

Medicine Hat Soccer Association

Board Meeting Minutes

September 9, 2019

Present: Jeff Vangen, Hugh Lehr, Charlene Gilmore Shauf, Trevor Copeman, Dean Studer, Pete Innes, George Copeman, Robert Cavicchia, Allan Siwela, Devin Simon

Staff: N/A

Absent: N/A

Guests: N/A

Next meeting: October 7, 2019 7:00 p.m. Location: Stantec Offices

	Action Item
1. Call to Order: by Jeff Vangen at 7:37 p.m.	
2. M325: Motion to approve agenda: Moved by Pete Innes, seconded by George Copeman Carried.	
3. M326: Motion to approve the July 15, 2019 minutes, as amended: Moved by Hugh Lehr, seconded by Charlene Gilmore Shauf. Carried.	
4. Matters Arising: a. Remember to discuss the club requirement to participate in provincials at the RASC parent meeting (sept. 23, MHC Eresman Theatr, 5:30pm). Also, have board members present and introduce them. b. ASA fines need to be charged to two teams that did not participate in provincials (@\$775).	a. <i>Allan, Robert</i> b. <i>Office</i>
5. New Business: a. The board clarified that late fees will not be imposed on any late registrations that can be accommodated. M327: Motion to continue waiving late fees, as previously agreed. Moved by Jeff Vangen, seconded by Hugh Lehr. Carried.	
6. Accolades: a. Volunteer group who worked provincials (U15G parents, MHC Rattlers, office staff and family, BATUS for tents). The event went very well and volunteers greatly appreciated. b. RASC coaches, managers, treasurers, for their work through the outdoor season.	
7. Annual Planning Calendar a. Staff meeting to discuss professional development, goals, and performance will be deferred to May 2020. b. RASC tryouts underway. Nets need to remain in place at FLC. Men’s league will take them down in October, and will coordinate with MHC. c. Game Day clinics: Dates need to be set in the next two weeks (to occur 3 rd week of September). Also, determine if extra help is needed and send out email communications. d. Team formation night needs to be scheduled (to occur 4 th week of September). e. AGM preparations. i. Decide AGM date by next board meeting, to announce 21 days prior. ii. Director reports to be submitted by new board meeting. iii. Schedule a review of the bylaws. Jeff, Dean, Pete, Charlene to participate. iv. Recruit new RASC committee chair.	a. <i>Robert</i> b. <i>Hugh</i> c. <i>Allan?</i> d. <i>Trevor, Robert</i> e.i. <i>Jeff</i> e.ii. <i>Charlene</i> e.iii. <i>As named</i> e.iv. <i>All</i>



8. Executive Director Report No report submitted	
9. Office Manager Report a. Vacant Position	
10. Office Assistant Report a. No report submitted	
11. Player Development Coach a. Report submitted	
12. President a. No report submitted	
13. Past President a. Vacant Position	
14. Vice President a. No report submitted	
15. Secretary a. No report submitted	
16. Treasurer a. Vacant Position	
17. Senior Director a. No report submitted	
18. Equipment Director a. No report submitted	
19. Mini Director a. No report submitted	
20. Minor Director a. No report submitted	
21. Referee Director a. No report submitted	
22. Fund Development Director a. Vacant Position	
23. Discipline Committee Update a. Nothing to report	
24. Bylaw Committee Update a. Nothing to report	
25. Tech Committee Update a. Report submitted b. Coach appointments are as follows: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Boys Teams</p> <p>U11 Boys - Jason McLester</p> <p>U11 Boys - Austin Desharnais (2nd team)</p> <p>U13 Boys - Damir Omerovic</p> <p>U13 Boys - Sam Poole</p> <p>U15 Boys - Devin Simon</p> <p>U17 Boys - Hugh Lehr</p> </div> <div style="width: 45%;"> <p>Girls Teams</p> <p>U11 Girls - Cassandra Westerman</p> <p>U13 Girls - Lauren Bueckert</p> <p>U15 Girls - Melissa Hozack</p> <p>U17 Girls - Allan Siwela</p> </div> </div>	



<ul style="list-style-type: none"> c. Rules to be updated. d. Mini Stars: We will run our own version if numbers are low. e. RASC tryouts for indoor season held earlier, outdoors this year. 	<p><i>c. Robert</i></p>
<p>26. Executive Committee Update</p> <ul style="list-style-type: none"> a. Report submitted b. Office to bill two RASC teams for ASA fines (see 4b). Some teams still need to submit coach expenses. Goal is to have paperwork done by end of September. c. Review of RASC team accounts is normally a treasurer responsibility, falling to Office in the absence of a treasurer. <ul style="list-style-type: none"> i. Board to actively recruit to fill treasurer position. ii. Need to improve process for team accounting and record to create efficiency and ensure that Bingo requirements are met. To be discussed for indoor season. d. Budget: <p>Board discussed proposed budget, resulting in some minor adjustments to the draft budget. Discussion also produced the following:</p> <ul style="list-style-type: none"> i. Field maintenance: Waiting on the City's analysis. ii. Locks need to be changed and organized to prevent copying. iii. Orders for soccer balls to be sent to Robert. iv. Sponsorship package to be prepared with defined sponsorship levels, to present to the community. v. Office rent: Discussion of needs, market, options to adjust budget. vi. Coach Development program: This program is normally run by ASA when we provide a minimum number, and MHSА provides manuals. Agreement to discuss further at next meeting. <p style="color: red;">Board: There was a motion by Devin, seconded by George, related to the coach development program, but my notes are not clear. It may have extrapolated the coaching discussion to reffing.</p> e. Executive Committee recommended the board support the Executive Director's relocation by paying a portion of moving costs. M328: Motion to pay the Executive Director's moving expenses of \$4300, with a signed agreement that this amount will be repaid if the ED vacates the position in less than one year. Moved by Jeff Vangen, seconded by George Copeman. Carried. f. Executive Committee recommended an increase to the office assistant position's hourly wage, effective Sept. 1 and effective until Dec. 31, and prepare a permanent contract to take effect January 2020. 	<p><i>b. Robert, office</i></p> <p><i>c.ii. Robert to define proposed changes</i></p> <p><i>d. Robert, Jeff (revise draft budget)</i></p> <p><i>d.ii. Robert</i> <i>d.iii. Directors</i> <i>d.iv. Robert</i></p> <p><i>e. Office</i></p> <p><i>f. Robert</i></p>
<p>27. Tournament Committee Update</p> <ul style="list-style-type: none"> a. Nothing to report 	
<p>28. RASC Committee Update</p> <ul style="list-style-type: none"> a. No report submitted 	
<p>29. M329: Motion to adjourn at 9:29 p.m. Moved by Jeff Vangen.</p>	
<p>Board minutes approved (DATE, 2019):</p> <p>Signature: MHSА, Secretary, Charlene Gilmore Shauf</p>	<p>Charlene Gilmore Shauf to prepare draft minutes for Office to distribute</p>

