

Medicine Hat Soccer Association

Board Meeting Minutes

December 12, 2016

Present: Jeff Vangen, Theresa Hardiker, Dwayne Alves, Trevor Copeland, Garth Firman, Ryan Landreville, Heather Bach (late 7:15pm)

Staff: Nanette Newton

Absent: Tonia Bogart (Regrets), Darryl Getz (Regrets)

Guests: Lauren Bueckert, Hugh Lehr (late 7:23pm)

Next meeting: Jan. 9, 2017 7:00pm Chamber of Commerce

Action Item

- 1. **Call to Order:** by Jeff Vangen at 7:02pm
- 2. **M141- Motion to approve agenda: Moved by Theresa Hardiker, seconded by Ryan Landreville, carried.**
- 3. **M142 – Motion to approve the November 7th minutes: Moved by Garth Firman, seconded by Theresa Hardiker, carried.**

4. **Matters Arising:**

- a) Nan to request ASA Transgender Policy from ASA. *Nan*
- b) Did Allan attend the Advanced Player Development open house. Jeff to check with Allan. *Jeff*
- c) Nan requested that all documents presented at the last meeting be forwarded to the office. *TC/Jeff*
 - i. Job Description for the Player Development Coach *TC/Jeff*
 - ii. Player Development Coach Contract *Jeff*
 - iii. Budget Updates *Garth*
 - iv. Referee Terms of Reference *Garth*
 - v. Guideline Letter as circulated by Referee Director.

5. **New Business**

- a. One submission received for the position of Treasurer – Lauren Bueckert and one submission received for the position of Vice President – Hugh Lehr. Discussion to appoint at the board level or to call an SGM. As these candidates are the only two to show interest, decision to appoint at the board level.

M143 – Motion to appoint Lauren Bueckert as Treasurer of the MHSA: Moved by Trevor Copeland, seconded by Dwayne Alves, carried.



M144 – Motion to appoint Hugh Lehr as Vice President of the MHSA: Moved by Garth Firman, seconded by Heather Bach, carried.

6. Office Manager Report

- a. Report submitted as attached
- b. Communication – Request that emails be acknowledged so the office can ensure that everyone is receiving the communication it sends out. *Board*
- c. Review and Updated Committees as follows:
 - Executive Committee: Jeff Vangen, Theresa Hardiker, Hugh Lehr, Lauren Bueckert, Tonia Bogart
 - Discipline Committee: Jeff Vangen, Lauren Bueckert, Garth Firman, Trevor Copeland, Dwayne Alves, Ryan Landreville
 - Finance Committee: Jeff Vangen, Lauren Bueckert
 - Constitution & Bylaw Committee: Jeff Vangen, Theresa Hardiker, Nanette Newton, Heather Bach
 - Nominations Committee: TBD, bring forward at April board meeting to have in place for May meeting *Nan*
 - RASC Committee: Jeff to look into developing this committee *Jeff*
 - Tournament Committee: Jeff Vangen, Heather Bach, Nanette Newton, one member from each RASC team
 - Technical Committee: Jeff Vangen, Hugh Lehr, Travis Hyde, Cassie Westerman, Allan Siwela, Garth Firman
 - Referee Committee: See Referee Director Report
- d. Request to remove Carla Bennett from signing authority.

M145 – Motion to remove Carla Bennett from signing authority for MHSA and appoint Lauren Bueckert as signing authority for MHSA: Moved by Theresa Hardiker, seconded by Garth Firman, carried.
- e. Grant Application for Funding – Document presented as attached.
 - i. Amend proof of income to ask for 3 month of bank statements only. Add a disclaimer for FOIP. Theresa will check with Kidsport in regards to duplication of services. *Nan/Theresa*
 - ii. Grant Application tabled until next meeting until Kidsport can be contacted.
- f. Tournament update given as per attached committee minutes.
- g. Application for summer students is due Jan. 20/17. Theresa has volunteered to prepare a proposal for next meeting. *Theresa*
- h. Planning of outdoor 2017 underway. Request from Technical Committee that any changes to programming be forwarded to the office no later than Jan. 9/17. Nan to forward Hugh the schedules from last outdoor season. Fees to be approved at next meeting for Outdoor 2017. *Hugh/Nan*



7. **President**

- a. Report submitted as attached
- b. Funding request as circulated discussed.
M146 – Motion to approved funding for the two players as circulated: Moved by Theresa Hardiker, seconded by Dwayne Alves, defeated.
M147 – Motion to waive the Club Fees for the two players as circulated: Moved by Hugh Lehr, seconded by Ryan Landreville, carried. (Theresa Hardiker – abstained)
Jeff will communicate to the family and teams involved. Nan to forward Jeff the contact information for the family and teams.
- c. Request made for the Technical Committee to review the Terms of Reference for the Technical Committee to align with current staff.
- d. Request for Technical Committee meeting minutes to be forwarded to the office.
- e. Executive Committee meeting to be scheduled for the first week in January. Jeff will circulate a meeting request.
- f. Request for volunteers to create/update the Board Orientation Package. Suggestion made by Theresa that this could be a good project for the summer student and will add it to her proposal.
- g. Discussion in regards to the recommendation from the Technical Committee to go back to having a High School League for the outdoor season. More information is required and a meeting to discuss further between the Technical Committee, Minor Director and Office Manager to be set.
- h. As we now have one indoor season in the new facility, a request was made to submit any concerns or comments about the FLC to Jeff or the office by the end of this week.
- i. Would like to see a brand/market assessment of the association as we are undermarketed. Request made to use some of the surplus funds to have an RFP put out to several firms and we can pick the proposal that would best suit the association. Dwayne volunteered to head this project with the assistance of Heather.

Jeff/Nan

*Tech Comm/Hugh
Tech Comm/Hugh*

Jeff

Theresa

Tech Comm.

Board

Dwayne/Heather

8. **Past President**

- a. No report submitted

9. **Vice President**

- a. Vacant Position

10. **Secretary**

- a. Nothing to report

11. **Treasurer**

- a. Vacant Position

12. **Senior Director**

- a. No report submitted



13. **Equipment Director**

- a. Nothing to report

14. **Mini Director**

- a. No report submitted

15. **Minor Director**

- a. Nothing to report

16. **Referee Director**

- a. Report submitted as attached
- b. Garth will discuss with the referees the content of their misconduct reports to ensure they are detailed.
- c. Request to nominate individuals to the Referee Committee as follows:
 - i. Jesse Tiessen-Zakhaev
 - ii. Dean Studer
 - iii. Travis Hyde
 - iv. Shaelyn Holdaway

Garth

M148 – Motion to nominate the above noted to the Referee Committee: Moved by Heather Bach, seconded by Hugh Lehr, carried.

- d. The other members of the Referee Committee are Garth Firman (Chair), Rick Robinson (ex-officio), Jeff Vangen (ex-officio)

17. **Fund Development Director**

- a. Report submitted as attached
- b. Looking forward, Heather would like to see a Communication Policy in place.
- c. At this time the association does not have a list of needs for sponsorship.
- d. Heather would like to hold a volunteer evening to say thank you to coaches, volunteers and sponsors. Look at possibly holding this between the spring and summer seasons.
- e. Presented ASA Volunteer Screening Policy and ASA Privacy Policy for review to see about implementing something similar for MHSA. The Mini, Minor and Senior Directors to review and provide document for MHSA Volunteer Screening Policy.
- f. **M149 – Motion to pay for the cost of two individuals to attend the Board Leadership workshop on March 4th in Medicine Hat at a total maximum cost of \$200: Moved by Heather Bach, friendly amendment to the motion made by Hugh Lehr to pay for the cost of five individuals yearly. Heather Bach accepted the friendly amendment. Seconded by Dwayne Alves, carried.**

Heather

Dwayne/Trevor/Ryan

18. **M150 – Motion to move to In-Camera session: Moved by Heather Bach, seconded by Garth Firman, carried. Nanette Newton exited meeting at 9:10pm**

19. **Discipline Committee Update**

- a. No report submitted



- 20. **Bylaw Committee Update**
 - a. No report submitted

- 21. **Tech Committee Update**
 - a. No report submitted

- 22. **Executive Committee Update**
 - a. No report submitted

- 23. **Tournament Committee Update**
 - a. Report submitted as attached

- 24. **M151 - Motion to adjourn at 9:50pm. Moved by Heather Bach.**

Board minutes approved (date): Jan 9/17

Signature: [Handwritten Signature] Office Manager

MHSA, [Board Position], [Member Name].

Nanette Newton] to
prepare draft minutes for
Tonia Bogart to
distribute

