



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

Commence:

7:30 PM August-December

6:30 PM January-July

Location: Pizza Coop in Woodinville - In recognition of a NYSA sponsor!
13317 NE 175th St, Woodinville, WA 98072

Time: 6:15 pm - 8:15 pm per reservation availability

Note: March is annual “Volunteer Thank You” meeting

Meeting called to order at: 6:23 pm. A quorum was present

Laura Nordyke Motion to extend meeting until 8:45

Tim Berglund Second the motion

All In Favor: 12

All Opposed: 1

No.	Actions			
	Who	What	When	Comments
M1	Board Members	Fill in Committee Audit	@March 1 2023	LN: Per March meeting, committee file will be reviewed by Exec Team at March Exec meeting
M2	Rec Presidents	Provide Registrar name/contact information to the office	April 1	
M3	Tim	Provide the orders for rec equipment		LN: Need documented plan on Rec



				Club equipment ordering
M4	Brent & Peder	Risk Assessment for U8 & U9 programming - no. of planned teams, impacts to Rec		LN: In conjunction with technical committee
	Anissa	Numbers from 2016 for U10 NSC		LN: Need to confirm this historical data is available. Reference data for Risk Assessment
M5	Jessica	Request Approval of February meeting minutes		LN: Board members requested additional time to review

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	Present	
Vacant (appointed: Michelle Lenssen)	NYSA Vice President	Present	Pending board confirmation
Jessica Mohr	NYSA Secretary	Present	
Cheryl Marcos McIvor	NYSA Treasurer	Present	
Anissa Wheeler	NYSA Registrar	Present	



Board Attendees:

<u>Name</u>	<u>Role</u>	<u>In Attendance?</u>	<u>Comments</u>
Danielle Baldwin	Northcreek Club President	Present	
Josh Ladd	Bothell Club Co-President	Present	
Mike Spring	Bothell Club Co-President	Present	
Tim Berglund	Woodinville Club President	Present	
Keith Stewart	Inglemoor Club President	Not Present	
Anthony Gonsalves	United Co President	Present	
Vacant	United Co President		Vacated by Bruce James
Brent Weyer	NSC President	Present	
Peder Fitch	Sound Rep (President)	Present	
Elizabeth Alexander	At Large (Referee)	Present	
Bruce Raney	At Large	Phone	Filled Anissa Wheeler vacancy
Michelle Lenssen	At Large		Appointed to NYSA VP pending board confirmation
Vacant	At Large - Adult		Vacated by Bryan Hampson
Vacant	At Large - Adult		
Vacant	At Large - Adult		
Vacant	At Large - Youth		
Vacant	At Large - Youth		

Staff Attendees:

<u>Name</u>	<u>Role</u>	<u>In Attendance?</u>	<u>Comments</u>
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Carolyn Gross	Bookkeeper		
Jennifer Fowler	Registrar		
Daphnie Chow	Field Scheduler		
Brandon Mitalas	Sound DOS	Present	
Richard Romain-Dika	NSC DOC	Present	
Michael Duncan	Rec DOC	Present	
Jane Shumway	Community Member	Present	

Agenda:

Approval of [February Meeting Minutes](#)

Postpone until April Meeting

1. Executive Team Reports

President – [Laura Nordyke](#)

- a. [President's Report](#)
- b. Updated vision Statement
 - i. Build internal and external bridges with branding and remove boundaries to help
 - ii. Feedback needs to be in and start on Apr 1, 2023
 - iii. Peder Fitch requested clarity around the club mission statements.
 - iv. Vision Statement for the full Organization and Mission statement for each club
 - v. Mission statements from Clubs in May- Drafts shared to the board and finalized in June. One mission statement from all Rec Presidents
- c. Michelle has been appointed to the VP

Motion Passes

Anissa Wheeler Motion to vote in Michelle Lenssen as the Vice President

Brent Weyer Second motion

All in favor: 9

Opposed:0

Abstain 3

- d. NYSA business needs to use your Northshore or Sound FC Email. Do not use personal email. Discussed forwarding mechanism in google suite.



- e. Thank you cards will be going out tonight for BoD to sign
 - i. Will add new letter for field providers
 - ii. For outgoing Executive Team and board members gift cards were purchased for the Hatback restaurant in Seattle.
- f. Update [participation in committees](#). Board members are required to be on two committees. Exec Team will review in March and help prioritize/identify gaps.
- g. RCL is involved with WYS for sanctioning purposes
- h. WYS will invite D1 champion and finalist from Rec and Founders Cup. Technical committee tasked with documented seeding plan for younger ages (non high school teams).
- i. Executive team will schedule and target to complete the employee reviews within the month of March
 - i. Staff have goals and 1:1 documents that will be used going forward.
 - ii. We will be able to reference last years' reviews and documentation for this year.
 - iii. Are expectations available for each of the positions? Reach out to the executive team for details.
 - iv. Do we ask each office staff member to give peer feedback?
Answer: This was suggested by Laura previously but not implemented.
- j. Dave Shipway Scholarship
 - i. Annual scholarship that can provide to HS Seniors. We will be providing to Northshore and Edmonds School District. Will choose 3 winners, 5k budgeted.
 - ii. Break down of award distribution needs to be reviewed.
 - iii. We will Thank Orly for his decade of services
 - iv. The board would like to look at raising budget for next year.
- k. Procurement policy is being created. Point of clarification: Procurement policy specific to multi year agreements with monetary thresholds documented. This policy is not intended for BAU expenses.

Vice President - Vacant (appointed: Michelle Lenssen)

- l. VP's Report: [Presentation](#)
- m. Culture Committee: [Conflict of Interest Supplemental Guidance](#)
- n. Code of conduct reviews- 2 missing
 - i. NYSA Grievance process- review existing grievance process and making progress
 - ii. Suggest researching Non-profit HR
 - iii. Payroll company offers HR Support per Laura

Registrar- Anissa Wheeler

Current Focus: Knowledge base and understanding. Identifying process improvements..



Documentation and training for registration processes
Rec registrars need to get the registrars identified and trained. Notify office by April 1
Website Sub Committee formed to improve efficiency and user interface upgrades
Suggest to have NYSA board test new features
Tim is interested in being on the subcommittee

Treasurer- Cheryl Marcos McIvor

1. Per NYSA Bylaws, external audit of financial statements is planned for this new season
2. Columbia Bank merge with Umpqua Bank effective 3/1.
3. December and January bank statements have been reconciled
4. Targeting to have a report for December-March at the April meeting

Secretary- Jessica Mohr

[Email and Software Policy](#)

Revote on term limits due to no meeting minutes posted in NYSA shared drive by previous Secretary. Discussion and agreement that the Term Limit verbiage as approved in 2021 is not being changed. The purpose for raising this item is that the Bylaws committee (Jessica and Peder) require documented minutes to complete approved board updates of the NYSA Bylaws.

Motion Passes

Tim Berglund Motion to acknowledge the vote passed on 08/10/21 for a change to NYSA Bylaws section 6.4 Term of Office. The original motion was not captured in the meeting minutes and we are now ensuring the motion is documented.

Anthony Gonsalves second the motion.

All in Favor: 12

Oppose: 0

Abstain: 2

Article/Section #: 6.4 Titled: Term of Office

Change Article/Section to: (please print clearly) The term of office for all Association officers (President, Vice President, Secretary, Treasurer, and Registrar) shall be two (2) years. **Terms of all Association officers shall be no more than 2 consecutive terms within a position (President, Vice-President, Secretary, Treasurer and Registrar) and not to exceed a total of four (4) terms as an Association Officer.** The President, Treasurer and Registrar shall be elected in opposite years to the



Secretary and the Vice President.

At large Adult community board members will **also** serve for a term limit of **two (2) years and no more than two (2) consecutive terms**. Youth members will be elected for one (1 year) term **and no more than two (2) consecutive terms**. Any office elected position that is elected in a month outside of January, the months served until January election(s) shall not count towards a term or term limits.

2. Reports of Committees

Bylaws. See Secretary Section.

Office

Referee

- Elizabeth provided red/yellow card report. 1 red card was for a visiting player. No coach cards.
- Creating a proposal to close the NYSA website and utilize a shared Referee associations website. 3 options on the table that we are exploring. Seeking board support to continue with proposal options. In general, the board supports. Per Anthony, need to note that websites are not currently as secure as NYSA Ridgestar. PII has been made available on other sites.
- PII is currently exposed on NYSA Site at Admin level and Laura met with Larry to address.
- Rec Clubs- **United**: Thank you to the office to get the registration up and running. 58 Individuals signed up for United Spring

NSC

- Highschool tryouts went well
- NYSA Match Day - discounted Sounder Tickets will be open on July 1 and October 7th. Intended for all NYSA players, July 1 match will target select and premier (due to timing) and October 7 match will be for all NYSA. Need to plan for the logistics of teams wanting to sit together (i.e.: coordinate team manager to purchase a block)
- April Street soccer is moving forward
- Spring League all away games

Sound

- 4 HS teams make state semi finals
- U8s are up and running. 7 v.7 is difficult for U8
- Highschool tryouts successful and we had a 10% increase in participation
- Team Rep Meeting to get a full club volunteer list and board support



RMA- N/A

Technical- Under Club

4. Unfinished Business

- Rec Clubs - revised proposal from February meeting
 - Thank you to the office and to Michael for obtaining the generous the first aid kits
 - We made a motion to order equipment by **Apr 1, 2023 Woodinville**: Concern that we are waiting too long to order equipment.
 - Historically we have made separate orders. Now we would like to make orders by April
 - Where will equipment be stored?
 - There was mention of the Capelli Rec proposal. Per Laura, the Capelli discussion is not an agenda item for the March board meeting. It was brought to the attention of the board by **Tim Berglund** that the proposal should not be accepted without full board review and approval and no conflict of interest should exist.
 - Jane made the comment stating that we would need team numbers in place

5. New Business

Elizabeth Alexandermotion to extend the offer of U9 at Select starting Fall 2023
Michelle LensenSecond the motion

All approved: 13

- [NSC- NPSL U9 league play for Boys and Girls starting Fall 2023](#)
 - Adding additional age group and it will be similar U10
 - Historical precedent that we open our programming when NPSL makes it available
 - **Laura Nordyke** would like to see a collaborative effort between levels of play. Joint tryouts at the youngest ages.
 - Suggest in person and virtual meeting as an open house for the programming (all NYSA). Reserve space with NSD now
 - **Peder Fitch** suggests that we have a full programming strategy association wide created and presented to the board
 - **@Anthony** would like to see that we have an impact statement
 - **Peder Fitch** it feels that there is no buy in from the technical team
 - **Laura Nordyke** The board's job is to provide the strategic direction and staff execute on the direction.



○ General

Anissa Wheeler Motion to move to Executive Session

Michelle Lenssen Second

Laura Nordyke Motion to extend to 9:00pm

Jessica Mohr Second

All in Favor: Unanimous

- Meeting minutes captured under Executive Session are available for voting board members.

Adjournment 9:30 PM

Signed by Secretary, Jessica Mohr: _____