



Cold Lake Minor Soccer Association Annual General Meeting Minutes

October 20, 2024

Attendees:

CLMSA Board Members

President Lori Flanders-Midford
Vice President Josh Correia
Treasurer Julie Robicheau
Secretary Andrea Williams
U7 Director Danielle Syrek
U9 Director Meagan Debney
U13 Director Shannon Peters
Youth Boys Director Kathy Paananen
Registrar Latoya Waters
Facilities/Technical Director Frank Mayer
Director of Officials Darren Robson

CLMSA Members

Cindy Ball, Lara Bates, Jason Bates, Pavan Bhojapoojary, Nidhi Bhojapoojary, Aly Childs, Cody Childs, Ryan Cote, Melanie DeCarlo, Renato Duarte, Ian Dukta, Rashed Eljajji, Brian Galloway, Erik Hachey, Laura Hunter, Andrea Korecki, Richard Kotowicz, Patty Lamb, Stacy LeBlanc, Jaime Lendvay, Candice Lion, Iliana Lopez, Liz MacPhee-Kotowicz, Laurel McCormack, Valerie Mitchell, John Mitchell, Amelia Plinkett, Colby Plinkett, Megan Ricketts, Brendan Roberts, David Robicheau, Trish Robitallie, Jocelyn Robson, April Simard, Evan Sudul, Eileen Sudul, Brianna Telfer, Duncan Telfer, Dana Petrock, Clara Gauthier, Kelsey Thompson, Ian Thompson, Caitlin Todaro, Amanda Vaughan, Steve Widmer, Stacey Young

1. Call to Order at 2:15 pm
2. Establishment of Quorum
 - a. Membership number is hard to ascertain with many members overlapping in indoor/outdoor season. Current bylaws state need >50% of membership for quorum. With 56 members present quorum according to current bylaws not achieved.
 - b. Quorum high because bylaws have not been updated in a long time

MOTION: Liz McPhee Kotowicz motions that we forego the 14 day rescheduling of meeting that is required if quorum is not present and proceed with the meeting. Seconded by Andrea Korecki.

VOTE: yes - unanimous.

3. Declaration of any Conflicts of Interest
 - a. None declared.
4. Approval of Agenda
 - a. Amend agenda as Adult Soccer Director not up for election
 - b. Liz wondering where says in current bylaws, discussion/clarification on years up for election/positions, when to vote, nominate, etc.

MOTION: Josh Correia motions to amend the agenda and remove Adult Soccer Director position from election. Seconded by Kathy Paananen.

VOTE: yes - unanimous

MOTION: Stacy LeBlanc motions to nominate members to any vacant positions except Adult Soccer Director. Seconded by April Simard.

VOTE: yes - unanimous.

5. Welcome and Introductions
6. Approval of Minutes from 2023 AGM

MOTION: Meagan Debney motions to approve the minutes from the 2023 CLMSA AGM. Seconded by Candice Lion.

VOTE: yes - unanimous.

7. ASA Business
 - a. Bylaw updates by AGM 2025
 - i. Committee formed of about 10 members
 - ii. New bylaws to be done by 2025 AGM
 - iii. Met many times
 - iv. Any association member can join to be a part of these
 - v. Last meeting in July, Josh apologized for delay in meeting, will move forward after AGM
8. Treasurer's Presentation and Approval of 2023 Auditor's Financial Report
 - a. Treasurer's Presentation
 - b. Financial committee meets monthly
 - c. Met with accountant, everything into Quickbooks
 - d. KAFT accounting firm produced a Compilation Engagement Report for 2022-23 and that has been received and posted on website
 - e. Discussion around the cost of hosting provincials. Hosting provincials did come with additional costs, CLMSA did receive grants to offset those costs.
 - f. Accountant used different categories than treasurer expense records so some numbers don't match up exactly
 - g. sponsorship/scholarship expense - should publish who receives these to membership on website, application on website but have not posted recipients
9. Presentation of CLMSA 2024 Annual Report and Financial Report

- a. Financial committee registration questions - moving forward will meet monthly to make sure everything lines up
 - b. Membership asking for a financial review. KAFT accounting firm still reviewing this year's financials and when received they will be posted on the website.
 - c. Motion from 2023 AGM to have financial review done has not been completed, It was clarified that while the minutes from last year's AGM only requested a review of the Association's financials, what was meant was a Review Engagement. The KAFT reports received and in progress are only a Compilation Engagement, which is a level below and not acceptable to the membership.
 - d. Financial Committee/board presented what we received, was not good enough. Verbal refusal from several accounting firms who would not do a higher level financial review, one email refusal shown. Need documentation of these.
 - e. Discussion: what is the norm? What do other similar organizations do? Will new bylaws will be clear with what is needed? For AGLC need to keep documents for 3 years. Need Review Engagement from a professional accountant.
 - f. Chequing vs bingo/casino, different way of spending the bingo/casino money, has to be spent within 3 years and has guidelines/rules attached.
10. Presentation and Approval of 2024 Auditor's Financial Report
- a. Error in agenda, item #10 repeat of item #9, all in agreement
11. Presentation and Approval of Upcoming 2025 Annual Budget
- a. Budget Review: copies handed out and attached as Appendix A, presented as a balanced budget; discussion of expenses, rent huge, challenger coach. Can we use schools? Challenger will not continue in future years.
 - b. Discussion about possible City grants and explanation of Fundraising Director duties as a paid position with CLMSA.
 - c. Discussion how to show using bingo money, essentially giving a loan to association. The bingo budget line should be shown as only this year's income (\$30K not \$63K), which will then result in a deficit for the year.
 - d. Plan to use savings, has been discussed to start a committee to figure out plan of what to do with this money
 - e. Bonds held discussion, needs to be shown differently, needs to be removed from the budget and kept separately as a Liability, shouldn't be shown as income; Volunteer time is March 30 for indoor and July 31 for outdoor. *always a year behind*
 - f. Balance sheet is missing from report.

MOTION: Liz Macphee-Kotowicz motions that the Financial Committee presents a balance sheet with the new budget at a future special meeting. Seconded by Andrea Korecki.

VOTE: yes - unanimous.

12. Appointment of Auditor for next AGM

MOTION: Liz Macphee-Kotowicz motions to use an official accounting firm to prepare a compilation engagement of CLMSA's financials for the 2025 AGM. Seconded by Caitlin Todaro
VOTE: yes - majority.

13. Election of Incoming Board Members/Directors

President asks for a Nominations Officer. Josh Correia nominates Kathy Paananen. Conflict as Kathy is a candidate on ballot. Josh retracted this nomination. Meagan nominates Liz Macphee-Kotowicz for Nominations Officer, seconded by Aly Childs. All in favour. Transparency - Liz seconded one of the nominees, members agreed with Liz Macphee-Kotowicz for Nominations Officer.

15 minute break in meeting.

Nominations Officer takes over meeting.

- Open positions that will not be voted on will still have nominations taken from floor
- 56 members in good standing at meeting, current bylaws state that each member gets to vote, one vote per person as no proxy votes allowed.
- Open positions that will be voted on will be by show of hands
- Nominees allowed a brief statement
- 4 positions to be voted on, two counts of votes will be done, paper ballots
- Any members who abstain from voting:
 - Liz Macphee-Kotowicz
 - Lori Flanders-Midford
- a. President
 - i. Renato Duarte, seconder on email nomination
 - ii. Josh Correia, seconded by Kathy Paananen (15 votes for)
 - iii. No nominations from the floor
 - iv. Renato Duarte becomes the President with 31 votes for.
- b. Treasurer
 - i. Julie Robicheau, seconder on email nomination
 - ii. No nominations from the floor
 - iii. Julie Robicheau remains Treasurer by acclamation.
- c. U15-U19 Director (Youth Boys Director)
 - i. April Simard, seconder on email nomination
 - ii. Kathy Paananen, seconded by Julie Robicheau (8 votes for)
 - iii. No nominations from the floor
 - iv. April Simard becomes Youth Boys Directors with 38 votes for.
- d. Technical Director
 - i. Evan Sudul, seconded by Ian Dutka
 - ii. Frank Mayer, seconded by Kathy Paananen (7 votes for)
 - iii. Renato Duarte, seconder on email nomination (5 votes for)
 - iv. Evan Sudul becomes Technical Director with 34 votes for.
- e. Equipment Director
 - i. Darren Robson, seconder on email nomination

- ii. Evan Sudul, seconded by Ian Dutka (14 votes for)
- iii. Darren Robson becomes Equipment Director with 31 votes for.
- f. Director of Officials
 - i. Darren Robson, seconder on email nomination
 - ii. Darren Robson remains Director of Officials by acclamation.

Vacant Positions, voting by show of hands:

- g. U5 Director
 - i. No nominations from floor
- h. U11 Director
 - i. Meagan Debney nominated by Kelsey Thomspson, seconded by Danielle Syrek. Meagan Debney accepts her nomination.
 - ii. Meagan Debney becomes U11 Director by acclamation.

Other Vacant Positions, nomination to be taken from floor and voting done by CLMSA Board at future meeting:

- i. Adult Soccer Director
 - i. No nominations from floor
- j. Youth Girls Director
 - i. Cindy Ball nominated by Meagan Debney, seconded by Ian Dutka. Cindy Ball accepts her nomination via previous email.
- k. Tournament Director
 - i. Ian Dutka nominated by Lara Bates, seconded by Caitlin Todaro. Ian Dutka accepts his nomination.

MOTION: David Robicheau motions to destroy ballots, Aly Childs seconded.

VOTE: yes - unanimous. Lori Flanders-Midford will shred ballots.

14. Welcome to Incoming Board Members/Directors

15. Acknowledgements to outgoing Board Members/Directors

- a. President welcomes new Board members and thanks outgoing board members for all their work.

16. New Business/Questions

- a. What incentive can be used to secure new coaches going forward?
 - i. Problem in schools, other sports
 - ii. Problem with referees as well
 - iii. More adults need to step up
 - iv. Need something to entice new qualified coaches
 - v. Coaches should be signed up prior to player registrations
 - vi. Rural areas seem to be left out

17. Adjournment at 6:12 pm.

Submitted by Andrea Williams, CLMSA Secretary.

CLMSA 2024-25 BUDGET

Income	2024-25	2023-24	2022-23
Registration	\$139,395.00	\$107,269.98	\$102,683
Bingo	\$63,000.00	\$31,966.26	31,561
Casino/Raffle	\$0.00	\$406.00	21,035
Bond Held	\$2,500.00	\$25,473.00	7,826
Interest	\$15.00	\$6.94	0
Grants/Donations	\$0.00	\$0.00	7,501
Tournament Refunds	\$0.00	\$2,527.88	0
Returned/Cancelled EMT	\$0.00	\$1,909.89	0
Income Total	\$204,910.00	\$169,559.95	\$170,606
Expenses			
Registration Refund	\$3,000.00	\$6,254.71	\$0
Bond Refund	\$0.00	\$5,954.00	0
Insurance	\$1,800.00	\$1,590.00	900
Dues & Subscriptions	\$850.00	\$201.89	0
League Fees	\$42,817.00	\$34,091.98	27,682
Rent	\$60,600.00	\$55,516.84	54,755
Tournament Fees	\$18,500.00	\$18,279.75	20,008
Tournament Hosting	\$1,500.00	\$1,095.00	0
Subcontractors	\$9,200.00	\$11,720.00	6,318
Referees	\$5,000.00	\$5,394.15	11,266
Coaches	\$9,000.00	\$12,115.55	7,320
Challenger Coach	\$12,500.00	\$9,095.71	0
Player Sponsorship	\$2,000.00	\$2,000.00	2,501
Supplies/Equipment	\$22,250.00	\$67,336.01	25,062
Legal/Professional Fees	\$2,700.00	\$3,838.80	2,500
Office Expense	\$250.00	\$289.80	669
Website	\$3,000.00	\$4,921.56	1,613
Year-end Parties	\$2,000.00	\$3,946.21	3,600
Misc/Contingency	\$7,500.00	\$0.00	19
Total Expenses	\$204,467.00	\$243,641.96	\$164,213
Profit/Loss	\$443.00	(\$74,082.01)	\$6,393



CLMSA Year-End Financial Report

This chart represents the balance of each bank account over the fiscal years of 2022 to 2024. Our fiscal year runs from September 1st to August 31st.

Year	Chequing	Casino	Bingo	Combined
Beginning 2022	\$184,904	\$9,231	\$101,120	\$295,255
22-23 Profit/Loss	-\$9,719	\$20,235	-\$5,275	\$5,241
2023 Start	\$175,185	\$29,466	\$95,845	\$300,496
23-24 Profit/Loss	-\$35,170	-\$26,736	-\$12,182	-\$74,082
2024 End	\$140,015	\$2,736	\$83,663	\$226,414

The funds in the Chequing account can be considered the true savings of CLMSA, and are available for a future large project.

Over the last few years, the Bingo account funds have not been spent consistently. All AGLC funds must be spent within 36 months and can only be used for certain expenses as per AGLC rules.

Due to those constraints, the Bingo funds are not suitable to be kept as CLMSA savings. Over the next two years, the Bingo account will be drawn down and the Treasurer will ensure that any income from one year is fully spent in the following year.

By focusing on spending existing Bingo funds, CLMSA can build a balanced budget and the true savings in the Chequing account can remain untouched.