



Cold Lake Minor Soccer Association Executive Meeting Minutes

December 15, 2024

Call to Order at 3pm

Roll Call: Cindy Ball, Meagan Debney, Latoya Waters, April Simard, Shannon Peters, Caitlin Todaro, Darren Robson, Renato Duarte, Josh Correia, Ian Dutka, Evan Sudul, Frank Mayer, Danielle Syrek

Missing: Andrea Williams, Brittany Rieder

1. Meeting objectives

- a. Review of agenda
- b. Notes

2. Review of Minutes

Ian Dutka motioned to approve meeting minutes from November 10, 2024 board meeting, Josh Correia seconded. All in favour.

3. Finance

- a. Review of presentation for upcoming special meeting- reviewed special presentation slides covering finances.
 - i. Accounting overview: bingo bank account transfer from TD to ATB, just finishing up signing authority changes.
 - ii. Financial statements - the 23/24 draft from Kaft has been received but Caitlin is still correcting some items with Kaft. The bingo account has been over reported as revenue and should be taken as deferred revenue until spent to cover an expense. This will be corrected for last year.
 - iii. Tax forms: Income tax T2 filing, CLMSA has never filed. As a not for profit corporation this should have been happening. This will still happen for last year, and will not result in any penalties.

T4A also never done. As the Registrar and Fundraising Coordinator are paid positions, this should be happening. Will be done for last year and will not result in any penalties.

T1044 also never done. This should have been done for every year CLMSA had more than \$200K in assets. This will be done for last year as a voluntary disclosure, and could result in penalties, as well as having to report previous years.
 - iv. Review Engagement Discussion - will cost \$8500 for 22/23 and \$8500 for 23/24. No reason to look back further than 22/23. Evan pointed out membership worried about fraud. Caitlin can see the accountant's current review is complete and shows no issues with last two years. Going back further Caitlin cannot find all financial information but this is only likely due to incomplete record keeping. If review were completed would need to disclose to AGLC and AB Society Act that could jeopardize bingo license. Board reviewed last two years and Board satisfied. Have seen no

evidence of fraud, expense of \$17K for review engagement not going to provide membership with outcome they desire.

- v. Budget - after AGM, Caitlin and Darren met and made the necessary adjustments, which are shown on the slide. Still showing a deficit of \$6322. Evan motioned to remove Player Sponsorship and Year-End Parties, Cindy seconded - all voted in favor. Reduced deficit to \$2322. Board good with presenting this budget at the special meeting. Year-end parties and player sponsorship could still happen if matching income. Many opportunities for more fundraising opportunities. Proposed upcoming changes to how outdoor season is organized may require budget update in new year. Evan motions to approve updated budget, Ian seconds - all in favour.

b. Challenger Coach expenses. CLMSA received invoice for \$14,300, but has never seen a contract for last year. The expected cost is \$1200 per week, and that would mean the coach was here for 12 weeks. Various board members figures coach was here directly helping CLMSA for 10 weeks max. The Board needs to see the contract before agreeing to pay the invoice as it stands.

c. Liability Renewal - The board insurance policy was only briefly discussed. It is possible that the recently created Alberta Freedom to Care Act may provide enough coverage for the Board. Caitlin hasn't had time to review the current insurance policy and compare. To be discussed further at the next meeting.

4. Bylaws, Policies, Procedures, TORS- Renato would like everyone to write down duties for positions. Josh will continue to lead the Bylaw committee. Want bylaw draft by January 31, 2025. Need someone to lead Policy Committee. Evan motioned for Ian to lead and return drafts by end of January 2025. Seconded by Darren. All in favour. Board to review bylaws on February 2, 2025 3-6 pm and Special Meeting to vote on bylaws February 17, 2025 at 7 pm.

5. Outdoor Season Planning - could play in July as well.

a. House league structure

i. Unlimited registrants

ii. 1-2 practices per week, joint with larger numbers

iii. 1-2 games per week on weekends

b. Lakeland Teams

i. 1 per age group - selective

ii. 2 practices per week

iii. Games- Play 1 age-group higher in house-league (1-2 per week); Play in Lakeland League.

c. both types of teams could do tournaments, just at right level; focus of house is not tournaments but could be done if interest.

d. Change in approach is to focus coaching at the right level of development, maximize playing time and attract more players.

6. Organizational Chart - to be captured in policy

a. Review Canada Soccer Structure and Roles - should all read Canada Soccer "Club Management and Operations Guide"

https://canadasoccer.com/wp-content/uploads/2023/05/CanadaSoccer_Guide_to_Management_Operations_EN.pdf and

Alberta Soccer “Club/District Operations Manual“

<https://www.albertasoccer.com/club-district-operations-manual/>

- b. Operations Director
 - i. Registrar
 - ii. Referees
 - iii. Facilities
 - iv. Tournaments
- c. Technical Director
 - i. Age Group Directors
 - ii. Coach Development
 - iii. Session Development
 - iv. Staff Coaches
 - v. Managers (U11 and up)
- d. Administration Manager
 - i. Treasurer
 - ii. Fund raising
 - iii. Communications
 - iv. Marketing

7. Round the room

8. Conclusion and Action Items - adjourned at 4:51 pm. Next meeting dates set (see above point 4)

Recorded by Darren Robson and transcribed and submitted by Andrea Williams, CLMSA Secretary.