**Present:**

*Members of the Board of Directors*

Rachel Brace Deborah Melman-Clement Marguerite Heer

Sherry Gibson Jenica Walker Dora Nomikos

Shelby Lefort

**Guests:**

Joanie Sagriff, SOSA

**Teams Represented at the meeting:**

*Outdoor Teams (based on teams registered for Summer 2015)*

|  |  |  |
| --- | --- | --- |
| *Tiered* |  | *Masters* |
| Alehouse / Cataraqui | Mario Nets | Curacao Blue |
| Alehouse II | Quarry Medical Chiropractic | Dragons\* |
| Amazons | Sharks | Flowers United\* |
| Bronson and Bronson | Stand Your Ground | McCullough Hotspurs\* |
| Hurricanes | Turf Queens | Miss Directions |
| KB Homes | Velocity | Zingers\* |
| Kickers | Viceroy |  |
| Luscious | Violet Femmes |  |

*Indoor Teams (based on teams registered for the 2015/2016 season)*

|  |  |  |
| --- | --- | --- |
| *Tiered* |  | *Masters* |
| Amazons | Stand Your Ground | Cataraqui Dental |
| Bronson and Bronson | Turf Queens | Dragons |
| Hurricanes | Velocity | Luscious Pinkies o35 |
| Luscious | Viceroy | McCullough Hotspurs |
| Omega Fit Club | Violet Femmes | Miss Directions |
| Sharks |  | Red |

Rachel Brace, President, assumed the Chair of the meeting and called the meeting into order at 6:33PM

1. **Roll Call**

The Registrar/Tier Director confirmed that a quorum existed (representation of 20 out of 33 outdoor teams; representation of 17 out of 26 outdoor teams).

1. **Introduction of Executive**

The Board of Directors introduced themselves to the Members.

1. **Declaration of Conflict of Interest**

There was no declaration of conflict of interest by any Members present at the meeting.

1. **Approval of Agenda**

The agenda was circulated to Members prior to the meeting. Copies were also available at the meeting. On a motion *moved* by Deborah Melman-Clement (Miss Directions) and *seconded* by Chantal St-Amour (Bronson and Bronson) it was:

*Resolved that, the Agenda of the Meeting of November 30, 2015* *be approved. Carried.*

1. **Approval of Minutes of the KWSC Annual General Meeting of November 24, 2014.**

The minutes were circulated to Members prior to the meeting. Copies were also available at the meeting. There were no requested changes to the minutes. On a motion *moved* by Jenica Walker (Viceroy) and *seconded* by Leslie Lawlor (Glangarrians) it was:

*Resolved that, the Minutes of the Annual General Meeting of November 24, 2014 be approved. Carried.*

1. **Guest Speaker (SOSA).**

Rachel Brace, President, introduced Joanie Sagriff, SOSA Administrator. Joanie spoke about the issue of unregistered players. She explained that it has been discovered that in the 2015 Outdoor season there were players who played on KWSC teams without being registered and that the penalty from SOSA for that will be severe. SOSA considers it a very serious offense not to be registered, as this means there is no insurance coverage either, and, consequently, SOSA may be liable in cases of injury. Joannie reminded everybody that a player cannot play unless registered at least 48 hours in advance of their first game. The 48-hour window is necessary to allow the player’s name to show up within the electronic record. Teams should wait to receive confirmation that a player is registered before the first game. Rachel pointed out that playing without registration is also considered a very serious offense by KWSC and that the Executive will enforce the rule (and penalties), if this comes up.

1. **Report of the Board of Directors**

A copy of each Director’s Report was pre-circulated to Members prior to the meeting. Copies were also available at the meeting. Each Board Member went through the highlights of their Reports.

*Report of the President*

A report was attached in the Members package and Rachel Brace, President, went through the highlights as follows:

* For the summer 2015 season, KWSC used more turf fields, compared to last year, especially for the month of May. The May use was so as to avoid any scheduling difficulties caused by the weather and the opening date of the grass fields by the City. Increased turf field use was also because it is difficult to get fields in August (the late start of the outdoor season in June moves more games to the end of the summer plus students come back and compete for field use). The strategy to use more turf fields was successful and thus we will probably try to do this again for the next outdoor season. However, other clubs may try this as well and it may become difficult to get the fields / times we want due to high demand.
* We will discuss play-offs later in the agenda.
* Our Club continues to discuss availability of space in the Dome for indoor play. This year we are paying monthly given that the facility is under receivership. This will continue up to April 2016.
* The Exec reviewed and amended the Indoor rules. They were posted 14 days before implementation. The Disciplinary Officer will explain the changes made in her report. We also plan to review the Outdoor rules before the new outdoor season of 2016.
* As previously communicated to the membership the agreement with St. Lawrence College (SLC) for $100,000 donation by our Club to be used towards lighting the SLC soccer field was signed, so now there is one more lit field in Kingston. A copy of the Agreement is in the package we have provided. Before signing, the KWSC consulted with a lawyer (Jennifer Foster) and made sure that the language of the Agreement can protect KWSC in case of premature termination (KWSC will receive pro-rated reimbursement).

*Report of the Scheduler/Statistician*

A report was attached in the Members package and Sherry Gibson, Schedule/Statistician went through the highlights as follows:

* The Masters division went from four (in 2014) to six (in 2015) outdoor teams which demonstrates growth. This has continued in the indoor season where we have seven teams currently.
* A total of 256 games were scheduled in the 2015 Outdoor season (33 teams)
* The Executive has received feedback from teams that consideration should be given to discontinue having play-offs, as teams find them difficult to attend (many players away at the end of the summer, especially for Sunday play). From the schedule’s point of view, it is also been the experience that it is hard to schedule play-offs.

*Report of the Tier Director/Registrar*

A report was attached in the Members package and Shelby Lefort, Tier Director / Registrar went through the highlights as follows:

* 699 players registered for the 2015 Outdoor season and 380 are so far registered for the 2015/2016 indoor season. Most of the growth was in the Masters division.
* For the current indoor season, registration is now closed. We will open this again in December and allow mid-season addition of players. To clarify, even if teams have a roster of 17 they can exceed this number if there is need of replacement for extenuating circumstances such as injury, pregnancy, moving out of town etc. However, on February 1st 2016 the current indoor season registration wil be closed permanently. At that point no players can be added or taken out, so that the Club can finalize its registration list in preparation for billing in February by OSA.

*Report of the Disciplinary Officer*

A report was attached in the Members package and Jenica Walker, Disciplinary Officer, went through the highlights as follows:

* For the 2015 outdoor season 1 red and 15 yellow cards were issued
* The indoor rules were changed in section 4 (player rules), section 7 (protest rules) and Appendices. In the player rules section, the rules on playing as a goalie for one team and player on another, as well as the loan player rules, were amended / clarified. In the protest rules section, the process for submitting a protest was clarified. Finally Appendix A (OSA chart on penalties) was added.

*Question* from Sandra Jass (Amazons): Will there be re-setting of the three game loan rule for individual players in January for the 2nd half of this indoor season? Rachel responded that re-setting will not be done, as there are enough players registered to provide a big enough pool of loan players, even with a three game restriction. The same players should not be asked to be playing loan all the time.

*Report of the Communications Officer*

A report was attached in the Members package and Deborah Melman-Clement, Communications officer, went through the highlights as follows:

* In the 2015 outdoor season we spent more money on fields. The main reasons for this was that we had two more teams in the Masters division compared to 2014, that we lost the use of two of our cheaper fields, that we did not have the ability to use the St. Lawrence field as early as it was hoped and that had to use more turf fields.

Rachel Brace explained that for the next outdoor season the plan is to make full use of the 10 hours a week we get at St. Lawrence free of charge. We will move the Masters division to the St. Lawrence field on Monday nights, plus we will try to use the early Sunday slot and all the 25 nights of late games allowed during the summer.

1. **Receipt and Approval of Audited Financial Statements**

The Audited Financial Statements (circulated to Members prior to the meeting and included in the Members package) were presented by Colleen Lawrie of Wilkinson Chartered Accountants. Coleen explained that, as mentioned on page 3, the auditors are confident that the numbers are accurate and complete. Coleen also brought attention to page 2, where an increase was noted in the pre-paid expenses to $93,333 and explained that this reflects the St. Lawrence College $100,000 investment minus one year's worth of the investment ($6,667) as mentioned in Note 5 of the report. Coleen also pointed out on page 4 of the report the difference in revenue ($167,869) over expenses ($184,407), a deficit of $16,538.

Colleen opened the floor for questions from the Members. There were no questions.

Rachel Brace, President, addressed the deficit of $16,538 shown on page 4 of the report. She explained that this has been investigated by the Executive and determined to be due to field expenses. Specifically, two aspects contributed to this amount. First, the one-year worth of the investment on the St Lawrence field ($6,667) has been factored into the field calculation on page 4, even though this was already paid for through the field fund. Second, actual field costs in both the indoor and outdoor season were under-budgeted due to the following three reasons: (1) the City billed each game for 2 hours instead of 90 mins of field time; (2) a 29th game was added at the end of the 2014/2015 indoor season in error (budget was made for 28 games); and (3) while administration fees (e.g. auditor and website costs) went up during this fiscal year, this increase was not reflected in the projected budgets. Taking the above into consideration, the Board has determined that the reason for the deficit was under-budgeting rather than overspending, something that will need to be corrected next year. The Club will thus have to increase fees for the upcoming seasons.

A suggestion was voiced form the floor that the Club may want to look into 40 min halves so that the billing may be for 90 minutes only. Rachel explained that this is probably not desirable, based on experience so far on turf fields, where 90 minutes of total field time was strictly enforced (for both booking and noise-by-law reasons). Teams reported that, under these circumstances, play was rushed and they found it difficult to adhere to the allocated time. Joanie Sagriff, SOSA Administrator, said that she will also inquire with the City about the billing time. A comment was also made that the referees must be asked to adhere to game times more strictly, as it is the second game on the field that gets penalized for time, if there is a delay of play on the first game.

On a motion *moved* by Bob Machin (Ale House I) and *seconded* by Chantal St-Amour (Bronson and Bronson) it was:

Resolved that, the Audited Financial Statements ending August 31, 2015 be approved as presented. *Carried.*

Colleen Lawrie of Wilkinson Chartered Accountants left the room.

1. **Appointment of Auditor for F2015**

Rachel Brace Tier Director / Registrar indicated that KWSC was extremely pleased with Wilkinson Chartered Accountants and thus recommended that they are appointed again for 2015.

On a motion *moved* by Kim McKinder (Red) and *seconded* by Bob Machin (Alehouse II) it was:

Resolved that, the Wilkinson Chartered Accountants be appointed as the Auditor for 2015. *Carried.*

Colleen Lawrie of Wilkinson Chartered Accountants returned to the meeting

1. **Elections**

Rachel Brace, President, explained that three Executive positions were up for election: Vice President, Disciplinary Officer and Scheduler Statistician.

1. *Vice President*

A nomination for Marguerite Heer (currently the Treasurer) was received prior to the meeting. Rachel asked Marguerite if she accepts the nomination and Marguerite confirmed that she did. Rachel then asked the floor three times if there were any further nominations for Vice President. No further nominations were received. No vote required, sole nomination.

*Marguerite Heer was Acclaimed Vice President of KWSC*.

1. *Disciplinary Officer*

Rachel asked Jenica Walker (Current Disciplinary Officer) if she will be standing. Jenica confirmed that she did. Rachel asked the floor three times if there were any other nominations for Disciplinary Officer. No further nominations were received. No vote required, sole nomination.

*Jenica Walker was Acclaimed Disciplinary Officer of KWSC*.

1. *Scheduler / Statistician*

The current officer (Sherry Gibson) confirmed that she was not standing. A nomination was submitted prior to the meeting for Ember Ryall who was not present, but who sent notification in writing that she accepted this nomination. Rachel asked the floor three times if there were any other nominations for Scheduler / Statistician. No further nominations were received. No vote required, sole nomination.

*Ember Ryall was Acclaimed Scheduler / Statistician of KWSC*.

Rachel stated that the election outcome resulted in a vacancy for the position of Treasurer (Marguerite Heer moved from the Treasurer to the Vice President position as per above). Rachel explained that since the position of Treasurer was not up for election this time around and not announced in advance, it could not have a vote at the present meeting. It will therefore have to be put forward to the membership and voted on next year. In the meantime there will be, according to the Club rules, an appointment for one year made by the Executive (Marguerite will continue in the Treasurer position until someone else can be appointed).

1. **Old Business**

The play-offs were discussed. Rachel Brace, President, explained that the Executive have received comments from several teams who would like to see play-offs eliminated and a smaller number of comments from teams who want play-offs to remain. Experience has shown that it is difficult to schedule these games and that they suffer in attendance, as many teams are short of players in August (due to vacation / return to university campuses). Additionally, many teams would prefer to play fewer or no Sunday games during the regular season, which can be achieved if play-offs were eliminated. The Board can decide on this, however, Rachel explained that they would like to receive input at the AGM. Therefore, Rachel asked the floor for comments. Representatives for the Sharks, Bronson & Bronson, the Hurricanes, the Amazons and Mario Nets all suggested that there should be no play-offs, with the positive trade-off of fewer or no Sunday games. One team (Velocity) was in favour of play-offs. In general, the great majority of teams represented were in favour of no play-offs.

1. **New Business**
2. *Question from KB Homes:* Can there be linesmen added in Tier 1 next year? Rachel answered that the Exec can look into having that option, but that it will come with an increased cost. Marguerite Heer, Treasurer and Referee Coordinator, also explained that it may be difficult to find assistant referees on Thursday night because those would be drawn from the older children (U16 and U17) who normally also play on that night, and there will likely not be enough referees for all. Joanie Sagriff, SOSA Administrator, said that if KWSC wanted to instigate linesmen, perhaps SOSA could look into making arrangements, so that the older children do not play on Thursdays, thus freeing assistant referees. It was decided that the options of having assistant referees in Tier 1 will be costed and presented to the Tier 1 Team Representatives before the beginning of the 2016 outdoor season. At that point, a final determination can be made.
3. *Question from Amazons:* Will there be any player development? Rachel answered that the Executive has discussed this and it is on the to-do list. The Board recognizes that development is an issue in the women's game and plan to seek help from SOSA. Chantal St-Amour asked if there was a possibility to allow younger (less than 30 years of age) goalies in the Masters division, given how difficult it is to fill the goalie position, and Rachel explained that this was not under consideration currently.
4. *Question from Bronson & Bronson:* Can the issue of the kids’ indoor sessions running late on Thursday nights, and disrupting the start time of KWSC games, be addressed? Rachel explained that this has been addressed and that our Club received an apology from the Clippers the previous week. It is thus expected that this will not remain an issue going forward. Rachel also reminded team representative that the teams playing the last games must put benches back to the back of the fields.
5. Rachel Brace, President, thanked Sherry Gibson (outgoing Scheduler / Statistician) for her contribution to the board for several years in various positions.
6. **Adjournment**

The meeting was adjourned at 7:52 pm.