Board Meeting Minutes – Medicine Hat Soccer Association

March 5, 2025

Present: President Martyn O'Donnell, Vice President Amanda Poll, Secretary Mel Seelye, Mini Director Justin Robertson, Minor Director Dave Welten, RASC Director Lacy McLachlan, Senior Director Bekah Stevenson, Community Director Kaity Letwiniuk (Late arrival)

Staff: Executive Director Amanda Fedor, Administrative Assistant Jennifer Egeland

Absent: Past President Hugh Lehr, Treasurer Sanjay Grover

Guests: None

Next meeting: March 24, 2025 @ 6:00 pm

	Action Item
1. **Call to Order:** 6:04 pm.	
2. ***Motion to approve Agenda:** Amanda Poll, seconded – **motion carried**.	
3. ***Motion to approve February meeting minutes:** Amanda Poll, seconded – **motion carried.**	

4. Pre-Approval AGM Meeting Minutes: ***Motion: Board and Staff to review for accuracy before next meeting, then to be presented to membership for approval.** Amanda Poll, seconded – **motion carried.**	4. Board and Staff to complete

5. Matters Arising from Minutes:
 	
A. Annual Budget
- Update provided by ED Fedor
- Treasurer and Yanela completing:
  - Cost Analysis
  - Cash Flow projection
  - Debt repayment plan
* Advised above items hope to have completed by April*
* Once complete, budget to be built*
* Tentative Budget Completion for 2025/2026 Operational year is June/July*
 	
Action Item: Current Budget to be sent to the Board to review for next meeting in March
 	
B. RAMP Transition
- Launched and being fine tuned
 	
C. AGLC Reports Update
- AGLC completing audit of information sent to make MHSA current
	5A. Executive Director has delegated Treasurer to complete budget.
	
	ED to send current budget to the board.

6. Accolades - Jenn and Maddy - U9 RASC Jamboree - Maddy - House League delivery - Jen - RAMP set up	
7. Reports Received for Information: **B - ii. Director Report - Secretary:** 2A. Yanela to assist Treasurer by taking lead on Financial Committee 2B. Google Workspace: - Admin privileges to be decided on - Attempt for Aaron Sheard to explain "RBAC" Role Based Access Control 2C. ASA Code of Conduct / Confidentiality Policies - Reviewed by board members - areas of concern: 4.01 ix. "avoid consuming alcohol" -add "in excess" after alcohol 4.01 xii d) Obey all driving laws in the region which the vehicle is being operated. ***Motion to approve above additions and add to ASA Code of Conduct Policy and then adopt for MHSA:*** Dave, seconded **- carried** ***Motion to adopt ASA Confidentiality Form for MHSA:*** Mel, seconded **- carried** **NOTE: All "ASA" or "Alberta Soccer Association" wording within these policies to be changed to "MHSA" or "Medicine Hat Soccer Association"**	NOTE: Mel to complete

7. Reports Received for Information Con't:	
2D. Board to review ASA's "Social Media Policy" to potentially adopt 2E. Police Information Checks on File for all Directors of the Board and MHSA Staff - ED Fedor advised concerns with this and needed to seek information from ASA ED Lisa Grant **C. Committee Updates:** i. Discipline Committee - Committee has been formed - Jeff Vangen to Chair; President and Kurtis Ladouceur - "ALIAS" through ASA another option ii. Bylaw Committee - still being formed iii. Tech Committee - Few signed up - No one taking lead iv. Executive Committee - No update v. Tournament Committee - Members have joined vi. RASC Committee - No update	2E. Fedor to obtain information from ASA ED Lisa Grant

7. Reports Received for Information Con't: vii. Financial Committee Update - tabled viii. New Committee from Strategic Plan - tabled	
8. New Business: A. Transparency of Registration Fees - Visual aide of breakdown registration fees needed for second year of U13 division and older	8. ED to complete
9. Discussion/Decision Items: **A. Board Meeting Tentative Schedule** **- Mar 24, 2025 6:00 PM** **- Apr 6, 2025 1:00 PM** **- May 12, 2025 7:00 PM** **- Jun 9, 2025 6:00 PM** **- Jul 21, 2025 7:00 PM** ***Motion to adjourn and table all remaining agenda items to the next meeting set for March 24, 2025 – 6:00pm.** ***Meeting adjourned 9:03pm***	
Board minutes approved (date): ____________________ **Signature:** ____ **MHSA Secretary**	