



Central Alberta Soccer Association
Executive-Membership Meeting
Monday, August 12, 2025
7:30 pm – Virtual

ATTENDANCE:

Staff / Elected Officials

Tammy Olson – Executive Director
Tracy Everett – President
Lonny Behm – 1st Vice President
Darla Preston – Treasurer
Andrew Vanderburg – Director 1
Tanya Breikreutz – Director 2
Absent: Rob McArthur – 2nd Vice President

CASA MEMBERSHIP

Grace Doucet -Camrose
Sarah Verburg – Innisfail
Jeff Mason – Lacombe
Matt McArthur – Ponoka
Christine Beerman – Rimbey
Simon Kelm - Wetaskiwin

Meeting called to order: 7:31 pm

1. CASA Committees

a. Governance Committee – Bylaws Review and Revision

[Terms of Reference](#)

Discussion points

- Ideal number of members on the Governance Committee – Four to Five
- L. Behm (1st Vice-President) suggests hiring a lawyer or at least receiving legal guidance. Recommendation of T. Yaremciio of Camrose. G. Doucet (Camrose) reached out he declined
- T. Olson (Executive Director) advised that hiring a lawyer was not in the budget. Sport Law documentation was used in creating this 2023 version of the by-laws.
- L. Behm recommended T. Olson (Executive Director) reach out to Sport Law and get advice

Governance Committee Members: (Volunteers)

Chair – T. Everett (President)

J. Mason – Lacombe

A. Vanderburg – Director 1

T. Breitreutz – Director 2

Recommendation – Marc Mundell – Rocky Mountain House – D. Preston will reach out

b. Discipline Committee – Convening of Discipline Committees

Discussion Points

- There are outstanding discipline issues related to the Outdoor Season that need to be resolved – L. Behm asked why these were not brought to the attention of the Board that was in place at the time. T. Olson confirmed that they were, however, no resolution was ever reached or communicated to the staff
- L. Behm commented that in the past the Discipline committee was only formed when an issue arose, and each club was then contacted to provide a member to sit on the committee at that time. T. Olson advised that this was not always the case, a proper discipline committee has been formed in the past. This would include members from the various clubs in CASA. This is the best option to go with. If some members have to recuse themselves due to a conflict of interest (eg. Someone from their Home Club is facing Discipline) there will still be adequate members of the committee who know they are on call is a Discipline committee is needed.

Discipline Committee Members

Chair – T. Everett (President)

P. Ignacio – CASA DRA

J. Mason – Lacombe

K. Breitreutz – Sylvan Lake

J. Pineda – Referee Department

G. Doucet – Camrose

Christine Beerman – Rimbey

c. Fundraising / Sponsorship Committee – Researching and Presenting of fundraising and Sponsorship opportunities - [Document](#)

Discussion Points

- Recommended size 3-5 people
- The Document link contained within was created by J. Blake (former staff) in March of 2025 and is a detailed plan
- T. Everett has spoken to an insurance company that is interested in sponsoring, possibly the Indoor League
- T. Olson spoke of the struggles to get sponsorship as local companies want to support local teams. Corporate sponsorship is the key

Fundraising / Sponsorship Committee Members

Chair – D. Preston (treasurer)

2. CASA Staffing

Technical Co-ordinator – [Proposed Draft Contract](#)

T. Olson has provided the Executive with a proposed Draft contract for a new employee. CASA the third largest District in Alberta has gone from 2.5 employees starting last November to one employee. An additional full time employee is required. This employee would take over the Technical side of CASA including much required Administration in that department and work under the Executive Director

Discussion held:

- Recommendation of Summer Student next year to handle game uploads and other administrative tasks related to the League
- After discussion there will not be a new full time employee hired at this time, Board members will step to assist Tammy with Administrative tasks when needed.
- Possibly a part time person could be hired prior to Indoor to assist in administering technical programs and the league. They would be paid an hourly rate.
- Recommended that a sub-committee be formed to review the suggested contract and adjust as needed. They feel this may not be the correct job description or job title. They want to find the right person.

Sub-Committee Members – K. Breitreutz, L. Behm, D. Preston

3. New Business

L. Behm (1stVP) and C. Beerman (Rimbey) recommended that the Technical committee be formed as soon as possible, this committee can take on some of the work of a Technical co-ordinator (facilitating on-field sessions for Coaches and Players)

This is action will be considered at a later date

Meeting adjourned: 9:25 pm

Minutes prepared by: T. Olson – Executive Director