



Kootenay South Youth Soccer
Association
Board Meeting
Agenda/Minutes

December 2025 BOARD MEETING

December 10, 2025 @ 6:00pm

[Zoom Link](#)

In person: The Skills Centre (1060 Eldorado St, Trail, BC V1R 3V7)

Rules of Engagement

1. Be prompt and regular in attendance
2. Enter into the discussion enthusiastically
3. Give freely of your experience
4. Allow and encourage others to contribute
5. Ask questions when you don't understand
6. Appreciate the others point of view
7. Provide constructive feedback and receive it willingly
8. Keep confidences and assume others will
9. Confine your discussion to the topic
10. Have Fun

Zoom Rules of Engagement

1. One person speaks at a time
2. Raise your virtual hand when you want to speak and the registrar will note the order of discussion
3. Videos on are encouraged
4. Sound muted, unless it is your turn to speak



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1. CALL TO ORDER 6:10 pm

In attendance: Rita, Brian, Melissa, Jen, Kim, Andrew, April, Sid

Online: Jodi

Regrets:

Meeting Focus: Setting and Practicing Meeting Expectations

[Monthly Report Sample](#)

[Recommendation Report Sample](#)

2. APPROVAL OF AGENDA

Motion to approve agenda by Kim, Second by April. No one opposed.

3. APPROVAL OF PREVIOUS MINUTES

Motion to approve [previous minutes](#) by April, Second by Kim. No one opposed.

4. REPORTS/UPDATES

a. @7pm CBT Not for Profit Advisor Program Intro (10-15 minutes)

- i. Alan Chell to update board on possible next steps for using the CBT NfPAP
- ii. Already completed the Strategic Planning with Frank Marino
- iii. Next steps could involve focussing on governance, organisational structure, volunteer recruitment, annual work plans, best practices for financial management etc. - provide workshops at no cost based on our needs
- iv. Email sent to all board members to survey the group of what is needed, the support can be tailored to what all that is needed (Rita question about the governance vs working board)
- v. Discussion - consider the timing, how to run a board meeting (rules of board meetings)
- vi. Motion to pursue the non-profit advisors program
 1. *Motion: Brian, seconded April, no further discussion, no one opposed*

b. Next Steps

- i. CBT NfPAP
 1. Action: Melissa will connect with Alan to send out the email to the board members
- ii. Committees in place



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Infrastructure - Chair (Kim and Jen) - members - Heather, uniforms, Damian, equipment (order all the equipment), Fields (Brian) - painting the fields - VIO camera to shoot it so that we can train - touch base with the registrar, - initial meeting in February (chaired by Kim and Jen)

Development - Kirsten Smilie chair - first meeting in January - Kirsten is going to reach out to the former committee members to meet in January and will talk about - Winter, Spring Break, Jeff Paulus (technical direction)

Melissa should be invited to meeting to review the spring program roll out
Committee should include a representation of gender and age groups

Recreation

Plan to combine Mini and Youth into one committee

Will liaise with Heather for uniforms

Melissa to support administratively with scheduling

Mini - need Rossland (Liz will help find someone), Castlegar (Stacy and Amy), Trail (not filled), and Fruitvale (Jen)

Youth Committee - need support with recruiting coaches, uniforms, and team configuration

Action: Melissa Reach out to all the coaches and register as coaches, and early access to registration to get numbers for

Will meet in February - invite youth and Melissa, invite Heather Bishop

Referee - Sid as the chair, Sid is coordinating with other areas for courses , refresher course to include BC Soccer standards (Krista and Geoff to support the committee)

TeamSnap learning and using TeamSnap tournaments

Need: Early schedule needed for tournaments (2 weeks), notify referees on the refresher courses, season schedule will be done earlier than previous years

- iii. Melissa to attend the first meeting for each committee to review appropriate parts of the Strategic Plan, Annual Master Plan, Budget.

c. President

- i. [December Report](#) (Purppl, Office space)
- ii. [Recommendation Report](#) (PSCB Letter of support)
 - 1. *Motion to approve the long letter of support for PSCB. Angela, second Kim - no one opposed*

d. Vice President



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e. Treasurer

f. Administrator

- i. [December Report](#)
- ii. [Recommendation Report](#) (2026 meeting schedule)
 1. *Motion to implement the meeting schedule as approved for 2026 so all members can guarantee attendance at a minimum of 6 meetings per year with possible change of the AGM. Motion: Kim, Second Brian - no one opposed*
- iii. [Recommendation Report](#) (2025 Outstanding Fees)
 1. *Motion to require families to pay full fees before moving forward with 2026 registration. Continue to communicate with families how to pay for fees owing (letter sent in the mail). Educate families on the FA process moving forward as appropriate. Motion: Rita, Second Andrew - no one opposed*

g. Director at Large (April)

h. Director at Large (Kim)

i. Director at Large (Andrew)

- i. [Recommendation Report](#) (Playdowns)
 1. *Motion to Coordinate with Nelson to host the 2026 Playdowns the June 5-7 weekend. Motion; Kim, Second: April - No one opposed*

j. Director at Large (Sid)

OLD BUSINESS

5. TABLED ITEMS

6. NEW BUSINESS

7. NEXT MEETING January 7 @ 6:00 - 7:00 pm

8. ADJOURNMENT at 7:46



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Kootenay South Youth Soccer is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us06web.zoom.us/j/87164722962?pwd=Xkp5WiS2SrW5BLhQ9X4alorvjgbW4b.1>

Meeting ID: 871 6472 2962

Passcode: 966644

One tap mobile

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+13092053325,,87164722962#,,,,*966644# US

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- +1 309 205 3325 US
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- +1 507 473 4847 US
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