

KMFA Board Meeting
January 16, 2017

BOD In Attendance:

Mike Saini
Mark Paul
Mike Irvine
Kristen Reitman
Lorraine Witzel

Camille Gross
Reg Sahay
Brandon Thompson
Jason Dickson

Melani McBratny
Kristine Vodarek
Dean Kennedy
Tara McHardy

Regrets:

Colin Fitchett
Tony Bray

Carson Park
Jen Scott

6:37pm Meeting called to order by Mike Saini – Held at CNC
Determined that a Quorum was established. Mike stated his intent to avoid holding overly long meetings this year.

AGENDA

1. Call to Order (6:30)
2. Additions or Deletions to Agenda (6:35)
3. Introductions of 2017 Appointed Officers (6:40)
4. Outline of Board Operations (6:55)
5. Director Reports, if any (7:10)
6. Old Business (7:35)
7. New Business – Review Drafts: Board Member Code of Conduct; New Policy Handbook (7:40)
8. Motion to Adjourn (7:59)

Addition to Agenda:

- (Kristen R.) – Need to discuss insurance for directors/coaches etc, coverages and what's not included; process for criminal record checks.

2017 Officer Appointments:

- Brief explanation of Executive 5 person process to select candidates, explain available appointments and introduce confirmed Directors. Directors are "operational", it's their job to find additional volunteers and parents willing to help.
- Executive and appointed Directors are voting positions, other Board Members are non-voting.
- Explanation of additional Board Members/volunteer positions available: Conduct Committee & alternates to make recommendations to Executive for issues of conflicts and complaints; Coaches Selection Committee for Flag (includes Director of Coaches & Director of Flag).
- Tackle Coach Selection Committee needs to be laid out early, determine necessary steps to find the best fit.
- Concussion Awareness - Shelley Kayfish wants to be involved.
- Anyone with further ideas for any committees to be formed/lead - Speak Up! Mike Irvine

- noted Fields is a big job; Mike Saini stated this should be a task for Flag/Tackle Directors
- *Director of Flag:* Colin Fitchett
- *Director of Tackle:* Jason Dickson
- *Director of Equipment:* Tony Bray
- *Director of Coaches:* Carson Park
- *Director of Player Development:* Brandon Thompson
- *Director of Website:* Jen Scott
- *Director of Communications:* Melani McBratney
- *Director of Volunteers:* Kristine Vodarek

Director's Reports:

- **Vice President:** N/A
- **Registrar:** Keeping Winter Flag registration open though it's mostly full; still getting emails asking for space on teams; U18 Opened for Spring; Can someone contact Dennis M.? (Mark P. may see him); Registration process changed, it's been very difficult. Need to determine if it's the system; just mobile devices problematic? Is Winter Flag not full due to registration challenges? Dean K. will work on clarification for registration issues between bccfa/football canada (football canada has no involvement with esportsdesk); May have been a mistake to have it set up as "wait list".
- **Director of Flag:** Winter Flag well underway, 4 on 4 format, teams of 5 at U16 playing for 1.5 hours and they're happy; New Referee clinic happened Jan. 14; This Saturday Flag 101 clinic for parents Jan. 21, 4:45-5:45; Jerry Friesen is scheduled for Feb. 4 Tackle Coaches (level 1 certified) all day; Feb. 18 available for skills/drills day (Mike S. – advertise a week prior); Family Day weekend, no flag, but field available if families want to come out; Sunday March 12, last day, Flag Coaching Clinic or skills/drills, or level 1 coaching;
- **Treasurer:**
 Gaming Account \$5600 (approximately);
 Operating \$40,000 (approximately);
 Funds coming out, expenditures have been from operations of 2016; A few hundred dollars have been spent on clubhouse renos \$600+ for 1-800-Junk; Pads and pants have been purchased; Lions jerseys not likely this year, put off till 2018; Invoices/cheques were dated 2016;
 Gaming \$150 (approximately)
 Operating \$20,000 (approximately); Esportsdesk funds easily etransferred.
 (Mike S.) A budget needs to be established for 2017 and it will be written into the new constitution that the general membership votes on budget approval.
- **Director of Tackle** – Do coaching clinics need to be a budget item? Jerry Friesen is free.
- **Director of Player Development:** has contacted ex-CFL/Sun Players; potential for a camp with a Calgary Stampeders coming to town; Insurance coverages and criminal checks need to be a consideration in setting up development camps.
- **Director of Communications:** Newsletter well received, only 7-8 unsubscribe; good click thru rate. Need emails for all Board Members that can be published for the public; ideally need to get KMFA email addresses.
- **Director of Volunteers:** Parameters of the role need to be established.
- **Director of IT/Web:** The website needs a facelift before we add @KMFA.ca email addresses and online storage; Jen S. has a plan, Mike S. to forward via email for Board

Member review and comment (responses via email).

(Jen S.) – Request to take the website offline while maintenance is performed; until Spring Flag registration; stick with site hosting as is for ease

(Colin F.) yes, provided firm date back online, not more than 2 weeks at a time.

(Mel M.) yes, I can mention in the January newsletter that improved site coming

(Jen S.) I will proceed, take feedback through the process

Old Business:

- (Dean K.) April 28/29/30 Indoor fields for Don Narcisse - keep or drop? \$1800? Kristen R. to confirm with Jeff Koltun if there's a contract and confirm dates if we have a commitment
- Club House Reno picture review; hooks for helmets donated by Coast Distributors; We made a donation of our old socks.

New Business:

- Draft of Policy manual - 2011 version was starting point; New Code of Conduct for Board Members, draft reviewed and verbal agreement by all.
- Invitation for members to get involved working on the draft in the next 30-60 days; Final draft will be posted to the website
- Operational Map ("Blocking Chart") – We need to identify every single step for delivering all programs, all the resources needed, create an actionable timeline; (Mike I.) - tackle coaches need to be named first, then registration for tackle needs to be up earlier (Start point - Mike Saini will create drop box account)
- Review draft of new Constitution – tabled till next meeting
- Insurance coverages: The Societies Act protects us all as individuals so long as we are acting in good faith (the Board); Football Canada and BCCFA will have details on insurance coverages for players/coaches; Joe Gluska needs to provide as we are members in good standing - need to know if we have coverages for skills camps, etc.
- Vernon Minor Football issues - need to open up lines of communication to help them keep up operationally to ensure Vernon football happens for tackle; too much debt in Vernon; kids would register under KMFA

Next Meeting: February 6th

Motion to Adjourn: **8:12pm** Made by Mike Irvine; 2nd by Melani McBratney;
All in favour, meeting adjourned.