

BAYS Board Meeting Minutes

May 13, 2020



Meeting Title:	BAYS May 2020 Board Meeting
Date:	Wednesday May 13, 2020
Time:	7 pm
Location:	ZOOM
Facilitated by:	Tony Loftis
Notetaker:	Reg Wilcox

* BAYS BOD in Attendance							
	Ken Abrahamsen	*	Desmond Doyle	*	Ken Mattes		Jeff Smagula
*	Al Antonitis	*	Waymond Eng	*	Ed McDonald	*	Steve Smoller
*	Michelle Barron	*	Gesse Faber	*	Wendy Murphy	*	Evelyn Somers
*	Anthony Barry	*	Kevin Glassman	*	Neritan Mustafa	*	Terry Stone
*	Dan Bielenin	*	David Gordon	*	Dick Penta	*	Richard Swallow
	Katie Bigelow	*	Thomas Greene		Peter Pereira		Ming Tang
	Mary Bishop	*	Melissa Hart	*	Mark Plecinoga	*	Logan Thomison
*	Sid Bloom	*	Toby Hawkes	*	Teresa Prego	*	Patricia Trumm
*	Michael Calnan	*	Mike Hazeltine	*	Ted Ritchie	*	Don Wendt
	Anthony Capela		Heather Hsu	*	Mary Jane Scofield		Jennifer Whelan
*	Tara Capobianco	*	Charlie Hurwitch	*	Joe Seidel	*	Reg Wilcox
*	Joe D'Amico	*	Claudette Kokolski	*	Mike Shepard	*	Dick Williams
*	David Dalrymple	*	Tony Loftis		Iain Shipperd	*	Karen Young
*	Peter DeNatale	*	Melissa Maling				
	GUESTS	*	Mike Borislow	*	Scott Baetz	*	Bill Kobertz

Next Steps/Action Items

Activity	Due Date	Responsible Parties
Review the 5 policies on the Google Drive. Reach out to the document owner if you have specific concerns / suggestions.	5/24/2020	All
Present updated drafts of the policies prior to the next BOD meeting.	6/1/2020	Document Owners
Bylaws to be set up on Google drive and sent out to BOD for review.	TBD	Tony
Review the Bylaws in the Google drive and offer trackable comment.	TBD	All

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Motions This Meeting	Passed	Not Passed																										
<p>Motion to Accept 3 new BAYS BOD members: Des Doyle – Mansfield, Mike Shepard – North Attleboro, and Mark Plecinoga - Westwood.</p> <p>1st Peter DeNatale 2nd Reg Wilcox</p>	Yes																											
<p>Motion to move forward with the ultra-compressed schedule (see below) for the planning of the fall 2020 season.</p> <p>1st Peter DeNatale 2nd Evelyn Somers</p> <p>DRAFT V2: Fall 2020 Registration YOUTH Grades 3-8 - ULTRA Compressed</p> <table border="0" data-bbox="131 825 1304 1381"> <tr> <td>Team Registration Open 3-8</td> <td>7/15 - 8/14</td> </tr> <tr> <td>Competition Committee 3-8</td> <td>8/17</td> </tr> <tr> <td>Initial Placement Development 3-8</td> <td>8/17-8/20</td> </tr> <tr> <td>Initial Placements posted 3-8</td> <td>8/20</td> </tr> <tr> <td>Town Placement Change Requests 3-8</td> <td>8/20-8/24</td> </tr> <tr> <td>Competition Committee - Revised Placements</td> <td>8/24</td> </tr> <tr> <td>General Placement Meeting/FALL INVOICE PAYMENTS Postmarked</td> <td>8/26</td> </tr> <tr> <td>Final Placements Posted</td> <td>8/27</td> </tr> <tr> <td>Field Sharing - Grade 3-8</td> <td>8/20-8/26</td> </tr> <tr> <td>Fall Schedule Posted Grade 3-8</td> <td>8/31</td> </tr> <tr> <td>Division Directors Assigned - Roster Dashboard Open</td> <td>8/31</td> </tr> <tr> <td>Mass Youth Affiliation PAYMENTS DUE for new Insurance binder</td> <td>8/31</td> </tr> <tr> <td>Start of Fall 2020 for Grades 3-8</td> <td>9/12</td> </tr> </table>	Team Registration Open 3-8	7/15 - 8/14	Competition Committee 3-8	8/17	Initial Placement Development 3-8	8/17-8/20	Initial Placements posted 3-8	8/20	Town Placement Change Requests 3-8	8/20-8/24	Competition Committee - Revised Placements	8/24	General Placement Meeting/FALL INVOICE PAYMENTS Postmarked	8/26	Final Placements Posted	8/27	Field Sharing - Grade 3-8	8/20-8/26	Fall Schedule Posted Grade 3-8	8/31	Division Directors Assigned - Roster Dashboard Open	8/31	Mass Youth Affiliation PAYMENTS DUE for new Insurance binder	8/31	Start of Fall 2020 for Grades 3-8	9/12	Yes	
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<p>Motion to table the Code of Conduct until further review can be completed.</p> <p>1st Patricia Trumm 2nd Sid Bloom</p>	Yes																											
<p>Motion to adjourn @ 9:47 pm</p> <p>1st Sid Bloom 2nd Teresa Prego</p>	Yes																											

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Agenda items	Speaker	Notes
Call to order	Tony	@ 7:02 PM
Welcome new board members	Tony	Des Doyle and Mike Shepard introduced themselves to the BOD. Mark Plecinoga had previously introduced himself to the BOD when he was being considered for co-referee director.
Fall Planning Task Force Presentation	Evelyn	<p>Evelyn presented the work from the Task Force. A summary of the task force's work was sent to the BAYS BOD by Evelyn on May 10, 2020.</p> <p>The task force was made of a diverse group from many different towns and holding a variety of roles and viewpoints including Club Presidents, Registrars, Referee Assignors, Field Schedulers, and BAYS Representatives.</p> <p>Mike Shepard: North Attleboro Desmond Doyle: Mansfield Richard Swallow: Northboro Sandy Moore: Sudbury David Gordon: Natick Sara Osborn: Weston Lauree Eckler: Concord Carlisle Nikki Taylor: Bedford Evelyn Somers: BAYS/Westwood Tony Loftis: BAYS/Wayland</p> <p>This work was praised by many on the call. Lots of robust discussion regarding discussing the 2 options.</p> <p>Most notable points:</p> <ul style="list-style-type: none"> • Question raised regarding the need for a separate wavier in the fall due to COVID-19. Mike Borislow stated that lawyers from US Soccer advised to use the regular waiver that includes language regarding accidents and illness. • Questions regarding the state's phased opening plans. Mike Borislow stated the potential for some youth sports activities in Phase II (July 2020) and that the MIAA was working toward plan for the fall of 2020.

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<p>April 2020 BOD Meeting Minutes</p>	<p>Tony</p>	<p>Tony asked for a motion to accept the April 2020 BOD meeting minutes. Peter identified that he had some edits for the minutes that were not shared with the BOD.</p> <p>Peter made a motion to have the minutes and all BOD member comments sent out for review prior to the subsequent BOD meeting. Mary Jane Scofield 2nd the motion.</p> <p>A lengthy discussion ensued regarding the process of meeting minutes being edited prior to finalization.</p> <p>Per Robert’s Rules the meeting minutes should be sent out to the BOD members for review and then addressed / finalized at the next meeting. Any major substantive changes to the minutes would require BOD vote.</p> <p>Recently a process of individuals asking for edits to the minutes in advance of the next BOD meeting has been inconsistent.</p> <p>General acceptance of the fact that one can recommend clarity of what they stated in the meeting would be acceptable. But asking for edits to what someone else stated was not supported by the discussion.</p> <p>It was stated that ZOOM virtual meetings could be recorded in the future with an automatic transcript created. If we were to do this, the transcript should only be used for the note takers assistance in creating the minutes. The transcript should not be made public.</p> <p>Consensus of discussions was that approval / edits of the minutes should follow Robert’s Rules of Order moving forward and be address at the subsequent BOD meeting.</p> <p>Peter withdrew the motion. No vote was ever called on the motion.</p>
<p>Review of Documents</p>		<p>Code of Conduct – Teresa Prego document owner.</p> <ul style="list-style-type: none"> • BAYS BOD did not previously have a BOD Code of Conduct. • The presented draft was based from a review of other leagues’ Code of Conducts. • Discussion from multiple BOD members was supportive of having a BAYS BOD Code of Conduct. • Peter had some comments in the google based document that needs some additional vetting. Teresa and Peter plan to coordinate a time to review and address them.

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		<p>Conflict of Interest Policy and Annual Statement – Document owner Mark Plecinoga</p> <ul style="list-style-type: none"> • BAYS BOD previously put a Conflict of Interest Form in place in 2019, many feel that it is too short and should be completed annually by BOD members. • This updated version is much longer. • MYSA has a conflict of interest policy and many feel it is work reviewing. • BOD members asked to add feedback to the document in the Google drive and to discuss any recommendations / concerns with Mark. <p>Whistleblower Policy – Document owner Evelyn Somers</p> <ul style="list-style-type: none"> • MYSA defaults to the state policy. • IRS 990 form status requires BAYS to have a policy. Will need to have this policy for the audit process. • Current draft has the ombudsman as the President of Essex Soccer League. • Some feel the ombudsman should be the executive director of MYSA. • Evelyn will work with BAYS BOD off line regarding who the ombudsman should be and to finalize the draft. <p>Document Retention Policy – Mary Jane Scofield is the document owner.</p> <ul style="list-style-type: none"> • General BAYS BOD consensus that the current draft is pretty good and consensus that we do need to have this policy. • Evelyn highlighted the BAYS online document repository. • Any final comment should be added to the document in the Google drive and discuss with MJ. <p>Expenditures Policy – Dick Penta is the document owner.</p> <ul style="list-style-type: none"> • BAYS has never had such a policy. • Reminder that the budget is guidance of expenses and revenue and not approval of expenditures. • Many in support of varying levels of approval based on the amount to be spent. • Contracts and “cutting a check” approval areas of the document need a little more work to finalize. • Peter had raised a few points in the document on the Google drive. Dick will work with him offline to address.
<p>Bylaws work to be completed</p>	<p>Tony</p>	<p>Bylaws documents will be added to a Google Drive within the next week or so. BAYS BOD members will be notified when the documents will be ready for comment. All BAYS BOD members encouraged to add comments to the documents.</p> <p>The last time the BAYS Bylaws were updated was in 2009.</p>

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Treasurer's Report	Charlie	<p>Charlie reviewed 2 documents to the BOD. A PDF summary of recent activities and a financial management report through May 12, 2020. These 2 documents were emailed to the BAYS BOD by Charlie on May 12, 2020.</p> <p>Towns refund checks will be all sent out by the end of this week.</p> <p>Discussion regarding the format of financial presentations occurred. Comments were on the need for a column of the approved budget items, a column with what is spent for the year to date on those items (last full month available), to go with the monthly statement.</p> <p>Peter asked that there be a statement of work brought to the BOD for all subsequent expenditures, including the ongoing audit.</p> <p>Sid had questions regarding the use of external attorneys for recent and future work.</p>
Agenda Items deferred during this meeting due to time.	N/A	<ul style="list-style-type: none"> • What are town's doing for parents who are laid off and can't afford the fee? • How are your town's finances? • Food Pantry for first game. • Credentialing for the spring season • Mass Youth Update • Leagues Committee News • 1st VP report • 2nd VP report • Computer Committee Update • Referee Updates • Rules Committee
Registrar Report	David	David reported that all BOD members are now registered with Mass Youth.
Adjourn	Tony	Meeting Adjourn 9:47 pm.