Medicine Hat Soccer Association - Board of Directors Meeting
MINUTES
May 12, 2025
7:00 – 10:00pm
MHSA Boardroom - #101 533 2nd Street SE

MINUTES

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

Item	Topic	Presenter
1.0	**Call to Order** 1. Welcome 2. Regrets 3. Quorum 4. Additions to/Approval of Agenda	Martyn O'Donnell
MOTION to approve agenda – K. Letwiniuk; carried		
2.0	**Approval of Minutes** 1. Approval of Board Meeting Minutes – April 17, 2025	Martyn O'Donnell
MOTION to approve minutes – K. Letwiniuk; carried		
3.0 60 minutes	**Matters Arising (Old Business) – For Discussion**	Martyn O'Donnell

3.1 - RAMP - Community Coaches are happy with the app, allows them to communicate with their team/parents.
MHSA indicated that the system is slow – uploading information takes more time than what was anticipated.

3.2 - Fee Breakdown Document – A Fedor requests support from Treasurer to complete.
ACTION – A. Fedor to coordinate and work with Treasurer and will have document completed by September 1, 2025 in order to share with indoor season registration.

3.3 – Sponsorship Packages – Discussion re:different types of sponsorship options the MHSA requires, A.Fedor proposes a new approach splitting Jersey Sponsorship from other sponsorships
ACTION – A. Fedor to create 2 sponsorship packages 1)Jerseys and 2) other – complete by June 30
ACTION – A.Fedor to follow up with Scott Richter with City of Med Hat to finalize process for MHSA Naming Rights to fields, changerooms, clocks and indoor boards – complete by June 30
ACTION – M. O'Donnell to procure jersey samples - complete by June 30.

3.4 - Office Renovations/Lease Agreement – MHSA has no current lease agreement or renovations agreement for office. Currently paying $1200; was $1000/month prior to re-negotiations.
ACTION – A. Fedor to follow up with landlord to get a new agreement signed – complete by June board meeting

3.5 - Spring Season Launch update – discussed ideas for making next season smoother:

- Have RASC evaluations earlier allowing more time to organize prior to season starting
- Start the age groups on staggered weeks
- Have a 1-day event (over a few hours) prior to the season starting for players to come pick up jerseys, meet their coaches, ask questions, enter draws etc.

YSL League going well – Office has had very few families that did not make RASC ask for refunds, this change has kept families in the Community League.

3.6 - Tech Lead Contracts – Tech leads still have no contracts. A.Fedor wants feedback from ASA on contract examples to be used. Office needs MHSA Confidentiality Agreement updated to use with the techs.
ACTION – A.Poll will complete formatting updates needed to Confidentiality Agreement and save to Google Drive – complete by May 15
ACTION – A. Fedor to contact Lisa Grant at ASA to follow up on contract examples and learn necessity of ASA to see these contracts – compete by May 31, 2025
ACTION – A.Fedor to send Tech Leads emails outlining what would typically be in a contract – rate of pay, hours, expectations etc. – complete by May 16, 2025
ACTION – A.Fedor to draft email to MHSA Members announcing Tech Leads and explaining their roles – complete by May 16, 2025

3.7 - Google Drive – CPC Drive has been created – A.Fedor the only person with access to protect privacy. Board Drive has no MHSA Admin access. Payments email address has been set up with automatic deposit. Tournament email has been created.
Discussion of contract with Aaron regarding tech support. No contract in place at this time. There is an understanding of $100/month retainer and then MHSA will pay for work above and beyond. So far no invoices have been received by MHSA.
ACTION – A. Fedor to sign a contract outlining monthly rate, the kind of support this provides and ticket price for work that falls outside this monthly fee. – complete by June Board Meeting.

3.8 - Criminal Record Checks – checks were do by this meeting. All board members have completed this, some saved in Board Drive, some saved as coaches. H.Lehr unable to locate A.Fedor's criminal record check.
ACTION – A.Poll to have all board member criminal record checks saved on board drive – complete by June board meeting
ACTION – A.Fedor to submit new criminal record check to Board president by May 26

3.9 – Ref Pay Grid – Updates approved at last meeting completed during this meeting.

3.10 –Additional Office Admin Position - TABLED

4.0	**Matters Arising – for Approval**	Martyn O'Donnell
4.1 – Confidentiality Form **MOTION –** adopt the confidentiality form as presented with bullet point format changes. – L. McLachlan; carried		
5.0 35 minutes	**Reports/Committee Updates**	Martyn O'Donnell
5.1 – Executive Director - attached to minutes Board requests future reports be more detailed rather than just speaking points to support transparency for any member who may request to see reports or minutes. **ACTION** – A.Fedor to create a timeline to continue the improvement of registration and opening each new season. **5.2 – President** – attached to minutes **5.3 – Treasurer** – no formal report; next steps 2025/26 budget **5.4 – Technical Director** – attached to minutes **5.5 – Community Soccer Programs** – no formal update **5.6 – RASC Director –** no formal report **5.7 – Tournament Committee –** captured in ED Report **5.8 – Bylaw Committee** – no formal report; updates still in progress **5.9 – Disciplinary Committee** – no formal report. **ACTION** – A.Fedor to share confidentiality form once formatting changes have been updated.		
6.0 45 minutes	**Standing Discussion Items**	Martyn O'Donnell
6.1– Debt Reduction – AGLC, CRA, C of MH, Whitecaps etc – details in ED Report **ACTION** – A.Fedor to speak with legal support regarding White Caps invoice. Will provide update on conversation at June Board Meeting **6.2 - Fundraising/Sponsorship –** see action items above.		

6.3 - PR/Advertising/Social Media – tabled

6.4 – Referees – L.McLachlan has recruited some new refs interested in taking the course. Concerns raised about lack of referees available for July tournament.
ACTION- A.Fedor to book referee course
ACTION – A.Fedor to look into the cost of bringing in referees through ASA and provide details to board – complete by May 31

6.5– Coaches – YSL requires more coaches to be in attendance, too much work to leave it all to the tech leads.

6.6 - Building Our Soccer Community – discussion of RASC Multi-team bottle drive to be held May 24.

6.7 - ASA updates – none presented

7.0 10 minutes	**MHSA Policy**	Amanda Poll

7.1 – **Policy Retrieval Deadline –** Discussion around lack of central location for policy. Policy exists on the website and spread across different computers within the organization. Previous MHSA President currently provides policy to A.Fedor when needed. This prevents the organization from effectively carrying out MHSA business and limits ability to update policy.
MOTION – Any policy not located in the MHSA Google Drive, or on the MHSA Website by 5:00pm May 31 shall be considered redundant and non-existent to the organization. M.O'Donnell; carried

7.2 – Reviewing and Developing Working Policy
ACTION – A.Poll to email previous president to ask for any policies they may still have be emailed to Vice President to be added to the Google Drive.
ACTION – A.Poll to begin reviewing and organizing all policies dropped in Google to determine gaps in policy and need for revised policy.

8.0 10 minutes	**New Business**	Martyn O'Donnell
8.1 - RASC Handbook – has not been provided to RASC coaches; many questions coaches have would be answered with this document. A.Fedor has been working on it. Discussion – handbook to be updated as needed, it must be sent to coaches prior to season starting. ACTION – A.Fedor will send out handbook via email to RASC by May 16, 2025		
9.0	**In Camera (if required)**	
10.0	**Adjournment**	Martyn O'Donnell
	Next Meetings **Board:** June 9 @ 6:00pm **Executive:** **Other Committees:** • Bylaw standing meeting Tuesday @ 8:30pm	