



## Cold Lake Minor Soccer Association Special Meeting Minutes

December 15, 2024

### Attendees:

#### CLMSA Board Members:

President Renato Duarte  
Vice President Josh Correia  
Registrar Latoya Waters  
Treasurer Caitlin Todaro  
U7 Director Danielle Syrek  
U9/U11 Director Meagan Debney  
U13 Director Shannon Peters  
Youth Girls Director Cindy Ball  
Youth Boys Director April Simard  
Technical Director Evan Sudul  
Facilities Director Frank Mayer  
Tournament Director Ian Dutka  
Officials/Equipment Director Darren Robson

#### CLMSA Members:

Ian Thompson  
Kelsey Thompson  
Lara Bates  
Sultan Arabi  
Richard Kotowicz

1. Call to order at 5:12 pm.
  - a. Review of agenda
2. Review of Minutes from AGM- tabled to later meeting with more members present
3. Action Item 1: Bylaw Update - Quorum Definition Change, tabled to later meeting with more members present
4. Action Item 2: Review Engagement Decision
  - Caitlin went through Finance slides (see Appendix for slideshow)
  - a. Bank account - one suggestion from members was to consider Lakeland Credit Union as they are known for helping community groups
  - b. Financial statements - received draft engagement from Kaft for 23/24; there are still some items to correct and then financial report will be completed.
  - c. Income tax filing and tax forms - income tax T2 filing, CLMSA has never filed. As a not for profit corporation this should have been happening. This will still happen for last year, and will not result in any penalties. T4A also never done. As the Registrar and Fundraising Coordinator are paid positions, this should be happening. Will be done for last year and will not result in any penalties. T1044 also never done. This should have been done for every year CLMSA had more than \$200K in

assets. This will be done for last year as a voluntary disclosure, and could result in penalties, as well as having to report previous years.

- d. Caitlin and Renato went through slides (see Appendix for slideshow). Board recommended not pursuing review engagement but members were finding it difficult to make decision. Renato suggested looking at updated budget first.

#### 5. Action Item 3: Revised Budget Presentation/Approval

-Caitlin presented (with the two extra expense reductions leading to \$2322 deficit) and then Renato discussed how if review engagement pursued, there would be extra \$17K expense this year, but we do have surplus to cover. One question raised by member- do you need to use all of regular income before using additional AGLC bingo funds? Caitlin did not think so but will look into it and contact AGLC to clarify.

#### *Return to 4. d. Review Engagement Discussion*

Richard Kotowicz motions to overturn the requirement for a Review Engagement for fiscal years 2022/2023 and 2023/2024, seconded by Lara Bates. Motion passed.

#### *Return to 5. Budget Discussion*

Ian Thompson motions to approve budget, Lara Bates seconds. Motion passed.

#### 6. General Planning Update

-Renato presented points on slide (see attached slideshow in Appendix)

- a. Organizational Chart - have President, Vice President, Secretary, Treasurer as required by the Societies Act, and then have three other main positions: Operations Director, Technical Director and Administration Manager, with other directors reporting to those three positions.

Operations Director

- i. Registrar
- ii. Referees
- iii. Facilities
- iv. Tournaments

Technical Director

- i. Age Group Directors
- ii. Coach Development
- iii. Session Development
- iv. Staff Coaches
- v. Managers (U11 and up)

Administration Manager

- i. Treasurer
- ii. Fundraising
- iii. Communications
- iv. Marketing

- b. Policy update - Board has set up a Policy Committee, headed by Ian Dutka, to update and create policies by end of January 2025.
- c. Terms of Reference - will ensure detailed description of Director duties is produced with policy update
- d. Outdoor Season - Renato went over concept of House League creation in addition to normal Lakeland league teams, could play in July as well.
  - House league structure
    - i. Unlimited registrants

- ii. 1-2 practices per week, joint with larger numbers
  - iii. 1-2 games per week on weekends
  - Lakeland Teams
    - i. 1 per age group - selective
    - ii. 2 practices per week
    - iii. Games- Play 1 age-group higher in house-league (1-2 per week); Play in Lakeland League.
  - both types of teams could do tournaments, just at right level; focus of house is not tournaments but could be done if interest.
  - Change in approach is to focus coaching at the right level of development, maximize playing time and attract more players.
  - Members were hoping for more details but Renato stressed only a concept at this time and will have more details by mid February.
  - e. Bylaw Update - plan is to complete final draft by end of January and then have a Special Meeting in mid-February to approve
7. Conclusion and Action Items. Meeting adjourned at 6:13 pm.

Recorded by Darren Robson and transcribed and submitted by Andrea Williams, CLMSA Secretary.

# Special Meeting

15 Dec 2024  
5-6PM



## Agenda

- ▶ Introduction
- ▶ AGM Key Points
  - ▶ Action Item 1: Bylaw Update - Quorum Definition Change
- ▶ Financial Update
  - ▶ Action Item 2: Review Engagement Decision
  - ▶ Action Item 3: Revised Budget Presentation / Approval
- ▶ General Planning Update

# Introduction

- ▶ Perspective
  - ▶ Soccer Development - Participation and Performance
  - ▶ Accountability
  - ▶ Transparency
  - ▶ Professionalism

## AGM KEY POINTS

- ▶ In order to establish quorum at the AGM, a motion was passed to forego the 14-day rescheduling of the meeting as quorum was not present (50% required) and proceed with the meeting.
  - ▶ Special Meeting provides an opportunity to correct the quorum requirement.
- ▶ Membership reminded the Board that they had requested a Review Engagement (not Compilation) at the previous AGM and passed a motion that the Financial Committee presents a balance sheet with the new budget at a future Special Meeting.
  - ▶ Balance sheet is part of the Financial Report, not the Budget.
- ▶ The Financial Committee has:
  - ▶ Received the draft 2023-24 Auditor Compilation Engagement
  - ▶ Updated the 2024-25 Budget.

# Proposed Bylaw update for Quorum

Article Six: Meetings  
Darren Robson



## Article Six: Meetings, Paragraph 1

### ► Current

- The Association will hold an Annual General Meeting in September of each year, of which, due notice will be given to all members. At this meeting there will be elected all Officers and Directors of the Association. The Officers and Directors so elected shall form the Executive and shall serve until their successors are elected and installed. Any member in good standing shall be eligible to any office in the Association. **A quorum of at least fifty percent (50%) of the officers as well as fifty percent (50%) of members present is required.** Any officer, director or member can be removed by Special Resolution for any cause that the Association may deem reasonable.

### ► Proposed

- The Association will hold an Annual General Meeting in September of each year, of which, due notice will be given to all members. At this meeting there will be elected all Officers and Directors of the Association. The Officers and Directors so elected shall form the Executive and shall serve until their successors are elected and installed. Any member in good standing shall be eligible to any office in the Association. **A quorum of at least ten percent (10%) of the outdoor membership present is required. If quorum is not achieved, the meeting cannot be conducted. A second meeting shall be held in fourteen (14) days with immediate written notice to all members, at which the members present constitute quorum.** Any officer, director or member can be removed by Special Resolution for any cause that the Association may deem reasonable.

## Motion for Action Item 1 Bylaw Update - Quorum Definition Change

- ▶ Motion to modify Article Six, Meetings, Paragraph 1 to state:
  - ▶ A quorum of at least ten percent (10%) of the outdoor membership present is required.

## Financial Update

2023-2024  
For year ending 31 Aug 2024  
Caitlin Todaro



## Accounting Overview

- Bank account
  - Signing authority
  - Transferring the Bingo account from TD to ATB
- Financial Statements
- Income tax filing
- Tax forms: T4A and T1044
  - Penalties

## Review Engagement Discussion

- ▶ Quotes were obtained for a Review Engagement.
  - ▶ Cost ~\$8500/year
- ▶ Benefit vs cost of the review engagement
- ▶ President would like to establish a baseline of accepted “truth data”



## Motion for Action Item 2 Review Engagement Decision

- ▶ Motion to overturn the requirement for a Review Engagement for fiscal years 22/23 and 23/24.

Or,

- ▶ Motion to approve the budgeted spending of \$8500 for a Review Engagement for the 2023 fiscal year and \$8500 for a Review Engagement for the 2024 fiscal year.

## Budget

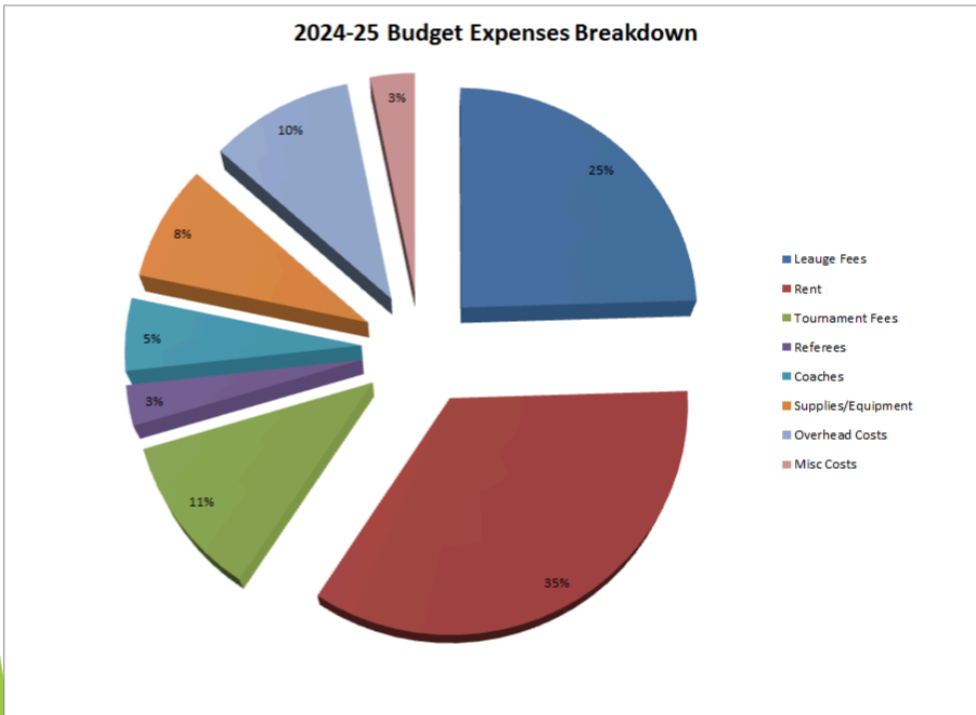
2024-2025  
1 Sep 24 to 31 Aug 25  
Caitlin Todaro



2024-25

# CLMSA Revised Budget 24-25

Revenue:			
Item	Original	Adjusted	Net Change
Registration	139,395.00	139,395.00	-
Bingo	63,000.00	30,000.00	(33,000.00)
Bond Held	2,500.00		(2,500.00)
<b>Total Revenue</b>	<b>204,895.00</b>	<b>169,395.00</b>	<b>(35,500.00)</b>
Expenses:			
Registration Refund	3,000.00	0.00	(3,000.00)
Insurance	1,800.00	1,800.00	-
Dues & Subscriptions	850.00	850.00	-
League Fees	42,817.00	42,817.00	-
Rent	60,600.00	60,600.00	-
Tournament Fees	18,500.00	19,500.00	1,000.00
Tournament Hosting	1,500.00	1,500.00	-
Subcontractors	9,200.00	9,200.00	-
Referees	5,000.00	5,000.00	-
Coaches	9,000.00	9,000.00	-
Challenger Coach	12,500.00	0.00	(12,500.00)
Player Sponsorship	2,000.00	<del>2,000.00</del>	(2,000.00)
Supplies/Equipment	22,250.00	14,500.00	(7,750.00)
Legal/Professional Fees	2,700.00	3,700.00	1,000.00
Office Expense	250.00	250.00	-
Website	3,000.00	3,000.00	-
Year-end Parties	2,000.00	<del>2,000.00</del>	(2,000.00)
Misc/Contingency	7,500.00	0.00	(7,500.00)
<b>Total Expenses</b>	<b>204,467.00</b>	<b>175,717.00</b>	<b>(28,750.00)</b>
<b>Profit/Loss:</b>	<b>428.00</b>	<b><del>(6,322.00)</del></b>	<b>(6,750.00)</b>
		(2,322.00)	(2,750.00)



Registration fees for outdoor season will increase by \$20 per player.

Estimate 314 players for indoor and 486 for outdoor.

Average fee per player is \$174

Current average cost per player is \$218

## Motion for Action Item 3 Revised Budget Approval 24/25

- ▶ Motion to approve the budget for 24/25 as presented.

Or,

- ▶ Motion to approve the budget for 24/25 with the additional \$8500 for a Review Engagement for the 2023 fiscal year and \$8500 for a Review Engagement for the 2024 fiscal year.

## Planning Update

2024-2025  
Renato Duarte



2024-25

## General Items

- ▶ Organizational Chart
- ▶ Policy Update and Standard Operating Procedures
- ▶ Terms of Reference for all positions
- ▶ Outdoor Season
  - ▶ Coaches: Identification and Training (Jan/Feb)
  - ▶ Spring House League
  - ▶ Spring Lakeland League
  - ▶ Summer Tier 3
  - ▶ Summer House League
- ▶ Bylaw Update Finalization

## Questions / Discussion



2024-25