

Cold Lake Minor Soccer Association  
Executive Meeting Minutes

September 23, 2024



1. Call to Order at 6:00 pm

Roll Call: Lori Midford, Julie Robicheau, Josh Correia, Darren Robson, Andrea Williams, Danielle Syrek, Latoya Waters, Meagan Debney, Kathy Cote arrived at 6:18 pm

Missing: Frank Mayer

2. Motion to approve minutes of last Executive meeting August 21, 2024 by Meagan Debney, seconded by Josh Correia.

3. Agenda approved with addition of New Business, Adult Co-ed Soccer under 6. (p), by Meagan Debney, seconded by Josh Correia.

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) Fall Registration (indoor season) - closed
- b) Challenger Sports Coach for Indoor Season- Lori received information, coach went back to England but will return as Bonnyville Soccer may be hiring him.
- c) Paid Positions: Job description, performance review, \$ paid
- d) Open Positions/Resignations- not accurate, website will be updated by Latoya. Important to keep separate what is vacant and what is up for vote at the AGM. Up at the AGM: President, Treasurer, U5, U11, Youth Boys, Technical, Equipment.
- e) Updating Website: Open positions, registration date, AGM date, sponsorship, financials - this all needs to be completed ASAP for members to have access to information- Latoya needs sponsorship information, Lori will send
- f) Needs for upcoming season (equipment, coaches, etc.)- 5 sets of U9 jerseys ordered by Lori.
- g) Manual/program devised for managers and coaching personnel- Meagan separate managers and coaches duotangs, add Emergency Response Plan sheet to each

## 6. New Business

- a) Budget Presentation- Financial Committee sent meeting minutes and draft budget prior to meeting for review

- CLMSA ran a large deficit last year
- numbers from financial committee information, comparison of fees, rentals, etc. from other organizations discussed
- need a deadline for payment to be made so that we can get kids from waitlist on if registered players don't pay- October 1st will be posted as deadline payment required
- budget: would like to lower sponsorship to \$2000/year; cut cost at year end parties; explore grants; consider dropping Challenger coach

Discussion: could still do a camp with coaches that used to be with Challenger but not through Challenger as they are very expensive

- still short if do cuts and increase dues
- bingo account fairly high, limits of what can be used for but rent priority
- proposing some money be put into budget to be used for unforeseen expenses if arise
- can we get grants, sponsorship?
- outdoor season, increase registration by \$20 per player to cover increasing costs
- use bingo money differently to make a balanced budget?
- financial committee will take one more look at budget and bring back to board at next meeting

Discussion: year end parties

- b) Quickbooks: yearly to monthly- cheaper by about \$50

MOTION: Josh Correia motions that Quickbooks be paid yearly instead of monthly in order to

save money, seconded by Meagan Debney

VOTE: yes - all in favour.

- c) Changing account from TD to ATB- Bingo account at TD and only mail statements (slow), would be much easier to have accounts at one bank.

MOTION: Josh Correia motions to change the CLMSA Bingo Bank Account from TD to ATB, Meagan Debney seconded.

VOTE: yes - all in favour.

- d) RAMP Criminal Record Check- record check that RAMP does is not a Vulnerable Sector Check which we need so this option needs to be removed from RAMP so we don't get charged. Latoya completed.
- e) Post new Fundraiser Coordinator- need to find someone, new AGLC paperwork is due November 1st; Darla willing to train? Julie will ask her.
  - casino in 2025, will discuss when comes up
  - will post position; paid position, require resume, cover letter
- f) Renew Bingo AGLC- see above
- g) Nominations Officer- nominations need to be in October 6th
  - form for nominations, will be put up on website
  - nominations should go to 2 people, President up for election so should be Vice President this year
- h) Nominations Template- see above
- i) Vacant Positions-see previous discussion
- j) Positions up for Election- see previous
- k) Adding Wednesday back for U7- separate groups on each day, U7 would have one group on Monday and one group on Wednesday
  - Lori will contact Frank regarding U7 days
- l) U9 jerseys- 5 team kits ordered, Lori will double check if full kits
- m) U5 and U13 Director interest- U5 up for election at this AGM
  - names received for U11 (up for election) and U13 (vacant) Directors
  - previous directors (if can) take care of getting indoor season running
- n) AGM agenda (September 29th)- AGM agenda needs to be put out to association by September 29th
  - agenda template: conflict of interest statement, welcome sections, financial report (will have information to look at, one of the biggest pieces)
  - Lori will make a draft agenda and send out for input and discussion
- o) Challenger update- spoke about previously. Lori has not received email in response to her request for invoice and contract; only received payment request.
- p) Adult co-ed soccer- who is running? Depends on numbers
  - rent is higher for adults than minor sports groups, would like to see increase in fees to compensate
  - fees \$220 to coincide with \$20 increase for outdoor season

MOTION: Josh Correia motions to increase adult soccer fees by \$20 to \$220, seconded by Meagan Debney.

VOTE: yes - all in favour

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

Meeting to discuss start up of indoor season, evaluations.

8. Adjournment at 7:24 pm

Submitted by Andrea Williams, CLMSA Secretary.



**Cold Lake Minor Soccer Association  
Director Reports  
Monday, September 23, 2024**

- 1.) **U5: nothing to report. Awaiting indoor registration to close.**
  
- 2.) **U7 nothing to report. Waiting to see numbers and availability of days and coaches**
  
- 3.) **U9- nothing new to report, waiting to see numbers / list so we can recruit necessary coaches:)**
  
- 4.) **U11** A member has expressed interest in the open U11 director position. I have told her to send in an email to the president.  
nothing else to report until we get more coaches
  
- 5.) **U13:** looking like 2 boys teams for now and 1 girls team
  
- 6.) **Youth Boys**

## 7.) Youth Girls

## 8.) Fundraising:

**9.) Equipment:** The jersey inventory in the sea can was reviewed on 8Sep to ensure there were enough kits for indoor. All ages should be good, but U9 might be close. Three bins of older/mismatched jerseys were set aside to possibly give away at future practices. All storage bins on the front right side shelves of the sea can were sorted and relabeled. There are plenty of balls. All outdoor nets will need to be taken down and placed in storage in the next month.

## 10.) Technical

## 11.) Facilities

**12.) Officials:** Conversion Course: Oct 5, 9-4:30, Ecole des Beaux-Lacs in Bonnyville

Refresher Course: Oct 5, 5:30-9, Ecole des Beaux-Lacs in Bonnyville

The Conversion course is needed to ref indoor soccer. Refs must have taken the Entry Level course previously. Refs that have taken the Conversion course previously will need to take the Refresher course. Both courses are free for Lakeland referees

**13.) Registrar** Registration is now closed. Registration for the most part was very smooth, people mentioned it was very easy to get through and liked being able to set up their profiles in advance. (those that did this) i had a few complaints about the birth certificate taking them too long to get and losing spots. We are currently sitting at 286 registered players for the season with 55 out of 286 on the waitlist.

I have posted about needing coaches on the facebook page this evening and i will post on the website as well. Alot of the questions I have been fielding this month have been start dates for

each division, to which I have given them an approximate date of after thanksgiving for U11 to U19 and first week in November for U5-U9. I sent out the player lists to directors this evening September 22, 2024.

**14.) Treasurer:**

1. Treasurer

ATB Regular account: \$174,129.27

ATB Casino: \$2,736.38

TD: \$83,663.01 (plus \$12,885.74 bingo cheques to be deposited that I just received)

For indoor registration (which does not include waitlisted players) we have an outstanding owing of fees so far of \$6,176.00

If I deposit these 21 bond cheques from outdoor we will get \$4,179 as income  
We had to get the accountant to fix our year end 2022-2023 due to numbers not matching up. The updated one is posted on our website.

All files have been sent to the accountant for our year end for 2023-2024 once received I will email everyone to review it.

The financial committee has been meeting frequently and have a proposed budget to present in new business.

**15.) Vice President: tracking one disciplinary case currently open.**