



Cold Lake Minor Soccer Association Executive Meeting Minutes

February 2, 2025

Part 1 of 3 part meeting

Call to Order at 2:23 pm

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

Missing: Frank Mayer, Brittany Rieder

Quorum achieved.

1. Agenda for meeting:

- Review proposed by-laws
- Review and approve policies and procedures

2. Review Proposed by-laws

- Beginning of by-laws disclaimer that these by-laws are in effect only if in accordance with Canada Soccer and Alberta Soccer Association.
- Feb. 18th Special Meeting of Members to vote on proposed by-laws, requires quorum be met, Renato has discussed with ASA options if cannot get quorum in order to move forward
- Review of by-laws sent out in January 27, 2025 email to membership
- Name change from CLMSA to CLSA, easier to change name legally prior to adopting new by-laws, also need new logo (removing "minor")
- By-law review completed with edits made:
 - 1.3 Definitions: c. auditor needs to be removed; n.-q. Age groups defined by ASA and CSA so not required, for p. Needs to be 16 and up
 - Article 1: 1.5 Governing Bodies rather than Affiliations, take Lakeland Soccer out
 - Article 2: 2.1 membership types should be moved back to by-laws from policy; 2.3 Sept 1 to Aug 31 to match our fiscal year; discussion, put dates into the policies as could change?
 - Article 3: 3.2 can we extend date? Hard for volunteer members to meet in that time period. Change to 45 days; 3.4 Notice. Change last sentence. Notice must include a proposed agenda, and Board positions up for nominations, if required. Reasonable information to permit Members to make informed decisions, and the text of any resolutions or amendments to be decided must be provided no later than seven (7) days prior to the meeting; 3.7 (g) financial report rather than auditor, (j) remove this point as only required if larger organization; 3.12 (b) remove as just for board meeting voting, (c) refer to voting policy for clarification on voting privileges when multiple parents/guardians present and when families have multiple players registered
 - Article 4: 4.5 Eligibility (c) laid out within policy; 4.14 terms, add no more than three (3) consecutive terms.
 - Article 5: 5.6 Refer to Roles and Responsibilities Policy for further details on director duties.
 - Article 8: 8.3 remove "by the act"; 8.5 treasurer will fix wording; 8.9 needs updating, link to

- policy for second part; 8.11 disclose conflicts of interest in writing
- Article 10: 10.2 change LDSA to ASA
- Article 12: 12.1 should be Meeting of the Members rather than AGM, change 30 days to 45 days

Motion to approve draft version of by-laws with changes made at today's meeting, February 2nd 2025, by Meagan Debney. Seconded by Cindy Ball.

VOTE: yes - all in favour.

2. Draft Presentation of Outdoor Season Structure 2025

- Priority of confirming plans so can get registration up and running stressed
- Would like a project fee to be instituted in order to work towards building our own facility
- Group discussion on advertising, compensation, coach/staff clothing (could order Masse jerseys in a color no team has, T4 league something different), coach travel (child on team no comp, no child - hotel (flat rate up to \$160 with receipts), mileage at going rate
- Consensus is to get rid of bingos
- Caitlin will contact bingo hall

Evan Sudul motions to cancel Cold Lake Soccer working bingos. Ian Dutka seconds.

VOTE: yes - all in favour.

- Look at availability of facilities for outdoor season. Darren will look into military facilities. Meagan and Cindy will look into schools. Bathroom facilities may be a factor to consider.

Ian Dutka motions that Cold Lake Soccer move to the new structure of house and Lakeland league as outlined in documents provided. Seconded by Josh Correia.

VOTE: yes - all in favour.

- Evan will head an outdoor planning committee, will include looking into fundraising with dollar values, how and when registration set up. Board can vote at part 3 of meeting on outdoor plan on Saturday, February 8th at 6 pm. Cold Lake Energy Centre upstairs board room.
- Policy review will come at future meeting as time ran out at current meeting. Part 2 of meeting to review policy set for Thursday, February 6th at 6 pm. Cold Lake Energy Centre upstairs boardroom.

Meeting adjourned at 7:22 pm.

Recorded and submitted by Andrea Williams, CLMSA Secretary.



Cold Lake Minor Soccer Association Executive Meeting Minutes

February 6, 2025

Part 2 of 3 part meeting

Call to Order at 6:20 pm

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

Missing: Danielle Syrek, Brittany Rieder, Darren Robson

Quorum achieved.

1. Meeting Agenda:

- Review by-laws (detail edits, timeline)
- Outdoor season
- Other issues that have arisen (discipline, member concerns)

2. Discussion, adult soccer:

- question re: director attendance, Renato and Josh in contact with director
- Adult registration always open

3. Outdoor Structure, version 3 presented

- Practices: added 1 for adults (open practice), adult age should read 16+
- Games: house U5-U9 parent monitored, U11 up technical/coach monitored; Lakeland league games taken care of by Lakeland; adults no refs needed
- Tournaments: change from 2 to 1
- Directors: house 1 per age group? Lakeland, same as house? Different people? Could have 1 Lakeland Director and more as needed in future; could do a Director and a Deputy Director for each.
 - Status Updates/Information/News: should be pushed out to all parents and don't need Directors to do this. Too many people in chain of messages with multiple directors, managers, etc. Latoya will talk to RAMP to look into this.
 - Number and type of directors will be discussed further at a future date
- Volunteer compensation: line put in spreadsheet
- New structure: maximize time paying soccer/time on ball and minimize organization, make sure soccer rules being learned (house league)
- Added open skills practices for house, 1 x week, age grouping U7-U11, U13-U17 (individual skills, no game play)
- When does house league play? Weeknights, simple for parents; adult whenever can get
- Facilities: Frank will look at, he is in charge of facilities; grass cutting at schools an issue
 - Energy centre fields: 4 big 3 small 1 turf; flooding a problem so only book 2 big 3 small 1

turf

- School fields not maintained in summer, city energy centre fields lower vs upper closures (doesn't have to be all sometimes)
- Planning meeting needed, contracts defined
- Is this the structure we want for this outdoor season?

Ian Dutka motions that Cold Lake Minor Soccer Association support a house, Lakeland league and adult soccer structure beginning in 2025 outdoor season. Caitlin Todaro seconds.

Josh question prior to vote - how much time do we have before starts? Timeline discussion.

VOTE on motion above.

Yes - 9

No - 0

Abstention- 1

Motion carries with 9 votes for, 0 votes against and 1 abstention.

- Main areas we need to look at to get outdoor structure ready:
 1. Equipment, structure, fields
 2. Quality for coaches (technical), common theme, onboard parents
 3. Registration and fees. Communication and advertising.

Fee structure, changes from version 1:

- Wage for registrar added, fundraiser wage may change if change to a performance based position
- Bingo discussion, Caitlin was able to talk to bingo hall and we can cancel at any time, bingos have been booked until end of March 2025.

Josh Correia motions that we get rid of bingos at the end of the indoor soccer season (March 31, 2025) and return remaining bond payments (cheques or e-transfers) to appropriate members. Seconded by Evan Sudul.

VOTE: yes - all in favour.

- Changes to variable expenses:
 - Lakeland uniforms, only need 1 kit for U9 and U11
 - Add U19, depends on numbers if have a team, put with U17 for now
 - Renato will bring to Lakeland- where do players register if multi-community team? If majority of players CL all players should register through CLSMA if they are the host community
 - Lowered some of the field fees because of time of practice, 60 mins vs 90 mins for some ages

Latoya left the meeting at 7:25 pm

- Misc. equipment line added for Lakeland teams
- Equipment discussion: standardize balls and uniforms, can we get our logo on the balls?
- Tournaments: U9 usually go to fun fests locally, have to make sure U9 division is included in the tournament CL soccer chooses to go to; U9 and U11 have no Lakeland league in outdoor
- Team sizes: Lakeland league teams will play in house one age group up so size of teams changes to reflect this 7v7 U9, 9v9 U11
- Recommendation for outdoor fees: lower U5 costs, will lose some money but gets kids playing soccer
- Adults have always paid \$100, end of May to end of September for adults with break in

August, turf would be by exception only

- Variable costs:
 - Volunteer compensation: parent volunteer, assistant volunteer coach, coach \$200; Technical coach: \$450 (House)
 - Volunteer compensation: technical/coach: \$675 (Lakeland)

Recommended Fees:

HOUSE	U5	U7	U9	U11	U13	U15	U17/U19
	\$125	\$135	\$175	\$175	\$200	\$200	\$200
LAKELAND			U9	U11	U13	U15	U17/U19
			\$350	\$400	\$475	\$475	\$475
ADULTS	\$140						

Cindy Ball motions to accept the outdoor registration structure and fees as outlined in table above.
Seconded by Ian Dutka.

VOTE: yes, all in favour.

- Advertising: 60% of \$5000 for outdoor. Committee: April, Shannon, Ian
- Structure RAMP for registrations, Latoya will have to contact RAMP to figure out how this will work
- What will parents receive, email welcome with link, dates, tournaments. The Lakeland teams would register in 1 tournament, Lakeland Cup, provincials; registration committee: Latoya will need to head committee as Registrar
- Education campaign, one page flyer with the info
 - What is the difference in the new format
 - Email to members
 - Social media post
 - Key dates
 - Information sessions
 - Raise awareness
 - Info session at Lakeland Cup

Ian Dutka motions that registration for 2025 outdoor soccer season opens March 1, 2025. Josh Correia seconds.

VOTE: yes - all in favour.

Frank Mayer motions the Advertising Committee of April Simard, Shannon Peters and Ian Dutka spend a maximum of \$3000 on advertising for the 2025 outdoor soccer season. Seconded by Meagan Debney.

VOTE: yes - all in favour.

- The technical director (Evan) and Registrar (Latoya) will work together to get a registration

package together for March 1st

- Question re: start of Saturday meeting in order to continue items from current meeting, 4 pm agreed upon as U9 tournament finished at this time
- Lakeland Cup: tournament director (Ian) will take care of needs

Meeting adjourned at 8:40 pm. Next meeting confirmed for Saturday, February 8th at 4 pm at the Cold Lake Energy Centre. (Part 3 of 3 part meeting)

Recorded and submitted by Andrea Williams, CLMSA Secretary.



Cold Lake Minor Soccer Association
Executive Meeting Minutes

February 8, 2025

Part 3 of 3 part meeting

Call to Order at 4:15 pm

Roll Call: Renato Duarte, Josh Correia, Meagan Debney, Latoya Waters, April Simard, Shannon Peters, Caitlin Todaro, Ian Dutka, Evan Sudul, Andrea Williams, Darren Robson. Frank Mayer arrived at 5:09 pm.

Missing: Danielle Syrek, Brittany Rieder, Cindy Ball

Quorum achieved.

1. Meeting Agenda:

- Refine policy and procedures
- Discuss by-laws
- Discuss outdoor season structure

2. Email vote dated February 6, 2025 to postpone special meeting scheduled for February 18, 2025 received 9 votes yes to postpone and 3 abstentions due to no response.

Postponement of Special Meeting - Lakeland said to send email to members re: postponement.

Josh Correia motions to approve previous executive meeting minutes from December 15, 2024. Seconded by April Simard. All in favour.

3. By-laws

- Remuneration - will change, can't be in by-laws, version we are currently using has paragraph
- Move by-law discussion to by-law committee. Reference Society's Act and previous version. ASA said to use standard template and tweak as needed for Cold Lake.
- Look at: 1) ASA standard template, 2) ASA by-laws, 3) Society's Act
- Minimize length of by-laws, use Society's Act as guiding document

4. Policy and Procedures

- Vote at end for all
- Mission, see attached (Appendix A)
- Vision, see attached (Appendix B)
- Values: use Canada Soccer values. Stakeholders - change to members (Appendix C)

Darren Robson motions to approve the Mission, Vision and Values as presented. Evan Sudul seconded.

VOTE: yes - all in favour.

Frank Mayer arrived after this motion.

- APTOS agreed upon as text font to be utilized on all policy and procedure documents.

5. Outdoor Structure Update

- House: ref done by technical while also giving technical feedback; older players can also help
- Rule of 2: should strive to have male and female when possible
- No bond for house or Lakeland but jobs will be needed that can earn money, allocated in a fixed line item

6. Policy and Procedures:

Code of Conduct Policy

- On website but never signed
- Straight from Canada Soccer website
- Every year members are supposed to sign, checkbox included on registration but from Lakeland's Code of Conduct, we need Cold Lake soccer policy linked as well

Josh Correia motions that we change the name of the association from Cold Lake Minor Soccer Association (CLMSA) to Cold Lake Soccer Association (CLSA). Evan Sudul seconded.

VOTE: yes - all in favour.

Josh Corriea motions that we adopt the new logo for CLSA that was circulated. Evan Sudul seconded.

VOTE: yes - all in favour.

New logo included in Appendix D.

- We need to investigate what we need to do in order to legally change the name; operate as CLSA until all the changes are made or treasurer lets board know this change is too onerous or not feasible.

Code of Conduct to Protect Children Policy

- No changes, just never signed

Safe Sport Policy

- Same as above, no changes, just never signed

Athlete Protection Policy

- Same as above, no changes, never signed
- By consenting to the CLSA policy and procedures members are giving consent to pictures and videos; if this consent is revoked parents must sign form in policy - coaches will be made aware if this occurs
- Rule of two discussion, Lakeland policy contradictory re: both male and female but also follow CSA which does not state this

Meagan left meeting after this discussion at 5:45pm

Social Media Policy

- No changes, just never signed

Diversity, Equity and Inclusion Policy

- Same as above, no changes, needs signing
- Annual report should be including SQS requirements such as that the association is growing.

Renato will look into what is needed for annual report.

Screening Policy

- Same, no changes, needs signing
- Volunteers need to be screened
- In past technical director did this and directors would bring to technical director
- *need a checklist of things that need to be done when a position changes or empty * need to know what needs to be done *
- Lakeland also looks at qualifications (coaches)
- Each person on board needs roles and responsibilities defined
- Screening should not be one person, committee would go through any issues with screening and then would go to Lakeland with recommendation
- (d) CPIC should be no more than 36 months old

Team Names and Logo Policy

- Complete

Josh Correia motions that we approve the following (8) policies:

1. Code of Conduct Policy
2. Code of Conduct to Protect Children Policy
3. Safe Sport Policy
4. Athlete Protection Policy
5. Social Media Policy
6. Diversity, Equity and Inclusion Policy
7. Screening Policy
8. Team Names and Logo Policy

Frank Mayer seconds.

VOTE: yes - all in favour.

Complaint and Discipline Policy

- A policy exists, do we need to update?
- Discuss at a later date, compare new to old and highlight differences
- Discussion of possible discipline case Vice President received, will start formal process

Roles and Responsibilities Policy

- Question re: directors, discussion re: structure, investigating a new board structure to improve efficiency and organizational layout.

Shannon left the meeting following this discussion at 7:53 pm.

Voting Policy

- Clarification that our current by-laws allow for email voting

7. Part 3 of 3 part meeting adjourned at 8pm.

Recorded and submitted by Andrea Williams, CLMSA Secretary.

Appendix A - Mission Statement

To develop soccer through skill-building, sportsmanship, and teamwork through participation and enjoyment of the game.

Appendix B - Vision Statement

To be a leading community-focused soccer association that inspires and empowers athletes to achieve their personal best while cultivating a lifelong passion for soccer.

Appendix C - Values

We LEAD with unwavering INTEGRITY. HONESTY guides our actions. Our decisions are FAIR and ETHICAL. We thrive with EXCELLENCE. Our PASSION fuels our performance on and off the field of play. We are ACCOUNTABLE to our stakeholders. TRANSPARENCY directs our communication. We RESPECT and INCLUDE all.

