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**1. MEETING MINUTES – December 3, 2007**

Location: 434 Parliament St. Suite 3A (Kephra's)

Secretary: John Iorio

**2. CALL TO ORDER by Inti at 7:00 pm**

**3. MINUTES ACCEPTANCE (Deferred)**

**4. INTRODUCTION OF MEETING ATTENDEES & REGRETS**

**Present:**

Inti Ali - Commissioner

Kephra Senett – Communications Officer / Vice-Commissioner

Simon Lysnes – Membership Coordinator

Tara Vinodrai – Women's Representative / League Ombudsperson

Steve Lloyd – League Operations Coordinator

Shane Butner – Events and Fundraising Coordinator

John Iorio – Secretary

**Regrets:**

Hamal Docter - Treasurer

**5. LEAGUE DIRECTIVES**

5.1 TIPC

5.2 Website

5.3 Competitive Stream

5.4 Expansion

5.5 Woman's Outreach

**6. CURRENT BUSINESS**

6.1 Commissioner (Inti)

- Inti proposed that meetings be chaired by DST Secretary (John Iorio). All executive members present accepted the proposal.

- Inti presented report sent by Ryan Lanyon

### **1. TIPC Task Force**

#### Confirmed volunteers:

- Registration Coordinator = Simon Thompson
- Communications Coordinator = Jay Sterne
- Volunteer Coordinator = Derek Cain (changed from non-playing to playing position)
- Events Coordinator = Ian Malcolm

#### Remaining positions:

- Women's Coordinator
- Operations Coordinator

\* Ryan Lanyon plans to send Kephra Senett draft text for recruitment by end of Tuesday (Dec., 11)?

\* TIPC Task Force to meet Monday, December 10, 7:00 PM @ Inti's

### **2. TIPC Workplan**

- For discussion with Task Force on December 10; on track for delivery in January

### **3. TIPC Website**

- requested architecture will be sent to Kephra Senett

#### 6.2 Communications Officer / Vice-Commissioner (Kephra)

(Website RFT)

- Decision not to put \$ on proposal
- Local candidates preferred
- Would like get it out by Dec.4, and stay within projected time line
- Interviews Dec. 12, 13,14 facilitated by Simon/Kephra/Hamal /Inti

#### 6.3 Membership Coordinator (Simon)

(Charitable status - N/A)

(Uniform update)

- J. M. T. Metro Sport (possibly this year's uniform supplier)
- Asking Graham Campbell about Abdias
- Deadline of Feb., 4 to get sponsors in keeping with timelines

#### 6.4 Treasurer (Hamal)

**DST Treasurer's Report (submitted by e-mail with regrets)**

## **DST Treasurer's Report**

December 3, 2007

As I cannot attend tonight's meeting, please accept this brief report for now, along with my regrets.

### Closing 2007

- Requesting all outstanding revenues (cheques or cash) applicable to 2007 be turned in asap, allowing for deposit prior to December 31.
- Any outstanding petty cash to be reconciled; balances to be deposited / reimbursed.
- Please also turn in any outstanding receipts for 2007 expenses asap.
- If you anticipate incurring any expenses applicable to DST this month (or already have) and need a reimbursement, as usual, please flag it.
- I hope to produce reasonable draft financial statements for 2007 (reconciled to the bank) by the end of January 2008.

### Budget 2008

- Thankfully, I now have a year under my belt, and our first TIPC is also under our belt.
- Because I felt we rushed this last year (there was also "a lot of new" adding to that feeling), I propose we give ourselves a little more time to work on this together.
- Unless there is a need to start this earlier, I would like to proceed with budget development in January.

### Proposed timeline

- 1) January 7 EC meeting: initial discussion around needs
- 2) By January 19: Budget submissions by DST EC and TIPC Tournament Director to Hamal
- 3) January 21 EC meeting: Hamal to present draft 2007 financial statements (budget to actuals), plus a preliminary/draft 2008 budget for discussion.
- 4) Through to February 4: Continued budget development, as needed
- 5) February 4 EC meeting: budget approval (all revenue streams / price structures determined; all spending allocations made)
- 6)

From now through to January: I encourage everyone to think of what they need: budget allocations, tools to do the job, etc. This is also a good time to let me know if there's anything needed to make DST's finances more or less accessible, transparent, etc. Feel free to bounce ideas or questions off me anytime.

Respectfully submitted,

Hamal Docter

Treasurer, Downtown Soccer Toronto

- **Executive members will get in touch with Hamal regarding needs. Looking to have a preliminary budget for the January 7<sup>th</sup> meeting.**

6.5 Women's Representative / League Ombudsperson (Tara)

- Women's Policy Development deferred.
- Membership Survey development discussed and brainstormed. Draft will be sent out to the members of the executive.

6.6 League Operations Coordinator (Steve)

- Schedule to be done with software program and mailed to executive.
- Field permit request forms have been received, deadline Dec 21, and fees have increased.

6.7 Events and Fundraising Coordinator (Shane)

- Finalizing sponsorship and waiting for survey to inform decisions.
- Discussion to visit sponsors and present team photos/medals as a gesture of thanks.

6.8 Secretary (John)

(Recording of the Minutes and Robert's Rules of Order)

- Minutes will reflect the discussions around actions being taken on individual portfolios, and the secretary will read the details back to the executive for approval. Errors and omissions will be discussed at that time in an effort to ensure accurate recording of information. Executive members will make every effort to point out critical information at that time.

## 7. NEW BUSINESS

### 8. MOTIONS REQUIRING ACCEPTANCE (Voting)

- Motion to accept first set of minutes from November 12. (Made by Tara, seconded by Kephra)

6 for, one abstain, one absent

- Motion to accept amended minutes for the November 19. (Made by Inti, seconded Kephra)

6 for, one abstention, one absent

-Motion to accept minutes from the November 26. (Made by Steve, seconded by Tara)

7 for, one absent

## **9. ANNOUNCEMENT OF NEXT MEETING**

**Next Meeting: January 7<sup>th</sup>, 2008 (regrets – Tara) Location – Shane’s**

## **10. ADJOURNMENT**

**Time: 9:10 pm**