



Medicine Hat Soccer Association - Board of Directors Meeting
MINUTES
 Monday, March 24, 2025
 6:00pm – 9:00pm
 MHSA Boardroom
 #101 533 2nd Street SE

MINUTES – March 24, 2025

Present	President Martyn O'Donnell, Vice President Amanda Poll, Past President Hught Lehr, Mini Director Justin Robertson, Minor Director Dave Welten, RASC Director Lacy McLachlan, Community Director Kaity Letwiniuk Treasurer Sanjay Grover (via Google Meet 6:30pm)
Regrets	Secretary Mel Seelye, Senior Director Bekah Stevenson
Absent	none
MHSA Staff	Executive Director Amanda Fedor, Administrative Assistant Jennifer Egeland
Guests	Yanela Benitez Benign (via Google Meet 6:30pm)

Item	Topic	Presenter
1.0	Call to Order - 6:04pm	Martyn O'Donnell
	1. Welcome 2. Regrets 3. Quorum 4. Additions to/Approval of Agenda	
MOTION to approve agenda - A. Poll; carried		
2.0	Approval of Minutes	Martyn O'Donnell
	1. Approval of Board Meeting Minutes – March 5, 2025	
MOTION to approve minutes - L. McLachlan; carried		
3.0	Matters Arising (Old Business) – For Discussion	
3.1 - RAMP - no update		



3.2 - AGLC - a progress report on the AGLC review of MHSA has been received by MHSA. AGLC notes a \$100 fine that is past due.

ACTION - A. Fedor will ensure a copy of the report is saved to Board Drive

ACTION - A. Fedor will look into past due fine and will pay fine if it is determined this was, in fact, not paid.

3.3 – Signing Authority Changes - necessary board members have been added to accounts.

A. Fedor updated group that all Casino/Bingo spending must be approved at board meetings and noted in meeting minutes.

3.4 - Fee Breakdown Document -

ACTION - A. Fedor to create draft document for May Board Meeting

3.5 - Office Renovations -

Renos are complete

Rent currently staying at \$1000/month

ACTION - A. Fedor to negotiate new carpet prior to signing new lease.

3.6 - Spring Registration - A. Fedor/J. Egland presented current registration numbers

3.7 - Tech Lead Contracts -

ACTION - A. Fedor to complete job descriptions for Tech 1 and Tech 2 positions.

Descriptions to be sent to M. O'Donnell week of April 7.

These positions will be posted and interested parties must apply and interview.

3.8 - Google Drive -

A. Fedor has negotiated with contract with Aaron Sheard to be the MHSA Google Admin for \$150/year.

Google Admin can only make significant changes to the MHSA Google Drive that are voted on and documented in board meeting minutes.

3.9 - Meeting Summary Videos – will look at doing videos like this once spring season has started

3.10 - Criminal Record Checks -



Medicine Hat Soccer Association - Board of Directors Meeting

MINUTES

Monday, March 24, 2025

6:00pm – 9:00pm

MHSA Boardroom

#101 533 2nd Street SE

ACTION - All board members and MHSA staff who have not submitted a recent criminal record check must do so by April board meeting

ACTION - J. England to forward volunteer letter to board members to access discounted rate for their check

4.0

Matters Arising – for Approval

4.1 - 2024-25 Budget – S.Grover and Y. Benitez Benigni presented 2024/25 Budget. **MOTION to approve budget as presented;** L.McLachlan – carried

5.0

Reports/Committee Updates

5.1 – Executive Director - no report submitted

5.2 – President - attached to minutes

5.3 – Treasurer – Budget sheet shared with board (included).

A.Fedor discussed proposal to the City of Medicine Hat to reduce amount MHSA owes, including penalties.

A.Fedor discussed lack of invoice from White Caps, even though it has been requested numerous times.

ACTION – A.Fedor to solicit some legal advice regarding length of time MHSA has been waiting for invoice, and what this means for the financial responsibility of MHSA accounts payable.

A.Fedor discussed CRA debt. MHSA is currently paying \$5000/month to clear debt.

ACTION – A.Fedor to get updated information from MNP for the amount still owing.

5.4 – Technical Director - attached to minutes

5.5 – Community Soccer Programs – no formal update.

School program to run April 28 - June 6; make up sessions happen the week of June 9, 2025



5.6 – RASC – no formal update.

RASC program to run May 5 - Aug 8

5.7 – Tournament Committee - no formal update

5.8 – Bylaw Committee – no formal update

5.9 – Disciplinary Committee – no formal update

6.0	Standing Discussion Items	
------------	----------------------------------	--

6.1 – Accolades – general discussion

6.2 – Transparency – general discussion

6.3 – Referees –

ACTION – L.McLachlan, K. Letwiniuk and J.Egland to work on Ref Pay Guide update for next meeting.

ACTION - A.Fedor to talk with Dean Studer about pay guide thoughts.

6.4 – Coaches - RASC program has enough coaches, Community program is short.

ACTION - J.Egland to send out communication to the schools to recruit some Community League coaches

Coaches and Player evaluation surveys have gone out

ACTION - M.O'Donnell and L.McLachlan to utilize Information to choose coaches for spring season and help to inform RASC evaluation process.

6.5- PR/Advertising/Social Media – **TABLED**

6.6- Fundraising/Sponsorship – looking into some grant possibilities

6.7- Debt Reduction – discussion during budget review

6.8- ASA updates – no formal report



Medicine Hat Soccer Association - Board of Directors Meeting

MINUTES

Monday, March 24, 2025

6:00pm – 9:00pm

MHSA Boardroom

#101 533 2nd Street SE

7.0	Policy Review	Martyn O'Donnell
7.1 - Review for approval – 1st draft of Code of Conduct & Confidentiality Policies – TABLED 7.2- Review Social Media Policy – TABLED 7.3- Policy choice for next meeting – Social Media Policy to be discussed at next meeting.		
8.0	New Business	
8.1 Meeting summary - Patrick Zimmerman – TABLED		
9.0	In Camera (if required)	
10.0	Adjournment – 9:12pm	Martyn O'Donnell
	Next Meetings - DTL Board: TBD Executive: April 3, 2025 Other Committees: April 12, 20215 - volunteers needed to meet for outdoor equipment prep	

Date of Board approval: April 17, 2025