

CLMSA

Executive Meeting Minutes

Monday, October 2, 2023

6:30pm

1. Call to Order 6:32 pm
2. Roll Call – Julie, Meagan, Frank, Latoya, Ryan, Lori, Andrea K, Andrea W, Chad, Josh, Tracie
3. Approval of last meeting minutes September 13, 2023 - Josh, Meagan
4. Approval of Agenda - addition of Insurance (6. b.)
- Frank, Andrea K
5. Old Business
 - a. Coaching Courses - same as previous, coach, assistant coach, manager require; possible exemption for indoor season for practical course. Spreadsheet with coaching info available to view for Directors.
 - b. Adult Indoor Soccer - Lakeland rules for adult soccer distributed. Schedule based on interest? Want to build a non-competitive house league as well as drop-in. Must be 16 yo. Can be on a youth team and senior team. Ryan will check with Lakeland re:registering in 2 different districts. Agreed to reach out to players re:adult soccer. Latoya to make Facebook post. Registration cost, equipment, facility time TBD
 - c. U11 Director - currently vacant, 2 people put names forward at AGM. Reviewed by-law around vacant positions.
Motion to vote on two members who submitted name for vacant U11 position, (Meagan, Julie). Yes - 6 no - 2. Re-vote after more discussion. Yes - 0 No - unanimous.
Call to be sent out via SportsEngine to all members for interest in U11 position with brief background information. Deadline for submissions October 5, 2023.
6. New Business
 - a. AGM Motions
 - i. New Registration Software. RAMP & Snap Teams both will do demos to board. No cost on either yet. Starting in outdoor season RAMP will start charging us a fee per registration. Snap very expensive. ASA already uses RAMP. RAMP seems most logical, still need demo & cost. Latoya to set up a Zoom/online demo presentation for board with RAMP. Will have learning period for whichever software we use. Indoor season will continue using SportsEngine. One question re: website, currently through SportsEngine but can be through RAMP (Lakeland uses).
 - ii. Spend more money to secure facilities. Discussion re: gym on base. Can be bumped from that gym, discussion re: this previously & already decided not a viable option. Discussion re: schools, schools have sports programs so no gym availability. Energy Centre has been accommodating for soccer. Dome

possibility brought up at AGM. Need to discuss with city re:maintaining something like this. Why don't we put it out to our members for ideas, grant writing etc. to get a facility. Need a member committee or a temporary position. By-laws reviewed - can create a non-executive position.

Motion to put a committee together to come up with a 5 year plan to improve our facilities for soccer. Once this committee has a plan this committee will find grants to fulfill this plan.

(Andrea K, Josh) Yes - unanimous

iii. Pre-registration for existing members. See iv. below.

iv. Take in everyone that registers, no more waitlist. Background re:waitlist, brought in to help get volunteer coaches. Have always got everyone on waitlist in. How do you do pre-registration? Links can be shared, have tried in past with paper registration. Discussion re: hockey pre-registration, school intention forms.

Motion - CLMSA will build a pre-intention form to be sent out January 2, 2024 to all returning members to see if they plan on registering for the outdoor soccer season.

(Meagan, Frank) Yes - unanimous

v. Incentives for coaches. Started last year with coaches/managers shirts.

Community coaches (no children playing) cover mileage, teams will need to discuss covering accommodation if travel. What other incentives can we come up with? Water bottles with logo, different color shirts, toques, hats. Incentive items should be ordered year to year. Indoor season - coaches, assistant coaches, managers. CLMSA logo, all same color long sleeve shirt plus a toque. Idea behind shirts/hats to show CLMSA is trying something as an incentive for volunteers.

Motion - Order all coaches, assistant coaches and managers of indoor soccer long sleeve shirts from FM Graphx and toques from K3.

(Tracie, Chad) Yes - 9, 1 abstained

vi. Financial audit/review (90 days). Julie went to accountant, books pretty basic to review. Andrea K says insurance requires review every two years. Lori, should have document to show review done (letter of some sort that can be posted online). \$1000 for review. AGLC takes care of their own accounting. About 3 years ago Benjamin Dyck accounting went through books with Lori and previous treasurer. Can Julie get paperwork showing this?

Motion that Julie will go to accountant to get a review on our books and to see if they can supply us with a document on last review as well as current review.

(Meagan, Josh) Yes - unanimous

vii. Verify money rules. No rule on regular banking account (operational account). AGLC account has requirement to spend, strict spending rules, main spending is on equipment. See previous discussion re:planning committee.

viii. Committee to review by-laws. Josh would like to be involved. ASA has sent out what by-laws soccer association should have. Society's Act needs to be reviewed as CLMSA non-profit society. Question from website re: people holding more than one position, will be updated on by-laws.

Motion - Josh will review current set of by-laws and bring them forward to the executive for review at which point we will bring to a committee comprised of representatives from each age division.

(Meagan, Andrea K) Yes - 9, 1 abstained

b. Insurance. Current insurance covers for players, facilities. Info read on insurance policy to cover board. Quotes presented.

Motion to have Andrea K and Julie to look into process to get us incorporated.

(Meagan, Frank) Yes - unanimous

Motion to purchase insurance policy for \$715 (Directors and Officers Policy)

(Frank, Lori) Yes - 9, 1 abstained

c. Executive Email. Additional discussion due to inability to access email if forwarded to personal account. By-laws need to have information on email added.

Motion - Andrea K will be removing forwarders from CMLSA emails.

(Lori, Meagan) Yes - 9 No - 1

7. Reports

- a. Registrar - new registration system previously discussed. Registration closed yesterday. 311 players.
- b. U5 - 49 players, 7 coaches. Would prefer to take all U5 to Sunday afternoon 1-3 pm. 2 groups. Send jersey requirements to Tina. Start week of Nov. 6th.
- c. U7 - 1 request to drop. 2 time slots Monday & Wednesday. 62 players, all kids in off waitlist. 4 teams.
- d. U9 - 63 registered, 15 waitlist. 5 coaches, 2 assistant, 1 can't if at 5 pm, 1 coach away for 6 weeks. Tuesday & Thursday timeslots. 4 teams, 15-16 per team. Could do 2 head coaches + 4 assistant.
- e. U11 - 13 girls, 40 boys. All volunteers in place. Request for 1 boy to move to U11 which will create 3 boys teams.
- f. U13 - 35 boys, 10 on waitlist. 2 head coaches, may not travel. Coach can only do 7:15-8:30 timeslot. 21 girls, will need 2 teams, 3 parents have volunteered. Try-outs to make even teams.
- g. Youth Boys - U15 9, Lakeland 34 total. Will need to check if coach ok having CL/BV team.
- h. Youth Girls - U15 - 3, options to go with U15 boys or move up to U17 girls.
 - U17 - 7, 21 across Lakeland (including CL)
 - U19 - 9 across Lakeland, combined team with some university/college students, have coach
- i. Facilities - nothing additional to report
- j. Technical - will need coaches information - certifications, CPIC
- k. Equipment - not present
- l. Fundraising - bingos full until end of January, next list of bingos comes out February 25, 2024
- m. Treasurer - would like QuickBooks; pricing \$24 for first 3 months then \$48/month

Motion - Purchase QuickBooks for Treasurer use

(Andrea K, Frank) Yes - unanimous

n. Officials

8. Adjournment at 10:11 pm