



2ND NOTICE OF 2020 AGM

To: All Members (in good standing)
Staff, Coaches, Team Officials and the Board of Directors

Re: Langley United Soccer Association, 2020 Annual General Meeting.

Please take notice that Langley United Soccer Association plans to hold its Annual General Meeting on **Thursday December 31st 2020 at 11:00am**. The LUSA Board of Directors would like to invite all LUSA's Members in good standing to participate in the 2020 AGM via restricted proxy.

Due to restrictions outlined by the Office of the Provincial Health Officer and local government on social gatherings due to the ongoing COVID-19 Pandemic, this meeting is being conducted by PROXY only. No physical attendance will be permitted.

LUSA's Executive Board have chosen two Designated Proxy Holders/Voters from the membership who will attend the AGM and exercise each proxy vote.

The designated proxy holders/voters eligible to represent proxies have agreed to convene the meeting to exercise the votes as instructed by the membership. Your proxy instructions will be calculated for the designated voters, the results of each vote will be recorded in the minutes and all proxies will be retained as required by the BC Societies Act. All proxies will be kept confidential from everyone other than the vote tabulators.

The designated proxy holders/voters are listed on the proxy form. When filling out this form, please designate one of these members as your proxy holder. Failure to designate a proxy holder will be treated as an abstention from all voting on behalf of the member.

The main agenda items for this year's AGM Include Adoption of the previous meetings minutes, Resolution to amend the LUSA By-laws, Budget, Approval to create a new staff position, Election of Board Members. Please see below for the full agenda and corresponding information.

Please review all instructions on the attached Proxy Form, fill out the form, sign the form and return the only the Proxy Form via email to proxy@lusa.ca no later than Thursday December 24th 12:00pm in-order to have your proxy counted.

Thank you for your understanding of the unique circumstances in which this meeting is being conducted. Please stay safe and have a very merry holiday season

Marcel Horn, President

Langley United Soccer Association



2020 AGM AGENDA

Langley United Soccer Association Annual General Meeting Thursday, December 31st 2020

1. Call to order by Marcel Horn, President:

- I. Introductions of Meeting Attendees and Proxy Holders
- II. Motion to have Marcel Horn Chair the meeting
- III. Instructions on how this meeting will be conducted by Mike Thomson

2. Quorum Established and verified by Membership Proxy Form Tabulators:

- I. Proxies and tabulation sheets handed out to Proxy Holders

3. Motion to accept the minutes from the May 8th 2019 AGM

4. Unfinished Business – None

5. Reports: *(Due to Covid-19 Restrictions, only reporting from the Club President will be heard live, other Executive may submit reports in writing and will be added to the final minutes)*

- I. Marcel Horn, President

6. Amendments to the Constitution and/or Bylaws – See Attached

7. Election of Officers:

Executive

- I. **President** – Marcel Horn, **NO VOTE (Mid Term)**
- II. **Vice President** – Mike Thomson, Standing Again
- III. **Treasurer** – Leroy Van Spronsen **NO VOTE (Mid Term)**

Directors

- IV. **Dir. Grassroots** – Shann Lovegrove, Standing Again
- V. **Dir. Youth** – Rich Shimmin, Standing Again
- VI. **Dir. Assets** – Candice Wager, Standing Again
- VII. **Dir. Communications** – Bill Daniel, Standing Again

Non-Voting Positions

- VIII. **Fraser Valley Rep** – Chaz Takhar, Standing Again
- IX. **Fraser Valley Rep (backup)** – Marcel Horn, Standing Again
- X. **Dir. Of Officials** – Rubin Smilev, Standing Again

8. New Business:

- I. Motion to Accept the proposed 2021 Budget as presented – See Attached
- II. Motion to create a new staff position – See Attached

9. Open Forum

10. Motion to Adjourn – Marcel Horn, President

PREVIOUS MEETING MINUTES



Langley United Soccer Association
Annual General Meeting Minutes
Fraser River Presentation Theatre
MAY 8, 2019 @ 7:00pm

1. Call to order by Marcel Horn, LUSA President – **time: 7:15**
 - Introduction of Head Table, Langley United Board of Directors 2018/2019 and the AGM
Facilitator Brent Stumph
2. Quorum stated (confirmed by members signing in), Brent Stumph, Facilitator
Members Present – QUORUM CONFIRMED
3. Motion to accept minutes from the May 16, 2018 AGM, Brent Stumph, Facilitator, Paula Oamen motioned, Brian Jackson seconded **-CARRIED unanimously**
4. Unfinished Business – Brent Stumph, Facilitator – no unfinished business
5. Executive Reports – Brent Stumph, Facilitator (**see attached written reports**)
 - President, Marcel Horn
 - Treasurer, Leroy Van Spronsen
 - 1st VP, Vacant
 - 2nd VP, Dill Daniel
 - 3rd VP, Craig Inman
 - Motion to accept reports as written, Melonie Stewart motioned, Paula Oamen seconded
CARRIED unanimously
6. Amendments to the Constitution and Bylaws - None
7. Election of Officers – Brent Stumph, Facilitator
8. President- **Marcel Horn**, standing again – no further nominations – **ELECTED by acclamation**
9. 1st V.P. – **Vacant** – nominations open for this position – Marcel Horn nominated Mike Thomson – no further nominations – **ELECTED by Acclamation**
10. 2nd V.P. – **Bill Daniel**, standing again – no further nominations – **ELECTED by acclamation**
11. 3rd V.P. – **Craig Inman**, not up for re-election – **entering 2nd year of 2-year term**
12. Treasurer – **Leroy Van Spronsen** – standing again – no further nominations – **ELECTED by acclamation**
13. Director of Grassroots (U6-U10) – **Shann Lovegrove**, standing again - no further nominations **ELECTED by acclamation**
14. Director of Youth (U11 to U18) – **Rich Shimmin**, standing again – no further nominations **ELECTED by acclamation**
15. Director of Senior (U21 to senior) – **Vacant** – nominations open for this position - no nominations – position remains vacant and board can appoint someone at anytime
16. Director of Equipment – **Candice Wagar** – Standing again – no further nominations – **ELECTED by acclamation**
17. Director of Fields – **Vacant** – nominations open for this position – **no nominations** – position remains vacant and board can appoint someone at anytime
18. Director of Communications – **Anne Fronteddu** – no further nominations – **ELECTED by acclamation**

PREVIOUS MEETING MINUTES

19. Director of Club Events – Vacant – nominations open for this position - Nomination of Brendan Cooper – no further nominations – **ELECTED by acclamation**
 20. Director of Volunteers – Vacant – nominations open for this position - no nominations – position remains vacant and board can appoint someone at anytime
 21. Director of Officials – member at Large – **Rubin Smilev**, standing again - no further nominations - **ELECTED by acclamation**
 22. Director of Facilities – Member at Large – **Will Crichton**, Not Standing again – nominations open for this position - no nominations – position remains vacant and board can appoint someone at anytime
 23. FV Rep #1 – Vacant – nominations now open – Marcel Horn nominated – no further nominations - **ELECTED by Acclamation**
 24. FV Rep #2 – **Marcel Horn**, not standing again – nominations open for this position - no nominations – position remains vacant and board can appoint someone at anytime
8. New Business
- A. Motion to accept the proposed Budget as presented, Brent Stumph Facilitator, Rich Shimmin motioned – Mike Thomson 2nd Brent Stumph **CARRIED unanimously**
9. Open Forum, Brent Stumph, Facilitator
- Question - Will open positions be posted to the website with what each position entails.
 - Bill Daniel – Yes, the positions will be listed on the website. We would prefer the vacant roles are filled and not vacant.
 - Marcel Horn – Being a member of the board has been very rewarding. Encourage people to not be shy to join the board.
 - Question: What does director of volunteers entail?
 - Marcel Horn - Coordinate with members to supply volunteers for events like picture night etc.
 - Bill Daniel - Some sports have mandatory volunteer or a volunteer fee. We have a rich data base with our members, just need to coordinate that.
 - One frustration as a parent (U8) was with the schedule. Will late game notice be an issue again?
 - Marcel Horn – Spring season was an issue due to N2 delay. We had scheduled everyone on this field and then it was not ready. We had to move all games and training from this field as quickly as we could. Looking forward to fall – we are working diligently to try to iron this out. It is a shift away from academy, development etc.
 - Mark Parker – all communication went out by Wednesday for weekend games. This is normal
 - Question – Anything moving forward with BCSPL for LUSA?
 - Discussion regarding BCSPL – BCSPL goes away and then comes a CSA model. We are getting in position come July to apply for this with CSA – quite hopeful that come summertime we will have news. There is a great burden on a club to manage a high-performance league and we feel we now have a broader range to adopt this
10. Motion to adjourn at 8:15 Marcel Horn Mike Thomson motioned Rich Shimmin 2nd adjourned



Constitution & Bylaw – Proposed Amendments December 2020

It is motioned by the LUSA Executive Committee and Board of Directors that Langley United Soccer Association Bylaws be amended in the following:

Proposed Changes in - **RED**
As Written in – **GREEN**

1.1 BYLAW 1 - INTERPRETATION

b. EXECUTIVE COMMITTEE means **President, Vice-President, and Treasurer.**

b. EXECUTIVE COMMITTEE means President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President and Treasurer

1.3 BYLAW 3 – BOARD OF DIRECTORS

1. The Board of Directors shall consist of at least **(8) eight** members, elected at the Annual General Meeting and it will be their responsibility to run the day-to-day business of the club. The elected Board of Directors has the right to co-opt additional personnel as they see fit. The Board of Directors and co-opted members will be called the Board.

2. The Board of Directors shall be as follows: The Executive Committee plus a minimum of **5** **(maximum of 7)** directors with positions assigned by the President as deemed necessary.

1. The Board of Directors shall consist of at least (10) ten members, elected at the Annual General Meeting and it will be their responsibility to run the day-to-day business of the club. The elected Board of Directors has the right to co-opt additional personnel as they see fit. The Board of Directors and co-opted members will be called the Board.

2. The Board of Directors shall be as follows: The Executive Committee plus a minimum of 5 (maximum of 15) directors with positions assigned by the President as deemed necessary.

6. Members of the Board shall hold office for one or two year terms.

a. The term of office for an Executive Committee position shall be for two years:

- i) In odd calendar years, the **President, and Treasurer shall be elected.**
- ii) In even calendar years, **the Vice President**

6. Members of the Board shall hold office for one or two year terms.

a. The term of office for an Executive Committee position shall be for two years:

- i) In odd calendar years, the President, Second Vice President and Treasurer shall be elected.
- ii) In even calendar years, the First Vice President and the Third Vice President shall be elected.



DRAFT

LANGLEY UNITED YOUTH SOCCER ASSOCIATION

Statement of Receipts and Disbursements for the Year Ended December 31, 2019

Proposed Budget for the Year Ended December 31, 2020

	2020 Budget	2019 Budget	2019 Actual
Receipts			
Fall registrations	\$ 832,000	\$ 834,000	\$ 792,378
Spring registrations	292,000	292,000	246,908
Other programs	252,000	121,000	240,209
Gaming	100,000	100,000	100,000
Apparel sales, net	22,000	30,000	11,777
Interest and miscellaneous	1,000	1,000	299
Concession	12,000	12,000	5,197
	1,511,000	1,390,000	1,396,768
Disbursements			
Administration	76,000	73,000	72,723
Advertising and promotion	15,000	15,000	10,069
Affiliation fees	140,000	140,000	121,422
Awards, photos and scholarships	24,000	20,000	22,444
Bank charges and interest	36,000	34,000	34,527
Coaching	436,000	410,000	415,867
Coaching certification	22,000	13,000	21,136
Employee deductions	15,000	15,000	13,648
Equipment	40,000	44,000	22,239
Capital fund	67,000	67,000	66,666
Facility and gym rentals	22,000	22,000	12,840
Fields	266,000	260,000	253,207
Field lining	17,000	16,000	16,295
Insurance	2,500	2,500	1,115
Office and miscellaneous	10,000	10,000	4,782
Professional fees	10,000	3,000	2,363
Registration system	15,000	12,000	12,711
Referees	80,000	74,000	67,358
Telecommunications	2,500	1,500	2,577
Tournaments	5,000	5,000	1,000
Uniforms	210,000	153,000	200,286
	1,511,000	1,390,000	1,375,275
Excess of receipts over disbursements	\$ -	\$ -	\$ 21,493
Adjustments for capital assets			
Equipment purchases capitalized			22,239
Loan repayments			66,666
Amortization			(134,714)
Excess of receipts over disbursements per financial statements			\$ (24,316)



MOTION TO CREATE NEW STAFF POSITION

Dec/31/2020

Motioned By: Mike Thomson

Seconded By: Bill Daniel

Motion: That the membership of Langley United Soccer Association create a new staff position with the title of EXECUTIVE DIRECTOR. A paid position appointed by the Board of Directors and reporting directly to the Executive Committee.

This position is desperately needed as LUSA has been constantly growing over the past 10 years. LUSA has now been asked by the BCSA and the CSA to expand their footprint in the BCSPL and other leagues. This expansion plus the ongoing commitment to our existing membership and programming comes with an enormous amount of new administrative and organizational work. The Executive Director will work with the Technical Staff, Registrar, The Board of Directors, BCSA, CSA, Leagues and other outside vendors/partners to ensure LUSA members receive the best programming possible.

The goal of the Executive Director will be to continue to foster growth within the sport of Soccer and assist Staff and the BoD in executing the long-term plans for the club and its membership.

-end of motion

If approved LUSA's Executive Committee along the Technical Director will begin a search to appoint a well-qualified individual who will help guide LUSA as it continues through its evolution. Congratulations goes out to our entire membership as we take these exciting next steps together.



PROXY FORM – LUSA ANNUAL GENERAL MEETING

I/we, Jane or John Smith [name], the member in good standing or legal guardian/representative of the member in good standing, appoint one of the following (please place a “X” next only (1)ONE name below) to act as my proxy at the Langley United Soccer Association Annual General Meeting to be held Thursday December 31st 2020 at 11:00am (proxied AGM, no physical attendance will be permitted).

Designated Proxy Holder/Voter Choices:

- ☐ **Michael Thomson**, member 9 years, 1st Vice President
- ☒ **Leroy Van Spronsen**, member 12 years, Club Treasurer



Please fill out and return
the real form attached

Jane Smith

Signature of the member in good standing or legal guardian/representative of the member:

AGENDA ITEMS

Please place an “X” in each of the below boxes indicating how you would like your proxy holder to vote:

Resolution of agenda Item as outlined in the AGM Notice & Package	IN FAVOR	OPPOSED	ABSTAIN	AT DISCRETION OF THE PROXY HOLDER
Approval of the agenda as presented in the AGM notice and package:	X			
Approval of the previous Annual General Meeting minutes dated May 8, 2019 – Attached:	X			
Amendment to the Constitution & Bylaws – Attached:	X			
Creation of a new Staff Position – Executive Director:	X			
Approval of the 2021 proposed Budget – Attached:	X			

****PLEASE SEE PAGE 2***

Please complete this form and return it via email to proxy@lusa.ca no later than December 24th 2020 at 12:00



PROXY FORM – LUSA ANNUAL GENERAL MEETING

ELECTION OF OFFICERS

Please place an “X” in each of the below boxes indicating how you would like your proxy holder to vote, (1)ONE voter per position:

Position, currently held by and write-in nomination for position.	VOTE	ABSTAIN	AT DISCRETION OF THE PROXY HOLDER
CLUB PRESIDENT (Executive)			
Standing Again: Marcel Horn			Mid-Term no vote
VICE PRESIDENT (Executive)			
Standing Again: Mike Thomson	X		
Nomination (Write -In):			
TREASURER (Executive)			
Standing Again: Leroy Van Spronsen			Mid-Term no vote
Dir. Grassroots			
Standing Again: Shann Lovegrove	X		
Nomination (Write -In):			
Dir. Youth			
Standing Again: Rich Shimmin	X		
Nomination (Write -In):			
Dir. Assets & Equipment			
Standing Again: Candice Wagar	X		
Nomination (Write -In):			
Dir. Discipline			
Vacant	X		
Nomination (Write -In):			
Dir. Communications & Special Events			
Standing Again: Bill Daniel	X		
Nomination (Write -In):			

EXAMPLE

Please fill out and return the real form attached

Please note that some positions on LUSA's Board of Directors are a multiyear position and therefore may not be voted on this year as they are currently mid-term.

Please complete this form and return it via email to PRoxy@lusa.ca no later than December 24th 2020 at 12:00