

Cold Lake Minor Soccer Association Annual General Meeting Minutes

September 28, 2025



Attendees:

CLSA Board Members Present:

President Renato Duarte
Vice President, Technical Director Josh Correia
Treasurer Caitlin Todaro
Secretary Andrea Williams
U9 Director, U11 Director Meagan Debney
U13 Director Shannon Peters
Registrar Latoya Waters
Facilities Committee Chair, Equipment Committee Chair Ian Dutka
Director of Officials Darren Robson

CLSA Board Members Missing:

U5/U7 Director Danielle Syrek
Youth Girls Director Cindy Ball
Youth Boys Director April Simard

CLMSA Members Present:

Laurel McCormack, Candice Sales, Aimee Smith, Josh McGrath, Brian Galloway,
Bethany Kadun, Liz MacPhee, Karl Kitt, Tylene Kitt, Kelsey Thompson, Ian Thompson,
Andrea Appau

Opening remarks from President

- Welcome by President, overview of what club is striving to do
- Thank you to members attending meeting
- Vision, Mission, Values on website, will update as needed, if members see anything that needs updating please contact board

Call to order at 6:17pm

- 803 members over last year (indoor 2024-25, outdoor 2025)
- Establishment of quorum: current by-laws state require greater than 50% of members to be present/represented which would be 402 members. Meeting does not meet quorum. Cannot do any voting and no major decisions can be made.
Laurel McCormack motioned to continue with this meeting as a Member Information Brief to update the Membership on the performance of the Association during the year ending August 31, 2025 and present the 2025/2026 plan.

Member Information Brief Notes:

Previous Meeting Minutes (October 20, 2024 AGM and March 30, 2025 Special Meeting cannot be approved as do not meet quorum requirements). Note that Special Meeting held December 15, 2024 minutes approved March 30, 2025.

Review of Previous Year

Overview

- House and Lakeland (tier 4) introduced, detailed information on website
- Saw increase in number of registrations and participation
- Adult soccer brought under Cold Lake Soccer Association (CLSA) (reasoning: to protect players, also to have them become part of CLSA and encourage to coach, volunteer with youth teams)
- Policies updated, approved policies on website
- Bylaws, will spend time discussing these later on
- Financial model updated
- Player, coach and referee development increases

Operations

- house registration open year round, don't turn people away - saw the most interest in house league and program a success
- Tournament participation: saw U9s participate in their first ever tournament; had 11 teams from Cold Lake attend the same tournament, showcasing our club presence with such a large attendance
- Referee development: increased number of trained referees, especially U15/17 youth (8 district (Adult referees), 8 youth referees, 18 mini referees)
- Events: year end wrap up a big success
- Key learning: coach recruitment needs to continue to be a focus; travel commitment for Lakeland teams needed (travel bond introduced)

Plan for Upcoming Year

Operations

- Continue house and tier 4 programming; house will continue to be a place for all kids to play; tier 4 limited by number of qualified coaches, can't have teams if don't have qualified coaches
- Lakeland Cup: goal to send 2 teams to provincials, previous year had none
- Opened coach registration about three weeks earlier than previous year, will offer coach courses throughout the year; website has been updated with coach practice plans and videos to enable consistent training/coaching approaches across age groups; also published manager and coach handbooks
- Community engagement: branding for club updated; outreach - try to lower costs; fundraising coordinator - new compensation policy to attract a qualified person
- Secured school and base facilities for indoor season due to inadequate support by City of Cold Lake for availability of fieldhouse - priority for minor sports has changed and we

are sitting at a priority 4 (see city facility use policy 151-RD-13); substantial increase in Energy Centre facility rental price (~40%) requiring increase in registration fees

- In past have struggled to get into schools and facility committee chair has secured three facilities for indoor season

Question: how will coach equipment work if utilizing three facilities? There will be storage at each facility with equipment so do not have to take home and bring from practice to practice

Question: when did new city policy come into effect? March 2025

Administration

- Bylaw Update: required by Alberta Soccer Association (ASA) direction to be complete by this AGM. Approval sought at Special Meetings on December 15, 2024 and March 30, 2025 but quorum not achieved at either. Electronic vote attempted to achieve quorum for bylaw approval utilizing [ElectionBuddy.com](https://electionbuddy.com) September 21-26, 2025. This was supported in principle by ASA and LDSA (Lakeland District Soccer Association). Received 118 ballots of 803 eligible votes (15% participation - quorum not achieved). 96 votes in favour, 13 not in favour (88% in favour)
- Bylaw and quorum impasse submitted to LDSA and ASA for consideration:

Given that failure to resolve this matter risks dissolution of CLMSA, I respectfully request Lakeland's support as our parent organization in the following:

1. Advocate to ASA that the electronic voting results (attached) be recognized as valid and permit CLMSA to register the Bylaws with the Society under the Societies Act;
2. If unsuccessful, assist CLMSA in obtaining legal representation to seek Court authorization for implementing the new Bylaws due to the quorum impasse;
3. Authorize CLMSA to operate under the new Bylaws until resolution, but no later than 31 August 2026; and
4. Support the dissolution of CLMSA on 1 September 2026 if the issue remains unresolved.

I recognize this is a difficult situation, but I request your urgent consideration.

Kind regards,
Renato Duarte

President, CLMSA

- Question: what now? Contacted LDSA President, 4 options above - number 1 was a no from LDSA. LDSA will confer with ASA and allow us to operate under old bylaws.
- Question: what is quorum in the new bylaws? 10% which would currently require 81 members present/represented.
- Question: can we do AGM online or do voting electronically? Future AGM hope is to have AGM streamed and in person with the voting piece of the AGM fulfilled with an electronic vote in order to meet quorum requirements and reach the most members.
- Question: how to promote information to parents so they know the impact (referring to electronic vote on bylaws). Discussion regarding website, email, information sharing and promotion vs pressure to vote.
- Discussion point re: information sharing: need to have a statement that members email address will be shared with outside electronic voting company. Should be part of registration process.

- During meeting proceedings LDSA emailed CLSA to let them know that they do not support #1 or #3 in above bylaw and quorum image. ASA has a staffing crisis which is impacting their availability. LDSA supporting CLSA to operate under current bylaws. Will not support to September 2026 and needs to be completed earlier than this. CLSA would like ASA blessing like LDSA for next steps.
- Policies implemented and on website
- Departing board members: Evan Sudul, Technical Director and Andrea Williams, Secretary

Finance Review and Update

- Previous year review
 - Did not factor in changes with house and tier 4 when this was created
- Upcoming year budget
 - Balance sheet shows financial stability
 - Revenue and expenditures
 - Budget 2025/26, anticipate small deficit but should be able to alleviate this by using school/JJ Parr instead of Energy Centre
- Transparency and compliance
- Discussion on future planning
- Member agreeance that it is important to have an accountant in the treasurer role

Vote

- Up for Election:
 - Vice President - nominee Josh Correia
 - Secretary - nominee Candice Sales
 - U9 Director -
 - U13 Director - nominees Shannon Peters, Candice Sales
 - Youth Girls Director - nominee Cindy Ball
 - Facilities Committee Chair - nominee Ian Dutka
- Cannot vote due to inability to meet quorum requirements but association would like members present to indicate preferences on ballots to assist board in appointment of candidates
- Question: who can vote? Who is a member? old/current bylaws open for interpretation, new bylaws will be very clear.
- Question: schedule. October schedule the schedule going forward? October has many blackout dates at the Energy Centre so after this month will be more consistent. Schedule shared.
- Question: game days, house and tier 4 - Saturday or Sunday? Lakeland sets league games and house games will be set up around these games. Schedules have not been sent out yet.
- Question: what is the plan for moving kids up and how to deal with oversized teams like in outdoor? More communication is essential. Discussion of how this happened in outdoor and do not want it to happen again. Previous year assessments did not go as planned. Moving forward assessments will put kids where they are skill-wise.

Adjournment at 8:25 pm.

Recorded and submitted by Andrea Williams, CLSA Secretary.