



# APPROVED

**THE SEVENTH MEETING OF THE 2015/2016 BOARD OF DIRECTORS**  
of the Lower Island Soccer Association (LISA) was held at 19:00 hours on:  
8 December 2015  
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>	Linda Pakos	<i>Director</i>
Scott Farquhar	<i>Secretary</i>	Eric Erikson	<i>Treasurer</i>
John Charlton	<i>Director</i>		
Andrew Latham	<i>Head Coach</i>	Karen Hood-Deshon	<i>Executive Director</i>

**Regrets:**

Ray Carfantan *Director*

**Recording Secretary:** Karen Thompson

The meeting was called to order at 18:59 hrs.

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

<b>Motion:</b> To adopt the Agenda by J Charlton, 2 <sup>nd</sup> J Kilbank	<i>Carried</i>
---	----------------

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

<b>Motion:</b> To approve the amended minutes of Board meeting #6 by J Kilbank, 2 <sup>nd</sup> S Farquhar	<i>Carried</i>
--	----------------

**NEW BUSINESS**

**Technical Report (AL)**

- A number of BCSPL players have been released
  - Players have been placed on age appropriate VIPL teams
- VIPL
  - Andrew will attend Cowichan's December Board meeting to hear their official decision regarding VIPL Committee's suggestion they pool with Ladysmith
  - Decision will go back to VIPL committee to decide next steps
- LISA league standings and points after seeding movement
  - This issue was discussed at length
  - Board's three suggestions to be taken to the January President's Meeting for action by clubs if wanted
    - Reset all teams in league
    - 1 point less than the bottom team in the league
    - Team goes in with zero points
- Smaller, lighter ball is currently being tested by Toronto Soccer on the U13 Girls teams



- Andrew to investigate
- Soccer for Life course Dec-Jan
  - Course has been moved to PISE due to registration of 47 coaches

### Office Update (KHD)

- Grandparent application was reviewed

**Motion:** To approve the grandparent application by T Hughes, 2<sup>nd</sup> S Farquhar Carried

- Change to Rule 407 (attached)

**Motion:** To approve the change in Rule 407 by J Kilbank, 2<sup>nd</sup> T Kennedy Carried

- Roster check status
  - Currently there are 3 rosters from Lakehill which are not approved
    - Potential solutions are proof of grandparent status for these 3 rosters as they were supposed to be in the office this afternoon, not yet received
- Associate Membership application for University of the Fraser Valley Athletics was discussed
  - This membership is for Matt Holbrook to continue run BC Soccer Futsal festivals on the mainland
  - LISA was asked to sign because LISA is also involved with Futsal Festivals and knows Matt through BC SPL
  - BC Soccer festivals are for U8-U12 players this proposal will allow this group to continue to offer this programming as well as for above U12 assuming the BC Soccer festivals will have created interest

**Motion:** To sign associate membership for University of the Fraser Valley Athletics by J Charlton, 2<sup>nd</sup> L Pakos Carried

- Newsletter ideas
  - Attached Levels of Play was discussed as it was well received
  - Handed out a 101 LISA Cup play for future newsletter to be reviewed
    - One suggestion was to include which events go straight to shoot-out and which go overtime then shoot-out, would be handy for refs.
- Society Act survey will be completed by the office
  - New Society Act in the process of being developed

### BC Soccer Discipline System

- Will obtain feedback and discuss at the next Board meeting

### Treasurer's Report

- Bank accounts are in good shape
  - Stale dated cheques have been resolved
- KPMG Report summary of recommendations was discussed (full report sent via email prior to the meeting)



- Presented a format to show to Presidents which will highlight easily when changes will be implemented, board in agreement with format
- Recommendations reviewed including 1.3 the creation of a high-level risk register
  - Director Charlton will work on the implementation of a LISA Risk Register and will attempt to complete by the end of February, 2016
- For other recommendations treasurer and ED will create action plan on each
  - With help of new Admin Assistant might be able to achieve earlier than originally thought
- \$6,300 invoice has been received
  - Money well spent
- Presidents to decide how often they would like to have the books reviewed
  - The board will recommend every three years

## MEETINGS

- January 12<sup>th</sup> is the next LISA board meeting at the office
- January 19<sup>th</sup> is the next Presidents Meeting in the Juan de Fuca Library meeting room

## Other

- It has been more than five years since LISA board clothing was ordered, new board members have been amazing at coming out to events but aren't recognizable as LISA board members – time to order board clothing again
  - Golf shirts don't help in soccer weather but good for meetings
    - Jackets expensive but could be returned to the office if a board member leaves the board
- President Satterford explained his signing the Association Membership for FC Victoria Ltd. since the last in person meeting
  - Heard feedback regarding the signature and resolved through email
  - Board members confirmed their permission to sign the membership through email
- LISA cup draw for semi-final matchups took place

## ADJOURNED: 8:32

## 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 by the end of February
3. Whitecaps contract to be sent back to the Whitecaps to confirm the two changes DONE
4. President Satterford to sign Whitecaps contract once all corrections are made DONE
5. Constitution amendment needs to be written up to change the wording around the annual audit – WAITING TO SEE THE WORDING FOR BC SOCCER'S AMENDMENT REGARDING FINANCIAL REVIEW OF THE FINANCES TO COINCIDE



6. Treasurer/Executive Director to present control audit report to the Presidents at the January 2016 President's Meeting IN PROGRESS
7. The presidents to be given notice regarding forwarding their financial statements to the district within 30 days of their AGM
8. Director Hughes to find out who we can officially complain to about the state of Topaz Park
9. ED Hood-Deshon to liaise with BC Soccer and club re incomplete database of U6 players DONE
10. Director Kennedy to prepare minutes from the October 28<sup>th</sup> Boundary Meeting DONE
11. President Satterford to communicate with Cowichan to confirm the Cowichan Board's decision regarding VIPL HEAD COACH LATHAM TO ATTEND COWICHAN'S BOARD MEETING ON DECEMBER 14<sup>TH</sup> TO RECEIVE OFFICIAL DECISION DONE
12. As per KPMG Controls Review Director Charlton to present High Risk document to the Board DONE
13. Executive Director to add pooling definition to next President's Meeting Agenda DONE
14. Board members to provide feedback on Cup Play 101 document distributed by January 12<sup>th</sup> DONE
15. LISA office to complete Society Act survey DONE
16. LISA office to research kit for board members IN PROGRESS
17. Executive Director to follow up with Lakehill problem rosters IN PROGRESS



## Levels of Play

