals, could monitor with clubs to watch for staying within budget
- Head coaches for U13 and above who do not have Soccer 4 Life, have 6 months to obtain this qualification, however it must be done sooner to allow the teams into A and B Cup play downs
- October 3rd, 2015 Legacy Program will be held at UVIC, female participants only
- VIPL: Director Kennedy will email all clubs this week to organize VIPL meetings
 - All clubs are to be represented at all meetings
 - Summary of these meetings are to be presented at the January 2016 Board meeting and the President's Meeting
 - President Satterford reminded all that if the VIPL league collapses then Lower Island Gold teams will have to declare into A Cup and Silver teams could declare into B Cup
 - Should there be seeding in Gold to see if teams who are winning can be pushed up to the VIPL leagues?
 - There must be 4 teams in each division, if we push up someone in a division of four it could have a big ripple effect

Office Update (KHD)

- Code of Ethics and Conflict of Interest forms were circulated, completed and given back to Executive Director
 - Director Carfantan is the only board member and LISA staff who have not completed the forms and returned them back to the Executive Director
- Highlander Update
 - Do not have a new date of when our case will be heard
- VIPL Rules Approval



- Director Nex noted that the proposed VIPL rule changes have been reviewed by BC Soccer and BC Soccer would like some changes and tweaking of some of the rules prior to their approval
 - Lower Island has not received notification of what changes and tweaks they would like to see prior to approval

Motion: *To accept interim changes to the VIPL Rules and Policy and Procedures by J Kilbank, 2nd E Erikson*

Motion: *To table the motion regarding VIPL Rules and Policy and Procedures by J Kilbank, 2nd J Charlton* *Carried*

- Executive Director to send out VIPL rules as is, noting that they are interim until BC Soccer sends and LISA/UISA update the changes requested
- VIPL Colour Approval
 - Club must approve the colour change and present the change to both the Board and Club Presidents for their approval
 - Bays/Peninsula, Juan de Fuca/Sooke VIPL Boys U16 team would like to change their colour to the same colours as the Seattle Sounders
 - Bays Peninsula VIPL U16 Girls would also like permission to change their colours
 - Neither team have their clubs approval
 - Sample or photo of jerseys to be taken to next week's President's meeting for approval
 - It is unknown at this time what changes Gorge/Lakehill may want
 - A VIPL rule should be made regarding jersey colour changes
- Pooling and Releases:
 - A pooling request has come in for U16 VIPL Boys Cowichan, Gorge/Lakehill
 - Have heard nothing official from the clubs, will bring back once get official information
 - Releases, none on the table for this meeting
 - A signed release was sent in by someone wanting to leave Sooke however when Executive Director followed up with Sooke it turns out they hadn't gone through the official channels and were not prepared to sign this release
 - A parent emailed requested permanent releases since Juan de Fuca did not approve of the release of their two children
 - As there is no release signed there is no request before the board
- U13 Retreat Line
 - Retreat line is in effect from September to December annually and then goes back to regular full field



- What happens to make up games being played after December, what happens with cup games
 - Discussion determined for clarity, any game played after December 31st will be played on full field
 - BC Soccer Cup games will never play the retreat line as that goes against BC Soccer B Cup Rules
- Declarations
 - It appears that the U15 and U16 Girls will have to combine at the Gold level
 - Maybe by the President's meeting on September 1 there will be more Gold teams declared in those leagues
 - Both Juan de Fuca and Salt Spring Island have asked if there will be an interlocking schedule for the U10 leagues
- UISA
 - Are going to continue to run their U13 players as Super 8s
 - Will continue to monitor how UISA wish to enter B Cup for U13 as we do not want it to affect where LISA enters if there is no UISA participant
 - UISA has a new sponsor for a VIPL team, Marine Harvest (Salmon farm) and there were some calls to ask LISA to get involved, we referred everything back to the committee(s) that accepted the sponsorship
 - BC Cup dates
 - Do we play an extra week of league or get B Cup done
 - Do not want to have the final games for A Cup, B Cup and U12 Full field festival, not enough referees
 - Dates agreed upon will be sent to Head Scheduler

Risk Management (JC)

- LISA Director John Charlton is now on the BC Soccer Risk Management Committee
 - Has been involved in one conference call meeting to date
 - Prior to this year, President Satterford was the only LISA Board Member involved in any BC Soccer Committee, now LISA Members are involved in the Competitions, Constitution and Risk Management Committees
 - President Satterford spoke to the current problems in the Surrey District, club money was used to finance an unaffiliated team
 - Spring leagues are to be discussed at the January Presidents Meeting to make sure leagues in our area are not against BC Soccer Rules
- Page 5 of the Meeting #2 Minutes has incorrect information (from June).
 - Mybackcheck.com does not use vulnerable sector checks as per Rules 21 or 22
 - The Provincial CRRP matrix has been approved by BC Soccer

KPMG Controls Review (EE)

- KPMG did a thorough review of both the general and technical accounts



- As an association, it is run well, there are a few small things that we don't do
- Expense reports were reviewed
- Signed Conflict of Interest forms are not up to date
- MasterCard receipts not attached to excel expense sheets in one instance (for ferries that we will improve moving forward)
- Expense claiming policy to be reviewed/documented
- Once the LISA treasurer and executive director review the draft documents from KPMG, a final report from KPMG will be presented to the board at an upcoming board meeting and will also be presented to the Presidents at the January, 2016 Presidents meeting for their review and discussion.
- General account will pay for the review and it will be from reserves fund but we will likely look to add to budgets moving forward

2015/2016 Technical Budget (EE)

- Treasurer Erikson presented the attached technical budget for review
 - It is better to prepare and present a technical budget at this time of year as although this is not a new season in September, it is easier to see exactly where the finances stand

Motion: *To accept the 2015-2016 budget as presented by B Nex, 2nd T Hughes* Carried

- As there was with the Highlanders, there may be a small bit of income coming from the Whitecaps U12 and below academies
- At this time LISA is not expecting any income from other Whitecaps academies

President's Meeting

- Topaz Park – City of Victoria want to use the park as a tent city for the homeless
 - Appears that the city has had so many organizations against this, it will not happen
- Concussion protocol
 - BC Soccer has a wonderful concussion protocol on line but it is really hard to locate
 - LISA should use BC Soccer's policies and procedures and links to experts
 - Information to be presented to the Presidents at the meeting next week
- Other discussions to take to the President's meeting are CRC's, Spring leagues, Controls Review, team declarations, jersey colours and request for provincial hosts

Other

- Tim Satterford (United Soccer)
 - There will be no Soccer Day this year, the clubhouse at Prospect Lake will not be finished by the end of September
 - Sports day in Canada is in November, may be able to get something going then



- Boundary committee will be held in the near future
- LIWSA had said they will be reviewing their earlier decision regarding how many youth on the Women's adult teams because of interest from their members however there has been no movement/meeting set
- Director Kennedy should not chair the Boundary Committee Meeting, she should facilitate it
- Director Kilbank commented that several referee clinics have been held and that referee refresher courses are ongoing
 - BC Soccer candidates meetings will be starting up in several weeks
 - VIRSA's President McNally Dawes will not be standing for election this year, someone needs to step up to take this position
 - Education program will continue to be held, mostly for the youth referees, VIRSA is mostly adults now
- Director Pakos commented positively on the LISA youth escorts for the Women's World Cup
 - It was a wonderful experience for the girls, her granddaughter got to escort Christine Sinclair onto the field for the Canada/England game
- Director Charlton commented on the scholarship application
 - Would like to have on the committee representatives from school councillors and former recipients to get their ideas and comments on a new application
- Vice President Nex told the board that the BC Soccer Governance and Membership Committee (which he is a member of) meet the first Tuesday of the month which is in direct conflict with the LISA Board Meeting
 - LISA Board Meetings will now be held on the second Tuesday of the month

ADJOURNED: 8:25

ACTION ITEMS

- 1 ED Hood-Deshon to follow up with Highlanders money owed via the court system IN PROGRESS
- 2 Scholarship forms to be revised during the fall
- 3 Whitecap contract to be sent back to the Whitecaps to confirm the two changes IN PROGRESS
- 4 President Satterford to sign Whitecaps contact once all corrections are made
- 5 Sample or photo of new jerseys for the VIPL teams should be taken to the upcoming President's meeting DONE
- 6 VIPL Rules and Procedures to be revised after hearing recommendations from BC Soccer
- 7 VIPL Rule should be made regarding jersey colour changes
- 8 Boundary Committee Meetings to be arranged



Technical Program Year - July 1 to June 30th									
	2014-15			14/15 Comments	2015-2016 Proposed Budget (July 1st to June 30th)				Notes/Variance for 2015 / 2016
	Budget	Forecasted	Variance		U13-U16	U17	U18	2015/16 BUDGET	
Income									
Academy and Camp Income	6,000	0	-6,000	No Highlanders money	1,750	0	0		
BC Summer Games	0	0	0		0	0	0		Increased fees this year
Intake try-out fees	0	0	0		2,000	0	0		Increased by four teams over last year
EA Sports BC SPL - Income	264,500	265,936	1,436	Includes intake kit for 15/16	261,600	67,250	54,400		111 younger, 63 older full paying
Interest	50	42	-8		50	0	0		
Sponsorship	14,000	7,036	-6,964	No Highlanders money	5,000	0	0		
Uncategorized Income	0	4,071	4,071	Off-set in league fees	0	0	0		
Total Income	284,550	277,085	-7,465		270,400	67,250	54,400	392,050	114,965
Expense									
Academy and Camps	0	560	-560	Soccer Registrar Fee	560	0	0	560	
Bank Service Charges	0	271	-271		271	0	0	271	
BC Summer Games Mileage	0	0	0	Every 2nd year only	0	0	0	0	BC Summer Games changing
EA Sport BC SPL									\$26,600 to general fund, \$2,400 remaining
Administration	28,400	27,883	517		20,000	3,000	6,000	29,000	-1,117
Coaches									
Benefits	2,600	2,418	182		2,500	320	320		
Clothing	800	0	800		750	200	650		
Honoraria	64,000	59,074	4,926	Off-set in kids fees	68,800	16,000	16,000		4 more teams for coaches
Mileage	2,700	2,566	134		2,000	480	1,000		
Total Coaches	70,100	64,058	6,042		74,050	17,000	17,970	109,020	-44,962
Games & Practices									
Contract staff	3,300	1,540	1,760	Reduced kid fees for game day mgr job	2,000	600	0		
Equipment	4,000	6,562	-2,562		0	1,000	1,000		
Field rentals	53,000	50,750	2,250		53,543	9,933	9,933		
U17/U18 games						3,003	3,700		
Medical Kits/Supplies	400	115	285		400	200	200		
Referees	9,000	9,730	-730	Raised ref fees	9,200	3,000	3,600		
Total Games & Practices	69,700	68,697	1,003		65,143	17,736	18,433	101,312	-32,615
League Fees	14,000	15,883	-1,883	Higher because off-set in rev.	14,000	3,500	6,000	23,500	-7,617
Travel									
Buses	29,000	30,178	-1,178	SX Cup (\$3551)	30,000	6,500	0		
Ferries	30,000	44,093	-14,093	SX Cup (\$2375)	45,000	11,250	0		
Hotels	25,000	15,753	9,247	SX Cup (\$9384)	4,000	3,200	0		
Meetings	1,700	1,078	622		1,500	625	0		
Portland Travel	0	748	-748	Reimbursed by team	0	0	0		Removed SX Cup, ferry increase
Total Travel	85,700	91,849	-6,149		80,500	21,575	0	102,075	-10,226
Uniforms/Training Shirts	14,000	19,774	-5,774		6,000	1,000	600	7,600	12,174
Showcase Fees	2,300	3,623	-1,323	SX Cup fee	0	0	0		
Other									
Cert. players as refs	0	0	0		0	0	0		
Fines	150	0	150		100	0	0		
Per Diem	200	1,106	-906		300	300	500		Premier Cup is in TOFC - teams on their own
Refund of Fees	0	900	-900		0	0	0		Not separated playoffs previously (increase bus, ferry)
Other	156	156	0	Highlanders law suit	0	0	0		Fall season has playoffs with travel all teams make
Playoffs	0	0	0		10,512	6,000	1,000	17,512	
Total Other	350	2,162	-1,812		10,912	6,300	1,500	18,712	-16,550
Total EA Sport BC SPL	284,550	293,928	-9,378		270,605	70,111	50,503	391,219	-97,291
Total Expense	284,550	294,759	-10,209		271,436	70,111	50,503	392,050	-97,291
Net Ordinary Income	0	-17,674	2,743		-1,036	-2,861	3,897	0	17,674
	Cost of Uniforms from previous years profit								