



**Northshore Youth Soccer Association  
Board of Directors Meeting Agenda  
February 7, 2023**

**Commence:**

**7:30 PM August-December**

**6:30 PM January-July**

**Meeting called to order at 6:35 PM**

<b>Actions</b>			
Who	What	When	Comments
Board Members	<a href="#">Fill in Committee Audit</a>	@March 1 2023	
Jessica	Send out electronic copies to each individual re: COB	Signed forms due by March board meeting	Laura sent soft copies via Adobe for those that had not already signed
Jessica/Office	Update Keith's email account <a href="mailto:kbstewart02@gmail.com">kbstewart02@gmail.com</a> to help ensure northshoresoccer.org email is working properly	Complete, pending confirmation from Keith	Sent request to office on 2/8.  Office indicated Keith had not yet signed into northshore accouny

**Quorum**

NYSA Board of Directors Meetings. A quorum shall consist of at least the President, or Vice President, and one additional officer and a minimum of at least four member Club Presidents or designated representatives for a total of seven Board members.

**Board Attendees: Exec Team Members (Officers)**



<u>Name</u>	<u>Role</u>	<u>In Attendance?</u>	<u>Comments</u>
Laura Nordyke	NYSA President	In office	
Vacant	NYSA Vice President		
Jessica Mohr	NYSA Secretary	In office	
Cheryl Marcos McIvor	NYSA Treasurer	<b><u>In office</u></b>	
Anissa Wheeler	NYSA Registrar	<b><u>N/A</u></b>	<b>Michelle Lenssen is proxy</b>

**Board Attendees:**

<u>Name</u>	<u>Role</u>	<u>In Attendance?</u>	<u>Comments</u>
Danielle Baldwin	Northcreek Club President	In office	
Josh Ladd	Bothell Club Co-President	In office	
Mike Spring	Bothell Club Co-President	On Phone	
Tim Berglund	Woodinville Club President	In office	
Keith Stewart	Inglemoor Club President	In office	
Anthony Gonsalves	United Co President	In office	
Bruce James	United Co President	Not Present	
Brent Weyer	NSC President	In office	
Peder Fitch	Sound Rep (President)	On phone	
Elizabeth Alexander	At Large	Not Present	
Bryan Hampson	At Large	Not Present	February will be last meeting
Michelle Lenssen	At Large	In Office	
Jane Shumway	Community Member	In office	
Vacant	At Large		



Vacant	At Large - Youth		
Vacant	At Large - Youth		

**Staff Attendees:**

<u>Name</u>	<u>Role</u>	<u>In Attendance?</u>	<u>Comments</u>
Carolyn Gross	Bookkeeper	Not Present	
Jennifer Fowler	Asst. Registrar	Not Present	
Daphnie Chow	Field Scheduler	Not Present	
Brandon Mitalas	Sound DOC	In office	
Richard Romain-Dika	NSC DOC	On phone	
Michael Duncan	Rec DOC	In office	7:48 arrival

**Agenda:**

1. Approval of [January Meeting Minutes](#)  
 Brent: Motion to approve  
 Anthony: Second  
 All in favor: Unanimous  
 Opposed=0  
 Abstain=0

Executive Team Reports

2. President – Laura Nordyke
  - a. President’s Report. See PPT posted in the February folder.
    - i. Vision has been presented and would like to complete a second draft for March Meeting to finalize in 1Q
      1. All roles should be in support of the agreed upon NYSA vision
    - ii. We need to find additional growth opportunities to grow in a healthy way
  - b. Committee shared google form posted in February folder. Request to review and update with board participation



- c. Background provided to new Treasurer Cheryl for most of the board members is that we had children or have been a player or a coach.
- d. Cheryl-Brand awareness seems to be an issue for NYSA

The following is pulled from PPT posted in the February folder.  
Readout from Washington Youth Soccer (WYS) Player Fee Meeting:

In Fall 2022, WYS had a total of 83,050 registered players. This is compared to 70,947 in 2021 or an ~17% increase

- NYSA has 4 votes. Count is based on 2022/23 team registrations.
  - As a result of the meeting vote, 2023/24 player fees to WYS will remain the same as set in current 2022/23 seasonal year
  - RCL is no longer associated to WYS from a player registration fee perspective
  - WYS opens the new seasonal year in November of the upcoming season via Sports Connect
  - RCL is no longer part of WYS
  - SportsConnect will open in November for the seasonal year
  - WYS Budget was shown for a moment in time Sept-December for expenses and revenue
- WYS Stakeholder Survey:
  - Largest reported survey issue was FIELDS (Availability, Condition – Grass/Mud and No Lights)
    - Field Grant Opportunity via Community Outdoor Athletic Facilities Fund (COAFF)
    - [https://wrpa.memberclicks.net/assets/Blog/COAFF\\_AC\\_Meeting\\_April\\_18\\_2022\\_Final.pdf](https://wrpa.memberclicks.net/assets/Blog/COAFF_AC_Meeting_April_18_2022_Final.pdf)
      - Per presentation: COAFF is a Program addressing state-wide needs for community athletic facilities serving community athletic facilities serving underserved populations
    - WYS indicated no current good connection with indoor facilities. There are meetings planned with Arena Sports.



Lane Smith is a WYS board member and owner of an indoor facility in Tacoma

- WYS Next Meeting: Saturday May 20, 2023

- Congratulations to all NYSA Post Season Results to Date! WYS Invite for Rec & Founders Cup Champions & Finalists
    - Finalists and champion in D1 will receive an invitation to go to Presidents Cup
    - Rec cup advancement to Founder's will be available next year
  
  - Executive Team & Board Positions Update
    - Cheryl, Anissa, Laura are new to their position
    - VP is open and will be appointed by Laura. Appointments require board approval.
    - Bryan Hampson will no longer be with the organization
    - Vacant At Large positions are noted on Agenda
  
  - Monthly Board meeting cadence for Agenda items and Submitting Reports (Office, Committee, etc.)
    - Agenda items will be requested 7 days prior to the meeting
    - Questions from reports can be directed to individual who submitted report or added to the agenda as an open topic in the new business section
- 
3. Vice President – Open
  4. Treasurer – Cheryl Marcos McIvor
    - a. Budget committee proposal (FY 23/24 Budget)
  5. Registrar – Anissa Wheeler

## REPORTS OF COMMITTEES

- 1) RMA - Reported and Questions answered
  - a) Question: Are we updating the Rec club registrar responsibilities to fulfill the request?

Background: For United, the president usually monitors and follows up with coaches to ensure RMAs are complete and approved.



- b) Answer: Each club needs to identify a representative (president, vp, registrar, etc) to monitor and report on coach RMA approvals. They will update the report and provide updates in the designated online location.
- 2) Culture Committee (Michelle)
  - a) 3 Hand Outs provided by Culture Committee
    - i) Updates to COB for conflict of interest and Personal Identifiable Information (PII)
      - (1) Written disclosure of conflicts- Material and non-material
      - (2) Further definition on inappropriate communication
        - (a) Verbal and written communication definition completed
        - (b) Process to discuss is establishing an HR Lead
          - (i) The addition of process will supplement to have any board member, paid member and committee member.
          - (ii) Once a grievance has been filed we would have the HR Lead and two other parties
          - (iii) HR Lead will give recommendation to Exec Committee
          - (iv) Intent would be for this to move down to the board
          - (v) We have the same 5013c and we need to ensure that we have governing principles that should meet all across the association. Adopt for this board and then an HR committee assigned to review across the association.
          - (vi) Anissa to take on the HR Lead during VP vacancy
          - (vii) If grievance is against an executive committee than we would have them recuse themselves

### Motion Passes

Michelle Lensen motion to approve: NYSA Employee code of conduct, Northshore youth soccer association governance code of conduct. NYSA Human Relations Grievance Process

Brent Weyer Second the motion

No additional discussion

In Favor: Unanimous

Objections: 0

Abstain: Keith Stewart

- 3) Nominating Committee (At Large Applicant, Bruce Raney (see Unfinished Business) + New Application)

- 4) [Recreational President's Proposal/ Motion](#)

Anthony Gonsalves Motion to have recreational registration closed (proposal will be updated to define what is meant by "closed". NYSA will still accept registration post June 1). on June 1st.

Recreational presidents

Joshua Ladd second the motion



## Unanimously Passes

- a) Anthony Gonsalves - Rec Club presidents have come together to provide a proposal for how to proceed with next season.
- b) Proposal is to increase the equipment provided
- c) Open registration sooner than June- Suggest having registration open immediately at the end of season. November 1st end season/early bird rate registration would stay the same as the current season. This would need to be done as a locked in rate of the previous year.
- d) Close registration by June 1 to complete the coaching slate, fields, rmas etc. This would not be a hard close but would be done as a waiting list component. An individual would be taken off the waitlist if they meet 1 of the 2 scenarios
  - i) Open Slot that needs to be backfilled to make a complete team
  - ii) Enough kids to complete a team and there is a parent available to coach
  - iii) Late Fee for registration after June of 10% - Communication will be key and we will need to update the newsletter and Presidents will take an active role
- e) Rec clubs would like to request field allocation to Rec modify language to be more flexible
- f) Laura Nordyke suggest to sit down with the office to get the understanding of their roles and how this impacts their duties
  - i) Suggests leaving registration open and not lock registration until data is collected
  - ii) Can we keep our information within SportsConnect?
    - (1) State website will not allow it to open until Jan 1.
  - iii) Office requests that we wait until the budget is approved.
- g) Anthony Gonsalves what we saw before Covid was that we closed our season earlier.
- h) Jane Shumway states that she spoke to WYS and cannot cross fiscal years and need to stay open until Jan 1.
  - i) Jane advised the board that Washington Youth Soccer had been contacted and advised registration could not occur until January 1st, as registering players early would pose a problem with having players registered on two teams.
    - (1) no alternative option was provided or suggested in order to assist NYSA with our request to begin capturing players early.
  - ii) Stayed open longer to help individuals with making a decision during covid
  - iii) We believe that there will not be an issue with this year and move forward with our previous years registration process.
  - iv) After Registration:
    - (1) U6-
    - (2) U7-U12-



(3) United-

- i) Tim Berglund how does the transfer work within the rec league? There is no way to roll over within a calendar year.
    - i) June 1 cutoff is so the registration process is complete before August 1
    - ii) Field access is very dependant on the club location
  - j) Danielle Baldwin Woodinville is very desirable
- In summary, all parties in agreement to return to process prior to covid.
- 5) Sound FC Motion is approved
- a) Peder Fitch- I move to have this year's budget amended to allocate available profits from U8 Premier and Circuit programs toward paying this year's State Cup and Presidents Cup fee for Sound FC teams.
  - b) Michelle Lensen second the motion

Abstain: Anthony Gonsalves

Discussion:

Standard fees include State Cup Fees and communication was not given regarding team fees and state cup fees. Offset cost for boys state cup.

- c) Revenue: The Circuit net revenue - \$8,649.13  
U8 net revenue = \$18,247  
Total Revenue = \$26,896.13
- d) Expense for state cup/presidents cup  $480 \times 26 = \$12,480.00$

Peder Fitch ensures that we have an understanding of profit vs. revenue. We do not have \$26k in revenue to spend.

We would like to ensure that we are competitive and we pay the state fees as is standard for any team in the RCL.

## UNFINISHED BUSINESS

### 1. [At Large- Bruce Raney](#)

## NEW BUSINESS

**Laura Nordyke** Motion to extend the meeting from 8:30pm to 8:45pm

**Jessica Mohr** second the motion

**Unanimously approved**

### 1. [Budget Proposal](#)

Discussion: Jessica Mohr put the funding dollars in place for the ED. We removed discretionary funds and coaching development were removed. We use discretionary funds for coaching equipment and expenditures. Discretionary funds are voted on by club presidents.

Motion: To approve the budget for next fiscal year.

Second: Tim





Unanimously approved

**Jessica Mohr** Motion to extend the meeting from 8:45pm to 9:00pm

**Second: Joshua Ladd**

2. January At Large Application

[https://drive.google.com/file/d/1jqQxXNM9fbrHrSp9GAK8gJzoT7wsNfsE/view?usp=share\\_link](https://drive.google.com/file/d/1jqQxXNM9fbrHrSp9GAK8gJzoT7wsNfsE/view?usp=share_link)

**Approved Unanimously**

Jessica Mohr Motion to approve Bruce Janey as an at-large member for NYSA.

Michelle Lenssen Second the motion

Discussion:

Broaden the soccer experience? We have room to fill and we should strive to have community involvement.

Understands our commitments to the 3 levels of play

Approved Unanimously

3. Columbia Banking Changes (posted in January 2023 Minutes & February 2023 Agenda)

**As a result of the January 2023 NYSA Election for Columbia Bank purposes:**

Who will be the new Treasurer and President board members for NYSA? Cheryl Marcos McIvor, Treasurer and Laura Nordyke, President

Who will need to be removed as signers from the accounts? Joshua Heller, former Treasurer and Bryan O'Donnell, former President

Who will need to be removed from the online banking access? Joshua Heller (Bryan O'Donnell doesn't currently have online banking access)

Who will need to be removed from authorizing wire transfers without being present at a Columbia Bank (wire transfer authorization)? Joshua Heller and Bryan O'Donnell

Who will need to be signers on the accounts along with their board position. Cheryl Marcos McIvor / Treasurer, Laura Nordyke / President

Who will the control prong be with NYSA? Joshua Heller previously listed as the control prong on our beneficial ownership form.: Cheryl Marcos McIvor

Who will need to have online banking access and in what capacity (view only or be able to make transfers online). Cheryl Marcos McIvor / Able to Make Transfers, Carolyn Gross (permissions stay the same)



Who will need to have wire transfer authorization access without being present at Columbia Bank? Cheryl Marcos McIvor

Will debit cards need to be issued and if so to whom? (At this time neither Bryan or yourself have a debit card. No Debit Cards.

· Once the meeting minutes are completed/approved, please have the secretary or acting secretary sign the meeting minutes. Bottom of document.

Signed by Secretary, Jessica Mohr: \_\_\_\_\_

Note: this was signed by the NYSA Secretary at the February board meeting.

**ADJOURN**

**Mike Spring Motion to adjourn the meeting 9:00 pm**

**Brent Weyer second motion**

**8:59 pm meeting adjourned**