

ANNUAL GENERAL MEETING MINUTES
Tuesday October 18, 2011

Roll Call

Roll Call taken of all members signed in and present at 6:40pm - 34 Present
Also present were SWRSA President Graham Williams and Vice-President Brian Gibson Sr. and Club Manager Pat Leonard

Period of Remembrance

Moment of Silence in Memory of Peter Kirchberger's father, John Colarossi's brother and a Hyde Whipp family member.

Approval of Minutes from 2010 AGM

Motion to accept by Sandra Lusk and Seconded by Peter Mortson. PASSED

President's Address – Sandra Lusk

2010 started with a dynamic group of individuals and only 1 vacant position – the Director of Finance. That position took quite some time to fill. In January Chris Deckert and Robin McDonald (Club Manager) both resigned. A hiring committee was formed to hire a new Club Manager. Pat Leonard was hired in March 2011. At the same time Cathwyn Phillpots approached the board in regards to the vacant position of Director of Finance. The board interviewed and voted to appoint her to the position, but in August her job was relocated and she had to depart in a hurry. We also had some other positions become vacant with the Director of Coaching and Travel Teams and the Director of House League leaving. The board put out notification that the Director of Coaching and Travel Teams was vacant and received 1 respondent. Gord Leeds was interviewed and appointed by the board to fill the position. The registration for both the indoor and outdoor programs has remained consistent. We have continued the focus of looking for fields and coaching improvement. Coaches were offered coaching courses in the spring of 2011. Thanks to all Board Members and Operating Committee Members for all their hard work and many hours. We did have a rough start to the outdoor season with a lot of rain which caused us to cancel the Stormfront tournament and relocate the Opening Day for house league to two different locations.

Director of Financial Operations Report - Sandra Lusk

As the position has been vacant since mid August, Sandra has been overseeing this position. The auditor who was voted on at the last AGM was not able to perform the audit for this year. Pat Leonard was asked to obtain 3 quotes for a new auditor. The board decided to appoint Cathy Campbell as the Auditor for the 2010/2011 year.

Auditor's Report – Cathy Campbell

Auditor's Report – Due to changes in Audit Standards in Canada the Auditor's report is different than in the past. It clearly indicates responsibilities for management and for the auditor. With the last paragraph being the opinion of the auditor. Cathy advised she had found no issues with the audit and that it is a clean opinion.

Statement of Financial Position – Similar to the last year. The investments and cash have increased due to increase in the operating fund. Deferred Revenue is relating to the 2011/12 Indoor Season as the registration started for this prior to the year end.

Statement of Operations – The format was changed from what was presented last year to line up with the budget so the budget figures could be included with a comparison to the actual from 2010 and 2011.

Significant differences relate to the Stormfront tournament being cancelled. This affected the revenue and some of the costs including awards and referee fees.

Statement of Cash Flows – Shows where the money comes in and where it goes. Showing the increase in revenue over expenses and showing the increase in investments of \$15,000.00 to the GIC's and the interest earned on the GIC's.

Notes to the Financial Statements – Most are the same as last year, but a few were added. Contributed Services were added as all the volunteer hours are not reflected in the financial statements and is a huge benefit to the club. A breakdown of the investments is given with the maturity date as the new board can cash these in or renew as they choose.

Paul VanZant questioned where the bad debts are from and the process in place to collect them.

Sandra advised that currently there are 3 rep teams with money outstanding to the club. The teams are the 1998Girls owe \$4,145.13 for uniforms and dome time and bounced cheque fees. The new board would like to meet with the parents of this team to investigate the issues. 1997Boys owe \$1,965.19 including bounced cheque fees. 1997Girls owe \$198.88. Two other small amounts were outstanding due to discrepancies involving Inaria – they have since been resolved. The 1997Boys were advised that payment was required by October 14th and the 1998Girls were to supply copies of all documentation also by the 14th. The 1997Girls were also sent a message to follow up on the status of this amount and has not yet responded. Sandra feels that all these individuals are members not in good standing.

Lorraine Cook – Why was the AGM 1 month sooner than normal if there were all these unresolved issues?

Sandra advised that it was a decision by the board as the board was short so many positions.

Peter advised that the board did not find out about the problem with the approved auditors and the outstanding amounts until after the date of the AGM was set. The board needs to meet with parents in regards to the outstanding 1998Girls amount as there is more involved including a sponsor who pulled out after all the uniform ordering was done. In terms of what is being done for the future the rep teams now have their registration online and will be paid directly to the club including the dome fees. Inaria orders about the club supplied order will be invoiced to the teams upon ordering and hopefully copied to the parents so issues can be raised in advance. In the event that a sponsor has agreed to cover the costs a note will be added to indicate that if for any reason the sponsor does not cover the cost the individual will be responsible for the costs.

Sandra advised that the bad debts allowance was increased to allow for this issue as she does not expect that the club will be able to recoup a lot of this expense. Peter advised that due to the changes in persons things did fall through the holes and needs to be dealt with better in the future.

Tom Laurenza questioned if the unused tournament entry fees by a team could be applied to the outstanding amount for the 1997Girls team. Sandra advised that it could not. Lorraine advised that this was an allocation per team, but not a refundable amount as it was paid for by the club.

Paul VanZant advised that the handout to the rep teams advised what was received for the \$625 and therefore the tournament entry fee should be payable to the team. If not he would like a detailed breakdown of how the rep fees are budgeted. Sandra advised that this could be done.

Sandra advised that issues that come up through the year/season can be addressed more proactively if an email is sent to the office explaining problems and issues as they arise. Peter advised that any person

is welcome to attend a Board Meeting to bring up any concerns that they have under New Business at the beginning of any meeting.

Motion to accept the Auditors Report by James Taaffe and Seconded by Tammy Glassford. PASSED.

Appointment of Auditors

Motion to appoint Cathy Campbell the auditor for next year by Sandra Lusk and Seconded by Paul VanZant. PASSED

BREAK

Roll Call

Roll Call taken of all members signed in and present at 6:40pm - 34 Present

Also present were SWRSA President Graham Williams and Vice-President Brian Gibson Sr. and Club Manager Pat Leonard

Board of Directors Reports

Director of Communications & Special Events – Chris Goulard

Chris advised that in the 2 ½ years that he has held this position he has managed to accomplish many things including getting a much improved rate with the Banner for ads, keeping the media informed of events like the indoor results and the cancellation of Stormfront, keeping the website updated including the minutes of Board Meetings once approved. We now have a twitter account that will help in regards to short notice issues like game cancellations. Work has been done to attempt to get access to more fields, but is a very slow process. The due to training in the Power Up System we were able to bring the rep teams into this process and make payments much more automated then in the past. Receipts will also be available online for all members.

Paul VanZant asked if fundraising could be applied to the registration fees of team members. Gord advised that by contacting Pat Leonard in the office, arrangements could be made to apply funds towards the fees of individual members of a team.

Director of Indoor House League/Vice President – Tanya Leeds

The grading system was brought into effect during the Indoor Season 2010/11 and went very well with only 1 team unable to be balanced before the end of the season. The U12 division was moved from a ½ field to a full field for the first time. In May Tanya took the position of Vice President and started learning the new role.

Director of Coaching and Travel Teams – Gord Leeds

Gord advised that he took over the position of Director of Coaching and Travel Teams late into the season, so all teams were already in place prior to his appointment. 2 Under 8 Development teams were added in (one for boys and one for girls). Both teams did very well including a win at one tournament. These teams will move on to become the Under 9 rep team this year. The Under 10 Boys won their division, the Under 11 Boys were 1 point away from winning their division and the U12 Boys finished third in their division, but a few members of this team were selected to try out for the district team. In the spring a Youth coach's clinic was held with a great turnout. Very recently a 16 week Academy program was implemented for the rep teams, bringing basic skills back to the winter training as that appeared to be where a lot teams were lacking with the long term plan to run an Orangeville Academy Program for general registration with professional coaches. There will be assessments a

couple of times over the season by professional coaches to help improve our clubs coaching skills. Although the program is not open to the general public, a rep coach can invite a player from house league to join the academy with the team, and if not selected for the rep team could be used as a call up during the season and any fees brought in by extra players would go back to the team, not to the club.

Ken Clune wanted to know if a team was short players would the team end up owing money at the end of the season. Peter advised that all teams were advised of the amount owed and the number required to cover the cost for each team, but it was possible that if a team did not take on enough players they would not have enough to cover the costs. Debra Vani and Jo Anne Glazier were both concerned that in the spring the parents of a team who did not have enough players would be asked to pay extra to cover the shortfall of the team. Peter advised that a team would not likely continue past February if they did not have enough players, but this would need to be looked into and discussed further. Tanya advised that should this happen it would be known in February and all the parents involved in the training would need to cover the shortfall and that if players are added in the spring to make the required number the full \$625.00 is due even though they did not take part in the Academy. Due to questions and concerns over the Academy Program Paul Vanzant suggested that a small committee be created to review the Academy Program to try and make improvements for following years.

Director at Large – Peter Mortson

Peter advised that he started out the year running the Under 6 program with Gord through the indoor training that was used to help develop the Indoor Academy Program for the Rep teams. He also assisted with the indoor grading with 90-95% attending grading. When the Director of Coaching and Travel Teams position was vacant Peter stepped in to assist in this area and started the Under 8 development program as a coach, as he was unable to get a parent to fill the position. The main focus for the year was the Stormfront tournament. The tournament had to be cancelled due to lack of field availability at the last minute. There were 108 teams registered who had to be refunded. Due to changes in the office there was approximately \$1800.00 more refunded then the accounting system showed received. All other expenses for the tournament were transferred to Indoor H/L, Outdoor H/L or next year's tournament. It was anticipated that we would make \$6-7,000.00. Recently he took on the job of setting up Indoor 2012.

Director of Outdoor House League – Sandra Lusk

As we currently have no Director of Outdoor House League, Sandra advised that we did have registration of 1025 participants. There were some issue with the picture day, and we are trying to get the issues resolved. All cancelled games were re-scheduled and overall a very successful season. Tom Laurenza asked what was being done to increase membership. Peter advised that there was an increase in the advertising budget to try and help increase registrations also every division up to U12 has both a boys and a girls division. An Under18 Boys All Star team was run this year and managed to win the final tournament they participated in. Keith Robins asked if the nets had been picked up from the town as of yet. Sandra advised that they were unable to locate someone to relocate the nets to the office. Gord Brady advised that he would arrange to pick up the nets and drop them at the office on Sunday October 23 at 11am. Patti Yates voiced concern over the length of grass at the school boards. She also voiced disappointment over the pins as participation awards. Peter advised that this opinion would be considered in the future. Concern was also raised about the Closing Weekend Tournament – the consensus was that a set format should be used to play the closing weekend tournament or run it as tournament where standings during the season have no bearing on the placement of the teams for the tournament.

New Business

Proposals by Roger Wright as follows:

1 - That both the goal area and penalty area lines extend into the field of play the full 5 yards and 10 yards. Also extend along the goal line the 5 yards and 10 yards from the outer goal post, if the width of the playing area permits, if it does not in the case of the playing area not being 76 feet wide to allow this to be done. Extend the penalty area to the maximum playing area width.

Seconded by Peter Mortson. PASSED.

2 - Rule 14: Goal Kick, The ball shall be kicked into play from a point within the half of the penalty area nearest to where the ball crossed the goal line.

This was not played by the referees and therefore the rules of mini soccer were not applied correctly to the game.

John Colarossi advised that this is already a rule. Peter advised that this was just a motion to apply the rules. Seconded by Dave Lyver. PASSED.

3 - Rule 13: Thrown ins Under 9 and younger: I understand the OMSC as a change in its constitution that changes this rule for house league games to throw ins and not the kick-ins within the OSA rules for mini soccer. I understand it was taken due to the size of the pitches. Almost all of the throw ins were not to the portion of Rule 13 that deals with under 10 players, foot of the ground, foot on the pitch, not above or behind the head, those that used one hand to throw and the other to guide the ball. They were not all blown up by the referee; if they were we would not have played much soccer.

Roger Wright suggested that the rules for minor soccer from the OSA be adopted by OMSC. John Colarossi advised that we do not have the appropriate sized fields available so the rules need to be modified as every other club in Ontario does and those modified rules are available on the club website and should have been included in the coach's packages.

Roger WITHDREW the motion.

Amendments to the Constitution and By-Laws

1 – CHRIS GOULARD

In order to remove confusion, and prevent squabbling over eligibility, the following amendment is proposed:

Under Article 5: Management Structure - Criteria for Nomination

2. To be eligible to be elected to the position of President, a candidate must have served The Club in one of the other seven (7) positions on the Board of Directors for a minimum of two complete terms (elected at one (1) AGM and through to two (2) AGMs later).

Chris Deckert noted that 1 term is 2 years so this would mean that 4 years service would be required to run as president. Chris Goulard WITHDREW proposed amendment due to error in wording.

2 – PAT LEONARD

Due to changes in the Audit Laws and the time frames involved in OMSC being able to complete processes for a year end auditors now require 90 days to complete an Audit. To allow for the time required and any potential cost savings I propose the following:

Constitution currently reads:

Annual General Meeting of the Membership

1. The Annual General Meeting (AGM) of The Club and a review of the Audited Club's financial statement shall occur by November 14th following the fiscal year end.

Amend to read:

1. Annual General Meeting of the Membership

The Annual General Meeting (AGM) of The Club and a review of the Audited Club's financial statement shall occur by January 24th following the fiscal year end.

Chris Deckert concerned that another AGM would need to be done in January. Graham Williams advised that a onetime allowance can be made to extend the elected time for the positions without an adjustment of the constitution as a term is AGM to AGM. Seconded by Peter Mortson. PASSED.

3 – CHAD ROSE – 10/4/2011

OMSC shall establish and maintain a travel team advisory committee. This committee, which will meet, discuss and advise the Board on all relevant matters pertaining to the club's travel teams, shall be created each year following the AGM and consist of no fewer than five members and no greater than seven members. Individuals appointed to this committee shall be either a representative of the Board/Operating Committee (2 members) or the Travel Teams (3-5 members) . Any individual belonging to both groups shall automatically be excluded from being appointed.

Seconded by Paul VanZant. Chris Deckert advised that this should be part of the operating job description not a constitutional adjustment. Paul VanZant asked if this could be brought up as New Business instead and was advised that yes and that it could also be dealt with at any Board Meeting. Paul VanZant withdrew his Seconding of the Proposed Amendment. DEFEATED.

4 – PAUL VANZANT – 10/4/2011

It is hereby proposed that "Article 5: Management Structure", under the section "Criteria for Nomination," point #2, which currently reads: "To be eligible to be elected to the position of President, a candidate must have served The Club in one of the other seven (7) positions on the Board of Directors for a minimum of two consecutive years" be amended to read: "To be eligible to be elected to the position of President, a candidate must have been a member of OMSC for a minimum of three years." And that point #3 then be amended, striking the phrase ". . . other than the President. . ."

Chris Goulard was concerned that a member may not be aware of the current activities. Paul VanZant made the point that this would be up to the membership to vote accordingly. Seconded by James Taaffe. DEFEATED

5 – CHRIS DECKERT – 10/4/2011

Objective is to accurately reflect what is actually has happened over last three years regarding Stormfront Tournament and to increase visibility in the community.

Page 8 – modify as follows.....

Director of Communications & Special Events

- Develop, organize and manage all fund raising programs run by The Club
- Organize and run **Club tournaments and** special events as designated by the **Board of Directors**
- Manage the development and maintenance of The Club website
- Review and approve all external Club communication including, by not limited to, advertising, website, media relations and newsletters
- **Ensure house league scores are submitted to local media on a timely basis.**
- Submit reports as required by the Board of Directors
- Perform such duties as delegated by the President and/or Board of Directors

Director At Large

- **Organize and run the "Travel Team (currently known as Stormfront) Tournament.**
- Perform such duties as delegated by the President and/or Board of Directors

Seconded by Peter Mortson. PASSED.

6 – CHRIS DECKERT – 10/4/2011

Objective is make the process reflect what has happened and incorporate other changes in titles etc..

Page 11 – modify as follows....

Annual General Meeting of the Membership

2. Order of Business:

- a. Roll Call
- b. Period of Remembrance
- c. Minutes of the Previous Annual General Meeting
- d. President's Address
- e. Director of Financial Operations' Report
- f. Auditor's Report
- g. Appointment of Auditors
- h. Director's Reports
- i. Other Reports – Head Coach, Referee-in-Chief
- j. Unfinished Business
- k. New Business
- l. Amendments to the Constitution & By-Laws
- m. Election of the Board of Directors & Operating Committee
- n. Adjournment

Concern raised by Paul VanZant as there is no qualifications listed for the position of Head Coach. Chris Deckert commented that we have no qualifications for any of the positions – the qualifications are currently set by the job descriptions. Seconded by Ken Clune. PASSED.

7 – CHRIS DECKERT – 10/4/2011

Objective is to split the role of Director of Coaching and Travel Teams into a Board position called Director of Travel Teams and an Operating Committee position called Head Coach (similar to Referee-in-Chief)

Page 4 – change.....

The Board of Directors shall be comprised of the following voting positions, in order of seniority:

1. President
 2. Vice President
 3. Director of Financial Operations
 4. Director of Coaching & Travel Teams
 5. Director of Outdoor House League Operations
 6. Director of Indoor House League Operations
 7. Director of Communications & Special Events
 8. Director at Large
- Page 5 – add to

Operating Committee

1. Referee in Chief
2. Sponsorship Coordinator
3. Equipment Coordinator
4. Field Scheduling Coordinator
5. House League Convenors
6. Head Coach

Page 7 – change.....

Director of Coaching & Travel Teams

- Monitor and organize coaching clinics for the coaches in The Club
- Regularly administer coaching advice and feedback for all coaches in The Club
- Acts as a resource person for all coaches affiliated with The Club
- Organize skill development clinics and camps for players affiliated with The Club
- Maintain a library of books, articles, and videos for coaches of The Club

- Create long and short term seasonal and multi-seasonal plans focusing on skill development and physical fitness

Develop, organize, administer and manage all Travelling team programs run by The Club

Recruit and appoint coaches for all Travelling teams, submit to Board approval

Act as liaison between the Board and all Travelling teams

Chair all meetings involving Travelling team coaches

Perform such duties as delegated by the President and/or Board of Directors

Page 9 – add after “House League Convenors” the following.....

Head Coach

- Monitor and organize coaching clinics for the coaches in The Club
- Regularly administer coaching advice and feedback for all coaches in The Club
- Acts as a resource person for all coaches affiliated with The Club
- Organize skill development clinics and camps for players affiliated with The Club
- Maintain a library of books, articles, and videos for coaches of The Club
- Create long and short term seasonal and multi-seasonal plans focusing on skill development and physical fitness
- Perform such duties as delegated by the President and/or Board of Directors

Seconded by Chris Goulard. PASSED.

8 – CHRIS DECKERT – 10/4/2011

Objective is to ensure all voting Board Members are not “related parties” to ensure there is no potential for conflict.

Modify to Include.....

A Board of Directors member can hold only one position on the Board. Members of the Board of Directors cannot be members of the Operating Committee.

Board Members or Directors cannot be a “Related Party” (i.e. individuals connected by blood relationship, marriage, common-law partnership or adoption) to other Board members or Directors.

Jason Leonard questioned how close blood relationship means – cousins, etc. Paul VanZant advised that he felt that the membership would need to elect and would prefer to be able to elect the best person for the job. Seconded by Chris Widdop. DEFEATED.

9 – JO ANNE GLAZIER – 10/4/2011

I would like to propose an amendment to the constitution to allow Board members and also the Operating Committee to have a vote on all decisions of the Orangeville Minor Soccer Club. All decisions should be made by the full executive and not just five or six people. It is also a conflict when there are married couples on the Board (as has been the case for many years).

Seconded by Kim Bryant. Paul VanZant advised that he believes that we cannot legally implement this. NOT VOTED ON due to legality issues.

10 – JO ANNE GLAZIER – 10/4/2011

In the Travel Team Regulations posted on your website, it states:

"At the end of every season, the Team Head Coach shall ensure that the bank account remains open and that the parents of each player receive a financial statement showing the source and distribution of all team funds. A copy of the financial statement (draft version if some amounts are still outstanding) and all bank statements must be provided to the Club by October 1st of the current year. Failure to do so may result in the Team Head Coach not being approved for the following season."

Peter Mortson advised that this should be in New Business as it is not a Constitutional Amendment. If a person is voted into a position and it is determined that they are not meeting requirements then they can be removed. NOT VOTED ON.

11 – PAUL VANZANT – 10/4/2011

It is hereby proposed that under "Article 5: Management Structure", in the section "Criteria for Nomination" a point #7 be added to read:

"Should a member of the Board of Directors resign, or be unable to fulfill their duties during their term, The Club shall call a special General Meeting of the membership to fill the position by election, no later than 30 days following the resignation or notification of the inability to continue in their position."

Brad Watson voiced concerns about the costs of a Special General Meeting like rentals and advertising. Sandra advised that all but one of the vacant positions were posted. Lorraine felt that posting and advertising of a position should be sufficient. Chris Deckert suggested that the office could be used to hold a Special General Meeting. Paul VanZant felt that using a Special General Meeting to address these spots would make membership aware of problems on the board.

Seconded by Brad Watson – DEFEATED.

Sandra advised the Board, with the exception of Peter was absolved.

Roll Call – 31 voting members present

Election of the Board of Directors & Operating Committee

Nominations for Board of Directors

President – Sandra Lusk (accepted); Peter Mortson (accepted); Rick Naismith (absent)

Elected Peter Mortson

Vice President – Tanya Leeds (accepted); Chris Goulard (accepted)

Elected Chris Goulard

Director of Financial Operations – no nominations

To be elected at a Special General Meeting

Director at Large – no nominations

To be elected at a Special General Meeting

Director of Travel Teams – no nominations

To be elected at a Special General Meeting

Director of Communications & Special Events

To be elected at a Special General Meeting

Director of Indoor House League – Tanya Leeds (accepted)

Elected Tanya Leeds

Director of Outdoor House League – no nominations

To be elected at a Special General Meeting

Nominations for Operating Committee

Referee in Chief – John Colarossi (accepted). Elected.

Sponsorship Coordinator – Laura Horn (accepted). Elected.

Field Maintenance/Scheduling – Keith Robins (accepted). Elected.

Head Coach – Gord Leeds (accepted). Elected.

Convenor – Tiny Tots

Convenor – U6 Monday

Convenor – U6 Wednesday

Convenor – U8B

Convenor – U8G – Gus Rodrigues (accepted). Elected.

Convenor – U10B - Chris Widdop (accepted). Elected.

Convenor – U10G

Convenor – U12 B

Convenor – U12G
Convenor – U14
Convenor – U18

Motion to destroy the ballots by Peter Mortson Seconded by Chris Goulard. PASSED.

Motion to adjourn by Peter Mortson Seconded by Chris Goulard. PASSED.