

Cold Lake Soccer Association Executive Meeting Minutes

March 20, 2025



Call to Order at 6:13 pm

Roll Call: Renato Duarte, Josh Correia, Latoya Waters, April Simard, Shannon Peters, Caitlin Todaro, Ian Dutka, Andrea Williams, Frank Mayer, Danielle Syrek, Evan Sudul, Meagan Debney

Missing: Brittany Rieder, Darren Robson, Cindy Ball

Quorum achieved.

1. Review/Approval of Agenda

Josh Correia motioned to approve the agenda, seconded by April Simard.

VOTE: yes - all in favour. Motion carried.

2. Approval of Previous Minutes

Josh Correia motioned to approve the minutes of the previous meeting held March 8, 2025, seconded by Meagan Debney.

VOTE: yes - all in favour. Motion carried.

3. Outdoor Season 2025

a. Updates on registration

- i. Current numbers given (417), registration remains open

b. Facilities

- i. Turf booked, all bookings weather permitting
- ii. Let Frank know if need to cancel any bookings so can release
- iii. April 22nd will be first week of assessments
- iv. Formal start of practices aiming for May 5th

c. Equipment

- i. Darren sent update via email to executive re:jersey orders, ball orders, nets

d. Referees

- i. Darren sent update via email to executive re:new refs, training
- ii. Share other Lakeland communities courses on our website (**Latoya**)

e. Tournaments

- i. Vote via email from Ian (Spring Challenge - 8, Airdrie - 1, No - 3, Abstained - 1)
- ii. Registration opens for Spring Challenge in 24 days, date of tournament May 30 - June 1
- iii. **Ian** will call re:entire club attending, ask about payment, look at hotel blocks
- iv. Same weekend as Camrose night classic discussion

f. Schedules

- i. Now that we have more firm schedule put out start date, tournament date, re-confirm nights, timings might change somewhat with number of teams

- ii. Lakeland league games - probably will not be on weekends, schedule not out

4. Review of KAFT Financial Reports

- 2024 Ref and Coach Fees line discussion, higher than 2023 number
- Expenses not posted in correct accounts
- Discussion re: Challenger coach duration, refs from out of town, provincials cost in there
- **Caitlin** can do detailed comparison of 2 years on this
- Renato asked everyone to send anything they can think of in relation to this to Caitlin
- **Caitlin** will compile information regarding this 2023-2024 increase

5. Policies and Procedures Review

Approved Policies: (signed ones on website)	In Draft:	Procedures under development:
Code of Conduct and Ethics Code of Conduct to Protect Children Diversity, Equity and Inclusion Policy Safe Sport Policy Screening Policy Social Media Policy Team Names and Logos Policy Vision, Mission, Values Athlete Protection Policy (not yet signed)	Membership Policy Financial Management and Controls Policy and Procedures Refund Policy Voting Policy Staff Policy Complaint and Discipline Policy Appeals Policy Roles and Responsibility Policy Dress Code/Uniform Policy and Procedure Governance Policy Registration Policy and Procedures Privacy and Data Protection Policy Risk Management Policy Recruitment and Transfer Policy Change Room Policy Meeting Policy Conflict of Interest Policy Sponsorship Policy	Communication Procedures Evaluation Procedures Game and Practicing Scheduling Procedures Health and Safety Procedures Policy review and Update Procedures Coaching Procedures Team Formation Procedures Registration Procedures

Policies required by law:

Canada's Anti-Spam Law

Personal Protection and Electronic Documents Act

- **Ian** send to Renato so can have slide at Special Meeting

6. Bylaw draft review and Special Meeting preparation (March 30, 2025)

- Membership list: recommend to include 2025 outdoor registered, 2024/25 indoor, 2024 outdoor; **Latoya** will bring list to Special Meeting for attendance
- What does quorum mean? What constitutes quorum and what to do if not achieved?
 - Renato has discussed with ASA how to proceed if cannot achieve quorum
 - Discussion re: electronic voting

- **Renato** will put together for meeting: current bylaw definition of quorum, this is what we will do next: email will be sent out for vote. No response = abstention. Will notify members of important email. Renato will take to ASA to explain and look for their assistance and support.
- Article 4 in bylaw - question about directors, language says “may have” so open for change if needed.

7. Round the room

- One way RAMP chat so notification type message without responses, **Latoya** will call RAMP as no email response re: this yet
- Canada Soccer a few changes, lowered number of kids per team
- Who takes care of website calendar? Comes from RAMP
- Keep an eye on combined teams, who pays for what/where? Lakeland question for these decisions
- RAMP site coach tab needs updating, **Evan**
- Coaches, making teams question. **Evan** will figure out and work with directors.
- What is the insurance option on RAMP registration? RAMP offered, nothing to do with CLSA. Credit card fee added this year so numbers are not round numbers.
- evaluations/assessments ongoing, developing players discussion
- Away tournaments
- Fundraising position, **April** and **Ian**

8. Conclusion and Action Items

Meeting adjourned at 8:10 pm. Next meeting March 30, 2025 at 6 pm, Cold Lake Energy Centre.
(Special Meeting)

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