

**Minutes of the 2018 Annual General Meeting of Kingston Women's Soccer Club (KWSC)
December 3, 2018**

Present:

Members of the Board of Directors

Rachel Brace

Jenica Walker (Brady)

Jaymie Baldree

Deborah Melman-Clement

Dora Nomikos

Kym Cook

Tina Abraham

Guests:

- Bob Machin SOSA Director at large
- Joanie Sangrif SOSA Executor
- Jennifer Fisher, 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 Wizzards

Turf Queens

Viceroy

Violet Femmes

Masters

Cataraqui Dental

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 6:02PM

1. Roll Call

The President confirmed that a quorum existed (26 teams present of 36 expected, at the start of the meeting).

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

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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 Bob Machin (Alehouse) it was:

Resolved that, the Agenda of the Meeting of December 3, 2018 be approved. Carried.

5. Approval of Minutes of the KWSC Annual General Meeting of December 4, 2017.

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 Luise Winn (Hurricanes) and *seconded* by Leslie Lawlor (Glangarrians) it was:

Resolved that, the Minutes of the Annual General Meeting of December 4, 2017 be approved. Carried.

6. Financial Statements

Jennifer Fisher 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 \$263,124, the total liabilities as \$93,118 and the net assets as \$170,006.
- In the Statement of Revenue and Expenditures, in terms of revenue, registration fees were shown as the major source of revenue amounting to \$154,457. This was less than last year because there were two fewer teams registered overall. The KWSC also had a small other investment income, and received a field reimbursement from St. Lawrence College bringing the total revenue to \$156,514.
- In the Statement of Revenue and Expenditures, in terms of expenditures, total expenses were \$155,459.
- Excess of revenue over expenditures was \$1,055.

On a motion *moved* by Bob Machin (Alehouse) and *seconded* by Kim McKinder (Red), the KWSC 2018 Audited Financial Statements Report was approved. Carried.

7. Appointment of Auditor

- Jennifer Fisher left the room.
- The President Rachel Brace recommended that Wilkinson be appointed again auditors for 2019. On a motion *put forward* by Amanda DaSilva (Curacao Blue) and *seconded* by Bob Machin (Alehouse), Wilkinson was again appointed auditors for the KWSC. Carried.

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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, Rachel Brace, as follows:

- There is ongoing review of the KWSC Constitution. Language, including revisions of executive board member position titles/duties, was amended by the Disciplinary Chair and reviewed with the President and Vice President in February 2018. This amended version will need to be presented to the membership for approval.
- As part of the KWSC growth initiative, the Level 1 referee clinic was completed by member Michelle Neville with financial support by KWSC. Shelby Lefort also registered for a 2nd clinic, however this did not go ahead due to low numbers.
- Rachel Brace and Jenica Brady completed the Disciplinary Course in June 2018. Even though KWSC Executive officers do not usually deal with intra-club disciplinary issues (those are referred to SOSA because of conflict of interest), it is beneficiary for KWSC members to attend such courses and gain the experience / exposure.
- Fields:
 - The only issue with fields rented from the City of Kingston in the summer of 2018 was the need to move five games on short notice due to unannounced repairs to the CaraCo Home Field.
 - The St Lawrence Field remained under construction the entire 2018 summer season and, again, could not be used. St. Lawrence College issued a cheque of \$1820 to KWSC to offset the cost of hosting the Masters division at another field (John Machin turf). The KWSC / St Lawrence College agreement is being extended by an additional two years to reflect lack of use of this field by KWSC for the outdoor seasons of 2017 and 2018.
 - A contentious issue arose for the use of indoor fields in the Kingston 1000 Islands Sportsplex for the 2018/2019 season, when the Thursday night 7 pm timeslot traditionally held by KWSC was given to another club. This was done despite prior discussions between the KWSC Field Director and the Dome manager, who had confirmed this slot was being held for the KWSC. To deal with this, the KWSC Executive looked into possibly using the RMC indoor facility. However, this was not a feasible alternative due to higher cost and also because the time allotted to KWSC could not be guaranteed (if needed by RMC personnel, the KWSC game times would be taken away with minimal notice). Thus, the solution pursued was to switch the indoor tiered night (with the most games) from Thursday to Tuesday and to hold the Masters Divisions on Thursdays instead, in the 8pm and 9 pm slots. The new executive will have to discuss arrangements for the 2019/2020 indoor season with the Kingston 1000 Islands Sportsplex management and try to avoid this from happening again. Fortunately, the night switch did not result in the loss of teams for the KWSC indoor season.
 - In general, both for the Indoor as well as the Outdoor seasons, Thursday is a very popular night and it is becoming harder every year to book fields for it. The new executive may need to consider a night switch possibly for

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the 2019 Outdoor season as well. The City of Kingston this year set the deadline for field requests for the 2019 outdoor season for November 30, 2018. Keeping the above in mind, the current KWSC Field Director has put requests in both for Tuesday and Thursday outdoor fields to keep options open for the summer. The next Field Director will have to release fields accordingly, depending on which night is set as the game night.

- A clarification was provided by the SOSA representative that the Kingston Clippers have recently signed a preferred user agreement with Queen's University.
- Standings were printed for the 2018 Outdoor season within the report (defaulted games are included in these standings). Those will be used as the basis for applying the promotion / demotion rule in the 2019 Outdoor Season. The promotion / demotion rule will also be applied to the 2nd half of the 2018/2019 Indoor season, once the final standings are known in December.
- The KWSC entered two teams for the local Kingston Tournament in June of 2018. A third participating team included additional KWSC players. Of note, if KWSC members want to play in this tournament they must be insured and have a current, stamped, signed and approved player book. If caught violating any of these rules, there is a \$1500 fee which reflects not only on the player, but on the club as well. If players are not members of a club, but want to play in the tournament, they have the option to take out temporary insurance.
- Effective Feb 9th, 2019 the age limit will be increased to ≥ 35 years for the Masters Division. All members registered to the division between September 1st 2018 and February 8th 2019 will be grandfathered and can play the remainder of the 2019 season. The above were finalized at a special meeting between the KWSC Executive Members and the Captains of the 6 Masters Teams on November 28, 2018. The above decision was voted by a 5 out of 6 majority of the Captains.
- The SOSA player registration system AIMS will be changing to SportsEngine prior to the start of the 2019 outdoor season. This will not affect how teams do registrations in the KWSC roster (at least for the 2019 season), but the Executive will have to work out the details of how to enter the club roster within SportsEngine for the purposes of insurance billing by SOSA. SportsEngine is a system that does per player (instead of per team) registrations and charges an additional \$3.75 per player entered.
- There was a SOSA rule change negating the previous restriction that a senior recreational players could only register for up to 3 teams per season. Under the new rule, there no limit in the number of teams a player can register to.

Questions and Comments from the floor:

- Lacey Cranston (Hyundai) asked whether the change of the age limit for the Masters Division should have been discussed and decided at an AGM instead of a Special Meeting of the Masters' teams Captains. Answer: There was consultation with SOSA prior to holding the Special Meeting. The KWSC Executive was advised that holding this meeting with the sub-set of the Captains concerned was a legitimate course of action.
- Lacey Cranston (Hyundai) commented that she did not agree with raising the age limit for the Maters Division to 35 yrs, as this does not allow for replenishment of the league. Answer: When the age limit was previously set to 30 the stipulation was that the league would look at the rule again once the numbers of registered players went up. This is where we are now. The Masters captains and teams

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- asked for the age increased to ≥ 35 years. 6/6 teams were in favour of the age increase and 5/6 were in favour of grandfathering.
- Lacey Cranston (Hyundai) asked why the registration cut off for the grandfathering rule was set to September 1st when there could have been other women 30-35 years old who played in the summer of 2018 and who would not be allowed to be grandfathered to the next outdoor season. Answer: The KWSC Executive looked at the registration of those who played outdoors and all but 1-2 were also covered by indoor registration.
 - Sandra Jass (Amazons) commented that the CaraCo field has a really bad odour emitted from a chemical plant which is nearby and this makes it difficult to play there. Answer: Sandra was asked to send this in an email to the KWSC Communications email and the Executive will bring to the attention of the City of Kingston.
 - Linda Deschamps (Cataraqui Dental) inquired whether the KWSC Executive could ask the Dome to fix the pot holes in their property and make sure they turn on their external lights. Answer: KWSC has asked multiple times and will follow up again. We also keep track of which clubs do not finish on time when they play before our teams and impede on our time, and we have complained.
 - Dora Nomikos (The Blue Wizzards) asked if referees could be reminded to start indoor games on time, so as to minimize loss of expensive time.
 - Rachel Brace (President) reminded all again that respect should be shown to referees
 - SOSA received money from Ontario this year to add Assistant Referees who, can be used free of charge for tier 1 KWSC games in the summer of 2019.
 - Sandra Jass (Amazons) commented that KSSC teams also at times stay longer at the fields shared with KWSC when they have the slot before our teams.

Tina Abraham, Treasurer, then took the floor and discussed Budgets as follows:

- Booking fields is difficult and financially risky without knowing how many teams we will have in any given season, especially for the Indoor season, because we could be out by thousands of dollars if we make the wrong estimate. So, this is why we ask for \$500 deposit for team registration and only have a 'draft' budget at that time. For example, this year we have to sign a contract in July with the Dome which is final, i.e. it does not allow for releasing fields that we potentially do not use. If we do not know how many teams we have this can throw off the cost significantly. So, the treasurer recommends that we continue the current practice of registration without a finalized budget. The alternative would be to post a budget and then change it, which, in the past, has proven to be confusing.
- Question: has KWSC ever overbooked indoor fields? Answer: No.
- Question: can KWSC sublet fields if they got more than needed? Answer: possibly, but we would prefer not to find ourselves in that position if possible.
- Note that for completely new teams, deposits are not cashed until it is confirmed that a spot exists for that team.
- Comment from the floor: the justification for doing registrations with draft budgets sounds reasonable, but can this also be clarified in the rules? Answer: The next Executive will look into this.
- Question: does the number of teams registered fluctuate that much from season to season? Answer: Traditionally the fluctuation has been 1-2 teams per season. But even being off by that much could mean significant losses, especially in the indoor season, Also Queen's and the City of Kingston do not always tell us how

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they will bill us earlier in the season and then when the invoice comes in later on, it can be off by a lot. This is another reason that having final budgets early in the outdoor season is not always feasible.

9. Elections

A 2nd Roll Call was done prior to elections to confirm that quorum was still maintained. A total of **28 teams** were present (two more representatives present compared to the start of the meeting) Confirmed. Then, Rachel Brace, KWSC President, explained that four Executive positions were up for election:

President

- The current President, Rachel Brace, completed her term and stepped down.
- Two nominations were received for the position of President:
 - Sherry Gibson from the Hurricanes was nominated. Sherry was asked if she accepted the nomination and she indicated that she did not.
 - Jenica Brady from team Viceroy was nominated. Jenica was asked if she accepted the nomination and she indicated that she did.
- Rachel asked the floor three times if there were any other nominations for President.
- No further nominations were received. No vote required, sole candidate.

Jenica Brady was Acclaimed President of the KWSC.

Communications Officer / Secretary

- The current Communications Officer / Secretary, Dora Nomikos, completed her term and stepped down.
- A nomination was received for Alana Korczynski (The Blue Wizzards). Alana was asked if she accepted the nomination and she indicated that she did.
- Rachel asked the floor three times if there were any other nominations for Communications Officer / Secretary. No further nominations were received. No vote required, sole nomination.

Alana Korczynski was Acclaimed Communications Officer / Secretary of the KWSC.

Field Director

- The current Field Director, Deborah Melman-Clement, completed her term and stepped down.
- Two nominations were received for the position of Field Director:
 - Rachel Brace from team Luscious was nominated. Rachel was asked if she accepted the nomination and she indicated that she did.
 - Constance Laroche-Lefebvre from team The Blue Wizzards was nominated. Constance was asked if she accepted the nomination and she indicated that she did.
- Jaymie asked the floor three times if there were any other nominations for Field Director.
- No further nominations were received.

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- A vote was held. Among 28 teams represented there were a total of 41 votes (teams who played in both indoor and outdoor seasons got two ballots). Dora Nomikos handed out all ballots to team representatives. Joanie Sangrif SOSA Executor confirmed that all 41 votes were accounted for (40 were cast with one abstention). Joanie counted the votes and informed the floor that Constance had received the majority. [The ballots were destroyed after the end of the meeting].

Constance Laroche-Lefebvre was Elected Field Director of the KWSC.

Registrar

- The current Registrar, Ashley Theis, has completed one term in this position and does not wish to stand for re-election.
- A nomination was received for Amanda DaSilva (Curacao Blue). Amanda was asked if she accepted the nomination and she indicated that she did.
- Rachel asked the floor three times if there were any other nominations for Registrar. No further nominations were received. No vote required, sole nomination.

Amanda DaSilva was Acclaimed Scheduler / Statistician of the KWSC.

11. Adjournment

The meeting was adjourned at 7:28pm.