

# Cold Lake Soccer Association Executive Meeting Minutes

August 11, 2025



1. Call to Order at 6:07 pm

Roll Call: Renato Duarte, Josh Correia, Latoya Waters, April Simard, Shannon Peters, Caitlin Todaro, Ian Dutka, Andrea Williams, Meagan Debney, Cindy Ball.

Missing: Darren Robson, Danielle Syrek.

Quorum achieved.

2. Agenda review and adjustments

Josh Correia motioned to approve the agenda with 3 additions (1. Casino, 2. Community Registration Night, 3. Policies), seconded by Meagan Debney.

VOTE: yes - all in favour. Motion carried.

3. Approval of previous meeting minutes

Ian Dutka motioned to approve the meeting minutes from June 8, 2025, seconded by Josh Correia.

VOTE: yes - all in favour. Motion carried.

4. New business

a. Outdoor Season Review

- FunFest successful, great way to end season
- House league well received
- Lakeland League (Tier 4) take aways: manage expectations (assessments, should be a fee plus commitment bond to show up), (structure, coach ratio to teams needs to be managed, teams made under coach, not teams made and then find a coach)
- Length of season discussion, start of season and end tournament, start of Lakeland (tier 4) teams earlier

b. Commitment Bond

- Not a volunteer bond but a commitment bond, to be discussed further

c. Fundraising executive position previously discussed, fee structure discussion

- All based on net funds raised
- 10% of \$10,000 raised; 5% of \$10,001-\$90,000; 10% of \$90,001+
- What about casino? Advertising? These would be expectations of position, not part of money raised (casino)
- Casino scheduled for first quarter of 2026
- **Latoya** to look at Fundraiser email to see if has been getting anything
- Guarantee of \$675 per season, two year term, re-sets after two years
- Discussion re: incentive to keep raising funds, keep 10% of funds raised fee instead of 10-5-10
- Discussion re: finder's fees

Ian Dutka motions the following fee structure for the Fundraising Executive position:  
\$675 base per season (outdoor and indoor) over a two year term with 10% of all monies raised over \$10,000 paid to Fundraising Executive position. Seconded by Josh Correia.  
VOTE: yes - all in favour. Motion carried.

d. Technical Director

- Evan Sudul moved out of community. Position to fill until AGM 2026. Josh Correia has expressed interest in taking over position. Currently taking his C diploma.

Meagan Debney motioned that Josh Correia be appointed as Technical Director until AGM 2026, seconded by Shannon Peters.

VOTE: yes - 7, no - 0, abstained - 1. Motion carried.

e. Operations Manager

- Operations Manager encompasses the roles of Facilities Director and Equipment Director.

Josh Correia motioned for Ian Dutka to be appointed the Operations Director. Shannon Peters seconded the motion.

VOTE: yes - 7, no - 0, abstained - 1. Motion carried.

f. Bylaws

- Review updates
- **Renato** to make corrections and send to board to ensure these are the bylaws we want to send out to members
- Electronic voting allows us to have quorum for any major meeting
- If it works well will make available for all AGM
- Trial for bylaw vote
- Many companies in Canada, provide a vetted list of members (Registrar and Operations Director)
- Company makes a token (like a QR code) for each vote from the vetted list, this vote captures entire membership
- Price 8\$0-1000 US depending on number of votes, around \$300-400 for multiple votes

Meagan Debney motions to approve up to \$500 CAD for voting software subscription in order to vote on bylaws as well as ask poll questions. Seconded by Ian Dutka.

VOTE: yes - all in favour. Motion carried.

- Vetted list: **Latoya, Ian, Renato** will start working on this; each player registered, members in good standing at time of vote

g. Indoor season planning

- Review of coach registration:
  - only 6 coaches and 3 managers signed up so far, **Latoya** to send out again, direct email to previous coaches
  - can do criminal record checks right on RAMP and really quick
  - coach registration for Tier 4 teams should close Sept 7th, one week prior to assessments
- Fees:

- fees only through RAMP, no e-transfers; time limit for payment plan?
- Players not in good standing should not be able to register for next season, **Ian and Latoya** will look into how to do this
- RAMP fee 2.5%, need to ensure covered
- Insurance policy, need date for cut off, refund policy needed
- Fees when using turf, facility fees always changing, facility budget for whole fiscal year (includes outdoor and indoor facility fee)
- Facilities:
  - JJ Parr for house league and Energy Centre for Tier 4
  - Treasurer (Caitlin Todaro), Operations Director (Ian Dutka), and President (Renato Duarte) are the delegated authorities for renting facilities and paying invoices.
  - Schedules discussion, dividing field, use dividers

Josh Correia motioned to purchase dividers costing up to \$10,000 + tax for use in upcoming indoor soccer season. Seconded by Cindy Ball.

VOTE: yes - all in favour. Motion carried.

- Key dates:
  - website revamped, lots of information to review
  - Registration open sooner than August 23rd
  - Planning document circulated
  - AGM September 28th
- House and Lakeland (Tier 4):
  - Lakeland league team should be referred to as Tier 4 as confusing
  - Coach payments: doesn't matter if you're a parent, a coach is a coach
  - Mileage, a set number of km, makes it easier for managers (ie. Cold Lake to Edmonton = xx km) return
  - Need pop up nets, can store inside and need to carry back and forth to JJ Parr, can be purchased with dividers
  - Assessment fee for all Tier 4 of \$20 to attend
- Discussion:
  - Policies, will be sending out via email, important to review and vote
  - Accurate records or coaches, managers is important

April Simard motioned to return the fee for the canceled tournament to the U17 players. Seconded by Caitlin Todaro.

VOTE: yes - all in favour. Motion carried.

## 5. Adjournment

### a. Summary of decisions

#### i. Email votes and decisions:

Privacy Policy- Josh Correia motioned to approve the Privacy Policy circulated via email, seconded by Meagan Debney. VOTE: yes - 8, no - 0, abstained - 3. Motion carried.

Change Room Policy- April Simard motioned to approve the Change Room Policy

circulated via email, seconded by Andrea Williams. VOTE: yes - 8, no - 0, abstained - 3. Motion carried.

Expense Approval, Cold Lake FunFest trophy- Josh Correia motioned to approve the reimbursement for trophy purchase for \$400 for Cold Lake FunFest to Ian Dutka, seconded by Meagan Debney. VOTE: yes - 8, no - 0, abstained - 3. Motion carried.

Expense Reimbursement, Evan Sudul- Josh Correia motioned the reimbursement of expenses back to Evan Sudul totaling \$767.47, seconded by Meagan Debney. VOTE: yes - 8, no - 0, abstained - 3. Motion carried.

Fundraiser Executive position - Meagan Debney motioned to approve the Fundraiser Executive position as proposed via email, seconded by Josh Correia. VOTE: yes - 8, no - 0, abstained - 3. Motion carried.

- b. Next Meeting: August 28th at 6 pm, Cold Lake Energy Centre.
- c. Meeting adjourned at 9:50 pm

Recorded and submitted by *Andrea Williams*, CLSA Secretary.