



Cold Lake Minor Soccer Association Executive Meeting Minutes

November 10, 2024

Call to Order at 6:02 pm

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

Missing: Andrea Williams, Frank Mayer, Brittany Rieder, Evan Sudul

1. Meeting Objectives

- a. Review of Agenda

2. Review of Minutes

- a. AGM Draft minutes on website/Facebook. Draft to be posted, put a note if anyone disagrees to highlight area and we can update at next AGM.
- b. Review and accept minutes from 27 Oct Board Meeting. Motion to approve by Josh Correia, seconded by Meagan Debney. VOTE: yes - unanimous.

3. Finance

- a. Review of budget for upcoming special meeting. (Appendix A) Discussed proposed budget that was updated by Caitlin and Darren (deficit of \$5000), make sure clear and coming from the same direction.
- b. KAFT report review, Still not complete, but Caitlin expects it will be by special meeting.
- c. Develop presentation for the special meeting
ACTION: Send presentation to Renato to preview (Caitlin, Darren).
ACTION: Add slide to amend the definition of quorum (Darren, Josh).
 - i. Areas to emphasize:
 1. Governance
 2. Compilation vs Review Engagement. Renato plans to point out limitations of Review to Association, and wishes to not pursue
 3. Delegated authorities (spending limits and approval)

- Insurance, Andrea K. took out insurance policy originally, Julie had current copy. Current copy likely with documents sent to Kaft

Ian pointed out that Board should be covered under AB Freedom to Care Act

ACTION: Bring copy to future meeting and comparison can be made (Caitlin).

- Lakeland Cup / Tournament Hosting discussion. We discussed exploring city grants to help offset costs. Ian will look into this, and Renato will arrange a meeting with the Mayor to support this effort.

ACTION: City of Cold Lake to be approached for Lakeland Cup fundraising (Ian/Renato).

4. Organization Chart (proposed). Grouping more by function rather than flat, ie.

Technical Director and coaches/managers. Darren recalled that Evan had presented a

similar concept at a previous bylaw meeting, and can provide a photo to include in minutes. To be discussed further at a later meeting (see attached, Appendix B)

5. Terms of Reference/Policies/Bylaws.

6. Disputes/Concerns

- a. Coaching conflicts - U13G/U13B have issue sharing field house at same time. Could be solved by gaining access to high school gym at same time (Renato/Ian). Renato emphasized again that U13 and up should not be sharing field house - they need at least one night a week where they have entire field.
- b. Player discipline and respect (Code of Conduct)
 - i. Sanctions (U15B issue)
- c. CLMSA Code of Conduct : Renato would like to set up a code of conduct for all players, parents, coaches, managers to sign as part of registration. Also suggested that all parents should complete Respect in Sport course. To be discussed further at a later meeting
- d. Player placement

7. LDSA Meeting (17 Nov)

- a. Points to discuss? Send any issues to Renato.
- b. House league, per division. Renato outlined that CLMSA would run a non-competitive house league and those teams would not partake in Lakeland games. Still 2 practices a week and one game. Idea is to increase participation. Any league team could also play games against house league teams, but would have to play one age group up.

8. New Business

- Mini tournament, U9.
- ACTION: Look into dates in Feb (Ian)

9. Round the room

- Emails: group email needed (executive@clmsa.ca still works). Board emails updated (may have old names still showing but emails still work).
- Google account still with Andrea K who is not on board.
- ACTION: Need to have board member with control again (Latoya)
- CLMSA Document submissions: Society Act return must be filed, but requires audited financial report first. Forms will be submitted end Nov (Caitlin, Darren)
- Tax returns don't ever seem to have been submitted, which could result in financial penalties. Both T2 tax return and T1044 Non-Profit Information Return. Forms to be submitted by end Nov (Caitlin, Darren).

10. Conclusion and Action Items

- Meeting adjourned at 7:20 pm.

Recorded by Meagan Debney and Latoya Water with additions by Darren Robson, transcribed and submitted by Andrea Williams, CLMSA Secretary.

Appendix A: Proposed Budget

2024-25 CLMSA Updated Budget

Income	2024-25
Registration	\$139,395
Bingo	\$30,000
Casino/Raffle	\$0
Interest	\$15
Grants/Donations	\$0
Income Total	\$169,410
Expenses	
Insurance	\$1,800
Dues & Subscriptions	\$850
League Fees	\$42,817
Rent	\$60,600
Tournament Fees	\$19,500
Tournament Hosting	\$1,500
Subcontractors	\$9,200
Referees	\$5,000
Coaches	\$9,000
Challenger Coach	\$0
Player Sponsorship	\$2,000
Supplies/Equipment	\$14,500
Legal/Professional Fees *	\$2,700
Office Expenses	\$250
Website	\$3,000
Year-End Parties	\$2,000
Expenses Total	\$174,717
Profit/Loss	-\$5,307

* If the member ship still wishes to proceed with a Review Engagement for each of the past two years, there will be additional costs of approximately \$8500 per year.

Appendix B: Organization Chart

