

SFDA District Association

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Board Meeting Minutes

Meeting:	Board of Directors Meeting	
Date:	July 20, 2021	
Location:	Zoom Meeting	

Attendance:	Bruce McCallum – Chair	Aizaz “Ace” Sattar	Jay Nagra
	Dave McEwan	Lorraine Scott	Gurpreet Rana
Excused			
Absent	Mohammed Irfan Rafiq	Shaheem Ali	Terry Baird
	Frank McCann		
Recorder:	Sue Baxter		

Agenda Item	Discussion/resolution	Action Item
Agenda Additions	Opened at 7:04 nothing added.	
Approval of previous Minutes Correspondence Bruce	<p>Minutes from June 15, 2021. Amendment submitted by Bruce to remove the paragraph: Shaheem suggested that.....Representative will be the conduit for information. And Remove the sentence Lorraine would like to see Bruce as the BCCSL rep. Replaced with: <i>Discussion brought forward that technically it should be the Competitions Chair or the Board Chari that should be attending the BCCSL meetings. Other Districts have their chairs representing them. Observations were made that the Competitions Committee is more in tune with the clubs. BCCSL wants to keep the District League Representative to be the conduit for information. Bruce agreed to contact Joe Basic and insert himself as the BCCSL Rep.</i></p> <p>It was agreed that Terry should be the one sending Minutes and Agenda every month to the Board Members. We can put the recordings in a drop box so those that want to access the recording can listen to it.</p>	



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	<p>Minutes are approved as read except for possible amendments above. Shaheem to approve amendment as above for the minutes to be considered ready for posting on website.</p> <p>No correspondence as Secretary not in attendance.</p>	
Committee Reports		
Chairs Report - Bruce	<p>New Club application timeline and tasks. BCSA requires copy of application from District by the end of the month. Sue has sent the BCSA template with District Name and Logo's added and has highlighted sections for the "Options". Dave is ok with assisting Bruce in looking at it. Suggestion that this be approved by the Governance Committee and the whole board prior to being sent to BCSA. Dave and Bruce to work on. Changes can be made as long as they don't override BCSA or CSA rules and regs. The original SFDA application template was approved by BCSA.</p> <p>Update of Special General Meeting – we ran a mock meeting and went through procedures and processes we wanted to implement. We are using Zoom instead of Election Buddy. 75% of voting membership present to pass any Constitutional amendments. We are set to go Thursday at 7:00 login at 6:00. Why are we using Zoom instead of Election Buddy. Reason using Zoom is Bruce has been in touch with BCSA regarding this and they use both systems both Election Buddy and Zoom polling. It was determined that we were looking for percentages in the voting membership and that the definition of the SGM was to follow process. There will be no back information as to who is voting. It will give how many voted and what the percentages were.</p> <p>BCCSL rep Bruce apologized and wanted to make sure that all the board members and especially Lorraine understood that he wasn't trying to undermine them. When we had our mock special AGM it was decided that any amendments were to be amended in red and anything to be removed was crossed out. This isn't on the website yet. Sue was waiting for ok to post on website. Bruce will advise.</p>	
Competitions Committee – Lorraine	<p>No meeting in June or July as there was nothing to discuss. Sue has sent out the deadline information regarding the deadlines for the Registration for Div 2 and 3 and the team</p>	



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	<p>listing for BCCSL for Div 2 and 3. League deadlines are more important at present than Registration. Dave and Lorraine are meeting with Chris regarding the BCCSL representative tomorrow at 1:00 p.m. Grassroots is under the Competitions committee on agenda and we would like to make sure that this is kept going.</p>	
Finance	<p>No one from Finance in attendance.</p>	
Head Referee Report	<p>Moved to in camera by Dave 2nd Lorraine. Unanimous. Motion to go out of in camera Jay and 2nd Ace. Referee stats at present are previously 2019-20 there were 3100 registered referees in BC at present we have 683 in the province. BC Soccer has let both Referee Development people go. No one is in those positions at present. Will the number increase. Somewhat. A lot of refs didn't register last year and some did and paid the fee and didn't have any games. We lost a lot of people. Langley lost about 60% of their referees. There will be a struggle to get refs for all games. When will refs be expected to do their refresher. Yes around the time. BCSoccer approached Jay to sit on their appeals panel. Coaches may have to call their own games. This will take a couple of years to build back up. SX cup has over 300 teams with over 700 games.</p>	
Registration – Ace	<p>Sue has been working on verifying player, staff for Metro Division 1 players. These have been returned to the clubs showing errors for fixing. Some had more than others. We want to teach and train the clubs. We need to organize a package for a meeting so clubs know what the expectations of the clubs are and what the expectations of the Registrars are around the registration submission and what the fines will be. We will work on this in the next couple of weeks after the SGM. As we are getting ramped up for fall. Bruce, Shaheem and I are working on Sue's contract as the JD is finished. Ace will send copies of the JD to the new board members. Would like to get the contract finished and presented and signed off. I have shared the draft of the policy template. I utilize this. It is a great tool to have to ensure all is followed. Anyone will know who is accountable. This is a checklist as you are writing the policy.</p>	



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	<ul style="list-style-type: none"> • Issued by, approved by including date of approval. • Policy Statement. • Authority who will maintain it. • Purpose why does the policy exist. Why do we need it. • Scope who does the policy apply to. • Policy In the document you can type in and save. What is the policy. • Responsibility of Compliance who is responsible for the compliance – for example if it is a finance policy you wouldn't want the Director of Finance responsible for it it could be the chair. So make sure that there is no conflict. • Exceptions are their exceptions to the policy or may there be. • Monitoring and Reporting – who will be monitoring and where do the breaches report to. The person or the team that is responsible. • Oversight Normally Governance Committee or Policy, Bylaws or the chair. • Legislation: we follow BCSA, CSA – this links to the policy that the BCSA or CSA has. <p>The Societies Act want conformity and consistency. This will help governance. Ace to share with the whole board. For the Administrator contract we need to get this accomplished. 1st draft was sent a few days ago and if you track changes it will track them all.</p>	
<p>Governance</p>	<p>Had meeting last week. Dave, Lorraine and Terry. Dave is the chair. Names were put on the Amendments to the Constitution. Emails were sent to the Committee with original constitutional amendments. All done. No other issues outstanding. We will nominate secretary and work out where we want to start. Would like to start with District Cup rules and regs and then updating any policies.</p> <p>Definition of membership regarding valid membership. Currently tracking by fiscal year. BC Soccer constitution the season is August 1 to July 31. Issue is spring for season doesn't get loaded until June 1st – so to include the seasonal</p>	



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	spring we will have to move the AGM date to the end of June. Something for Governance to think about.	
Web Site	Shaheem not present.	
CRC	Nothing to report Terry not in attendance.	
Other Business		
New Business	Are we continuing with Zoom Meetings? Believe the Library was \$25.00 per month. Do we want to meet in person or every other month. Zoom in between. Can we have Zoom available as well. There can also be collaboration in person. Suggested every 2 nd meeting in person. Sue will book meeting at White Spot for August 17th meeting. Jay will be on holidays.	
Round Table	Verification of staff is by the BCSA upload. There were a total of 3 members of PUFC that weren't uploaded but they were sent to the Registrar. This year moving forward we will not have this problem. One person has a new ID number and the other two were returning coaches. Suggestion to contact Krista. As a contractor it is not advisable to contact Krista. Are we going to pay her. Suggestion is that Sue send an email to PUFC Chair to have a letter issued regarding the 3 people are eligible to vote. Backtracking on errors is not useful at the end of the day. There were 150 registered voters and 11 ineligible there were 6 duplicates – Sue has sent to the clubs involved and had SUSC verify PUFC there were 5 of which 3 were, as far as the club is concerned eligible to vote. Sue will send email to PUFC chair and get authorization to add these people to the Special general meeting.	
Adjourn	Motion to Adjourn Dave 2 nd Gurpreet,. 8.31 p.m. adjourned.	

