

# Camrose and District Soccer Association

## Regular Board Meeting Minutes

Tuesday November 6, 2018

7:00pm @ Business IQ Training

### In Attendance

- I. Chad Mitchell - **President**
- II. Andy Thompson - **Vice President**
- III. Lisa Rohr - **Treasurer**
- IV. Angelique Kovacs - **Secretary**
- V. Breanna McClarty - **Volunteer Chair**
- VI. Konrad Schellenberg - **Referee Coordinator**
- VII. Les Branton - **Field Manager**
- VIII. Brier O'Neil
- IX. Denise Olson

### Apologies

- Ken Rohr - **Registrar**  
Tanya Van Petten - **Equip. Facilitator**  
Sheena Gamble - **CASA Rep.**  
Laurie MacDonald - **Youth Coord.**  
Jardath Nelson - **Mini Coordinator**  
Tom McManus - **Technical Director**  
**Vacant - Tournament Coordinator**

1. Meeting called to order at 7:07 pm.
2. Minutes from last meeting reviewed.
  - **Konrad motions to adopt the agenda; Les seconds. All in favor – passed.**
3. Review of the agenda.
  - Addition:
    - Pictures
    - Fees
    - Apparel
  - **Andy motions to adopt the minutes; Brier seconds. All in favor – passed.**

#### 4. Treasurer's Report

- Financial Statements submitted (see attached)  
Lisa's Report:
- After close review of this years registration for indoor and last year for outdoor I have updated the Proposed Budget. The Proposed Budget for this fiscal year (Sept 2018-Aug 2019) will plan for Revenues of \$209,633.00 and expenses of \$206,411.75 – leaving a surplus of \$3251.25.
- I feel that these numbers are attainable if the registrations for Outdoor 2019 remain on par with last year and if we manage our expenses for equipment and the Night Classic Tournament.

**Motion: Denise motions to approve the Proposed 2018/2019 budget as presented; Andy seconds. All in favor – passed**
- A donation was received from the Daybreak Rotary Club for \$500.00 to be used towards equipment. This amount has already been accounted for under Donations in the Budget.

## **CDSA Board Meeting Minutes – November 6, 2018**

- There are very few registration dollar amounts to collect – much better success than prior years – thank you to everyone for their help with this as it is never an easy job to ask a family for money.
- A breakdown of Registration numbers and \$'s collected for registrations for the 2018 Outdoor and 2018/2019 Indoor soccer seasons has been included in the packages for all to review. These numbers were obtained from our RAMP registration system. Last years Outdoor Season we had 516 registrants with \$84,205.00 in fees and for this years Indoor Season we have 173 registrants with \$52,310.00 in fees.
- The current years Profit & Loss and Balance Sheets are attached for the date range of September 1-30, 2018. Although there is not much to report for the year so far as most registrations will be recorded in October books you can see from the Balance Sheet that we have bank balances in our accounts totalling \$78,514.97.
- I do not anticipate that I will be able to attend all monthly meetings this year so I am recommending that we follow suit with last year, focusing on financials once every 3-4 months. I would propose that we focus on financials during our February, July, October (AGM) and November meetings for this upcoming year. If the board is ok with that I will mark my calendar to be present on those months and on other months may need to not attend due to other commitments.
- Receipts for expenses to be reimbursed can be sent to me via email [treasurer@camrosesoccer.ca](mailto:treasurer@camrosesoccer.ca) or dropped off here at my office 5051 50 Street.

### **5. Registrar's Report**

- N/A

### **6. Technical Report**

- Jason King is willing to do some technical sessions, focusing on U9 as we see such a drop to U11.
- Ideas to try to get more girls involved...brainstorm for next meeting.

### **7. Equipment Facilitators Report**

- T-shirts for U9 need to be ordered.

### **8. New Business**

- **Board Overview**

- Main idea is to be prepared. It takes a long time to prepare and be ready for an event, registration, making teams, etc.

# **CDSA Board Meeting Minutes – November 6, 2018**

- **Ideas for Coaching**

- Ken would like some ideas on coaching for the next outdoor season.
- Contacting them right away as it seems that it is such a tight deadline once Outdoor season comes along.
- Maybe we could send a survey out to the coaches and see where we can help more.
- There are many resources right on the CASA and ASA websites.
- It is important to retain coaches.

- **Tier 3**

- There is some interest in this.
- Some challenges:
  - ▲ 10 out of 33 kids showed interest in U13 boys group
  - ▲ Need an invested coach
  - ▲ Many parents don't want to travel
  - ▲ Season runs until August
- Any team can enter into a Tier 3 Tournament, so maybe start with a Tournament team.
- We can send an email out to see what interest there is in the upcoming season.
- Possibly put on a Q&A information night so parents know exactly what is expected of a Tier 3 team

- **June Tournament**

- The Chambers of Commerce was approached to move the Jaywalker weekend.
- The City came and asked us when we planned to do the Night Classic Tournament; we stated the first weekend in June and they agreed that Jaywalkers and Night Classic are a great combination for the City and want them kept on the same weekend. Nice!

- **Non CASA fees**

- EMSA fees are \$3338
- Sherwood Park fees are \$2560
- CASA fees are \$1300
- This works out to \$66.32 per player that needs to be paid
- Next season we need to include this additional fee right from the start at registration. It is easier to refund money than to collect it.

## **CDSA Board Meeting Minutes – November 6, 2018**

- **Fees**
  - Our fees need to be adjusted to cover the cost of everything.
  - We cannot take a loss and be sustainable for years to come.
    - **ACTION: Chad is going to make a pie chart of the breakdown of fees to be discussed at next meeting.**
  
- **Photos**
  - Indoor on Feb. 2<sup>nd</sup>
  - Outdoor on May 5<sup>th</sup>
  
- **Apparel**
  - The 1<sup>st</sup> cutoff may have been a bit too soon, although there will be another wave being open in time for Christmas delivery.

**9.** Next regular meeting at Business IQ Training on December 4<sup>th</sup> at 7 pm.

**10.** Meeting adjourned at 9:26 pm.

**Camrose & Distric Soccer Association**  
**Profit & Loss Budget Overview**  
 September 2018 through August 2019

	Sep '18 - Aug 19
Ordinary Income/Expense	
Income	
Apparel Income	0.00
Donations	
Donations - Indoor	0.00
Donations - Outdoor	500.00
Total Donations	500.00
Fundraising	
Fundraising - Indoor	0.00
Total Fundraising	0.00
Grants	
Interest Earned	0.00
Jersey Sponsorship	48.00
Jersey Sponsorship - Outdoor	0.00
Total Jersey Sponsorship	0.00
Night Classic Tournament Income	
Night Classic Camping Fees	12,000.00
Night Classic Fundraising	600.00
Night Classic Registrations	60,000.00
Night Classic Sponsorships	0.00
Total Night Classic Tournament Income	72,600.00
Registrations	
Registrations - Indoor	0.00
Registration Refunds	52,310.00
Registrations - Indoor - Other	0.00
Total Registrations - Indoor	52,310.00
Registrations - Outdoor	0.00
Registration Refunds	84,205.00
Registrations - Outdoor - Other	0.00
Total Registrations - Outdoor	84,205.00
Total Registrations	136,515.00
Rock Around Tournament Income	
Rock Around Registrations	0.00
Total Rock Around Tournament Income	0.00

**Camrose & Distric Soccer Association**  
**Profit & Loss Budget Overview**  
 September 2018 through August 2019

	Sep '18 - Aug 19
Still Street Camp - Income	0.00
<b>Total Income</b>	<b>209,663.00</b>
Cost of Goods Sold	0.00
Apparel Inventory Purchases	0.00
<b>Total COGS</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>209,663.00</b>
Expense	
Advertising	
Advertising - Indoor	300.00
Advertising - Outdoor	600.00
<b>Total Advertising</b>	<b>900.00</b>
Bank Charges	
Bank Charges - Indoor	1,600.00
Bank Charges - Outdoor	2,700.00
<b>Total Bank Charges</b>	<b>4,300.00</b>
Board Apparel	600.00
Coaching Clinics	0.00
Donations - Expenses	0.00
Equipment	2,000.00
Equipment - Indoor	8,000.00
Equipment - Outdoor	10,000.00
<b>Total Equipment</b>	<b>10,000.00</b>
Field Rental	
Field Rental - Indoor	28,000.00
Field Rental - Outdoor	36,000.00
<b>Total Field Rental</b>	<b>64,000.00</b>
Honorarium	0.00
Insurance	1,000.00
IT Sports Net	2,000.00

**Camrose & Distric Soccer Association**  
**Profit & Loss Budget Overview**  
 September 2018 through August 2019

	Sep '18 - Aug 19
League Fees	
CASA Fees	
CASA Registration Fees - Indoor	
U11 Mixed	1,300.00
U13 Mixed	2,600.00
U15 Mixed	1,300.00
CASA Registration Fees - Indoor - Other	10,000.00
Total CASA Registration Fees - Indoor	15,200.00
CASA Registration Fees - Outdoor	23,000.00
Total CASA Fees	38,200.00
EMSA League Fees	
EMSA League Fees - Indoor	
U17 Boys	3,338.00
U19 Boys	3,338.00
U19 Girls	3,338.00
EMSA League Fees - Indoor - Other	0.00
Total EMSA League Fees - Indoor	10,014.00
EMSA League Fees - Outdoor	0.00
Total EMSA League Fees	10,014.00
Sherwood Park - League Fees	
Sherwood Park League - Indoor	2,560.00
Total Sherwood Park League - Indoor	2,560.00
Sherwood Park - League Fees - Other	0.00
Total Sherwood Park - League Fees	2,560.00
Total League Fees	50,774.00
Meeting Expenses	
Meeting Expenses - Indoor	200.00
Meeting Expenses - Outdoor	200.00
Total Meeting Expenses	400.00
Memberships	57.75

**Camrose & Distric Soccer Association**  
**Profit & Loss Budget Overview**  
 September 2018 through August 2019

	Sep '18 - Aug 19
Night Classic Tourn. Expenses	
Accomodations	0.00
Advertising	500.00
Equipment Rentals	21,000.00
Field Rental	700.00
Fundraising Expenses	0.00
Medals	4,000.00
Online Stripe Payment Fees	1,800.00
Referee	22,000.00
Security	2,000.00
Tournament Supplies	3,000.00
<b>Total Night Classic Tourn. Expenses</b>	<b>55,000.00</b>
Office Supplies	
Office Supplies - Indoor	100.00
Office Supplies - Outdoor	1,200.00
<b>Total Office Supplies</b>	<b>1,300.00</b>
Photos	
Photos - Indoor	2,000.00
Photos - Outdoor	5,000.00
<b>Total Photos</b>	<b>7,000.00</b>
Players I.D. Card	
Players I.D. Card - Indoor	50.00
Players I.D. Card - Outdoor	50.00
<b>Total Players I.D. Card</b>	<b>100.00</b>
Postal Box Rental	
Postal Box Rental - Indoor	90.00
Postal Box Rental - Outdoor	90.00
<b>Total Postal Box Rental</b>	<b>180.00</b>
Provincial Fees	
Provincial Fees - Outdoor	0.00
<b>Total Provincial Fees</b>	<b>0.00</b>
RATC Tournament Expenses	
RATC Advertising	0.00
RATC Medals	0.00
RATC Ref Fee	0.00
RATC Tournament Expenses - Other	0.00
<b>Total RATC Tournament Expenses</b>	<b>0.00</b>



3:13 PM

11/05/18

Accrual Basis

**Camrose & Distric Soccer Association**  
**Profit & Loss Budget Overview**  
 September 2018 through August 2019

	Sep '18 - Aug 19
Referee Fees	
Referee Fees - Indoor	0.00
Referee Fees - Outdoor	8,000.00
Referee Fees - Other	0.00
Total Referee Fees	8,000.00
Scholarship	
Security Checks	
Security Checks - Indoor	250.00
Security Checks - Outdoor	550.00
Security Checks - Other	0.00
Total Security Checks	800.00
Still Street Camp - Expense	0.00
Tourn. Fees	0.00
Total Expense	206,411.75
Net Ordinary Income	3,251.25
Other Income/Expense	
Other Expense	0.00
Prior Year Expenses	
Total Other Expense	0.00
Net Other Income	0.00
Net Income	3,251.25

## Camrose &amp; Distric Soccer Association

## Profit &amp; Loss

September 2018

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	Sep 18
Ordinary Income/Expense	
Income	
Interest Earned	12.74
Registrations	
Registrations - Indoor	35,004.06
Total Registrations	35,004.06
Total Income	35,016.80
Gross Profit	35,016.80
Expense	
Advertising	
Advertising - Indoor	726.71
Advertising - Outdoor	42.00
Total Advertising	768.71
Bank Charges	
Bank Charges - Indoor	22.20
Bank Charges - Outdoor	319.56
Total Bank Charges	341.76
Total Expense	1,110.47
Net Ordinary Income	33,906.33
Net Income	<u>33,906.33</u>

## Camrose &amp; Distric Soccer Association

## Balance Sheet

As of September 30, 2018

11/05/18

Accrual Basis

	Sep 30, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
General - 07669/219/104202524	62,922.57
GIC	5,529.54
T-Bill Savings	10,062.86
<b>Total Chequing/Savings</b>	78,514.97
<b>Accounts Receivable</b>	
Accounts Recievable	235.00
<b>Total Accounts Receivable</b>	235.00
<b>Other Current Assets</b>	
NSF Cheques to collect	2,141.00
<b>Total Other Current Assets</b>	2,141.00
<b>Total Current Assets</b>	80,890.97
<b>Fixed Assets</b>	
Deposits Held	1,000.00
<b>Total Fixed Assets</b>	1,000.00
<b>TOTAL ASSETS</b>	<b>81,890.97</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	244.86
<b>Total Accounts Payable</b>	244.86
<b>Total Current Liabilities</b>	244.86
<b>Total Liabilities</b>	244.86
<b>Equity</b>	
Current Earnings	2,305.06
Retained Earnings	45,434.72
Net Income	33,906.33
<b>Total Equity</b>	81,646.11
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>81,890.97</b>