

KEYSA Minutes of July 23, 2019

Location: Royal LePage Boardroom

In Attendance: Mike Robinson, Elaine Luscher, Lisa Carlson, Jason Wheeldon, Marcie Peters, Chuck Downie, Ray Morello

Absent: Pamela Berry

1 Call to order @ 5:35pm

2- Adoption of Agenda as Amended: Motion by Chuck 2nd by Elaine – Carried

3- Adoption of Minutes of June 18, 2019, meeting – Motion by Marcie 2nd by Ray – Carried

4-Correspondence

No new correspondence noted

5-Delegation: Brendan Tealing – Whitecaps Technical Director

Brendan was introduced to the Board and a brief overview of KEYSA programs and timelines were delivered. Brendan is just getting into his new role and look forward to working with KEYSA. It was mentioned that the TD role will be present during board meetings as a non-voting but for input.

6- Business Arising from Minutes

6,1 – Transition Plan for 2019-2020

Discussion amongst the board took place for continued planning for a transition with a new Board in 2020. The main theme of the discussion was the need to hire an administrator effectively September 1, 2019 to provide a better transition and to provide assistance to the board in day to day operations of the organization. Wages were discussed as well as expected hours of work including the ability to transition the administrator into the new Sports Facility booking and operations.

Motion to Post Job Offering for an Administrator – Motioned by Mike, 2nd by Chuck – Carried

6.2 – Discipline Committee Recommendations

A recap was presented to the board of the discipline committee's investigations and findings into the concerns raised in the June meeting against a parent member of the association. No formal complaints were filed other than concerns raised by our Rep Development chair and our Technical Director on the parents behaviour. The discipline committee recommended sending a letter to the parent and attaching the parent code of conduct.

Motion to approve discipline committee recommendations – Moved by Chuck 2nd by Marcie – Carried

6.3 Adoption of Technical Director Role

The technical director role document was updated at our last meeting by our Rep Development Chair – Lisa. The TD Role was a combination of our existing document with some consultation with the board in the June meeting and research with other organizations templates of the role of a technical director.

Motion to Approve and Adopt the Technical Director Role as KEYSA Policy – Moved by Mike 2nd by Ray-Carried

7 – New Business

7.1 - Indoor Sport Facility Final Costing –

Discussion was held by Mike reviewing the spreadsheet for the sports facility. The initial spreadsheet has a itemized actual expenses with some other projected expenses that still require final detail. On the surface it shows \$560,000 shortfall between revenue and in kind raised vs expected expenses. \$200,000 of that can easily be shaved. The initial increase of the cost of dome, the city engineering requirements and the requirement for washrooms to be installed as opposed to waiting for 2nd phase have increased costs.

The contract for ordering the dome was reviewed and the payment schedule with several questions needed to be addressed. Prior to signing the contract the board wanted to have a few questions answered.

The Rural Dividend Grant application will be submitted shortly. CBT should be contacted with an update and all in kind donations should be re-affirmed as we are getting to final stage of initiating construction. Correspondence is required to go to the City of Cranbrook to ensure that we can be exempt from the \$70,000 in Development Cost Charges that show up as a line item in our expense spreadsheet.

Motion to table the final costing of the contract to a special meeting on Monday July 29, 2019 – Motion Marcie, 2nd by Lisa – Carried

7.2 2019-2020 Uniforms

The contract with Inaria was reviewed with the cost quoting for uniform sets for each rep and rep development player. Time lines were reviewed and the board had a few questions. There was no costing for the Away Jersey so clarification is needed. Questions about changing the training jersey from Red to green. Questions were asked on where the uniforms are delivered (individually to the player or en masse to the Club) A link would put on our registration for each player to order their own set with a number that is too follow them through the years. The uniform set is designed to carry a player for 2 years. The contract signing is tabled until a few more questions are asked.

8. COMMITTEE REPORTS

8.1 Rep Development Report -Nothing new to report

8.2. House Report -Nothing new to report.

8.3. Equipment Report –Nothing New to report

8.4. Lining/Concession Report

It was discussed the need to store the Lining Machine into a heated shop over the winter. Jason to check with New Dawn to see if they can store.

8.5. Indoor Facility Report -covered under new business

8.6. Sponsorship/Grant Report – Rural Dividend Grant to be submitted.

8.7. Sam Steele Report -a brief recap of expenses were discussed.

8.8. Administration Report. No Administration report

9. Board Inquiries -None

10. Next Meeting Date July 29, 2019 at Royal Lepage Boardroom

11. Motion to Adjourn at 8PM Chuck

Chair

I Hereby Certify these minutes are correct.