

Minutes of the 2019 Annual General Meeting of Kingston Women's Soccer Club (KWSC)

November 27th, 2019

Present:

Members of the Board of Directors

Jenica Brady	Kym Cook	Tina Abraham
Jaymie Baldree	Alana Korczynski	Constance Laroche-Lefebvre

Guests:

- Bob Machin SOSA Director at large
- Colleen Lawrie, Wilkinson & Company LLP – Chartered Professional Accountants

Teams Represented at the meeting:

Tiered

Alehouse
Align Orthotics
Amazons
Bayview Dental
Collins Blay
Curacao Blue
Glengarrians
Halliday Construction
Hurricanes
Hyundai
Kingston Athletic Therapy Centre

Luscious
Mario Nets
Napanee Thunder
Paul's Auto
PT United
Sharks
Snipers
The Blue Wizards
Turf Queens
Viceroy
Violet Femmes

Masters

Cataraqui Dental
Flowers United
KWSC Ladies
Maxtrain Hotspurs
Miss Directions
Red

Jenica Brady, President, assumed the Chair of the meeting and called the meeting into order at 6:03PM.

1. Roll Call

The President confirmed that a quorum existed (28 teams present of 32 expected, at the start of the meeting).

2. Introduction of Executive

The Board of Directors introduced themselves to the Members.

Note: The Registrar has recently stepped down from their position, and we will be looking to appoint this position at the next AGM.

3. Declaration of Conflict of Interest

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

4. 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 Teri Buller (White Lighting) and seconded by Deborah Melman-Clement (Miss Directions) it was:

Resolved that, the Agenda of the Meeting of November 27th, 2019 be approved. Carried.

5. Approval of Minutes of the KWSC Annual General Meeting of December 3, 2018.

The minutes were circulated to Members prior to the meeting. Copies were also available at the meeting. One correction was noted under the Presidents report, third bullet from the bottom. This should indicate that 5 of 6 were present to vote, however one team had to leave early so was not present for the vote. On a motion moved by Terri Buller (White Lighting) and seconded by Courtney (CFB) it was:

Resolved that, the Minutes of the Annual General Meeting of December 3, 2018 be approved. Carried.

6. Financial Statements

Colleen Lawrie of Wilkinson Chartered Accountants presented the KWSC 2018 Audited Financial Statements Report, which, in summary, showed the following:

- The Cover Page stated the opinion that this was a clean audit.
- In the Statement of Financial Position, the total assets were shown as \$278 120, the total liabilities as \$51,512 and the net assets as \$187,406.
- In the Statement of Revenue and Expenditures, in terms of revenue, registration fees were shown as the major source of revenue amounting to \$164,321. The KWSC also had a small other investment income and received a field reimbursement from St. Lawrence College (SLC) bringing the total revenue to \$172,082.
- In the Statement of Revenue and Expenditures, in terms of expenditures, total expenses were \$154,682.
- Excess of revenue over expenditures was \$17 400.
- Bad debt is noted as one team did not pay all their fees last year, we are still hoping to recoup this money.

Questions and Comments from the floor:

Sandra Jass (Amazons) questioned the excess of \$ 17, 400. Fees per team have gone up around \$400/team, and this excess is about \$500/team, why are no refunds being issued? Answer: A big reason is the fact that expenses went up. The budget went out for outdoor with the expectation of turf fields with Queen's, but after several issues with booking times, we moved these games to grass fields were (Caton's). Also, it was unknown what SLC was going to reimburse us, so this had to be budgeted this in. Lastly an invoice for the lining costs has not been received or a SportsEngine invoice. These costs will all be paid from this excess.

Bob Machin (Alehouse) will Queen's be used going forward? Answer: The Board has met with Queen's so issues should be resolved going forward. We need to use these fields in May/June, but once grass fields are ready to be used, we will reduce use of the Queen's fields.

Bob Machin (Alehouse) Is the surplus \$150 000? Answer: No, this is money the Board collects for indoor. The Dome is paid in monthly increments, and KWSC keeps about \$65 000 to carry over for each season as a starting point. It always looks like we have money, but bills are constantly coming in.

On a motion moved by Kim McKinder (Red) and seconded by Sherry Gibson (Flowers United), the KWSC 2019 Audited Financial Statements Report was approved. Carried.

7. Appointment of Auditor

- Colleen left the room.
- The President Jenica Brady recommended that Wilkinson be appointed again auditors for 2020. On a motion put forward by Jane Douglas (Hot Spurs) and seconded by Carmen Gauvin-O'Donnell (Turf Queen's) Wilkinson was again appointed auditors for the KWSC. Carried.

8. Report of KWSC Executive

One report was circulated to members on behalf of the entire KWSC executive. Highlights of the report were provided by the President, Jenica Brady, as follows:

- **Overview**
 - Registration occurred through a new system, OSCAR. This was learning curve but thank you everyone for your patience. It was discovered that automatic emails are an issue but please note no action is required from these emails. Any feedback would be appreciated from users.
 - Master's League age limit requirements has been resolved. Rules have been updated for both indoor and outdoor.
 - Two social pick-up games hosted and well attended. As well, two teams entered in the Kingston senior tournament and were very successful. We are trying to increase use of Facebook and have been echoing what we are sending via emails. If you have any questions, please send these to the communications email rather than through Facebook.
- **Fields**
 - There were several games rained out this year and those we were able to reschedule we did. We could reschedule the City games as they closed fields.
 - SLC reimbursed us \$1800 last year. This year the Board met with Kevin from SLC and had a larger discussion about what exactly we were missing. This affected not only all the Masters games on Tuesday, our booking was for 10 hours/week, which also included Tier games on Thursdays. This year we received an \$8000 reimbursement. Construction on the field was completed around the end of summer and their Varsity teams started to play on it. There was lots of rain in the fall, but they believe it will functional next spring. Further assessment will be done when the ground thaws in the spring, but in the meantime another year has been added onto our contract.

- The issues with Queen's west-turf fields were with booking times. Our bookings were too short. This resulted in major issues with other clubs, staff members, and unsportsmanlike conduct occurring. After meeting with Queen's, the decision was made to move the games to Caton's to protect our relationship with Queen's and not hinder playing time. Moving forward we will only book 2 hours with Queen's unless we are the last game. The Board will also look at other options for field usage. For example, Caton's and John Machin grass fields were in good condition and the Italo club is also an option.

Courtney (CFB) indicated that the field on the base can be used for free if CFB was playing in the game. Courtney has offered to connect KWSC with the CFB field contact.

- To keep costs down we need to get more creative with how we book fields. Grass games are cheaper but are also more likely to be cancelled due to weather. These games are typically rescheduled on Sunday's.
- Increasing Dome costs are a concern every year. The Dome has no cancellation policy, but bookings need to be in by March when we do not do registration until July. Previously we could release fields we did not need, but this year they changed their policy. We mirrored our field usage on last years league but had 3 teams drop out and were unable to release a field. Thankfully, the Board manage to rent this out to SLC to off-set some of the costs from November until the end of March. There was some loss incurred from September until November. Overall, the Board is not happy with Dome relationship and have some major concerns with conditions, costs, and new policies. A meeting was held with the Dome manager and some concerns have been addressed. The nets between the fields have been replaced, and they are looking into the conditions of field 1. They also indicated they hope to address the parking lot concerns (potholes and lighting) after the issues with the City clear. In this meeting it was also brought to our attention that booking by the hour is more expensive than booking the entire field (ie. All 4 indoor fields). Going forward this could save us approximately \$5000 in indoor costs and cut down on 9:00pm games. An agreement was also put in place for cancellations that states if another group wants a field(s) we can give it to them, but if we say no then we are stick with the cost regardless of usage. There is a new Dome coming to Kingston through Clippers and Little Gaels, but this will only be a ¼ field, not an entire field. This will be located on the Alcan property off Sir John A MacDonald Boulevard.

Questions and Comments from the floor:

Sandy Wright (Flowers United) The Master's age change was approved as over 35 with grandfathering, but SOSA has since indicated no grandfathering can occur. The rules were changed to allow 3 players between the age of 30 – 34/team, but this was not discussed and should be discussed openly. Answer: After the meeting with Master's representatives it was apparent that the real issue was no more new players under 35, but those who were already playing should be able to keep on playing. The decision was made to allow 3 players per team to be registered. No new players under the age of 35 were registered, even though the rule would technically allow it. The majority of teams were on the same page with what the spirit of why the rule was implemented. With that, there is always room for

continuous discussion as the demographics of our league are always changing. The Board would be hosting another meeting with Master's team reps after indoor to open another discussion.

- **Scheduling**

- Concerns were raised with 6pm start times so we will be going back to 6:30pm start times. This means late game will be pushed back to 8:30pm. There was an increase in Sunday games due to some cancellations and reschedules, as well one of the tiers had an uneven number of teams as a team dropped out last minute, so there were bye weeks.
- The remainder of the indoor schedule will be posted Dec. 14th. Final registration will be January 13th, after which team reps must write to the club for special permission to register additional players.

Sandra (Amazons) How does one team have more games? What do you look at with promotion/demotion? Answer: This was due to the bye weeks and uneven tier, this team played one more game and this was on a Sunday. The Board does look at the top and bottom but also takes other things into consideration, especially when points are close. The decision could be made not to promote or demote, and the Board would talk to the teams before making this decision. The Board will always look at and consider requests from team reps.

Louise Winn (Hurricanes) We were demoted with no conversation and found out only when it was posted. Answer: This was an oversight on the Boards part last year and was the result of a late new team entry. Please reach out so we are aware of all scenarios and team situations.

Sandra (Amazons) The rule says 'must' so this should be changed if it is not a must that a team will be promoted or demoted. Answer: Agreed, this is a contradiction, and we will look at this.

Sandra (Amazons) The Amazons and PT United came to an agreement that they do not want to be promoted or demoted and would also like to note that 5 teams in a tier did not work well. Answer: Please officially communicate this to the Board. Options with an uneven tier could be to blend tiers, but this did not work well in the past. The Board will do what we can to avoid this, but very little can be done when teams fold last minute.

Sandra (Amazons) Why can't I see scores for Master's or Tier 4? I would like to request this. Answer: Tier 4 does have this, but it was decided Master's does not want to see this as it is a recreational league. The spirit of the Master's league was not to worry about the score, rather to have fun and play soccer. The Board will look into this and ensure this is visible for Tiers 1 – 4, and hidden for the Master's league.

Can outdoor Master's games be longer? Answer: Yes, this is possible. We can bring this up at the Master's team meeting in March/April.

Courtney (CFB) The number of roster spots is an issue for CFB. Answer: There is a special agreement already with CFB regarding this. OSA fees are paid as soon as someone plays one game, however there is a clause that addresses this. If they do not play and do not show up on a game sheet they can be removed. Please reach out to the Board and we can discuss further.

Kim (Red) Why do we still need to pay insurance if we are on multiple teams? Answer: SOSA is looking a one-time insurance fee but right now it is per team you play for. We have brought this to SOSA as well, but this is still in the early stages.

9. New Business – Constitution Changes

- **Board positions**

- The structure and duties of the board as policies and members have changed. Field Director is a very large job that needs support of other positions. These changes provide current language and proposed language for a few positions.
- We are not eliminating or adding, just reshuffling duties. The Vice-President will now assist with fields, and we are proposing to eliminate the separate Communications Officer and adding these duties to the Secretary.
- We cannot combine Scheduling and Fields as this is too much work for one person. The Board did look at this in the summer (mini job evaluations) and the consensus was that these jobs together are too much for a volunteer role. It is crucial that they work closely together.

Question regarding a role for the Past President. Answer: The knowledge transfer would be a great resource to have.

On a motion moved by Sandra Jass (Amazons) and seconded by Sherry Gibson (Flowers United), the KWSC 2019 Constitution Changes were approved. Carried.

Questions and Comments from the floor:

Sherry Gibson (Flowers United) questioned the team in arrears. Answer: One team did not fully pay their fees this outdoor season. The Board has sent multiple communications and all but \$781 has been paid back. This member is not in good standing, and not registered or allowed to register until all fees have been paid to the club. This is a documented and continuous discussion. The players on the team are not involved in this situation, it is on the team rep. Please let the Board know if you have difficulty collecting fees from players, we can make them not in good standing so they would no longer eligible to play.

Roll call of minutes – needs to be updated to represent indoor and outdoor teams. 2 votes if you have an indoor and outdoor team.

Sandra Jass (Amazons) If there is a sizable surplus, will a reimbursement be revisited? It is getting more difficult on the team captain level to field teams and collect fees and we are often left paying out of pocket. Suggestion to provide mentorship to new team captains. Answer: There will not be a reimbursement this year, but we are currently developing a threshold with Wilkinson to figure out what this would be warrant a refund of some kind. The Board is in the process of determining this threshold and adding it as an official policy. All members of the Board are volunteers, it is too large of an undertaking to change procedures and collect fees from players instead of team reps.

Bernie (Alehouse) Request to eliminate the competitive player rule in Tier 1 for outdoor as there is no where for new players to go once they are ineligible for U18. Answer: Clippers and Kingston United asked last year to put a team in as there are no other leagues for them to play in locally. The current

competitive player rule eliminates most of these players as they have played competitive soccer in last 12 months. The Board suggests holding a meeting with Tier 1 reps in the Spring to address this.

Kathleen (Collins Blay) Is there any hope of playoffs being reinstated. Answer: We used to have them but 4 years ago playoffs were removed as all games were defaulted but 1. Games were cancelled and we were out of pocket for these costs. As well, this ensures all teams play the same number of games. The Board is always open to feedback, please send an email.

10. Roll Call

A 2nd Roll Call was done prior to elections to confirm that quorum was still maintained. A total of 28 teams were present. Confirmed. Then, Jenica Brady, KWSC President, explained that four Executive positions were up for election.

11. Elections

Vice-President

- The current Vice-President, Jaymie Baldree, has completed one term in this position and has indicated they wish to stand for re-election.
- No nominations were received via email.
- Jenica asked the floor three times if there were any other nominations for Vice-President. No further nominations were received. No vote required, sole nomination.

Jaymie Baldree was Acclaimed Vice-President of the KWSC.

Scheduler

- The current Scheduler, Kym Cook, has completed one term in this position and has indicated they wish to stand for re-election.
- No nominations were received via email.
- Jenica asked the floor three times if there were any other nominations for Scheduler. No further nominations were received. No vote required, sole nomination.

Kym Cook was Acclaimed Scheduler of the KWSC.

Treasurer

- The current Treasurer, Tina Abraham, is in their final term in this position and has indicated they wish to stand for re-election.
- No nominations were received via email.
- Jenica asked the floor three times if there were any other nominations for Treasurer. No further nominations were received. No vote required, sole nomination.

Tina Abraham was Acclaimed Treasurer of the KWSC.

Discipline Chair

- This position is currently vacant.
- No nominations were received via email.

- Jenica asked the floor three times if there were any other nominations for Discipline Chair. No further nominations were received. This position can now be appointed up until the next AGM.

Please reach out to Jenica regarding Discipline Chair and Registrar vacancies. The Board will circulate this information to the entire membership as well. Jenica is monitoring this position in the interim, as the level of discipline in our league is quite low. This involves yellow cards and the odd hearing.

12. Adjournment

The meeting was adjourned at 7:45pm