



**Northshore Youth Soccer Association  
Board of Directors Meeting Agenda  
January 10, 2023**

**Commence:**

**7:30 PM August-December**

**6:30 PM January-July**

Actions			
Who	What	When	Comments
All BoD	<a href="#">Please review BoD &amp; Staff COBC</a>	1/22/23	Input received has been incorporated into final version posted with February reports
Jennifer	Send NYSA Office Template for new programming to Rec Clubs	ASAP	Template can be stored in "Office Reports" folder on shared drive
Tim	<p>Submit Rec Committee Proposal. All committee proposals should utilize the NYSA Proposal template for submission to BOD. The template is located in the BOD folder link (last item listed):</p> <p><a href="#">Meetings - Board of Directors - Google Drive</a></p> <p>The proposal should be submitted as a Committee Report to the board, where it can be reviewed, discussed. A motion can be made to move forward with approving the Proposal after it has been reviewed with all stakeholders.</p>	Prior to a monthly board meeting	
Anthony	Follow up with D2 on # of game requirements	3/1/2023	Technical committee is working on single season document that will include this information
BoD	Need to look at heat restrictions		This will be incorporated into Inclement Weather policy



<b>Actions</b>			
<b>Who</b>	<b>What</b>	<b>When</b>	<b>Comments</b>
Laura	Google Doc Circulated for Committees		This will be posted in February reports
Executive Committee/Bylaws Committee	Update the bylaw revision form		This is in scope for the Bylaws Committee

**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.

**Meeting Called to Order at 6:35pm**

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

<b><u>Name</u></b>	<b><u>Role</u></b>	<b><u>In Attendance?</u></b>	<b><u>Comments</u></b>
Bryan O'Donnell	NYSA President	Yes	
Laura Nordyke	NYSA Vice President	Yes	
Jessica Mohr	NYSA Secretary	Yes	
Josh Heller	NYSA Treasurer	Yes	
Jane Shumway	NYSA Registrar	Yes	

**Board Attendees:**

<b><u>Name</u></b>	<b><u>Role</u></b>	<b><u>In Attendance?</u></b>	<b><u>Comments</u></b>
Danielle Baldwin	Northcreek Club President	Yes	
Josh Ladd	Bothell Club Co-President	Yes	
Mike Spring	Bothell Club Co-President	Yes	
Tim Berglund	Woodinville Club President	Yes	
Keith Stewart	Inglemoor Club President	No	



Anthony Gonsalves	United Co President	Yes	
Bruce James	United Co President	Yes	Via Phone/Virtual
Brent Weyer	NSC President	Yes	
Peder Fitch	Sound Rep (President)	Yes	
Elizabeth Alexander	At Large	Yes	Via Phone/Virtual
Bryan Hampson	At Large	Yes	Via Phone/Virtual
Michelle Lenssen	At Large	Yes	
Anissa Wheeler	At Large	Yes	

**Staff Attendees:**

<b><u>Name</u></b>	<b><u>Role</u></b>	<b><u>In Attendance?</u></b>	<b><u>Comments</u></b>
Carolyn Gross	Bookkeeper	No	
Jennifer Fowler	Asst. Registrar	Yes	
Daphnie Chow	Field Scheduler	No	
Brandon Mitalas	Sound DOC	Yes	
Richard Romain-Dika	NSC DOC	Yes	Via Phone/Virtual
Michael Duncan	Rec DOC	Yes	Arrival late from training

**Agenda:** Quorum confirmed.

1. Approval of September & December Meeting Minutes
  - [December 2022 Board Meeting Agenda.docx](#)
    - o 1 abstention. No rejections.
  - [September 2022 Board Meeting](#)
    - o 2 abstentions. No rejections.



## Executive Team Reports

2. President – [Bryan O'Donnell](#)
  - a. Thank you for the opportunity to be the board president
  - b. The board is here to make difficult decisions and keep three levels of play
  - c. Find someone new for the VP Role and get a fundraising chair
  
3. Vice President – [Laura Nordyke](#)
  - a. Items covered under Culture Committee and Nominating Committee reports
  - b. Thank you Bryan for your time supporting NYSA
  
4. Treasurer – [Josh Heller](#)
  - a. Budget committee met last week
  - b. Need owner for the Sponsorship Committee
  - c. Recommend charging more for the Select Club Registration
  - d. Transition plan
    - i. When in doubt ask Carolyn:)
    - ii. Gambling license needs to be in place for any raffle, will work with Carolyn on WA State licensing application/renewal
      1. Need to get a raffle coordinator
  
5. Registrar – [Jane Shumway](#)
  - a. Association Fees competitor comparison
    - i. Registration comes with a uniform @Rec
    - ii. 50-75% of competing clubs utilize a volunteer fee
    - iii. 50% Raffle ticket component reported being used by competing Associations

## REPORTS OF COMMITTEES

- 1) RMA
  - a) New proposal for checks and balance when parents are on site
  - b) Delegation to clubs to make it easier on the office
  - c) Guidelines for new programming
  - d) U18/U19 players for RMAs
    - i) Pizza night for RMA training
    - ii) Identify all players that will be turning 18 at team formation to get RMAs done at the beginning of the season (prior to birthday)
  
- 2) Rec Club President's Update
  - a) United will do Late Spring Soccer Again \$110 per player
    - i) Need to discuss the field options with Fields
    - ii) Late Spring begins after Easter to June. Sundays only.
  - b) President is needed for United. Both co-Presidents are not returning. Need to recruit a new United Club president.
  - c) Rec Club President's Committee: Registration Open
    - i) Proposal that registration is open early
    - ii) Office requirement- Need to have a list of registrars
    - iii) Updating budget to represent the \$ amounts needed for equipment



- iv) Looking to open Registration by 2/01. It was discussed at the December board meeting that registration would be opened ASAP.
  - (1) Follow Standard Operating Procedure for Programming
  - (2) Need to have a Min/Max for rescheduling of Rec games (youth up to United)
    - (a) Chart updates to ensure that we have the correct references for our Registrar and Scheduler
- 3) Culture Committee
  - a) Board and Staff COBC provided for Board review. Please submit any feedback by 1/22 so that the committee can incorporate at their next committee meeting.
  - b) Goal is to recommend approval of COBC documents at February meeting
- 4) Nominating Committee (New At Large Applicant - Bruce Raney). Application provided for review.

## **UNFINISHED BUSINESS**

### **1. Bylaw revision form October 2022**

Motion brought by executive committee to approve editing updates previously reviewed by Executive Committee

Jessica Mohr Second the motion

11 Approved

1 Abstention

### **2. Inclement Weather Policy**

- Inclement policy has been updated to include best practices around smoke.
- We will be giving a heads up to all association on things that we see within the forecast
- We need to pay for the field regardless need to see if we can ensure play when viable
- Office is not on call on weekends and the DoCs will send out the information regarding practice. Rec will send to the club coaches emails.

Motion brought by Executive committee

Josh Heller Second Motion

Unanimously Approved

## **NEW BUSINESS**

1. Confirmation of Active Committee memberships
  - a. Need to review the numbers of committees that people can be on
  - b. Provide a min/ max to achieve a balance on committees across the board
  - c. Google Doc will be circulated to confirm:
    - i. Committee Membership
    - ii. New Committees
    - iii. Committee Purpose
    - iv. Committee Reports



- v. Meeting Cadence
- vi. Committee operating procedures

**2. Approval to move elections to Executive Session / 1 rejected**

- a. **NYSA 2023 Elections** Note: [The Election Nominating Committee report](#) (updated report located in January Nominating Committee folder)

Motion to go to Executive Session **Jessica Mohr**

**Josh Heller** second motion

**Tim Berglund** Motion to Approve the full slate for 3 Candidates vs. individual  
**Second Michelle Lensen**

**Candidates have been unanimously elected**

<b>Candidate</b>	<b>New Position</b>
Laura Nordyke	President
Anissa Wheeler	Registrar
Cheryl Marcos McIvor	Treasurer

**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.

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

Discussion:

Jane:

- Bylaw forms have not been submitted to the office and rather stored in NYSA shared drive
- Bylaw revision forms need to be updated to ensure that we have an accurate process in place. Bylaw Committee has ownership of this action.
- Need to review the need for a Registrar as an Exec Team position
- Suggests updating the Registrar position to the Marketing and Comms

Anissa:

- Need to move forward with Elections and create a recommendation out of the Executive Team
- Culture Committee has been reviewing the overall board structure

Bryan

- Recommends that we hold on the registrar position and wait for the recommendation from the executive board
- Jane has been providing the overall assistance to the position and the office.

**ADJOURN 9:46pm**

**Vote to adjourn Anthony Gonsalves**

**Motion to second Josh Heller**