Minutes of the 2025 Annual General Meeting of Kingston Women's Soccer Club (KWSC)

November 26, 2025

Present:

Members of the Board of Directors: Michelle Boucher- President, Holly Cao- Vice-President, Kathryn Kitney-Treasurer, Kristen Roe-Registrar, Liz Dewar-Scheduler, Jane Douglas Charanduk-Communications

Regrets: Heidi Gaudget (KWSC Executive Field Director), Danielle Bureau (MNP LLP)

Guests: Colleen Lawrie, Wilkinson & Company LLP – Chartered Professional Accountants

Teams Represented at the meeting (Indoor Winter 2025, Outdoor Summer 2025), Indoor Fall 2025:

Blue Wizards

CS Physio

Cougars

Dragons

Flowers United

Goal Getters

Golden Girls

Hurricanes

Kennelly Connections

Kennelly Connections (Masters)

Kingston United

Make it Rayne

Mashup

Maxtrain Hotspurs

RED

Troublemakers

Violet Femmes

White Lighting

Wieser Valkyrie

Teams not represented/absent from the AGM: Amazons, Barr Homes, Limestone Queens, Net Chicks, Net Chicks (Masters), The Purcell Advantage, Stave Off

1. Call to Order. M. Boucher, President, assumed the Chair of the meeting, welcomed everyone and called the meeting to order at 7:10 p.m.

2. Roll Call

The President confirmed that a quorum existed.

2.1 Introduction of Executive

The Board of Directors introduced themselves to the Members.

2.1 Introduction of Guests

M. Boucher introduced Colleen Lawrie, Wilkinson & Company LLP – Chartered Professional Accountants.

5. Declaration of Conflict of Interest

There was no declaration of conflict of interest by any Members present at the meeting.

6. Approval of Agenda

The agenda was circulated to Members prior to the meeting. There was one addition, Report of the Registrar under Section 8 Board Reports.

MOTION A. Brown (Kennelly Connection), seconded by S. Wright (Flowers United). Resolved that, the Agenda Annual General Meeting of November 26, 2025, be approved. CARRIED.

7. Approval of Minutes of the KWSC Annual General Meeting of December 16, 2024

The minutes were circulated to Members prior to the meeting.

Motion: Caroline Claude (Hurricanes), seconded by Lindsay Wall (Golden Girls). *Resolved that, the Minutes of the Annual General Meeting of December 16, 2024, be approved with minor editorial corrections. CARRIED*

8. Report of the Board of Directors

• *President: M. Boucher provided the following update:*

- KWSC acquired Sports Engine app for outdoor player registration and payment. Individual player payment of fees protects against fraud. The Sports Engine app provided financial support as well as scheduling, but overall KWSC had problems with the app both from a programming perspective as well as user-ease. Since Sports Engine lacked game reporting, the executive quickly found an alternative and switched to Game Sheet. This app had its own challenges as it did not provide scheduling for referees. As a result, E2E charged additional fees for KWSC to access schedules and maintenance of website. The cost of E2E RefCentre were refunded by SOSA. KWSC has cancelled the contract with Sports Engine and will be moving to the Power Up app Summer 2026. The KWSC website domain is now the property of KWSC.
- Partnerships – Over the last year, KWSC has built and deepened relationships with both Athletico and GKSSA.
- Facilities Update: Due to an unexpected death in the family of the new owners, the reconstruction of the Westbrook Dome remains on hold. The facility is currently listed for sale. The proposed Sports Facility on Highway 15 East, to be built within the Machin Soccer Fields/City of Kingston property is delayed but is still moving forward.
- Indoor soccer for fall and winter 2025-2026 returned to the Boys & Girls Club.
- T. Abrams, former Club Treasurer and Vice-President pleaded guilty to defrauding KWSC and is serving house arrest. KWSC has received a restitution order from the court. The Board will look into next steps for receiving restitution.

• *Vice-President: H. Cao provided the following update:*

- GameSheet app will remain for summer 2026. Support resources will be developed for use. Moving forward Team reps. will have available resources to use the app to report scores, roster, etc.

• *Treasurer: K. Kitney provided the following report:*

- Outstanding HST, as well as other expenses due to fraudulent acts have been paid.
- E2E expenses. The 2023-2024 invoices have been paid. There had been approximately 5-7 unpaid bills due to KWSC not receiving invoices. E2E has confirmed that any outstanding previous years will be forgiven.
- 2025-2026 financials still reflect outstanding overdraft at KCCU. KWSC is hopeful that KCCU will forgive this debt. Balancing Club finances remains the top priority.
- KWSC may still file against T. Abrams for restitution of fraudulent funds. This is still under consideration by the Board, as there may be additional legal costs to the Club. Past

president J. Brady, did leave a list of those teams that had paid full fees for the indoor term of the year the dome fell, however any reimbursement to these teams would be determined, once all creditors are paid, and if there are any excess funds.

• *Field Director:* H. Gaudet sent her regrets. Information is included in the President's Report.

• *Scheduler/Statistician: L. Dewar provided the following report:*

There were initial scheduling difficulties for Outdoor 2025 however, it was adjusted and the new app Power-Up should provide better results.

• *Communications: J. Douglas Charanduk provided the following comments:*

She indicated she was honoured that the Board accepted her self-nomination for the role of Communications/Secretary of the Board.

• *Registrar: K. Roe provided the following report:*

The Masters division remains with 6 teams for summer and indoor play.

Open tier had 19 teams for Outdoor 2025, an increase of XXXX from the previous year thanks to a deepening of partnerships with Athletico and GKSSA, and 6 teams for indoor play.

Waitlists are being reduced as new players join teams.

8. Receipt and Approval of Audited Financial Statements

M. Boucher welcomed and introduced Colleen Lawrie of Wilkinson Chartered Accountants to present the KWSC 2025 Audited Financial Statements Report. M. Boucher thanked C. Lawrie for her long service and wished a happy retirement.

C. Lawrie summarised the Statements Report and confirmed a clean audit.

Motion moved by Jennifer Hay (Kennelly Connections-Masters) and seconded by A. Brown (Kennelly Connection) the KWSC 2025 Audited Financial Statements Reports be approved. CARRIED.

9. Appointment of Auditor

C. Lawrie, representing Wilkinson Chartered Accountants left the room.

President M. Boucher recommended Wilkinson as auditors for FY2026 and noted the Board met Kyle Wetering, the incoming accountant replacing C. Lawrie upon her retirement, and Nathan MacCallum from Wilkinsons,

MOTION moved by A. Brown (Kennelly Connection) and seconded by S. Lanzo (RED) that Wilkinson Chartered Accountants be appointed auditors for the KWSC FY2026. CARRIED.

10. Elections For Executive Positions

10.1 Vice-President –

No nominations from the floor. Holly Cao will assume the role of Vice-President for a two-year term.

10.2. Field Director – H. Gaudet cannot fulfill her full term due to other obligations. Jennifer Hay, Kennelly Connections has accepted the position and will serve the remaining year of the two-year term.

10.3 Treasurer - K. Kitney was asked to continue to serve as Treasurer.

10.4 Scheduler/Statistician
No Nominations from floor
Liz Dewar was acclaimed and begins her first year of a two-year term.

Michelle Boucher (President) begins year two of her two-year term

Jane Douglas (Communications) will serve 1 year, completing year 2 of that term on behalf of Laura Scott.

Kristen Roe (Registrar) begins her second year of the two-year term.

11. Unfinished Business (Old Business) - None

12. New Business

12.1 Field Fund – M. Boucher provided the following update:

GKSSA and Athletico have expressed interest in developing a turf field at Barr Homes Soccerplex (Odessa). KWSC was invited to consider becoming a financial partner in this initiative. The Board has indicated interest; however, no definitive investment proposal or funding plan has been brought forward to KWSC at this time. Currently, KWSC does not maintain an active field fund. Looking ahead, reinstating a field fund may be necessary for future collaborations of this nature. KWSC recognizes that field development and maintaining a dedicated field fund are crucial to ensuring access and play opportunities for women.

Historically, the KWSC field fund operated as a restricted account aimed at supporting women's soccer and increasing field availability, with expenditures determined by the Board. Past investments included the outdoor field and lighting at St. Lawrence College, provided in exchange for facility usage.

Restricted funds are subject to regular audit review to confirm that their application complies with financial and legal requirements. Any allocation of these funds to cover operational deficits will be reported in the annual audited financial statements.

Note: In 2023, due to fraudulent activity affecting the club, KWSC exercised its option to buy out eight years remaining on the contract with St. Lawrence College to ensure continued operations.

Further, C. Lawrie of Wilkinson Chartered Accountants suggested a Motion would need to be put forward to KWSC membership if a field fund were to be re-established. An amount (for example $2) would be added to player fees, and the Motion would include a description of the use of the fund. The Board will continue to gather input regarding this matter.

12.2 Board Renumeration

Treasurer K. Kitney raised the issue of Board remuneration, noting that Executive Members previously received free player fees as an honorarium. C. Lawrie (Auditor) stated that KWSC Membership must approve any remuneration and, as a not-for-profit, such honorariums are taxable benefits.

12. 3 Equipment –

L. Dewar brought up concerns about the use of outdoor cleats for games played on turf fields at the Boys & Girls Club and other indoor turf locations. The discussion covered enforcement issues, especially for matches without referees, and mentioned the need for a grace period.

It was decided that the President would gather input from players via their team representatives about whether outdoor cleats should be allowed on turf fields when not prohibited by facility rules, and to determine if there is interest in clarifying equipment guidelines further.

Team representatives discussed the use of a futsal ball for indoor play at the Boys & Girls Club. M. Boucher raised safety concerns due to differences in size, weight, and play compared to a standard soccer ball, so no change will be made.

New Business arising from the Floor -

S. Wright (Flowers United) asked about the allocation of extra indoor field fees collected beyond 10 players per team. Treasurer K. Kitney stated that surplus funds addressed debt in 2024 and where surplus funds occur would support league expenses, such as equipment, as was done in the Summer of 2025 where corner flags were bought and distributed as required.

There was some general discussion around fundraising to support KWSC activities. The Board would consider any fundraising plans brought forth by members, with the understanding that any new activities would have volunteers and an overview in place.

A contact list of team reps was requested to help teams find subs for games. The Board will consider an interim process for sharing contact info before switching to the Power Up app in 2026, whether that is providing an email list or directions to access through Sports Engine.

13. Adjournment

MOTION moved by M. Herr (Violet Femmes) and seconded by S. Wright (Flowers United) that the meeting be adjourned. CARRIED.

The meeting adjourned at 8:20 p.m.