



Kootenay South Youth Soccer
Association
Board Meeting Agenda

January 2025 BOARD MEETING

Chances, Castlegar BC
January 8, 2025 @ 6:30pm

1. **CALL TO ORDER at 6:30 pm**

In attendance: Jen, Clemente, Angela, April, Melissa, Ian, Rita (online)
Regrets: Brian, Kim, Sid

2. **APPROVAL OF AGENDA**

Motion to approve agenda by Angela, Second by April. None opposed.

3. **APPROVAL OF PREVIOUS MINUTES**

Motion to approve previous minutes by Clemente, Second by Jen. None opposed.

4. **REPORTS/UPDATES**

a. **President**

- i. [Prep for Strategic Planning Meeting](#): Next strategic planning meeting to include looking at governance, terms of reference and volunteer roles.
- ii. **ACTION ITEM**: Mini, Youth Dev, and Equipment Directors to use the [Mini Coordinator Manual](#) as a template for their division/role to start a manual to work from.
- iii. Scholarships
 1. Budgeted for 2025
 2. Anyone on the board can attend decision meeting
 3. Jen to keep us updated
- iv. Canada Quality Soccer Provider
 1. Brian attended the KRSA meeting and has updated that every 3 years we will get to participate in a program to be recognised as a quality soccer provider. This will include coach training requirements, website information requirements, etc.
 2. Stay tuned for ACTION ITEMS.

b. **Vice President**

- i. NA

c. **Treasurer**

- i. *Motion to open additional bank accounts to segregate our funds to ensure financial tracking for the association and grant funding is transparent by Ian. Seconded by Clemente. None opposed.*
- ii. Discussion around the concerns with weakening the control environment by purchasing through a float system. Propose that we develop a process for requesting funds.
- iii. Process as follows:
 1. Whoever is requesting funds has to:
 - a. Email Treasurer, copy President and Coach Coordinator.
 - b. Include what is being purchased and amount expected
 - c. Note: Outside of budget needs board approval.

5.

a. **Registrar**



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i. [Team Snap Fees](#)

1. Discussion around admin fees and implications for the current budget, looking at coach recruitment to offset costs as well as annual increases in registration costs based on cost of living.
2. *Motion to absorb Team Snap fees for the 2025 season by Clemente. Seconded by April. None Opposed.*

ii. [Installment payments](#)

1. *Motion to approve the following installment plans by Clemente. Seconded by Angela. None opposed:*
 - a. KSYSA Installment Plan - 40% paid at time of registration, 3 monthly payments of 20%
 - b. KSYSA Financial Aid Installment Plan - 20% paid at time of registration, 4 monthly payments of 20%

iii. Season Plan

1. [2025 At a glance](#)
2. [2025 Snapshot](#)
3. [December Newsletter](#)
4. [January Newsletter](#)
5. BU10/12 Dev Season Schedules attached
6. Discussion around the season program being in alignment with board vision.
7. **ACTION ITEM:** to ensure U10-U12 Development schedule in May / June schedule includes 3 weekday sessions (2 practices and 1 game depending on weekend tournament schedules).

iv. Website Update

1. Discussion around transfer of domain being more challenging than expected.
2. Website to go live after domain name is transferred.

v. Team Snap Training Meetings

1. Team Snap training meetings upcoming for all admin roles to learn the system and ask questions pertinent to their roles.
2. **ACTION ITEM:** Melissa to send out options for 3 pm meetings

b. Mini Director

- i. Mini World Cup date confirmation - June 21, 2025
- ii. Plan to be discussed at Mini Committee level for how this jamboree will roll out

c. Youth Director

- i. Discussion around team photos. Recommendation for photographers to only communicate with Directors to ensure clear communication.
- ii. **ACTION ITEM:** Melissa to send out request for proposal on Facebook (any board members to contact previous applicants/photographers)
- iii. **ACTION ITEM:** Clemente and April to set dates and send to Angela

d. Development Director

- i. No Tournament Coordinator - so no EOTS but will have jamboree or wrap up game day
- ii. Winter starts Jan 20 (except Ian's session next week)
- iii. Skill sessions - schedule upcoming
- iv. Spring camps - schedule upcoming
- v. Anticipating 15 - 19 teams
- vi. Christine Sinclair - 8 girls signed up - hoping for more - spread the word
- vii. Coaching - 36 coaches



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1. Idea to offer small group skill sessions for a small number of players (max 6).
2. Clemente to offer position specific sessions for CDM.

e. Equipment Director

- i. Transition to Dev Uniforms - sizing sent to Macron and then will order, store being set up currently,
- ii. Sizing Clinics are set - volunteers hosting 6 sizing clinics, samples are currently missing with Purolator, next steps to transition uniforms to Rec
 1. **ACTION ITEM:** Rita to order another set for sizing clinics
- iii. Building equipment team - send anyone Rita's way for this!
- iv. Equipment order by end of Jan - have 3 quotes
- v. Infrastructure / Hardware - February priority

f. Head Coach

- i. See notes above re: KRSA meeting

g. Head Referee

- i. NA

6. OLD BUSINESS

a. Bylaw Updates

Update to reflect new Board positions.

7. TABLED ITEMS

8. NEW BUSINESS

9. NEXT MEETING

Strategic Planning Meeting: Wednesday, January 22, 2025 - 6 - 9 pm @ Warfield Village Office

February Board Meeting: Wednesday, February. 5 at 6:00 pm Brian's house

10. ADJOURNMENT at 8:25 pm