***KMFA Board Meeting Minutes Feb. 7, 2024***



**Date:** February 7th, 2024

**Location:** KMFA Club House, 1021 Ellis Street

**Online Link (if online offered):**

***Board Member Attendance****:*

|  | Landon Schoales |  | Bryan Thiessen |  | Clarke Haynes |  | Cherisse Church |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Tyler Jensen |  | Tyler Gibson |  | Micha Harding |  | Sonya Barker |
|  | Kris Courtoreille |  | Jeff McCaig |  | Tyler Booth |  | |

\* Kris attended late via phone

***Association Member Attendance****:*

James McLaren Henry Dostie Mark Paul Mat Thomas Mark Rein Justin David Dustin Martin Byron Wilson

***Agenda:***

1. **Call to order**

Chair called meeting to order at 7:01 PM

1. **Quorum Confirmation**

Quorum confirmed at 10 Directors (Kris Courtoreille Absent) at 7:02 pm.

1. **Approval of Previous Meeting minutes,** [***December 13, 2023***](https://docs.google.com/document/d/17ofTkb1uZknBti7MirHyoTcDyoanwsgJkHzTJ16iBmg/edit?usp=sharing)

Jeff motioned to approve previous meeting minutes. Bryan seconded. Motion approved unanimously (10-0).

Link for previous Director Meeting minutes: <https://docs.google.com/document/d/17ofTkb1uZknBti7MirHyoTcDyoanwsgJkHzTJ16iBmg/edit?pli=1>

1. **Approval of the Agenda**

Agenda went through by Chair (Landon) after noting approval of previous minutes section added by Secretary (Jensen). Jeff motioned to accept agenda. Bryan seconded. Motion approved unanimously (10-0).

1. Continued Business:
   1. **Financials Update**

Discussion of monies available.

2023 Gaming Grant is now approved. Landon discussed where we are with the current gaming grant process.

Treasurer (Clarke) explained how electronic abilities improved and about setting up EFT.

Improved financial transparency activities taking place. For example, copies of KMFA banking statements and copies of cheques written and cashed will be added to a folder that the board has access to. In addition, dual signatures on bank transactions such as cheques or e-transfers will be put in place. Signers will be the President and another executive member, preferably the Treasurer.

2024 Working budget discussed and 2023 budget shared verbally.

Spring Flag budget created by Landon which will be discussed later.

Landon discussed the previous KMFA President theft and moving forward.

* 1. **Societies Act Update**

Confirmation that registration for Societies Act included 5 Executive Board members and that it was sent by Landon. Jensen requested to update Societies Act going forward as per KMFA By Laws 6.5 (c).

Discussion about possible cost savings by not hiring a lawyer.

Discussion about new Bylaws from AGM being registered (2 Year term President & President must have served on the board).

* 1. **Signing Authority Update**

Current signing authority now with proper signatories on the account (Treasurer (Clarke), President (Landon) and Vice President (Bryan)).

* 1. **Winter Flag Update** 
     1. Players Registered

183 players registered. Year over year 30% improvement in registration.

U10: 43 U12: 57 U14: 53 U16: 30

It seems not having a waitlist has helped with registration.

* + 1. **Teams**

Chair noted that there seems to be parity with winter flag teams with no one dominating and that winter flag seems to be going well.

* + 1. **Coaches**
    2. **Ref Schedule**

Landon explained:

* He had built referee & teams schedule
* 3 refs on the field per game with an eye on preparing them for Spring Flag season
* Referees seem to be doing a fine job overall
* Some coaches at U10 & U16 have questioned the referee calls and they have been talked to
* Additional referees are shadowing
* Referees must referee a league down than the league they play in
* Referee clinics are done ahead of time and they can begin in U12, however U14 better
  1. **Board Communication**

Landon reviewed last meeting’s email discussion.

Discussion about WhatsApp. WhatAapp will be continued to be used for those who want to use it.

Agreement among board to start sending clear subjects with all emails.

Agreement that formal, binding communication will be made through email for documentation.

* 1. **Committee Updates**
     1. **Social Media Update**

Micha shared a video showcasing Winter Flag.

Micha spoke to the City of Kelowna to get involved with volunteering youth She also shared some ideas:

* Adopt a stream program with City of Kelowna
* Get in to see seniors at Hawthorne
* Food bank drive was amazing two seasons ago
* KMFA flyers to schools?
* Mark Paul - Westside Days Parade
* Mom’s football teaching night (Mother’s Day?)

Micha discussed Instagram climbing from 20 to 121 followers and looking into live stream option.

KMFA Facebook Link: <https://www.facebook.com/groups/kelownaminorfootball/>

KMFA Instagram Link: <https://www.instagram.com/kelowna_minor_football/?hl=en>

1. New Business:
   1. Spring Flag
      1. Updates

Landon shared registration updates.

Last year 304 players

This year Landon estimated 500 registrants broken down as follows:

U7: 50-60 U10/U12/U14: 125 players (est.) U16: 65

Spring Flag registration opening Monday, February 12th.

* + 1. 2024 Spring Flag Registration Fees

2023 Fees were $175, Landon discussed raising fees to $200.

Jeff motioned to approve $200 for 2024 Spring Flag Fees. Sonya seconded. Motion approved unanimously (10-0).

* + 1. NFL Jerseys

Discussion on whether to do NFL jerseys again this year. $21,000 spent on NFL Flag program in 2023 on 304 registrants.

Sonya motioned to continue with NFL Flag for Spring 2024. Seconded by Booth. Motion approved unanimously (10-0).

* + 1. Fields

Landon explained April 13th the City of Kelowna opens up city fields and 1st Games of Spring Flag tentatively set for April 14th.

* + 1. Evaluation Date Discussion

Discussion about evaluation dates including when to hold them this year and whether holidays are an appropriate time to hold evaluations. Jeff motioned to accept March 16th as Spring evaluation date. Cherisse seconded. Motion approved 8-2 (In Favour-Opposed).

Booth motioned to open registration for Spring Flag 2025 in January & hold evaluations before Spring Break in 2025. Sonya seconded. Motion approved unanimously (10-0).

* + 1. Practices

Practices will continue to be at coaches discretion.

* + 1. Game Times

Discussion about Spring Flag times. Bryan Motioned for Spring Flag time to be on Sunday at 8:00am for U16, 10:00am for U14, 12:00pm for U12 and 2:00 pm for U10. Motion approved 9-1 (In Favour-Opposed).

* + 1. Coaches

Micha expressed a need to improve coaching and get more coaches involved.

Discussion on whether to allow 1 or 2 coaches (and thus 1 or 2 protected players) in Spring Flag. Jensen motioned to continue with 2 coaches. Seconded by Gibson. Motion approved 7-2-1 (In Favour-Opposed-Abstained).

* 1. Director & Committee Discussion & Confirmation

Discussion about forming committees and who should lead each committee. The following committees were struck followed by the person chosen to lead them:

* + 1. Flag Committee - Mat Thomas (non-voting)
    2. Tackle Committee - Bryan Thiessen
    3. Coaches & Player Development Committee - Sonya Barker
    4. Equipment Committee - James McLaren (non-voting)
    5. Marketing Committee (Social Media, Community Engagement & Website) - Micha Harding
    6. Referee Committee - Clarke Haynes
    7. Westside Committee - Mark Paul (Non-voting)
    8. Fund Development Committee (Fundraising & Sponsorship) - Kris Courtoreille
    9. Policy & Procedures Committee - Sonya Barker

Bryan motioned to accept these committees and their heads. Cherisse seconded. Motion approved unanimously (10-0).

Contact list for committees, Directors and Members At Large can be found here: <https://docs.google.com/spreadsheets/d/13F6Hp84rkqLK9fyQ0Y_GBTk1Jkinbr2IaHc66_dqz7E/edit#gid=0>

* 1. Development Program (B3 Better)

Booth discussed B3 Better:

* B3 has donated $520 to KMFA ( as of January 2024).
* U10 & U12, U14 & U16 grouping
* Summer Camps are coming up & B3 looking to partner with KMFA
* Potentially silent auction athlete memorabilia
* B3 programs has first practice free tryouts
  1. BCPFA Discussion & Coaches Clinic (Curriculum, Facilitators)

Proposed Flag Caches & Refs Clinic April 5th @ M15 (6:00pm to 9:00pm).

Working on Safe Contact clinic for the Fall in Kelowna.

* 1. SIFC Update

Discussion to possibly return to BCCFA. Keith from BCPFA is great to help with gaming grants. SIFC will make a decision by the middle of the year to stick with BCPFA or return to BCCFA.

* 1. Sponsorship Request (Mr. Lube)

Discussion about Mr. Lube sponsorship with KMFA to place a logo on jerseys for $5,000.

* 1. Equipment
     1. Soft Shell Helmets & Footballs

Discussion that KMFA needs to order equipment to order. Equipment Committee will determine needs and follow up with an email.

* + 1. Request to keep jerseys (Lauren Walker)

Discussion and agreement to invite Lauren Walker to next board meeting.

* 1. Club House Lease Renewal. Link found here: <https://drive.google.com/file/d/1dS7ld8GgY-VBDTG-UEpumZZ6eB2GL_qh/view?usp=drive_link>

Sonya motioned to accept new lease conditions. Bryan seconded. Motion approved unanimously (10-0).

1. Other Business:

Discussion about Little Tykes.

1. Next Meeting Date: ***March 6th, 2024 (7PM at KMFA Club House)***
2. Adjournment 11:03 PM