



Medicine Hat Soccer Association - Board of Directors Meeting

MINUTES

June 9, 2025

6:00 – 9:00pm

MHSA Boardroom - #101 533 2nd Street SE

MINUTES

Present	President Martyn O'Donnell, Vice President Amanda Poll, Mini Director Justin Robertson, Minor Director Dave Welten, RASC Director Lacy McLachlan, Community Director Kaity Letwiniuk; Past President Hugh Lehr
Regrets	Senior Director Bekah Stevenson; Treasurer Sanjay Grover,
Absent	none
MHSA Staff	Administrative Assistant Jennifer Egeland
Guests	none

Item	Topic	Presenter
1.0 5 min	Call to Order 1. Welcome 2. Regrets 3. Quorum 4. Additions to/Approval of Agenda	Martyn O'Donnell
1.4 – MOTION to approve the agenda – D.Welten; carried		
2.0 5 min	Approval of Minutes 1. Approval of Board Meeting Minutes – May 12, 2025 2. Approval of Board Meeting Minutes – May 29, 2025	Martyn O'Donnell
2.1 – MOTION to approve the May 12, 2025 Minutes – K.Letwiniuk; carried 2.2 – MOTION to approve the May 29, 2025 Minutes – D.Welten; carried		
3.0 30 minutes	Matters Arising (Old Business) – For Discussion	Martyn O'Donnell



3.1 - Fee Breakdown Document – tabled until September 2025

3.2 – Sponsorship Packages

M. O'Donnell has created a website template for sponsorship of indoor areas at BMG; need to follow up with City of Medicine Hat for final details on expense and contract. A.Fedor provided information to A.Poll that she has started packages for jersey and equipment sponsorship. A.Fedor has information on how Lethbridge Soccer Association does their sponsorship packages and wants to implement some of that work.

ACTION – A.Fedor to follow up with City of Medicine Hat for contract and expense information for MHSA to sell sponsorship of boards, clock, change rooms etc for July Board Meeting

ACTION – A.Fedor to complete sponsorship packages for jerseys/equipment for July Board Meeting

3.3 - Office Renovations/Lease Agreement

Waiting on landlord for a lease; landlord provided an email apologizing for being behind.

No new flooring has been approved.

ACTION – A.Fedor to follow up until new lease is signed.

3.4 - Tech Lead Contracts

Tech Leads were provided with an email outlining job description and rate of pay.

3.5 - Google Drive – updates, contract follow-up

ACTION – A.Fedor to follow up with Aaron to sign a contract for IT services by July Board meeting.

3.6 - Criminal Record Checks

A.Fedor has provided documentation of account to process CRC; check should be completed this week

ACTION – A.Fedor to provide CRC by June 16, 2025



4.0	Matters Arising – for Approval	Martyn O'Donnell
4.1 BINGO money to pay City of Medicine Hat A.Fedor requires a motion to use BINGO money to pay the May 2025 City of Medicine Hat bill MOTION – To use \$3682.40 of BINGO funds to pay for May 2025 City of Medicine Hat field expenses – A.Poll; carried		
5.0 40 minutes	Reports/Committee Updates	Martyn O'Donnell
5.1 – Executive Director - no formal report 5.2 – President – saved on Google Drive 5.3 – Treasurer - no formal report 5.4 – Technical Director – saved on Google Drive 5.5 – Community Soccer Programs – no formal reports Discussion regarding MHSA shed located at CHHS. MHSA previously gave Panthers Track permission to use the shed temporarily. Panthers is refusing to give the shed back to MHSA ACTION – H.Lehr to find historical emails and documentation showing MHSA ownership and provide this to Panthers program – due July Board meeting 5.6 – RASC Director – no formal report 5.7 – Tournament Committee – tournament has been cancelled. 5.8 – Bylaw Committee – continuing to work on Bylaw amendments and creation 5.9 – Disciplinary Committee – nothing to report		
6.0	Standing Discussion Items	Martyn O'Donnell



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30 minutes		
6.1 – Debt Reduction – AGLC, CRA, C of MH, Whitecaps etc No formal report 6.2 - Funds development A.Poll discussed SOARING grant opportunity through AHS that was shared with A.Fedor Discussion of the other granting opportunities that Airdrie accesses 6.3 - PR/Advertising/Social Media – no info provided 6.4 – Referees 13 new refs have been trained since last board meeting. All new refs are at a minimum 14 years old. 6.5– Coaches – no discussion 6.6 - Building Our Soccer Community – no discussion 6.7 - ASA updates – none provided		
7.0 10 minutes	MHSA Policy	Amanda Poll
7.1 – Policy update Policy deadline imposed May 12 (and revised May 29) is now expired. ACTION – A.Poll to begin sorting through policy and creating necessary documents to be passed by the Board		
8.0 60 minutes	New Business	Martyn O'Donnell
8.1 – Secretary Board Position		



M.Seelye resigned from the position effective June 2, 2025. The Board will appoint a new Secretary once one is found; this position will be held until membership vote at the next AGM

8.2 – Launch plan for Indoor Season/Evaluations – too much to discuss at this time

ACTION – Meeting to discuss launch plans July 8 7:00 – 9:00pm

8.3 – Cavalry Update – Discussed during Tech Report

8.4 – Standing meeting dates

MHSA Board Meetings will move to a standing meeting date of the 3rd Monday of each month 6:00pm - 9:00pm

All Board Reports must be saved into the Google Drive by the 2nd Monday of each month; with this standing deadline, there will no longer be a specific call for reports made.

8.6 – Soccer Fest - event will take place June 28; Board unaware of plans already made.

D.Welten and J. Robertson coordinated a meeting to complete some planning.

ACTION – D.Welten to follow up with A.Fedor about what planning has already been done.

9.0	In Camera (if required)	
10.0	Adjournment 8:50pm Next Meetings Board: The Board meets the 3rd Monday of Each Month @ MHSA 6:00pm • July 21 • August 18 • September 15 • October 20 • November 17	Martyn O'Donnell



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Executive:

Other:

July 8 @7:00pm MHSA – Indoor Season Launch Planning