



Cold Lake Minor Soccer Association  
Executive Meeting Minutes

October 27, 2024

Call to Order at 6:00 pm

Roll Call: Renato Duarte, Josh Correia, Latoya Waters, Meagan Debney, Caitlin Todaro, Shannon Peters, April Simard, Brittany Rieder, Evan Sudul, Darren Robson, Frank Mayer, Andrea Williams, Danielle Syrek

1. Meeting rules
  - Bring ideas to meetings, hold separate meetings when needed to formulate ideas
2. Introductions of executive members and roles

ACTION: update contact list and post to website, Latoya Waters

MOTION: Meagan Debney motions to accept Julie Robicheau's resignation from the Treasurer position via her October 21st email to board members. Seconded by Frank Mayer.

VOTE: yes - unanimous

3. Consideration of new members for:

- a. Treasurer

MOTION: Josh Correia motions to accept Caitlin Todaro as incoming Treasurer. Seconded by Meagan Debney.

VOTE: yes - unanimous

- b. Adult Soccer Director

MOTION: Josh Correia motions to accept Brittany Rieder as new Adult Soccer Director. Seconded by Evan Sudul.

VOTE: yes - unanimous

- Nominations received at AGM for two vacant positions, Youth Girls Director and Tournament Director. Clarification received on AGM discussion re:eligibility.

MOTION: Evan Sudul motions to accept Cindy Ball as Youth Girls Director. Seconded by Meagan Debney.

VOTE: yes - unanimous

MOTION: Caitlin Todaro motions to accept Ian Dutka as Tournament Director. Seconded by April Simard.

VOTE: yes - unanimous

- Fundraising Position: paid position, non voting, interview/application process, Darla Perriard will hold onto position until January and will train new person when hired.

ACTION: need job description from Darla, Andrea Williams

ACTION: Fundraising Director to be posted on website, Latoya Waters

4. Review of AGM minutes

- Send draft to executive for feedback
- Send draft minutes to membership once feedback received and updates made
- Main action item from AGM was to hold a Special Meeting to present a new budget, require 21 days notice to members for meeting - Sunday, November 24th @ 6 pm at Cold Lake Energy Centre for Special Meeting

5. Vision/Priorities by new President

a. Financial

- Establish a finance working group to deliver on expectations of members
  - Going forward look at records from 2022-23, looking forward not backward
  - Better records being kept now
  - Finance working group: Darren agreed to stay on group, Caitlin as new Treasurer will head group, Renato knows a parent who is a CPA who may join working group, name given to Caitlin to contact
  - Former Treasurer, Julie will hand over to new Treasurer, Caitlin
  - Caitlin asked to set up a meeting for finance group to get all information
  - Compilation review engagement quotes from Julie:
    - KAFT \$10,000+
    - Ben Dyck will not do
    - Baker Tilley \$6000+
    - Finance committee can look into and give board recommendations of which company to use

ii. Funding model

- After new baseline looked at we should look at our funding again, grants, etc.
- Additional Discussion: Bingo paperwork needs to be done by Wednesday, Darren will take in to Bingo Hall

b. Administrative

- Bylaws- President will sit with Bylaw Committee
  - whatever not in bylaws should be a policy

ACTION: all board members should write down all policy they follow, all members

ii. SOPs or Policies

- everything we do needs to be in policy or bylaw and should be on website
- President would like to release all these documents in time for outdoor season

-quorum issue, since hosting a special meeting can we change one line to update quorum; discussion of voting via email to get quorum that way. Not to replace AGM or Special Meeting but if needed.

-agreed to send to members: 10% of outdoor season membership constitutes quorum for AGM or Special Meeting.

c. Organizational

i. Focus on success of 24/25 indoor season

1. Common vision (tournaments)

-would like to see all CLMSA teams go to the same tournament, can point out as kids register

ACTION: Tournament Director can look into getting all CLMSA teams into the same tournament, for indoor can call and ask?, Ian Dutka

-3 Lakeland team with Cold Lake players, how to fund these, case by case basis to figure out, divide by community, Renato can talk to Lakeland at next meeting to discuss

2. Quality and Quantity

ii. Change for outdoor season

-register early, plan early, turn no one away  
-work collaboratively to get all kids playing soccer  
-open up coach registration early  
-how to get more coaches, youth coaches, youth refs?

1. Early registration

2. Increase numbers

3. "House league"

d. Communications

-email board and membership  
-keep everyone in the loop on board, emails to all  
-need to maintain website, up to date

MOTION: Frank Mayer motions that we approve the meeting minutes from October 7, 2024.

Seconded by Josh Correia.

VOTE: yes - unanimous

MOTION: Evan Sudul motions that we post meeting minutes from the last year with disciplinary remarks removed. Seconded by Darren Robson.

VOTE: yes - unanimous

board

-late registrant for U15, one dropped out so room in division;

agreed to register player

-need policy what is done in these situations

-registration deadlines, Lakeland vs provincial, insurance coverage

ACTION: look into registration deadlines, can register with ASA throughout year?, Evan Sudul

6. New Business

- Adult Soccer bookings: new Adult Soccer Director will take care of adult league under CLMSA, treat like any other team in CLMSA. Another adult soccer group in Lakeland, separate, pay for renting facilities on own; idea to combine these under CLMSA in future.
- Document drive
- Voted in May to use Whimsical Creations for putting names on jerseys, Darren to contact Whimsical Creations to ensure nothing has changed.

7. Open Discussion

- Postal box key: Treasurer gave key to Josh, Josh handed over to new Treasurer Caitlin; Secretary will give update letter to Caitlin to take to post office
- Sea can keys: Darren, new Equipment Director will look into this, Josh has one, Darren has three, look into keeping one for sign out at front
- Banking information included in Appendix in order to update signing authority on all CLMSA bank accounts

MOTION: Remove the following people from all Cold Lake Minor Soccer banking accounts: Liz Miriam Macphee-Kotowicz, Lori Flanders-Midford, Julie Robicheau, Ryan Cote; and add the following members below to all Cold Lake Minor Soccer Association banking accounts: Renato Duarte, Josh Correia, Andrea Williams, Caitlin Todaro. Motioned by Josh Correia, seconded by Meagan Debney

VOTE: yes - unanimous.

1. Conclusion and Action Items- next meeting Sunday, November 10th @ 6 pm.

Adjourned at 7:31 pm

Submitted by Andrea Williams, CLMSA Secretary.



## **CLMSA Executive Meeting Director Reports: October 27, 2024**

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**U5** - Started 27 Oct 24. All coaches have fully completed their courses. Receipts to be forwarded to the treasurer for reimbursement. All group chats have been completed and are currently utilized. A total of 2 children dropped out. 5 registrations are overdue.

**U7-** I'm waiting for my assistant coaches/managers to finish their couple courses. I have two head coaches, 2 assistant coaches and 2 managers. I'm having a very hard time with getting people to volunteer this season. I have made three teams, with bigger roster. I would like to start the first week of November but one of my head coaches can not be there that week, waiting to hear back from assistant coaches if they can do both days. If not I will start the season the following week.

**U9-**

We are all set, I have teams of twenty per two coaches each ( but will be given 2 different colors jerseys to make" teams" of 10 for games ) hoping we can organize a mini tournament similar to Bonnyville . Team ramp will be open tomorrow

**U11-**

U11 evaluations went well- thanks to everyone who helped! Teams have been made fairly and the season is off to a great start.

**U13-**

**Youth Girls-**

**Youth Boys -**

**Registrar** - league declarations were sent in on time to Melissa. There are a few more bonds to collect for the indoor season. (U11-U19) I will be at startup for minis the first week of November to collect U7 and U9 bonds.

I have contacted many players this week regarding registration fees, most said they were dropping out, others are waiting on decisions from kidsport and will let me know as soon as possible.

As mentioned at the AGM I would like to open registration for coaches and managers on January 2nd so we can know how many staff we will have for the outdoor season.

**Equipment-** Outdoor nets packed up on 24Oct. Cleaned out all the old broken balls from the indoor cages. Picked up the remaining coaches kit from Lori and left in cages. Will be going through it further and have sent out email to see what Director's require for their coaches. Any kit that is taken will be signed out and expected back at the end of the season. I am re-establishing contact with DM Sports (used for Mass jerseys), United Sports in Edm (have used for big equipment purchases) and Timbits soccer. Jerseys handed out - will proceed with using Whimsical to add names (as per vote in May). It is still \$5 per jersey and the cost is built into registration fees.

**Treasurer-** This will be my final report for CLMSA, I will update the numbers to bank accounts on Saturday for accuracy:

ATB Chequing:\$187,565.29

ATB Casino: \$2,534.78

TD Bingo: \$96,402.53

**KAFT:** has quoted \$10,000 and up to do a full accountant engagement review for 2022-2023

**Baker Tilly:** quoted \$6,000 and up to do a full accountant engagement review for 2022-2023 (if you choose to go to this one you will have to reach out to them to confirm as this was a quote given a while back)

**IMPORTANT INFORMATION:**I will be removing my credit card off QuickBooks account. It has a year paid so it will require a new credit card for when you need to renew it around August 2025. I will have all documents from my laptop put on the jump drive with all folders, cheque books, deposit books, and any other items that I have. I will hand them to Josh or Darren once I have transferred it all over and ready.

Please add your signers to your account so you can write cheques and remove current ones which I emailed to Andrea already. Only these positions are signers on accounts: President, Vice-President, Secretary and treasurer.

**ATB** just requires a form filled out plus your meeting minutes, then you will go in to ATB and go with form and meeting minutes and have them add you as they will require your signature, also make sure they remove older signers. You can go individually on your own time to the front teller.

**TD** will require the meeting minutes with the addition and removals of signers on the account and 2 signatures on the minutes from current signers. And you will be required to set up a meeting at TD all together and make it with Terry Melnyk. As you will be required to give him information

**AGLC** :the next one is from February 2024- to January 2025 an email will be sent to treasurer email in the new year 2025 and must be completed and submitted to them before May 1st via email.

**KAFT** : communicates to treasurer email once they finish financial report and email documents to sign. Let me know and I will add someone else to sign this and they can email a board member that can do this preferably be President, Vice-President, treasurer or secretary.

**QuickBooks**: I was unable to remove my credit card on file until I have a new credit card for account, please remove my credit card off QuickBooks once a replacement has taken over.

I will be available if you need better clarification or questions on certain matters.

**Fundraising**- Bingo form is filled out and ready for Executive signatures. Hoping to add new director contact info. Must be submitted to the bingo hall by Oct 31

**Facilities**-

**Technical**-

**Tournaments**- No update this meeting

**Officials**- No update this meeting

**Vice President**- Currently tracking 1 disciplinary.