

**Minutes of the 2017 Annual General Meeting of Kingston Women's Soccer Club (KWSC)  
December 4, 2017**

**Present:**

*Members of the Board of Directors*

Rachel Brace  
Jenica Walker

Deborah Melman-Clement  
Dora Nomikos

Marguerite Heer  
Tina Abraham

**Guests:**

- Bob Machin SOSA Director at large
- Joanie Sangrif SOSA Executor

**Teams Represented at the meeting:**

*Tiered*

Alehouse  
Amazons  
Bayview Dental  
Glengarrians  
Halliday Construction  
Hurricanes  
Hyundai  
Luscious  
Mario Nets  
PT United

Rigney  
Sharks  
Snipers  
The Blue Wizzards  
Turf Queens  
Viceroy  
Violet Femmes  
Waynes PMC  
White Lightning

*Masters*

Cataraqui Dental  
Dragons  
Flowers United  
KWSC Ladies  
Maxtrain Hotspurs  
Miss Directions  
Red

Rachel Brace, President, assumed the Chair of the meeting and called the meeting into order at 6:30PM

**1. Roll Call**

The President confirmed that a quorum existed (25 teams present of 35 expected).

**2. Introduction of Executive**

The Board of Directors introduced themselves to the Members.

**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 Chantal St-Amour (Snipers) and *seconded* by Louise Winn (Hurricanes) it was:

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*Resolved that, the Agenda of the Meeting of December 4, 2017 be approved. Carried.*

**5. Approval of Minutes of the KWSC Annual General Meeting of November 30, 2016.**

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 Teri Buller (White Lightning) and *seconded* by Sandra Jass (Amazons) it was:

*Resolved that, the Minutes of the Annual General Meeting of November 30, 2016 be approved. Carried.*

**6. Financial Statements**

Coleen Lawrie of Wilkinson Chartered Accountants presented the KWSC 2017 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 \$221,132, the total liabilities as \$52,181 and the net assets as \$168,951.
- In the Statement of Revenue and Expenditures, in terms of revenue, registration fees were shown as the major source of revenue amounting to \$162,612. The KWSC also had a small other investment income, for a total of \$162,768.
- In the Statement of Revenue and Expenditures, in terms of expenditures, a major change from the previous year was the Kingston 1000 Islands Sportsplex ('Dome') fees which appear to have gone down by about \$10,000. However, this is due to a reconciliation issue that, at present, cannot be resolved. The Dome management says KWSC do not owe them any money, but KWSC records indicate that about \$10,000 worth of cheques paid from KWSC to the Dome have not been cashed. It is possible that the Dome management will find the cheques and charge KWSC at a later date. Also, in terms of expenditures, in the summer of 2017 KWSC, paid more for fields because the St. Lawrence College field was under construction and thus could not be used at no change under the KWSC – SLC Agreement. Total expenses were \$151,238.
- Excess of revenue over expenditures was \$11,530.
- The Cash Flow Statement showed unrestricted cash as \$111,367.
- In the Notes section of the statement, attention was drawn to Note #6, which explained that the Agreement with St. Lawrence College was extended until March 31, 2031, due to ongoing construction.

On a motion *moved* by Terri Buller (White Lightning) and *seconded* by Kim McKinder (Red), the KWSC 2017 Audited Financial Statements Report was approved. Carried.

**7. Appointment of Auditor**

- Coleen Lawrie left the room.

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- KWSC has used Wilkinson for auditing for the last five years. The president recommended that Wilkinson be appointed again auditors for 2018. On a motion *put forward* by Irene Stead (Dragons) and *seconded* by Bob Machin (Alehouse), Wilkinson was again appointed auditors for the KWSC. Carried.
- Coleen Lawrie came back to the room, and accepted the appointment.

## **8. Report of KWSC Executive**

One report was circulated to members on behalf of the entire KWSC executive. Highlights of the report were as follows:

- Page 2 showed the 2017 Outdoor season standings that will be used to apply the promotion / demotion rule for the 2018 Outdoor season. Defaults / forfeits were factored into this list.
- It was explained that there was construction in the St. Lawrence College (SLC) field in the summer of 2017, and that, therefore, this field could not be used under the standing KWSC/SLC Agreement. It was expected that construction would conclude and the field would again become available in the summer of 2018.
- There was increase demand for Queen's turf fields in 2017 from clubs other than KWSC. Unlike previous years, Queen's did not honour a verbal understanding with KWSC about field use, and KWSC therefore got less Queen's turf field allocation than expected. For 2018, Queen's has indicated that they will allow KWSC to use the Richardson Stadium field, even though, given its size, this may not be advantageous. The KWSC Field Director will be working with Queen's management to procure more Queen's turf fields for the KWSC 2018 season.
- The field Catons 1 was released at the beginning of the 2017 outdoor season as KWSC was the only club using it (i.e. KWSC would have to pay the full lining fees). KWSC booked the Jim Beatie East and West fields, instead.
- There were also some issues with lights in the 2017 summer outdoor season.
- Generally, the summer 2017 outdoor season was challenging in terms of field availability and use, as there was a lot of competition from other clubs for field use on Thursday nights. The executive will gather more information and may discuss with / recommend to membership the possibility of switching the tiered division play to a different night for the 2019 outdoor season.
- There was rescheduling of some rained-out games from July to the end of the 2017 Outdoor season. This is not possible every year, but it was possible this year, without additional charge.
- The KWSC continues to evaluate team standings. The promotion / demotion rule will again be applied on the 2nd half of the indoor season in January of 2018.
  - Questions were asked / discussion ensued on this last point:
    - Question 1: Sandra Jass (Amazons), asked if promotion / demotion in the 2<sup>nd</sup> half of the Indoor season will be based on requests alone or if it will happen automatically. The answer stated that, in addition to the applying the rule, mutual agreement by affected teams will also be taken into consideration, if applicable. Teams who are promoted / demoted will be notified.
    - Question 2: The floor asked when the 2nd half of the Indoor season would begin. The answer stated that the start for the

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Masters division (Tuesday) would be on January 9<sup>th</sup> 2018 and for the Tiered division (Thursday) on January 11<sup>th</sup> 2018. The schedule will be posted in late December 2017.

- Laura Ellis (Hyundai) voiced concerns that unless her team know the tier they will be in for the 2018 Outdoor season, they would not be able to commit entering an Outdoor team in March of 2018.

The Disciplinary Officer, Jenica Walker, took the floor. She brought up two points:

- She explained that many emails regarding sportsmanship were received by the KWSC Executive in the summer of 2017. While sportsmanship is not, strictly speaking, a discipline issue, it is never-the-less important. Jenica reminded the membership that KWSC is a recreational league whose members need to respect the game. Jenica appealed to team representatives to promote sportsmanship and positive behaviour amongst their team members.
- Jenica also informed the membership that the Indoor play sliding rule is being updated effective immediately. The current rule says that no slide *tackling* is allowed. This is being updated to state that no sliding *at all* is allowed. This includes goalies, unless they slide to catch the ball. The change is being made for safety reasons.

## **9. New Business**

Selection of fields for 2018 Outdoor Season

- KWSC will be submitting field selection / preferences for the 2018 Outdoor summer season on December 8<sup>th</sup>, 2017. KWSC will not be told which fields we will get probably until April 2018. This is how the timelines have generally worked in the past few years and thus what the Executive anticipates, looking forward.

Kingston 1000 Islands Sportsplex ('Dome') Contract

- The 2017/2018 Indoor season was reduced to a 22 game schedule. Financially, this was the same cost as for 28 games in the previous year. The Dome now refuses to honour any special financial agreements and they will not give anybody any discounted rates unless they bring at least \$100,000 worth of business. Due to this financial environment, the KWSC Indoor season will be finishing earlier than in previous years in April of 2018. To compensate, the KWSC Executive is hoping to be able to start the 2018 Outdoor season earlier than usual - maybe as early May 4<sup>th</sup> 2018, depending on turf field availability.

Treasurer's Update

The Treasurer, Tina Abraham, took the floor. She provided the following updates:

- In terms of non-refundable team registration deposits – if a team puts in a deposit and wants to withdraw their participation, the KWSC may be able to return the refund, in the case that another team steps in to take the departing team's place.

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- A new universal password should be used for all e-transfers by all teams. This will help simplify e-transfers. The treasurer will provide this to all Team Representatives.
- Due to Treasurer's error, the final billing for the Indoor season was not done this year. Since this was an error, the club will absorb cost of any owed money due to OSA registration number discrepancies. Going forward, to ensure this error does not happen again, registration will close at the same time as the final billing is done, so there is no discrepancy between player numbers and OSA fees. Indoor registration will close on January 19, 2018 this year and the final billing will be done by the end of January 2018. Note that SOSA bills clubs in mid February for registrations.

**SOSA Entry Level Referee Course**

- If interested, details for this course are posted on the KWSC webpage and Joannie at SOSA can provide more information. Also, as part of club development, KWSC may be able to sponsor the cost for a small number of members to take this entry level course. Tentative dates are February 17/18 2018. If you take the course sponsored by KWSC, it will be expected that you will be refereeing games with KWSC teams.

A question was asked about what a team should do if they wish to have practice sessions – should they approach the Dome and book time themselves or can this be done through the KWSC? The answer provided was that teams must approach the Dome themselves, in these cases.

A clarification was provided that the KWSC Executive have asked the Dome management to fix the facility lights (which was done), pave the road within the property (which the management have stated they will not do) and fix the nets dividing the fields (the Dome management says they intend to do this, but not completed yet)

SOSA will not be increasing their fees. There will be no increase of OSA fees either.

**10. Elections**

A 2<sup>nd</sup> Roll Call was done prior to election to confirm that quorum was still maintained. Confirmed. Then, Rachel Brace, KWSC President, explained that three Executive positions were up for election:

**Vice President**

Rachel asked Marguerite Heer (current Vice President) if she will be standing. Marguerite confirmed that she will not. Rachel explained that a nomination had been received for Jaymie Baldree, tier 1 player. Rachel 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.*

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**Disciplinary Chair**

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

*Jenica Walker was Acclaimed Disciplinary Chair of the KWSC.*

**Scheduler / Statistician**

Rachel explained that the position of Scheduler / Statistician was currently vacant and that a nomination had been received for Kym Cook, from Snipers. 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.

*Kym Cook was Acclaimed Scheduler / Statistician of the KWSC.*

**11. Adjournment**

The meeting was adjourned at 7:31pm.