



ANNUAL GENERAL MEETING AGENDA

Tuesday October 25, 2011; Westdale Public Library; 7pm

MINUTES

Luigi: Call meeting to order - 26th Annual General Meeting

Roll Call

(sign-in sheet): 9 people that are able to vote today. Twenty five voting Members or 25% of the voting Executive (3 Executive members), whichever is less, shall form a quorum at all general meetings of the Club. Quorum is 3 Executive members.

Credentials Report

- Board members in attendance: Luigi Iantomasi (President), Andrew McArthur (Registrar), Sandra Nichol (Treasurer)
- Board members absent: Grant Thomas (Vice President), Diane Newhouse (Secretary)
- Executive present: Lars Wandler (Dir. Competitive), Rob Robichaud (Dir. Interlock), Krystle Wiltshire (Dir. Discipline & HLAS), John Walker (Fields & Facilities)

Minutes of Previous Annual General Meeting

Motion to accept - Andrew, Sandra 2cd. Accepted/Passed.

President's Address

- Thanks to the Executive and Board of Directors and all volunteers for making a successful season
- Volunteers needed!
- New fields at Churchill Park are going forward, to be ready by May 2012.
- WHYSC will be the major tenant of the former lawn bowling club starting next year.
- Club grew by ~70 players, particularly with Adult soccer
- Club is close to hiring a Head Coach to lead coach and league development for U4-U12
- Competitive season was very successful, name recognition improved
- WWISL had lots of good feedback.

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- Open House (U12-U16) had good feedback, but schedule problems will be resolved for next season.
- Website revised and updated. Twitter and Facebook accounts added.
- New Spirit Wear line started.
- New uniforms were positively received and will be continued.
- Largest concerns were low sponsorship levels for 2011 and very low volunteer rate.

Motion to accept -Rob, John 2cd. Accepted/Passed.

Officers' Reports

Registrar

- See attached report. The club grew in 2011 and offered team(s) in every division except Open Women. U4 down due to competition with Dundas. U10G down due to movement of players to competitive soccer throughout Hamilton.

Motion to accept - John, Krystle 2cd. Accepted/Passed.

VP

- See attached report

Motion to accept - Lars, Donnie 2cd. Accepted/Passed.

Competitive

- This season Competitive converted from a pilot program to a full WHYSC program. Thanks to the Executive and volunteers for helping run a growing competitive program.
- 2011 offered both competitive teams (see Registrar's report) plus a U9B HLAS team.
- John Walker in particular thanked for preparing and maintaining the fields, especially given the rainy start. Sandra Nichol thanks for all accounting assistance for future development. Grant Thomas for helping with competitive Photo Day.
- Luigi Iantomasi thanked for such strong support of the Competitive program.
- Thanks to all of the Competitive Coaches, all did a fantastic job.
- Role of Competitive is to provide a higher level of play in collaboration with the House League program.
- Next year adding: U8B HLAS, U9G MJ. May not be able to offer U15G next year (low turnout).
- Some discussion on possibility of offering both MJ/SRSL and HLAS team for same age group. Lars' answer: if interest, numbers, and coaches exist.

Motion to accept - Donnie, Sandra 2cd. Accepted/Passed.

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Treasurer's Report

- See attached report. Major points: Current surplus is \$6000, with final adjustments will be \$7000 for the year. This is down \$13000 from last year. Sponsorship was down \$10000 in part due to lack of full time volunteer.
- Savings account is now at \$0 due to payment for new Churchill fields.
- Some discussion of uniform costs and existing contracts. Current contract includes 10% increase in order size annually.
- Majority of the Executive in 2012 was new and brought broad skill sets, quite successfully. InfoTech (Andrew McArthur) changes alone saved the club \$1500.
- Formal finance policies are needed, particularly for Competitive soccer.
- Need to reconsider the terms of fixed contracts with suppliers to better reflect growth rate of the club.
- Sponsorship needs a full time volunteer – critical to the financial health of the club!

Motion to accept – John, Luigi 2cd. Accepted/Passed.

Auditor's Report

- No issues were found with 2010 Review Engagement, positive final report. They found \$3000 more revenue for 2010 (uncashed cheques incorrectly recorded during 2010 season).

Motion to accept – Luigi, Rob 2cd. Accepted/Passed.

Appointment of Auditors

- Full financial audit is now required for the Club due to increase in total revenue past \$150,000 (based on 2009–2010). Cost ~\$6000.
- In previous years only a Review Engagement was required (half cost of a Full Audit)
- Treasurer moves that auditors remain Pettinelli, Mastroluisi LLP as it will minimize cost of Full Audit as they have handled our Review Engagement in the past (less initial investigative work) and they are local (less mailing/scanning costs, easier communication for Treasurer during Full Audit).

Motion to accept Pettinelli, Mastroluisi LLP – Luigi, Lars 2cd. Accepted/Passed.

Other Reports

- None

Unfinished Business

- (Sally Luke) Competitive / HLAS try-outs should be in July and August instead of September / October due to overlap with school, fall activities, and hockey schedule. Lars: issue is having coaching staff in place for mid/late-summer try-outs, however it is very good point that the club should consider. Rob: even with current schedule, notice was too late.

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- (John Walker) Why did cost of new fields rise \$10,000 compared to last year's minutes. Luigi: It was an error in last year's minutes as contract always stated \$80,000.

Amendments to the By-Laws

- None

Roll Call

8 people that are able to vote today.

Election of Officers and Directors

Positions & Nominees

- President – term of Luigi Iantomasi will continue into 2012 season
- Registrar – OPEN
- Secretary – OPEN
- Treasurer – term of Sandra Nichol will continue into 2012 season
- Vice President – OPEN

Result of Vote / 2012 Board of Directors

- President: Luigi Iantomasi
- Vice President: Grant Thomas
- Secretary: Sally Luke
- Treasurer: Sandra Nichol
- Registrar: Krystle Wiltshire

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This Board of Directors can now appoint other Executive positions.

2012 Executive:

Club Admin - **HIRING** (Andrew McArthur is Acting Administrator)

IT / Webmaster - Andrew McArthur

Sponsorship - Grant Thomas

Equipment - John Walker & Rob Robichaud

Photos & Trophies - Karen LaVigne (unconfirmed)

Referee Mentor - **OPEN**

Head Coach - **HIRING**

Director of House League - **OPEN**

Uniforms - Donnie Pelletier

Director of Interlock - Rob Robichaud

Director of Competitive - Lars Wandler

Director of HLAS - Krystal Wiltshire

Director of Discipline - Krystal Wiltshire

Fields & Facilities - John Walker

Volunteer Coordinator - **OPEN**

Referee Coordinator - **OPEN**

Confirmed 2012 Convenors:

U8G - Sharlene Loudon

U12G - Helen Prosser

U14, U16, U18 - Rob Robichaud as Dir. Of Interlock

Open Men/Women - Rob Robichaud as Dir. Of Interlock

Any Other Business

- None

Adjournment

Motion to accept - Andrew, Lars 2cd. Accepted/Passed.

2011 Season Registrar's Report

House League Divisions

Division	Players	Teams	Change from 2010
U4	58	6	-12.1%
U5	76	6	none
U6	84	7	+5.0%
U8B	84	6	none
U8G	57	4	+5.6%
U10B	80	6	+2.6%
U10G	44	3	-24.1%
U12B	65	4	+10.2%
U12G	36	2	+9.1%
U14B	30	2	-14.3%
U14G	18	1	-41.9%
U16B	19	1	-26.9%
U16G	16	1	-33.3%
U18B	20	1	down 1 player
U18G	18	1	down 2 players
Open Women	none	none	no team in 2010
Open Men	41	2	no team in 2010

Dundas & Ancaster
both offered U4
this year

In 2010, we
offered U14, U17,
and U18

Competitive Divisions

Division	Players	Teams
U9B MJ	12	1
U10B MJ	13	1
U10G MJ	20	2
U11B MJ	13	1
U12B SRSL	17	1
U12G MJ	20	1
U14G SRSL	16	1

U10G and U12G
were new
additions in 2011

Registration Drives

- Multiple registration clinics
- Broader advertising
- Online registration
- Updated website
- Email campaigns
- Hard registration date (March 31) for Open House (U12-U16) and WWISL (U18, Adult)
- Extended (January 31) \$10 registration discount

Registration Trends



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VICE PRESIDENT REPORT:

First of all I would like Say a big Thank-you to our Coaches, Volunteers, the rest of our Executive and our parents.

I have had a very enjoyable year serving as Vice president. My son has been a part of the club for six years now and I have just completed my 5th year as a volunteer. I have found it to be very rewarding to meet so many great volunteers and parents and especially some GREAT KIDS!!!! It's been great to see the club grow and exciting to watch our competitive program take flight over the last three years.

2012 looks to be another exciting year on the horizon.

This past year I was responsible for the BBQ, help co-ordinating Photo day and super soccer Saturday and the Volunteer dinner. Some events were successful some weren't as successful as we hoped, but that happens when your a little green and new at the position.

A special thanks to our President, our administrator/registrar for the extra help. And a special thanks to the rest of the executive for the friendship and encouragement. I look forward to serving with you again for the 2012. AND I LOOK FORWARD TO SERVING THE PARENTS AND KIDS OF WEST HAMILTON SOCCER FOR THE 2012.

Sincerely,

Grant Thomas

VP West Hamilton Youth Soccer



2010-2011 Treasurer's Report

Current surplus from **2010-2011** season is \$6,000. With final adjustments this is projected to be approximately **\$7,000**.

- This is a **13,000 decrease** from 2009-2010 season. Some of the larger variances include:
 - House League Sponsorship \$10,000 (no full-time sponsorship role this year)
 - Coach/Referee Clinics (\$5,000)
 - Professional fees \$3,000 (audit requirement change to full financial audit)
 - House League Uniforms \$3,000
 - Advertising \$2,000
- Gross revenue for 2010-2011 season was **\$185,000** (increase of **\$12,000** from 2009-2010 season):
 - House League Registration \$106,000
 - Competitive Registration \$59,000
 - Sponsorship \$19,000
 - Coach/Referee Clinics \$0 (out sourced)
- 2010-2011 Profit & Loss Statement, Balance Sheet & Statement of Cash Flows are available for viewing.

Opportunities & Challenges

- New executive for 2010-2011 season:
 - Transition fairly seamless in terms of bill payments, accounting & reporting
 - Skill set (i.e. \$1.5k saved this year because AIMS data transfer was done in-house)
 - Greater understanding of contracts, budgets and cost drivers of soccer program going into 2011-2012 season
- Competitive program:
 - Continues to thrive and expand
 - Formal finance policy needed (in process for 2011-2012 season)
- Fixed contracts from past season (i.e. Uniforms) carry into 2011-2012 season
- Churchill field development to be realized for 2011-2012 season:
 - Club surplus accumulation of \$80,000 will now help deliver Churchill field pitch (with City of Hamilton). Expected to be completed for 2011-2012 soccer season. City has agreed to guarantee WHYSC "first right of refusal" for field permits at Dalewood, Churchill and Kay Drage going for future seasons.
- Leadership roles in executive not filled (i.e. Sponsorship, Uniforms) seen in results
- House League registration growth slowing down



WHYSC Bank Accounts

TD Savings Account:

Beginning of Season: **\$65,000**

End of Season: **\$75,000**

Cash flow Increase of **\$10,000**:

-Transfer of \$10,000 from Chequing account at beginning of 2010-2011 season

Actual Bank Account Balance (October 24, 2011): **\$0**

-Bank Draft payable to "City of Hamilton", in the amount of **\$80,000**, for new soccer pitch at Churchill

TD Chequing Account:

Beginning of Season: **\$23,800**

End of Season: **\$26,400**

Cash flow increase of **+\$2,600**:

-\$10,000 transfer to Savings Account

+\$5,700 surplus from 2010-11 season

+\$1,350 insurance pre-payment in 2009-2010 season

-\$360 prepayment of rentals for 2011-2012 season

+\$5,700 accruals (expenses of 2010-2011 not yet paid)

+\$230 storage building depreciation (not an actual cash payment)

Actual Bank Account Balance (October 24, 2011): **\$21,100**

Petty Cash on Hand:

Beginning of Season: **\$30**

End of Season: **\$330**

Cash flow increase of **\$300**:

Petty cash float for 2010-2011 drawn prior season. Funds deposited in October; new cash float to be issued to administrator for 2011-2012 season.

Actual Petty Cash on Hand (October 24, 2011) : **\$0** (Deposited to TD Chequing Account)



WHYSC Bank Accounts

TD Bank, as at October 24, 2011

The screenshot shows the TD Canada Trust EasyWeb interface. The main content area displays account balances for 'WEST HAMILTON YOUTH SOCCER' as of October 24, 2011. The accounts are categorized into Banking, Investing, and Credit. A consolidated balance is also shown.

Account Name	Balance	Download
Banking		
COMMUNITY PLAN PLUS	\$21,094.83	<input type="checkbox"/>
COMMUNITY PLAN	\$0.08	<input type="checkbox"/>
Total:	CDN \$21,094.91	
Investing		
Total:	CDN \$0.00	
Credit		
Total:	CDN \$0.00	
Consolidated Balance:	CDN \$21,094.91	
	USD \$0.00	

Download to: Spreadsheet (.CSV) Setup

All transactions to the close of the previous BUSINESS day will be downloaded.
[Information about supported versions of software for downloads.](#)



2010-2011 Financial Audit

WHYSC Gross revenue has now exceeded the **\$150,000** gross revenue test*, as prescribed in the OSA by-laws, triggering a full financial audit for the 2010-2011 season. Financial audits typically cost double that of a "review engagement" (which the club has received in the past).

- The audit can again be performed by:

Pettinelli, Mastroluisi LLP

Chartered Accountants

Hamilton, Ontario

P (905) 522-6555 x243

F (905) 522-6574

- Final adjustments to 2010-2011 season financial records to be done by early November, after which the audit process will commence. Completion of audit typically into December, but audit requirement change will likely result in completion early months of 2012.

*from OSA Policy 2.0, Club By-Law:

".....the financial statements of the Club shall be:

- i) presented annually subject to the minimum requirements as defined in iv)
- ii) based on a defined fiscal year end;
- iii) presented to members at the Annual General Meeting; and
- iv) subject to the following size test based on financial statements of the previous year:
 - a) audited, as defined by the Canadian Institute of Chartered Accountants (CICA), by a public accountant if the Club's annual gross revenue is greater than or equal to \$150,000 or the Club has greater than or equal to 1000 registered players; or
 - b) reviewed by Public Accountant, Certified General Accountant or a Certified Management Accountant through a Financial Review Engagement, as defined by CICA, if the Club's annual gross revenue is less than \$150,000 but greater than or equal to \$100,000, or the Club has less than 1000 but greater than or equal to 500 registered players; or
 - c) signed with a Notice to Reader prepared by a Public Accountant, Certified General Accountant or a Certified Management Accountant less than \$100,000 but greater than or equal to \$10,000.00.
 - d) completed by the Treasurer or designate, if the Club's annual gross revenue is less than \$10,000.