



Medicine Hat Soccer Association - Board of Directors Meeting

MINUTES

September 15, 2025

6:00 – 9:00pm

MHSA Boardroom - #101 533 2nd Street SE

MINUTES

Present	Vice President Amanda Poll, Minor Director Dave Welten, Mini Director Justin Robertson ,RASC Director Lacy McLachlan Community Director Kaity Letwiniuk – via google meet President Martyn O'Donnell – via google meet @ 8:12pm
Regrets	Senior Director Bekah Stevenson; Treasurer Sanjay Grover
Absent	
MHSA Staff	Jennifer Eglad
Guests	

Item	Topic	Presenter
1.0 5 min	Call to Order - 6:05pm 1. Welcome 2. Regrets 3. Quorum 4. Additions to/Approval of Agenda	Amanda Poll
1.4 – MOTION to approve the agenda – K.Letwiniuk; carried		
2.0 5 min	Approval of Minutes 1. Approval of Board Meeting Minutes – July 21, 2025 2. Approval of Board Meeting Minutes - Aug 4, 2025	Amanda Poll
2.1 – MOTION to approve the minutes of July 21, 2025 - K.Letwiniuk; carried 2.2 – MOTION to approve the minutes of Aug 4, 2025 – D.Welten; carried		



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3.0 45 minutes	Matters Arising (Old Business) – For Discussion	Amanda Poll
3.1 - Fee Breakdown Document – tabled until September 2025 Tabled until October meeting 3.2 – Sponsorship Packages Verbal update provided by J.Egland – more details available in President’s report 3.3 - Office/Lease Agreement Landlord has yet to provide and agreement, has reduced rent back to \$1000/month due to no carpet being done. This is documented in an email to admin staff. 3.4 – Indoor Season Registration/Launch Update Admin staff will begin a manual waiting list as this will be easier to manage than in RAMP. 3.5 - MHYS YSL - Jerseys selection and payment Question asked about cost of Jerseys ordered – approx. \$4000. Office staff did obtain 3 quoted; ordering from China was almost half the price and provided shorts along with the jersey. Noted that the \$4000 was a higher price than the original China quote due to credit card issues and admin needing to order with rushed shipping to ensure start of season delivery. \$4000 surpasses MHSA policy of purchase without specific board approval.		
ACTION – going forward MHSA will ensure all procurement follows approved policy		
4.0	Matters Arising – for Approval	Amanda Poll
5.0 30 minutes	Reports/Committee Updates	Amanda Poll
5.1 – Executive Director – no report as ED is still on medical leave 5.2 – President – read on behalf of president 5.3 – Treasurer – no report, treasurer sent regrets 5.4 – Technical Director – verbal update 5.5 – Community Soccer Programs – verbal update		



5.6 – RASC Director – verbal update

5.7 – Tournament Committee

5.8 – Bylaw Committee – committee has paused due to scheduling conflicts over the summer months. Hoping to resume in October

5.9 – Disciplinary Committee – no report

ACTION – Remove agenda item 5.7 as there is no current or future tournament planned. Should MHSA begin to plan a tournament in the future, and ad hoc committee will again be formed and will report to the Board of Directors.

6.0

30 minutes

Standing Discussion Items

Amanda

Poll

6.1– Debt Reduction – AGLC, CRA, C of MH, Whitecaps etc

Discussed repayment plan option to put forward to the City of MH.

MHSA is waiting to get access to CRA to assess how much is still owed to CRA – funds that have been used to pay down CRA debt will be paused and re-directed to City Debt.

AGLC debt has been cleared, MHSA is now in good standing.

Still no communication from the Whitecaps.

6.2 - Funds development/Fund raising

With the AGLC account in good standing, MHSA has applied to be added back onto the Casino Waiting List.

Raffle Box 50/50 will be created for start of season

Discussion regarding Silver Buckle gift cards and Booster Juice Booklets – MHSA office will not coordinate these fundraisers in the future, Board noted that the admin time to organize and the potential for miss-management is too great. The return is not worth the cost. Individual teams are welcome to approach these local businesses to run their own team fundraisers.

6.3– Referees

Fall training is booked for Sept 22, 23, and 27 – these are all refresher courses.

MHSA is losing money on referees not fulfilling their online training obligations so therefore are not able to ref a game.

MHSA will look into interest to put on another session to train NEW referees.

6.4– Coaches

Still very short on coaches.



Discussion around better communication for when coaches sign up – Are we reaching out then? How do we keep coaches informed of the process?

6.5 - Cavalry Update – no update

6.6- ASA updates – no update

ACTION – L. McLachlan will create a waiting list for anyone interested in taking the full training course to help with future planning.

7.0 20 minutes	MHSA Policy	Amanda Poll
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No policy review

8.0 20 minutes	New Business	Amanda Poll
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8.1 – Removal of Jeff Vangen on credit card. Minutes to submit to bank

MOTION to remove Jeff Vangen from MHSA credit card and any MHSA financial accounts he may still be connected to – D.Welten; carried

8.2 - Adding Lacy as administrator on credit card

L.McLachlan abstained from the votes of agenda item 8.2

MOTION to add Lacy McLachlan as MHSA credit card administrator – M. O'Donnell; carried

MOTION to allow Lacy McLachlan full access to MHSA bank accounts – D.Welten;carried

8.3 - City contracts

MHSA will begin to do bulk bookings for field space to reduce admin costs for both MHSA and the City. Bulk bookings will happen in 2 parts – October-December; January – March. MHSA will assess effectiveness of this process for future years planning.

8.4 - Parent Surveys

Discussion around creating a parent survey that could go out in November. More discussion required.

8.5 - Ramp up day

Ramp Up Day is booked for Sunday October 5. J.Egland will create a google sheet with volunteer opportunities for Board members to sign up to help.

8.6 - Mens/Womens league planning



There is currently no coordinator for Mens League, if no coordinator is found, there will be no season as MHSA currently does not have capacity to take on this role.

Both Mens and Womens League athletes will need to register in RAMP
MHSA is redoing invoicing as review has shown a discrepancy between the two leagues and their invoicing costs from MHSA.

8.7- Building YSL teams

Maddy to connect with D.Welten and J.Robertson to get YSL teams organized.

8.8 - Communication for the board

It was brought to the Board's attention that MHSA Minutes have not been updated on the website since December 2024. MHSA office staff will work to upload minutes to the website once registration is complete.

8.9 - Bonuses/honorariums for office staff while ED is away

Discussion providing MHSA office staff with a financial bonus for the additional work and responsibilities taken on since the Executive Director went on Medical leave

L.McLachlan abstained from the votes of agenda item 8.9

MOTION to review MHSA financial position with Treasurer to determine what amount can be provided to admin staff as an honorarium for additional responsibilities taken on for the organization – M. O'Donnell; carried

9.0	In Camera (if required)	
10.0	Adjournment – 8:51pm	Amanda Poll
	Next Meetings Board: @ 6:00pm October 20th Executive: Other Committees:	