



Cold Lake Minor Soccer Association
Executive Meeting Minutes

October 7, 2024

1. Call to Order at 6:01 pm

Roll Call: Lori Midford, Julie Robicheau, Darren Robson, Andrea Williams, Danielle Syrek, Latoya Waters, Meagan Debney, Kathy Cote arrived at 6:13pm, Josh Correia arrived at 7:10 pm

Missing: Frank Mayer

Meagan Debney left meeting at 6:55 pm

2. Motion to approve minutes of last Executive meeting held September 23 , 2024 by Meagan Debney, seconded by Danielle Syrek.

3. Motion to approve agenda by Meagan Debney, seconded by Darren Robson.

4. Reports - submitted to Google Document to be reviewed prior to meeting, attached to minutes.

- a) U5-Josh (Open-outdoor)
- b) U7-Danielle
- c) U9-Meagan
- d) U11-Latoya (Open)
- e) U13-Julie (Open)
- f) Youth Boys-Kathy
- g) Youth Girls- (Open)
- h) Registrar-Latoya
- i) Equipment- (Open)
- j) Treasurer-Julie
- k) Fundraising- (Open)
- l) Facilities-Frank
- m) Technical-Frank
- n) Tournaments- (Open)
- o) Officials-Darren
- p) Vice President- Josh

5. Old Business

- a) Budget Presentation- see discussion on page 3 of meeting minutes.
- b) Quickbooks: yearly to monthly- complete.
- c) Changing account from TD to ATB- complete.
- d) RAMP Criminal Record Check- complete.
- e) Post new Fundraiser Coordinator- Needs to be done.
- f) Renew Bingo AGLC- Not done. Needs name on it. Deadline November.
- g) Nominations Officer- form sent out. See discussion on page 3 of meeting minutes.
- h) Nominations Template- see above.
- i) Vacant Positions-complete.
- j) Positions up for Election- complete.
- k) Adding Wednesday back for U7- Frank is working on schedule.
- l) U9 jerseys- Lori has received and has invoice to send to Julie. Has other inventory at her house as well.
- m) U5 and U13 Director interest- complete.
- n) AGM Agenda-complete.
- o) Challenger update- Canadian Challenger rep contacted Lori to discuss how season went. Has not received invoice. Will not sign new contract until brought to board to vote on.
- p) Adult co-ed soccer- see new business.

6. New Business

- a) ASA Recommendations- discipline hearing - 1. CLMSA needs new by-laws in place for AGM 2025. Seek assistance from Lakeland and ASA for new by-laws. 2. New by-laws and governance documents should be on website by July 1st (could not complete due to financial documents and they are aware). Current documents on website.
Discussion: are we back posting meeting minutes to website? Need to have them reviewed, outside names/sensitive information not on them before posting.
Need to have financial review of documents, clarified does not need to be an audit.
CLMSA needs to post approved financial statements on website.

- b) Lakeland updates- meeting held, numbers shared.

CLMSA numbers:

- U11 37 boys (2 teams, bigger rosters)
15 girls (1 team)
- U13 38 boys (2 teams)
17 girls (1 team)
- U15 15 boys (1 team)
13 girls (1 team)
- U17 8 CL boys, 4 St. Paul boys 1 Vegreville/BV + LLB together
2 CL girls, enough for 1 Lakeland team
- U19 0 CL boys, Lakeland team has 16 boys
10 girls in Lakeland

October 15th declaration of numbers
-Lakeland fees increasing by \$4 in 2026

- c) Adult Soccer dates- 25 BV, 6 St. Paul, 1 registered in CL; Frank working on dates.
- d) Player Evaluations- who is involved? People who don't know the players
 - Discussion: ask coaches Victoria, Josh, Koua
 - Coaches of age group involved to run practice and evaluators evaluating using some kind of spreadsheet/checklist. U11 boys and U13 boys need to make teams.
 - Need to do first two practices evaluations, third practice if needed.
 - *Communicate with players so they are aware. Parents don't get input. Players will get a score in order to make equal teams.
 - Evaluating a huge commitment, can we give some kind of thank you gift? Budget room?
 - Not on Thanksgiving Monday.
- e) U7/U9 Coaches Needed-had enough but record checks did not come back clear for two.
 - U9: 2 groups of 20/21, can do stations, doesn't have to be separate teams, Josh and Ryan coaches. Need 2 assistant coaches and 1 manager.
 - U7: Ryan Cote agreed to coach. 2 teams Mondays, 2 teams Wednesdays.

Discussion: for outdoor can we try really hard to approach schools to get minis . Would help with timing, budget.

- f) U9 Uniforms- delivered. Lori will sort.
- g) Sponsorship Application- website, done.
- h) Coaches Bags- keep in cage because everyone uses fieldhouse in indoor. Don't need individual bags. 1 locker for size 3 balls. New bags into cages. Old coaches bags?
- i) Director Needs- officials - only 4 referees. Get signs made like have seen in city re: Zero Tolerance. Will need to start in February/March to get refs trained for outdoor.
- j) Importance of Presence/Delivery- speaking, social media, communciation, "always on". Public presence, be aware, be cognizant especially communication with parents
- k) Communication- keep lines of communication open
- l) Facility Bookings- Frank working on it
- m) Coaches Course- Soccer for Life practical course January 12th

Discussion: call for Lakeland By-Law Committee, nominations by November 15th, should go to members via RAMP email

- n) RAMP Access- Danielle needs access to be able to send out communication, Latoya will set up
 - All age groups should be using RAMP, not outside apps for communicating

Discussion: Budget Review, updated budget circulated. Kathy Cote motions to approve the budget as presented, Josh Correia seconded.

VOTE: yes- all in favour.

Discussion: Nominations, self nominations set up well on form but not set up for nominating someone else. Form needs adjusting for future use. Nominations allowed from the floor at the AGM.

Discussion: U13 Vacant Position- 1 candidate put name forward.

Josh Correia motioned to have Shannon Peters join the CLMSA Board as U13 Director until the term is up at the AGM in 2025. Danielle Syrek seconded.

VOTE: yes - all in favour. Lori will contact Shannon to inform her.

Discussion: AGM, Latoya will have sign-in sheets outside room, sorted by alphabetical order to ease congestion at sign-in. Send note to members that voting will be online via google form, bring a device that you can vote on.

7. Next Meeting - Monday, October 20th at 6 pm, Cold Lake Energy Centre.

*Next meeting after AGM dependent on length of AGM.

8. Adjournment at 7:57 pm

Submitted by Andrea Williams, CLMSA Secretary.



Director Reports: October 7, 2024

U5 - one player dropped out due to schedule. Added 5 more since we are not reached cap. Current total should be 58 players. I have 6 confirmed coaches with a seventh potentially.

U7

U9- so far I have 2 coaches, 1 manager. My hopes was to do 4 teams of 10 but may have to do 2 coaches per group of 20 (one head / one assistant) if no one else can fill in. I'd love thoughts!

U11 U11 girls are all set and ready to go U11 boys will be taken off the wait-list tonight as I just got confirmation on my last head coach will be 1 girls team and 2 boys teams

U13: 2 boys teams and 1 girl team. Getting things ready for evaluations. Need a date for this and available evaluators. Set for coaches just waiting on a few to finish courses.

Youth Girls

Youth Boys - u15 is in need of a head coach, Renato said he will assist. U17 boys are mixed with St. Paul myself and Lori from St. Paul are coaching the team. We have no u19 boys the last I checked.

Registrar we had a couple U15 and U17 boys register late and 1 U13 boys register late. I will be keeping the U15 u17 and U19 divisions open for more people until then end of October.

Adult soccer registration is live still no participants as of yet.

I have sent out emails to approx 5 u5 kids for registration as they have asked if there was room and Josh confirmed he indeed has the room. They have yet to message me to open registration.

Equipment

Treasurer

Fundraising

Facilities

Technical

Officials: The Refresher course is running this weekend, but there will not be any Cold Lake refs for indoor this year.

Vice President - currently monitoring 1 outstanding disciplinary. By-law rewrite still ongoing.

CLMSA 2024-25 Budget

The balanced budget for the 2024-25 year is presented below, along with the yearly summarized for the last two years.

Income	2024-25	2023-24	2022-23
Registration	\$139,395	\$120,020	\$102,683
Bingo	\$63,000	\$32,000	\$31,561
Casino/Raffle	\$0	\$406	\$21,035
Bond Held/Received	\$2,500	\$10,826	\$7,826
Interest	\$15	\$7	\$0
Grants/Donations	\$0	\$0	\$7,501
Tournament Refund	\$0	\$2,240	\$0
Returned/Cancelled EMT	\$0	\$1,909	\$0
Income Total	\$204,910	\$167,408	\$170,606
Expenses			
Registration Refund	\$3,000	\$6,255	\$0
Bond Refund	\$0	\$5,754	\$0
Insurance	\$1,800	\$1,590	\$900
Dues & Subscriptions	\$850	\$202	\$0
League Fees	\$42,817	\$36,841	\$27,682
Rent	\$60,600	\$55,516	\$54,755
Tournament Fees	\$18,500	\$13,824	\$20,008
Tournament Hosting	\$1,500	\$1,306	\$0
Subcontractors	\$9,200	\$11,720	\$6,318
Referees	\$5,000	\$5,412	\$11,266
Coaches	\$9,000	\$12,116	\$7,320
Challenger Coach	\$12,500	\$9,096	\$0
Player Sponsorship	\$2,000	\$2,000	\$2,501
Supplies/Equipment	\$22,250	\$67,355	\$25,062
Legal/Professional Fees	\$2,700	\$3,839	\$2,500
Office Expenses	\$250	\$93	\$669
Website	\$3,000	\$4,921	\$1,613
Year-End Parties	\$2,000	\$3,735	\$3,600
Misc/Contingency	\$7,500	\$0	\$19
Expenses Total	\$204,467	\$241,575	\$164,213
Profit/Loss	\$443	-\$74,167	\$6,393

The expenses cost per player is \$225, while the average registration fee per player is \$175.

The Registration fees will be raised by \$20 per player for the outdoor season.

AGLC Bingo income can only be spent on certain items, and must be spent within 36 months. For this reason, the Bingo funds cannot be kept as Savings and should be spent the following year. Over the last few years, the Bingo account was not used regularly and is now much too high (\$84K). In addition to the expected \$30K in Bingo income this year, the Board will spend an additional \$33K from the Bingo account to jointly match the estimated field rentals of \$60K for the year. By drawing down the Bingo account over the next few years, this will allow the Chequing account (the true savings of CLMSA) to remain untouched.

The Board will not be paying Challenger Sports for a Challenger Coach this outdoor season. However, as the invoice is always paid in the following year, the expense must remain for this year to pay for the 2023-24 coach.

Now that Board has regained a complete understanding of its financial situation, it will not require the services of an accountant this year. However, as the invoice is always paid in the following year, the expense must remain for this year to pay for the 2023-24 accounting fees.

Lastly, this will be the first year the Board will maintain a Contingency budget line, which will cover any unforeseen or emergency expenses that occur during the year.

2025 Budget Expenses Breakdown

