



Central Alberta Soccer Association (CASA)

In-Camera and Confidential Minutes Storage Policy

1. Purpose

This protocol establishes the standards for recording, storing, and accessing in-camera and confidential minutes of the Central Alberta Soccer Association (CASA) Board of Directors. It ensures compliance with privacy legislation, protects solicitor-client privilege, and upholds the Board's fiduciary duties.

2. Definitions

In-Camera Session A portion of a Board or committee meeting that is closed to non-participants for the purpose of discussing sensitive, confidential, or legally protected matters.

Confidential Minutes A separate, restricted record documenting the proceedings and decisions of an in-camera session. These minutes are not included in the regular meeting minutes.

3. When Confidential Minutes Are Required

Confidential minutes are recorded when the Board or a committee enters an in-camera session to address matters including, but not limited to:

- Personal information protected under PIPA
- Discipline, complaints, investigations, or Safe Sport matters
- Human resources or staffing issues
- Legal advice or solicitor-client privileged communications
- Contract negotiations or commercially sensitive information
- Conflict-of-interest deliberations
- Any matter where disclosure could reasonably cause harm to individuals or CASA

4. Recording of Confidential Minutes

Confidential minutes must be:

- **Minimalist**, capturing only:
 - attendees



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- the general nature of the matter discussed
- motions and decisions
- assigned actions
- **Free of personal details**, investigative content, or legal advice
- **Approved only by those present** during the in-camera session

Regular minutes will record only:

- the time the Board entered and exited the in-camera session
- any motions passed, without sensitive detail

5. Storage of In-Camera and Confidential Minutes

Confidential minutes must be stored **separately** from the regular minute book.

5.1 Physical Storage (if applicable)

- Maintained in a **locked, secure file** labeled “Confidential Minutes.”
- Access restricted to the Board Chair and Executive Director (unless excluded from the session).
- Legal counsel may access records when required.

5.2 Digital Storage

- Stored in a **restricted-access digital folder** within CASA’s secure document management system.
- Permissions limited to:
 - Board Chair
 - Executive Director (unless excluded)
 - Legal counsel (as required)
- Files must be encrypted or stored within a system that meets CASA’s data security standards.

6. Access and Confidentiality

Access to confidential minutes is strictly limited to:

- Directors who were present for the in-camera session
- The President
- The Executive Director (unless excluded)
- Legal counsel



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Directors who were recused due to conflict of interest **must not** receive access after the fact.

Confidential minutes are **not** distributed by email or included in general Board meeting packages.

7. Indexing and Cross-Referencing

A **Confidential Minutes Index** must be maintained by the Board Chair or designate, containing:

- date of meeting
- agenda item reference
- names of attendees
- storage location (physical or digital)

Regular minutes must include a cross-reference such as: “*See Confidential Minutes File – Item 7.*”

8. Retention and Destruction

Confidential minutes follow CASA’s Records Retention Schedule. Destruction must be:

- authorized by the Board Chair
- documented
- conducted securely (shredding or digital deletion compliant with CASA’s data security standards)

9. Review and Oversight

The Governance Committee (or Board Chair, if no committee exists) is responsible for:

- annual review of storage practices
- ensuring access permissions remain appropriate
- confirming compliance with PIPA and CASA’s governance policies