



November 3, 2020 Swan City FC board meeting minutes. Held at 5 p.m. at Revolution Place

In attendance: Derek V, Chad M, Amber P, Lynda A, Kara S, Catherine R., Jesse N, and Dylan C (ED)
Regrets: Brigitte B, Matt T, John B, and Claude B (TD)

Meeting called to order at 5:00pm. It is standard practice for the agenda, prior minutes and staff reports and committee reports to be circulated ahead of the Board meetings. This was complied with.

AGENDA: One addition to the agenda was proposed. Item 5b) The 4Her launch event. Kara moved to accept the addition. Amber seconded. All were in favour. The revised agenda was approved unanimously (and is attached to these minutes).

PRIOR MINUTES: Kara moved to approve the prior minutes. Chad seconded. The prior minutes were approved unanimously.

REPORTS: The Executive Director Report; Technical Director Report; Program- Co-ordinator Report; Office Admin Report; and Ref Reports were reviewed and discussed. An update was provided on Government programs available to assist as well as ensuring financials are up to date for the AGM. Programming was discussed as well as how to increase registration numbers notwithstanding the difficulties present as a result of COVID restrictions. Chad moved to approve the reports, Jesse seconded and the reports were approved unanimously.

SUB-COMMITTEE REPORTS: The sub-committees were activated at the last board meeting. As such, this was the first meeting where reports were received from the various sub-committees (Finance; Facility; Fundraising/Advertising/Social Committee; Senior/Minor Committee). The committee reports are a great way to brainstorm new ideas and are primarily for information purposes for the board at this time. The shared drive shall be updated to ensure the ideas contained therein are updated. As this is the first set of minutes which will be posted to the website, a quick summary of the sub-committees has been added for our membership.

Facility Sub-Committee: This committee was created with the primary purpose to attempt to create a year- round indoor facility for multiple user groups in our community.

Finance Committee: This committee was created with the primary purpose to ensure the board has the relevant financial information before it during meetings and to start gathering information in relation to the cost of a future facility.

Fundraising/Social Media Committee: This committee was created with the primary purpose to bring awareness to the organization, brainstorm and bring fundraising, sponsorship items to the board for consideration.



Senior and Minor Committee: This committee was created to work with addressing items from a minor and senior league membership perspective.

OLD BUSINESS: We tabled the monthly item of reviewing the organization's spreadsheet task list as the focus on this meeting was the website and AGM.

The Strategic Yearly plan for Admin and Programming was also tabled. A draft is prepared but it is still a work in progress.

Website update: The draft website was reviewed by the board. A link was sent out and the board agreed to review and provide comments back to the TD within 24 hours in relation to the website. A payment registration system was also discussed. Jesse moved to approve up to \$1,000 in spending on developing the registration system on the website. Chad seconded and the board approved unanimously. **MOTION 1: TO SPEND UP TO \$1,000 ON WEBSITE DEVELOPMENT FOR A USER-FRIENDLY PAYMENT REGISTRATION SYSTEM**

NEW BUSINESS: AGM Date- It was discussed to set November 27, 2020 at 5:30pm at the Bowes Centre for the AGM.

4Her launch event- The program was discussed and how to launch it. Amber made a motion to approve up to \$500.00 for the 4Her Launch event. Cat seconded and it was unanimously approved. **Motion 2: TO SPEND UP TO \$500 PROMOTING THE 4HER LAUNCH EVENT.**

A General Roundtable discussion ensued. Primarily related to how the organization can adapt to the current pandemic.

Action Items:

- 1) Dylan, Derek and Jesse will attend the bank to consolidate the two Capital Account GICs into one;
- 2) TD to meet with each age group prior to year end to give programming update. TD to decide when;
- 3) The shared drive to be updated to ensure the various sub-committee recommendations are being tracked;
- 4) Performance Evaluations of SCFC staff will be handled by Derek and Chad for this year only. Going forward, the Board will only complete performance evaluations on the ED and TD positions;
- 5) Cat will forward the Social Media Policy to Derek for final review and then an email vote will ensue;
- 6) Matt will refresh the entranceway to Pitch 1

Meeting was adjourned at 6:30p.m. Next date December 1, 2020 at 5pm TBD.

REVISED AGENDA OF SWAN CITY F.C- November 3, 2020 Meeting at 5pm at Revolution Place Office



1. Call meeting to order
2. Consent Agenda:
 - a) Approval of agenda;
 - b) Approval of prior minutes- Attached;
 - c) Approval of reports:
 - i) Program Co-ordinator report- Attached;
 - ii) Admin report- Attached;
 - iii) Executive Director report- Attached;
 - iv) Technical Director report- Attached;
 - v) Treasurer Report/Financial statement – Not available;
 - vi) Referee Report- Requested
3. Committee Reports:
 - i) Finance Committee- Attached;
 - ii) Facility Committee- Attached;
 - iii) Fundraising/Advertising/Social Media Committee;
 - iv) Senior/Minor Committee- Attached.
4. Old business
 - a) Review spreadsheet task list;
 - b) Strategic year plan if ready; and
 - c) Website update
5. New Business
 - a) AGM date
 - b) [4her launch event](#)
6. In camera
7. Roundtable
8. Meeting adjourned. Next meeting December 1, 2020 at 5pm