

## Meeting summary for United Soccer Association AGM (05/19/2024)

### Quick recap

The team discussed various organizational matters including the financial management, the need for a cybersecurity policy. They also deliberated on restructuring plans, the distribution of work, and the importance of effective communication within the team. Additionally, they explored ways to increase income, keep improving social media presence, and enhance the organization's overall efficiency.

### Next steps

- Les Moore will provide an updated balance sheet and investigate the discrepancies in the cash flow statement.
  - Paul Vansteenbergen will resolve the issue with accessing the online banking account.
  - Carlos Flores will provide the link to sign up for the Junior Clasico Tournament to the appropriate parties.
  - Les Moore will send out a reminder to all clubs with outstanding fines on May 15th, clearly stating that unpaid fines will affect their affiliation for the next season.
  - Jennifer Dtilio will make the necessary updates to the Junior Clasico Tournament application deadline on the website, changing it to August 19th.
  - Carlos Flores will work with local hotels and businesses to secure discounts and packages for families attending the Junior Clasico Tournament, and distribute the information to participating teams.
  - Les Moore will ensure proper financial controls and procedures are implemented, including requiring two board member signatures for all payments and not allowing non-board members to have control over bank accounts or make payments.
  - BOD will hire a part-time administrative assistant to assist with managing the league's operations, with duties and compensation to be determined by the board (Admin2).
  - The board will review and approve a detailed budget for the upcoming fiscal year, allowing for tracking of actual expenses against the approved budget.
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## **Summary**

Attendees were welcomed by Allan Langford. The minutes from the April 2024 meeting were approved, and Becky McLaren was appointed as Parliamentarian.

## **Treasurer's Report and Bank Information Confusion**

Paul Vansteenbergen presented the treasurer's report and the P&L statement ending on April 18, revealing a total income of around \$108,000 and a current balance of \$83,000. There was confusion about the most recent bank information, with Paul Vansteenbergen unable to access it online, and it was unclear who currently had the bank details. The team also discussed recent investments and a decrease in their reserve fund. Allan Langford, Doback, and Les Moore discussed the possibility of holding the account details, with Paul Vansteenbergen planning to continue trying to access the account while also considering a visit to the bank. The team agreed to further investigate the financial situation to ensure clarity and accurate reporting.

## **Officers, and Rule Changes**

The team established eligibility criteria for voting, with only full affiliates with no more than three missed meetings eligible. The team elected new officers, including Andrew Breeze as VP of Junior Boys and Kai Velmer as VP of Girls. The Nature Coast Soccer Club's expansion and efforts to develop young referees were highlighted, and the team deliberated over proposed rule changes. Finally, the team deliberated over a proposed rule change that would allow substitutions during stoppages with referee permission, which was voted in favor of.

## **Addressing Red Cards, Fines, and Tournament Plans**

Allan Langford committed to addressing outstanding red cards and fines, Les Moore will be confirming the amount of outstanding fines. Jennifer Dtilio and Carlos Flores discussed the organization of the upcoming U9 and U10 tournament, revealing that they had received a bid to host the event and announcing a registration fee structure. The team also discussed the need for discounted hotel accommodation for families attending the event. Lastly, new business included opening applications for juniors and seniors, a change in application fee structure, and the need for more clubs submitting affiliation forms.

## **Organization's Website and Social Media Update**

The team discussed the conclusion of the general meeting and the transition to the executive session. Carlos Flores shared updates on the organization's website and social media presence, highlighting the success of recent events and the growing engagement on various platforms. He also mentioned the implementation of a new security system to protect against website attacks. The team also briefly discussed Kai Velmer's comments regarding social media engagement from Pakistan, which was met with some humor.

### **Cybersecurity Policy and Sponsorships Update**

Kai Velmer brought up the need for a formal cybersecurity policy to protect the organization from potential attacks and the subsequent legal and financial implications. Carlos Flores confirmed they already had a security policy on the website, but Coco Arango emphasized the importance of a cybersecurity-specific policy. Allan Langford agreed to consider this and asked Coco Arango for more information. Paul Vansteenbergen inquired about their D&O insurance coverage, and Kai Velmer clarified they were covered under FYSA's policy, but additional coverage for the board of directors was available. Cathy Hunter confirmed this and mentioned they had extra liability insurance for certain events. The team also discussed the importance of cybersecurity and the potential need for additional insurance coverage, with Kai Velmer and Paul Vansteenbergen debating the terms of their current policy and the need for a review. Lastly, Carlos Flores shared an update on sponsorships, highlighting successful funding of \$4,000 for the upcoming tournament and ongoing efforts to secure more for upcoming events with Publix and Dicks Sporting Goods. The team commended Carlos Flores for his efforts in securing sponsorships and emphasized the importance of continued support for these efforts.

### **Team Restructuring and Sponsor Approach**

Allan Langford commended the team's efforts in securing sponsors and Carlos Flores introduced the use of Guide Star which will help the organization with the top non-profit ranking, helpful for approaching larger corporations. The team also discussed restructuring plans, which included the elimination of Greg Zak's position and the introduction of a part-time assistant for Sheri Doback to ease her workload. These changes were approved. The team also deliberated on the termination of a contractor and the implementation of contracts for administrative staff and better protection of confidential information for future instances.

### **New Financial Process and Audit Discussion**

Les Moore outlined the new financial process, which included stricter internal control measures and the potential change in payment method. There was a disagreement between Paul Vansteenbergen and Les Moore about the need for a financial audit and the current financial management system, with Paul Vansteenbergen advocating for a hands-off approach and Les Moore pushing for more intervention. The team agreed to improve transparency with the budget in the future and to strengthen their finance management going forward. Issues with the organization's budget management and leadership, as well as the need for better procedures to prevent mismanagement of funds, were also discussed.

### **Addressing Workload, Leadership, and Finances**

Cathy Hunter voiced her concerns about the uneven distribution of work and proposed hiring an administrative assistant to assist Sheri Doback. The team will be considering organizational changes to adapt to the current market situation. The team deliberated on the need for a league commissioner, the importance of financial accountability, and the ongoing efforts to increase income. The team also discussed changes to their banking system, with Allan Langford, Paul Vansteenbergen and Coco agreeing to be signers on the Association's bank account.

### **Office Funds Management and Communication**

The team discussed the management of their office funds, and a decision was made to allow only Paul Vansteenbergen and Allan Langford to handle electronic transfers. They also agreed on changes to the PO box address, the need for some team members to have credit cards, and proper checks and balances in financial management.

### **MISC**

Greg Zak deleted from website, admin2 email forwarded to Sheri Doback until new assistant is hired. Team applications will open June 1, 2024.

# ATTENDANCE

Participants (25)



Search

- Carlos Flores (Host, me)
- a allan
- BM Becky McLaren
- iA iPhone Andrew
- DJ Dave's Jukebox Diner
- KH Kai Haaskivi
- KV Kai Velmer
- PV Paul Van Steenbergem
- a Altin Ndrira
- AR Angie Rodeo
- CH Cathy Hunter
- CD Charles Dimonda Charlotte Premier
- Coach Rivers
- DS Dale Strok-EPYSL
- DS Denise Stauffer
- James Bowen
- JP Jen Patterson
- JD Jennifer DiTillio
- K Kai
- K Kyle
- I les
- LK Leslie Kaylor - Chargers Soccer Club
- Liam Symmonds
- LK Ljubo Korda
- m mike