



MINUTES

Present	President Martyn O'Donnell, Vice President Amanda Poll, Past President Hugh Lehr, Mini Director Justin Robertson, Minor Director Dave Welten, RASC Director Lacy McLachlan, Community Director Kaity Letwiniuk, Senior Director Bekah Stevenson
Regrets	Treasurer Sanjay Grover, Secretary Mel Seelye , ED Amanda Fedor
Absent	n/a
MHSA Staff	none
Guests	Yanela Benitez Benign

Time (Min)	Item	Topic	Presenter
5	1.0	Call to Order - 7:05pm	Martyn O'Donnell
		1.1 Welcome	
		1.2 Regrets	
		1.3 Quorum	
		1.4 Additions to/Approval of Agenda	
MOTION to approve agenda - A Poll; carried			
5	2.0	Approval of Minutes	Martyn O'Donnell
		2.1 Approval of Board Meeting Minutes – March 24, 2025	
MOTION to approve minutes - H Lehr; carried			
30	3.0	Matters Arising (Old Business) – For Discussion	



		3.1 RAMP 3.2 AGLC 3.3 Fee Breakdown Document - Tabled until May meeting 3.4 Office Renovations/Lease 3.5 Spring Season Registration 3.6 Tech Lead Contracts 3.7 Google Drive 3.8 Meeting Summary Videos 3.9 Criminal Record Checks	
3.1 RAMP - general discussion regarding roll out of RAMP as well as scheduling 3.2 AGLC - A. Poll provided update to MHSA Board based on briefing received from A. Fedor. A. Fedor met with AGLC, review is complete. MHSA must return approx \$38000 to AGLC account and pay a fine of approx \$250. These numbers were not specified in the ED Report. ACTION - A.Fedor to provide documentation from AGLC to MHSA Board outlining exact amount needing to be moved and exact amount of fine to be paid. 3.3 Fee Breakdown Doc - Tabled 3.4 Office Renovations/Lease - no update regarding new carpet or new lease ACTION - A.Fedor to provide MHSA Board with copy of signed lease for May 2025 Board Meeting 3.5. Spring Season Registration - L. McLachlan provided registration info from RAMP - 684 members registered for spring season. General discussion regarding feedback Board Members has received about RAMP. ACTION - A. Fedor to provide MHSA Board with breakdown of why there is a second admin fee charged when paying RASC fees 3.6 Tech Lead Contracts - M O'Donnell provided an update on support provided completing Tech 1 job description. Tech 1 will be a yearly contract. Tech 2 position will be a seasonal contract. Tech 2 description is not complete. ACTION - A. Fedor. to complete Tech Job descriptions and post for positions. Update to be provided to MHSA Board at May meeting. 3.7 Google Drive - no update from A.Fedor ACTION - A.Fedor to provide MHSA Board quote received from Aaron for his Google Drive Master			



Contract.

3.8 - Meeting Summary Videos - general discussion, due to capacity issues, this agenda point will be removed from agendas going forward. Board may revisit this idea in the future.

3.9 - Criminal Record Checks - discussion regarding who is responsible for different criminal record checks. MHSA Volunteers (e.g. coaches, treasurers, team managers etc) and MHSA Staff to be managed by MHSA Executive Director. Board Members and MHSA Executive Director to be managed by Board President.

ACTION - MHSA Board Members to drop current Criminal Record Checks into Google Drive by May MHSA Board Meeting

ACTION - A.Fedor. to ensure current criminal record check provided to Board President by May MHSA Board Meeting

30	4.0	Matters Arising – for Approval	
		4.1 Ref Pay Grid	

4.1 Ref Pay - general discussion regarding options for ref pay rates. New referees are being trained, however MHSA is still struggling to have enough refs for older age groups/adult leagues. Suggestion put forward to add an assistant referee to U9 games to provide new referees with more opportunity to gain experience.

MOTION to update current referee pay grid with two changes

1) women's league referee pay to match men's league and

2) Assistant Referee position to be added to U9 games at a rate of \$15/game; D. Welten; carried

30	5.0	Reports/Committee Updates	Amanda P for AF Martyn O'Donnell Sanjay Grover Martyn O Community Directors Lacy McLachlan Amanda Poll Martyn O
		5.1 Executive Director	
		5.2 President	
		5.3 Treasurer	
		5.4 Technical Director	
		5.5 Community Soccer Programs	
		5.6 RASC	
		5.7 Tournament Committee	
		5.8 Bylaw	
		5.9 Disciplinary	

5.1 - Executive Director Report - included with minutes; presented by A.Poll



5.2 - President Report - included with minutes; presented by M.O'Donnell

Discussion regarding ED request for additional office administration support.

ACTION - A.Fedor to provide MHSA Board with a proposed job description for the new office assistant position, including duties and time requirement by May Board meeting for discussion.

5.3 - Treasurer Report - no formal report

5.4 - Technical Director - included with minutes; presented by M.O'Donnell

5.5 - Community Soccer - no formal reports provided.

Discussion regarding challenges with allowing late registration for Middle and High School. Allowing late registration had created a number of logistical challenges.

Mini and Minor Community Programs are able to allow for late registrations, Registration must be CLOSED for Middle/High School

Discussion regarding the need for RAMP training for Community Directors to better understand the process of registration etc.

ACTION - K. Letwiniuk to provide feedback regarding middle/high school processes to improve registration system for the 2026 season

ACTION - A.Fedor. to coordinate RAMP training session for Community Directors

5.6 - RASC - No formal report

5.7 - Tournament Committee - no formal report

5.8 - Bylaw Committee - no formal report; A.Poll has had one meeting with Bylaw committee, MHSA grateful for volunteers to support this committee

5.9 - Disciplinary Committee - no formal report

5	-	Break	
30	6.0	Standing Discussion Items	
		6.1 Accolades	
		6.2 Transparency	
		6.3 Referees	
		6.4 Coaches	
		6.5 PR/Advertising/Social Media	
		6.6 Fundraising/Sponsorship	
		6.7 Debt Reduction	
		6.8 ASA updates	

6.1 - Accolades -

Thank you to L McLachlan for coordinating the set up of outdoor nets/fields. MHSA is grateful for all volunteers that helped.



MHSA Admin Staff Jenn Eglund has continued to go above and beyond to get Spring/Summer Soccer off the ground. She is a calming presence that helps to make a stressful time easier.

6.2 - Transparency - no discussion

6.3 - Referees - discussion at 4.1

6.4 - Coaches - Community is still short coaches.

Discussion of importance of having coaches cards created with player's cards.

6.5 - PR/Advertising/Social Media - no discussion

ACTION - A.Fedor. to discuss at May Board Meeting

6.6 - Fundraising/Sponsorship - Discussion regarding sponsorship packages and naming rights for indoor fields.

ACTION - A.Fedor. to provide update of progress on sponsorship package to MHSA Board by May Board Meeting

Discussion regarding MHSA Golf Tournament. MHSA Board expressed concern of capacity to successfully execute a Golf Tournament in 2025 as MHSA is still re-building, and planning our first Soccer Tournament.

ACTION - M O'Donnell to discuss with A. Fedor the need to push plans for a potential golf tournament for next year.

6.7 - Debt Reduction - brief overview provided in ED Report

6.8 - ASA Updates - no updates provided

10	7.0	Policy Review	Martyn O'Donnell
		7.1 Review – Social Media Policy	
		7.2 Review - Mileage Policy	
		7.3 Policy choice for next meeting	

7.0 - Policy Review - Tabled

10	8.0	New Business	
		8.1 Secretary Leave of Absence	

8.1 - Secretary Leave of Absence

Discussion - M.Seeley has requested a brief leave of absence (2 months) from his duties at MHSA Board Meetings. M.Seeley expressed willingness to continue to provide support with Google Drive, document revision etc, but at this time is unable to attend the board meetings.

MOTION to provide a reprieve for M.Seeley from attending MHSA Board and Executive Meetings until 1



Medicine Hat Soccer Association - Board of Directors Meeting

April 17, 2025

7:00pm – 10:00pm

MHSA Boardroom

#101 533 2nd Street SE

week prior to the June 2025 MHSA Board Meeting; D.Welten - carried.

	9.0	In Camera (if required)	
5	10.0	Adjournment - 9:42pm Next Meetings - Board: Monday May 12, 2025 @ 7:00pm Executive: Thursday May 29, 2025 @ 12:00pm Other Committees: Bylaw Committee - Apr 22, 2025 @ 6:30pm	Martyn O'Donnell