

Minutes of the 2021 Annual General Meeting of Kingston Women's Soccer Club (KWSC)

December 8, 2021

Present:

Members of the Board of Directors

Jenica Brady	Kym Cook	Myra O'Neill
Jaymie Baldree	Tina Abraham	Nicole DeSmidt

Regrets: N/A

Guests:

- Colleen Lawrie, Wilkinson & Company LLP – Chartered Professional Accountants

Teams Represented at the meeting:

Tiered

Amazons
Alehouse
Bayview Dental
Blue Wizards
Curacao Blue
Glengarrians
Hurricanes Paul's Auto
Kingston Athletic Therapy Centre

Mario Net
MNP LLP
Paul's Auto
PT United
Ravens
Turf Queens
White Lighting

Masters

Cataraqui Dental
Flowers United
KWSC Ladies
Maxtrain Hotspurs
Red

J. Brady, President, assumed the Chair of the meeting and called the meeting into order at 6:02 pm

1. Roll Call

The President confirmed that a quorum existed (15 teams present of 20 expected, at the start of the meeting) and gave a brief introduction on the etiquette for virtual meetings.

2. Introduction of Executive

The Board of Directors introduced themselves to the Members.

3. Introduction of Guests

The President introduced Colleen Lawrie, Wilkinson & Company LLP – Chartered Professional Accountants.

4. Declaration of Conflict of Interest

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

5. Approval of Agenda

The agenda was circulated to Members prior to the meeting.

On a *motion* moved by L. Winn (Hurricanes) and seconded by M. O'Neill (Catarauqui Dental) it was:

Resolved that, the Agenda of the Meeting of December 8, 2021 be approved. Carried.

6. Approval of Minutes of the KWSC Annual General Meeting of December 9, 2020

The minutes were circulated to Members prior to the meeting.

On a motion moved by L. Winn (Hurricanes) and seconded by T. Buller (White Lightning) it was:

Resolved that, the Minutes of the Annual General Meeting of December 9, 2020 be approved. Carried.

7. Financial Statements

Colleen Lawrie of Wilkinson Chartered Accountants presented the KWSC 2021 Audited Financial Statements Report, which, in summary, showed the following:

- The Cover Page stated the opinion that this was a clean audit.
- Title page and index page
- 1st paragraph of the independent auditors report says we believe they reported fairly 2020-2021
- 2nd page is the financial position (balance sheet) goes through assets and liabilities. Cash in the bank and small investments, \$260 worth of shirts and inventory, and the prepaid expenses which the largest is St. Lawrence agreement.
- Un-usual season, most invoices came after the end of the year. Higher than usual. HST owing, deferred revenue owing,
- Total liabilities for season \$67,283 – largest is internally restricted fun. For the board to figure out how to best spend those funds
- Page 3 – internally funds going down this year
- Page 4 – statement of revenue and expenditures. Unusual year and compared to previous year, they are very different. Mainly no indoor season last year and no dome rental last year and registration revenue expenses. Received a grant of \$3500 from City for covid costs. Expenses are directly expenses for operating and remain similar from year to year. This year was able to use St. Lawrence field and comes through internally restricted funds. Surplus \$4500 – biggest was from grant
- Page 5 – cash flow statement. Takes same information and reconciles it with bank statement
- Last 2 pages are notes from previous pages. Last Note – how covid has affected the world and soccer.
- Question – S. Jass, Did we apply for the grant?

On a motion moved by S. Gibson (Flowers United) and seconded by M. O'Neill (Catarauqui Dental) the KWSC 2021 Audited Financial Statements Report was approved. Carried.

8. Appointment of Auditor

- Colleen was put in the virtual waiting room.

- The President J. Brady recommended that Wilkinson be appointed again auditors for 2022.

On a motion put forward by T. Buller (White Lighting) and seconded by B. Harpell (Ale House) Wilkinson was again appointed auditors for the KWSC. Carried.

9. 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, J. Brady, as follows:

- Grant from the City of Kingston was circulated and a 4-6 page grant application process was completed with help of N. DeSmidt and T. Abraham.
- Proposal outlined 7v7 and covered additional safety supplies and fixed costs in outdoor while not playing.
- Each outdoor rep had waterproof container with supplies
- Report financials back to the city of Kingston
- Contract tracing has large implications. Requirement from KFL&A and Ontario soccer to ensure tracing is in place. To date, board hasn't had to do any contact tracing.
- Contract tracing is coming less and less and having to reach out to team reps for this more. Increase in cases in KFL&A and we need a picture of the page within 24 hours and easiest is to email the picture right after the game. Will be contacting everyone promptly if don't receive
- We piloted a new Masters setup. No normal registration number of Master members as usual. We tried something new. We registered Masters as individual A and B teams and scrambled teams each week.
- Feedback was positive and everyone liked it. We have been asked by some of the membership if we will be doing it this way again. We will be looking at this style of play again.
- If anyone has feedback, please send it to kwsc.communications email as we will be reviewing this style of play in the next couple of months
- Update on St. Lawrence – we were able to use the field this summer. Went really well working with St. Lawrence, no complaints on field quality. We are on track to use it again next summer.
- S. Jass – Contact form became easier when someone on her team created a team specific form. The 2 page form is problematic to fill out and they made some adjustments to make it easier. S. Jass pre-populated information before the game and crossed out players that didn't attend. J. Brady said it's important to ensure that those not attending the game are removed from the contact tracing form, to make sure information is accurate if handed over to KFL&A.
- J. Douglas – make rows larger on the form to make it easier to see.
- Send any feedback on the forms and J. Brady will review over the holiday break
- Mission, Vision, Values presented. Board will send them out to membership for feedback once people have time to read.

10. New Business – Amendments to the Constitution

- Sent out memo as attachment
- OSA has added a section that identifies who the discipline chair can be – the discipline chair can't sit on the board. Any discipline matters can't be chaired by our chair and we have to go to SOSA for the hearing.

- What other clubs are doing, spoke to SOSA in depth, chair is appointed and not part of the board of directors
- Proposal from J. Brady is to remove discipline chair from board and duties are moved VP role
- Discipline chair has been vacant since J. Brady left
- Questions from floor: S. Jass – memo isn't clear what asking to change. Is the 2nd paragraph the amendment? The amendment is removing discipline chair from board and appointing
- S. Wright – usually we would write out the motion and the exact wording of the amendment
- Under the list of directors – discipline chair, page 9 is removed. Article 5

On a motion moved by L. Winn (Hurricanes) and seconded, the discipline chair is removed from the board. Carried.

11. Roll Call

A 2nd Roll Call was done prior to elections to confirm that quorum was still maintained. A total of 15 teams were present. Confirmed. Then, J. Brady, KWSC President, explained that 4 Executive positions were up for election.

12. Elections

Vice-President

- The current Vice-President, J. Baldree has completed two terms in this position and cannot stand for re-election.
- T. Abraham was nominated.
- J. Brady asked the floor three times if there were any other nominations for Vice-President. No further nominations were received. No vote required, sole nomination.

T. Abraham was Acclaimed Vice-President of the KWSC.

Treasurer

- The current Treasurer, T. Abraham has completed two terms in this position and cannot stand for re-election.
- No nomination received prior to meeting.
- J. Brady asked the floor three times if there were any other nominations for Treasurer. No further nominations were received. No vote required, sole nomination.

Treasurer of the KWSC stays vacant.

Scheduler/Statistician

- The current Scheduler/Statistician, K. Cook has completed two terms in this position and cannot stand for re-election.
- A. Brown was nominated.
- J. Brady asked the floor three times if there were any other nominations for Scheduler/Statistician. No further nominations were received. No vote required, sole nomination.

A. Brown was Acclaimed Scheduler/Statistician of the KWSC.

13. Questions

A. Gadboia. – Are you opening up registration again at half way point? We have some injuries and need to replace those people. J. Brady - Can't remove people if they played a game and teams aren't limited to 14 people. We will be opening up registration over holiday shutdown and any new people will need to submit covid forms.

S. Wright – For Masters on Tuesday the 4th field is vacant, can we rent that field at 7 pm? J. Brady – originally the timeslot wasn't available, and the 7 pm and 8 pm could help with loan players. We didn't know that the time slot is available now. T. Abraham – we can send out an email asking Masters if they would like to book that time slot.

J. Brady – 3 people on the waitlist for Tier with rep experience. Any team reps that need players reach out to Registrar. 1 on a waitlist that is 50 but not asking to play Masters but Teir 4. 1 player has played varsity and played senior league.

14. Adjournment

The meeting was adjourned at 7:07 pm