



# APPROVED

**THE FOURTH MEETING OF THE 2016/2017 BOARD OF DIRECTORS**  
of the Lower Island Soccer Association (LISA) was held at 19:15 hours on:  
13 September 2016  
Lower Island Soccer Association Office  
ESQUIMALT, BC

**Present:**

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

**Regrets:**

Scott Farquhar *Secretary*

**Special Guest:** Cheryl Rothnie

**Recording Secretary:** Karen Thompson

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

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

**Motion:** To adopt the Agenda by L Pakos, 2<sup>nd</sup> E Erikson *Carried*

**2. Approval of the Board Meeting Minutes**

As the minutes were not available, the approval of the Board meeting #3 has been forwarded to the October 11<sup>th</sup> meeting.

**3. New Board Member Approval**

Cheryl Rothnie was asked to leave the meeting

**Motion:** To appoint Cheryl Rothnie as an Advisory Director to the LISA board for a one year term by L Pakos, 2<sup>nd</sup> B Nex *Carried Unanimous*

Cheryl was welcomed to the board and presented with her LISA kit.

**NEW BUSINESS**

**Office Report (KHD)**

- Notice to Reader
  - At the BC Soccer AGM the motion passed that an annual “Notice to Reader” must completed by all clubs and districts
    - On Eric’s recommendation Karen HD had a meeting with Nancy Collins whose practice does a lot of Notice to Reader for non-profit agencies
      - Karen HD already recommend this person to the LISA clubs and LIWSA



- Karen confirmed that the board is comfortable with LISA doing their Notice to Reader with Nancy Collins
- Grandparent form
  - Karen recommended that the presented grandparent application be approved

*Motion: To approve the requested Grandparent application by B Nex, 2<sup>nd</sup> J Charlton*

*Carried*

- VI Wave survey
  - The VI Wave survey was discussed
    - A major comment was the desire for more communication
      - Newsletter to go out 4 times per year
        - Newsletter items could be the role of the manager and the role of the parent
        - Possible exit (aging-out) survey
- Associate Membership Application changes
  - The promised Associate Membership criteria form does not exist but the application form did change to include questions that should help districts determine if they are comfortable with the application
    - Bob Nex reported that since that time BC Soccer has now developed the criteria but it may not be for district distribution
    - Riley O'Neill's application is ok, PLAY will have to put it on the new form
      - Tim is to sign the new application form for PLAY when it arrives
- Membership Committee BC Soccer
  - BC Soccer would really like a LISA board member
    - Meetings are monthly for 1 to 1 ½ hours via evening telephone conference calls - if anyone interested let BC Soccer know
- BCSPL Intake Festival
  - Intake Festival went really well
  - BC Soccer technical people were in attendance and scouted one of our players (in addition to many others)

### **Technical Report**

- BCSPL is on the field this week
- Andrew did some research which he will present next month on the number of touches per player during the intake festival
- Andrew has been asked to present at the NSCAA conference for the USYSA in January
  - There are no funds available to help Andrew with travel to this conference
- VIPL sub committee
  - Not all clubs have sent in the names of their VIPL representative
    - Currently 4 clubs have submitted names for this committee
    - Tara offered to be in attendance at the first meeting

### **Vic High Turf**

- VISL has met with Victoria and the Victoria School Board regarding the proposal for 2 new turf fields, Vic High and Beacon Hill Park



- Firefighters from Esquimalt were raising money last week for a turf field at Esquimalt High
  - Is LISA interested in participating in Vic High Turf Field meetings
    - LISA paid \$12,000 into Finlayson for 1 practice and 1 game per week
    - Football and rugby will also be played on these fields
    - Terry Hughes offered to attend future meetings to continue the discussions

### Website

- Flemming was able to adjust the standings website to have it up and running after the first game
  - This is a short term fix to the standings website program
- New website/standings program
  - In investigating a new integrated and online scheduling and standings program almost everyone wants to sell us a new website - our website is very old and definitely needs an update
  - In getting quotes Karen HD asked Director Kilbank if he would recommend anyone and it became apparent that this is what Director Kilbank does for a living!
    - Therefore John Kilbank, LISA Director would be able to create a new website
    - Is there a conflict of interest if John as a board member was paid to create this website?
      - Tender costs would be between \$2,000 to \$5,000
  - Other website designers are based in the States and are under American privacy laws as opposed to Canadian laws
  - Board does not see it as a conflict of interest or self-interest to have John do it as he has been on the board for a number of years and it is obvious that he didn't join the board to get this contract
    - The website design would need to go out to tender (at least 3 quotes)
    - As John has been involved in soccer for many years, as the designer he would be:
      - Educated on the workings of LISA
      - Be able to have it up and running for September 2017
      - Build the Program in word press as is the current site, and the information would be able to cross from the old site to the new site without losing any information
    - LISA would have full control of the website
  - Risk Management would be that all the normal practices of a tender would be done and that John would not be involved in any tender discussions for complete transparency
    - Any discussions at board meetings would have John leaving the room

### Tiering at U11

- LISA clubs tiering at U11 was discussed
- Mainland teams are tiering at a much younger age which is evident when they join the BCSPL at U13
  - Wave teams are from all clubs on the island, mainland teams have played together as a team for years



- Technical directors are going to be asked about this recommendation regarding tiering at U11 at the upcoming TD meeting
- BC Soccer is supposed to be doing a worksheet regarding tiering at a younger age
  - Andrew to do research regarding tiering at U11

### **Return to play procedures**

- LISA currently does not have a return to play policy
  - There are a lot of articles regarding returning to play regarding concussions
  - Hockey Canada has the most rules regarding return to play procedures
  - Hockey coaches must take an on-line course called CATT – Concussion Assessment Training Tool
  - Director Charlton to talk to Hockey Canada regarding their health and safety policies

### **Pooled Team Requests**

- Many clubs are requesting pooled teams which is affecting the budget
- An agreement between the inner clubs must be reached that the outlying clubs will agree to as right now pooling is one way around transfer fees
- 27 teams have requested to pool
  - Regular pooling requests are between Gorge/Lakehill and Prospect Lake/Peninsula
  - Odd pooling requests are between Saanich/Prospect Lake, Saanich/Lakehill and Prospect Lake/Peninsula - have asked to pool at both Boys U17 and U18

***Motion: To approve the 27 requested pooling requests by T Kennedy 2<sup>nd</sup> J Kilbank Carried***

### **OTHER**

- Island Invitational
  - Upper Island have asked that the Island Invitational U13 game be played at 8 aside instead of 11
    - When Lower Island is hosting, the game will remain at 11 aside
    - When Upper Island is hosting, the game will be played at 8 aside
- Liam Stanley of Bays, former footballer of the week, won silver at the Paralympics in the 1500 metres
- Director Kilbank said that all the upcoming referee courses and refresher clinics are full
- Karen Hood-Deshon reminded board members that the Mini Fest will be Oct 15<sup>th</sup> at Peninsula
- Director Charlton asked that board members change his contact information from his Shaw account to his gmail account

**ADJOURNED: 8:54**

### **ACTION ITEMS**

1. Executive Director to add articles in the upcoming VI Wave Newsletter regarding manager and parent roles (November/December)



2. Executive Director to create a survey for Wave players as they age out of the program (June)
3. President Satterford to sign new PLAY Associate Membership Application form - DONE
4. Director Hughes to attend meeting regarding the Vic High and Beacon Hill Park Turf fields
5. Executive Director to get quotes for a new LISA website DONE
6. Head Coach to research tiering at U11 IN PROGRESS
7. Executive Director to do an article CATT on-line course - DONE
8. Director Charlton to chat with Hockey Canada regarding their health and safety procedures regarding LISA Return to Play - DONE