



MERIDIAN YOUTH SOCCER ASSOCIATION

2025 Annual
General Meeting

www.meridiansoccer.ca



Meridian Youth Soccer Association

Annual General Meeting – March 8, 2026

Date: March 8, 2026

Time: 7:00 p.m.

Location: Lakeland College – Gymnasium

1. Call to Order

- Welcome
- Confirmation of quorum

2. Approval of the Minutes of the 2023 Annual General Meeting

3. Approval of Agenda

- Call for any additions

3. Election of Officers

There are 4 available positions including President, Vice President, Treasurer and Secretary.

- Call for nominations President
- Call for nominations Vice President
- Call for nominations Treasurer
- Call for nominations Secretary

4. Transition of Chair

5. Reports

- **Past President Report**
- **Director of Player and Coaching Development (DPCD)**
- **Financial Review**
 - **Audited Financial Statements**
 - 2023-2024 Audited Financial Statements
 - 2024-2025 Audited Financial Statements
 - 2025-2026 budget to date
 - Appointment of Auditors for 2025-2026 to WLS LLP Lloydminster
 - New fees increase for the 2026 Outdoor Season

6. Amendments to the Bylaws & Policy Updates



7. New Business

8. Adjournment

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2025 Bylaw Amendments

Proposed amendments to the Meridian Soccer Bylaws to be considered at the Annual General Meeting on		
March 8, 2026		
Existing Article	Proposed Amendment	Rationale
<p>15.4 Terms of Office</p> <p>(a) All Executive Officers shall be elected for a two-year (2) term and shall be eligible for re-election.</p> <p>(b) Executive Officers that shall be voted in during even years shall be the President and Treasurer; odd years shall be the Vice President and Secretary.</p> <p>(c) When an Executive Seat has been vacated for whatever reason, and it is not the correct year to be voted on for a two-year term that year, a new executive member shall be voted into that position under a one-year term until that position is up for a full two year term at the following AGM.</p>	<p>15.4 Terms of Office (Amended)</p> <p>(a) All Executive Officers shall be elected for a two-year (2) term and shall be eligible for re-election.</p> <p>(b) Executive Officers that shall be voted in during even years shall be the President and Secretary; odd years shall be the Vice President and Treasurer.</p> <p>(c) When an Executive Seat has been vacated for whatever reason, and it is not the correct year to be voted on for a two-year term that year, a new executive member shall be voted into that position under a one-year term until that position is up for a full two year term at the following AGM.</p>	<p>This amendment improves executive succession planning and governance continuity by pairing leadership and documentation roles together (President & Secretary) and pairing financial oversight roles together (Vice President & Treasurer). This structure ensures balanced experience and reduces organizational risk during transition years.</p>

2025 Governance & Operational Policies Amendments

Proposed amendments to the Meridian Soccer Governance & Operational Policies to be considered at the Annual General Meeting on		
March 8, 2026		
Existing Article	Proposed Amendment	Rationale
<p>2.1.3 Composition and Structure of the Board of Directors</p> <p>a) The MYSA is made up of Executive Directors, Directors and Members at Large</p> <p>i. Executive Directors (Executive) – There are four Executive Members which are comprised of the President, Vice President, Secretary and Treasurer.</p>	<p>Executive Officers remain President, Vice President, Secretary and Treasurer.</p> <p>Signing Authority shall be held by the President, Vice President, and Secretary. The Treasurer shall not hold signing authority.</p>	<p>Clarifies structure but redefines functional roles to align with governance best practice.</p> <p>Aligns with separation of financial execution and financial oversight. Treasurer performs oversight and audit readiness — not daily transaction signing. Strengthens internal controls and reduces conflict of duties.</p>

<p>ii. Directors – There are six Board Members in which are comprised of Referee Director, Equipment Director (2), Fundraising and Events Director (2), Media and Advertising Director.</p> <p>iii. Member’s At Large – The MYSA Board allows five vacant members at large positions for individuals who wish to help were required.</p>		
<p>3.4 Role and Responsibilities of the Treasurer</p> <p>3.4.1 Role of the Treasurer</p> <p>a) They shall work closely with the President in providing, leadership and direction for the Association.</p> <p>3.4.2 Responsibilities of the Treasurer</p> <p>a) They shall carry out their duties and responsibilities as a Director and Officer of the Association.</p> <p>b) They shall be one of the individuals with signing authority for the association.</p> <p>c) Shall keep a record of all monies received and disbursed through MYSA accounts following accepted accounting practices.</p> <p>d) Shall provide updated financial statements at each board meeting.</p> <p>e) Shall provide recommendations for the annual budget and present to the Board for approval.</p> <p>f) Shall present at each Annual Meeting, a report of the year's operations duly examined and audited.</p> <p>g) To process bank deposits and manage payment of invoices on a weekly basis. h) To pay staff and referees on a monthly basis.</p>	<p>Treasurer role redefined as Financial Oversight Officer. Treasurer shall not hold signing authority.</p> <p>3.4 Role and Responsibilities of the Treasurer</p> <p>3.4.1 Role of the Treasurer</p> <p>a) They shall work closely with the President in providing, leadership and direction for the Association.</p> <p>3.4.2 Responsibilities of the Treasurer</p> <p>a) They shall carry out their duties and responsibilities as a Director and Officer of the Association.</p> <p>b) Shall provide updated financial statements at each board meeting.</p> <p>c) Shall provide recommendations for the annual budget and present to the Board for approval.</p> <p>d) Shall ensure audit readiness and coordination with the approved auditor</p> <p>e) Shall present at each Annual Meeting, a report of the year's operations duly examined and audited.</p> <p>f) Shall ensure financial risk management oversight</p>	<p>Separation of oversight and execution reduces risk. Moves Treasurer to fiduciary and audit readiness role rather than operational bookkeeping. Aligns with internal control best practice.</p>
<p>3.3 Role and Responsibilities of the Secretary</p>	<p>3.3 Role and Responsibilities of the Secretary</p>	<p>Communications oversight is reassigned to the Secretary to streamline Board structure and</p>

<p>3.3.1 Role of the Secretary</p> <p>a) They shall work closely with the President in providing, leadership and direction for the Association. b) They shall keep document records for the board and provide the information as required.</p> <p>3.3.2 Responsibilities of the Secretary</p> <p>a) They shall carry out their duties and responsibilities as a Director and Officer of the Association. b) They shall work with the President to prepare board meeting and AGM agenda's. c) They shall be one of the individuals with signing authority for the association.</p>	<p>3.3.1 Role of the Secretary</p> <p>a) They shall work closely with the President in providing leadership and direction for the Association. b) They shall maintain official records of the Board and ensure proper documentation of all governance decisions. c) They shall provide governance oversight of official communications to the membership and external stakeholders to ensure alignment with Board-approved policies and messaging.</p> <p>3.3.2 Responsibilities of the Secretary</p> <p>a) They shall carry out their duties and responsibilities as a Director and Officer of the Association. b) They shall work with the President to prepare Board meeting and AGM agendas. c) They shall serve as one of the Association's Signing Officers. d) They shall ensure that official notices, governance documents, policy updates, and AGM materials are communicated to the membership in accordance with the bylaws. e) They shall provide oversight to operational communications roles to ensure consistency with Board direction, while day-to-day communications execution remains the responsibility of staff or designated operational roles.</p>	<p>eliminate duplication of roles. This ensures governance-level accountability for official communications while operational execution remains with staff. The amendment clarifies accountability without expanding Board size.</p>
Director Role Amendments		
<p>c) Fundraising/Events Director (2)</p> <p>i. Shall organize and oversee the fundraising for MYSA. ii. Shall apply for the Lottery License on behalf of MYSA. iii. Shall assist with the distribution and collection of lottery tickets.</p>	<p>Fundraising Director (Strategic Oversight Role)</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Sponsorship strategy • Fundraising framework • Revenue sustainability planning • Execute approved fundraising events and 	<p>This separation:</p> <ul style="list-style-type: none"> • Distinguishes strategic fundraising planning from operational event delivery. • Improves financial oversight and internal controls.

<p>iv. Shall assist with the reconciliation of the tickets for the draw and coordinate the draw/presentation to the winner.</p> <p>v. Shall file the reports to the Lottery Board following the draw.</p> <p>vi. Shall seek out and assist with other fundraising opportunities as they arise and work with the Administrator to ensure adequate volunteers are available for fundraising opportunities.</p> <p>vii. Responsible for the financial management of fundraising activities and will work in cooperation with the Treasurer.</p> <p>viii. Will work in cooperation with the Treasurer to determine fundraising needs for the year.</p> <p>ix. Shall organize and oversee club events such as awards night, club BBQ's, etc.</p> <p>x. Shall perform other duties as shall be necessary for the good and welfare of the Association.</p>	<p style="text-align: center;">campaigns</p> <p>Events Director (Operational Execution Role)</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Executing approved events • Coordinating volunteers • Working with Administrator and Financial Controller 	<ul style="list-style-type: none"> • Reduces concentration of authority in a single role. • Aligns governance responsibilities (strategy and accountability) with operational execution. • Strengthens sponsorship sustainability and community engagement.
<p>d) Media/Advertising Director</p> <p>i. Shall work with the Head Coach, Administrator and Board to create media interest in MYSA.</p> <p>ii. Shall work with the local media to engage them in the events and activities of MYSA.</p> <p>iii. Shall submit articles/photos to the local media to promote MYSA programming, team success, player success, and member success (Head Coach, Referees, coaches, board members, etc.).</p> <p>iv. The media director will be an administrator on the MYSA Facebook and Twitter pages so that they can update and provide information in a timely manner.</p> <p>v. Shall be an administrator of the Club Website, ensuring it stays up to date.</p> <p>vi. Shall work with the Club Administrator to ensure that registration nights and other special events are advertised in an effective matter.</p>	<p>Remove the Media/Advertising Director position. Assign governance-level communications oversight to the Secretary. Operational communications execution will be managed by staff under Board-approved direction.</p>	<p>This amendment removes duplication within the Board structure and clarifies accountability for communications oversight. Governance-level responsibility for official communications, policy publication, and member notices will be assigned to the Secretary, while operational execution (website updates, social media posting, event promotion) will be managed by designated staff roles. This streamlines the Board, reduces overlap, and ensures communications remain aligned with Board-approved policies and documentation standards.</p>

<p>vii. Shall perform other duties as shall be necessary for the good and welfare of the Association.</p>		
<p>6.3 Technical Committee</p> <p>6.3.1 Composition and Eligibility</p> <p>a) Comprised of the President (or designate), Vice-President (or designate), MYSA Club Head Coach and the LRUSP Director.</p> <p>6.3.2 Role of the Committee</p> <p>a) To perform a yearly review of the Technical Manual and update it as required.</p> <p>6.3.3 Responsibilities of the Committee</p> <p>a) Review the MYSA Club Technical Manual.</p> <p>b) Update the manual as required.</p> <p>c) Provide the updated documents to the Club Admin to back up the manual on a server.</p> <p>6.3.4 Procedures</p> <p>a) A quorum shall be for all Committee voting members.</p> <p>b) All decisions shall be made by unanimous vote of the Committee.</p> <p>c) Meetings may be held by conference call.</p>	<p>6.3 Technical Committee</p> <p>6.3.1 Composition and Eligibility</p> <p>a) Comprised of the President (or designate), MYSA Club Head Coach and the LRUSP Director.</p> <p>6.3.2 Role of the Committee</p> <p>a) To perform a yearly review of the Technical Manual and update it as required.</p> <p>6.3.3 Responsibilities of the Committee</p> <p>a) Review the MYSA Club Technical Manual.</p> <p>b) Update the manual as required.</p> <p>c) Provide the updated documents to the Club Admin to back up the manual on a server.</p> <p>6.3.4 Procedures</p> <p>a) A quorum shall be for all Committee voting members.</p> <p>b) All decisions shall be made by unanimous vote of the Committee.</p> <p>c) Meetings may be held by conference call.</p>	<p>This amendment clarifies the separation between governance and technical programming. The Technical Committee remains operationally focused, with appropriate Board oversight through the President, while ensuring that executive roles such as the Vice President remain focused on governance, strategy, and continuity rather than direct program decision-making.</p>
	<p>Director of Governance & Compliance (Proposed – Board Level Oversight Role)</p> <p>Core Accountability:</p> <ul style="list-style-type: none"> • Safe Sport, SSA and CSA oversight requirements for coach compliance • Policy lifecycle management • Club licensing support <p>This role does not manage discipline cases directly.</p>	<p>Creates a governance-focused compliance role separate from operational staff.</p>
	<p>Travel Team Administrator (Proposed – Board Level Oversight Role)</p> <p>Core Accountability:</p>	<p>Operational execution delegated to staff.</p>

	<ul style="list-style-type: none"> • Coach compliance tracking • Tournament registration coordination with the Organizational Registrar, Head Coaches and Manager's • Budget overview reporting and assistance • Liaison between travel teams and administration 	
	<p>Recreation Administrator (Proposed – Board Level Oversight Role) Core Accountability:</p> <ul style="list-style-type: none"> • Coach compliance tracking • Assist with coach and volunteer recruitment • Communication alignment 	Operational execution delegated to staff.
<p>Operational Roles (Non-Board, Paid Staff)</p> <p>These roles are appointed under Operational Authority.</p>		
<p>4.4 Registrar and Fund Development</p> <p>Note: The title “Director of Player and Coaching Development” and acronym DPCD shall be used interchangeably throughout the document.</p> <p>Note: The title “Meridian Youth Soccer Association” and acronym MYSA shall be used interchangeably throughout the document.</p> <p>4.4.1 Roles and Responsibilities of the Registrar and Fund Development</p> <p>a) Registrar Role</p> <p>i. This position reports directly to the President, who is accountable to the Board.</p> <p>ii. The Registrar shall provide information about the registration</p>	<p>4.4 Organizational Registrar</p> <p>Note: The title “Director of Player and Coaching Development” and acronym DPCD shall be used interchangeably throughout the document.</p> <p>Note: The title “Meridian Youth Soccer Association” and acronym MYSA shall be used interchangeably throughout the document.</p> <p>4.4.1 Role of the Organizational Registrar</p> <p>a) The Organizational Registrar is a designated operational position responsible for the administration and coordination of player registration, membership data management, and registration-related compliance activities.</p>	<p>The current Registrar and Fund Development structure concentrates multiple operational and strategic responsibilities in a single role, creating overlap with Executive and financial oversight functions. The proposed restructuring distributes these responsibilities appropriately across governance and staff roles, improving sustainability, financial integrity, and organizational clarity.</p>

<p>database to the Director of Player and Coaching Development (DPCD) as required.</p> <p>iii. Collect, administer, registration and fundraising fees.</p> <p>iv. Provide the President with regular reports for inclusion in monthly reporting to the Board of Directors.</p> <p>v. Other ad-hoc tasks as directed by the President or requested by the DPCD.</p> <p>b) Fund Development</p> <p>i. Create a fully sustainable Board Approved Fund Development Model which will incorporate (at a minimum) the following events:</p> <p>a. A 50/50 Raffle for each Season.</p> <p>b. A major fund development event for each season.</p> <p>c. Development of a Sponsorship Plan and Package.</p> <p>d. Other potential Fund Development Initiatives.</p> <p>ii. Advertise, prepare, administrate and oversee all registration sessions for MYSA.</p> <p>iii. Apply for all grants as they are made available for the club.</p> <p>iv. Prepare reports as required and requested for MYSA to send them to SSA.</p> <p>c) Communications</p> <p>i. Communicate to the Membership, SSA and other stakeholders as required to perform your duties for the club on the Fund Development and Registrar Roles.</p> <p>ii. Communicate as requested to the Membership or Key Stakeholders as requested by the Club President and the DPCD.</p> <p>iii. Treat all players, parents, staff and board with integrity and respect.</p> <p>iv. Work with other staff.</p> <p>v. All player and parent information collected at registration is the property of</p>	<p>b) This position reports directly to the President and operates under the oversight of the Board of Directors.</p> <p>c) The Organizational Registrar shall work in collaboration with the Treasurer, Financial Controller, DPCD, and other designated Directors as required.</p> <p>4.4.2 Responsibilities of the Organizational Registrar</p> <p>a) Registration Administration</p> <p>i. Administer and oversee all seasonal registration processes for MYSA.</p> <p>ii. Maintain and manage the registration database (RAMP or designated system), ensuring accuracy and data integrity.</p> <p>iii. Coordinate and oversee registration sessions and related communications.</p> <p>iv. Collect and track registration fees in coordination with the Financial Controller and Treasurer.</p> <p>v. Provide regular registration reports to the President for inclusion in Board reporting.</p> <p>vi. Provide registration data to the DPCD as required for team formation and programming decisions.</p> <p>b) Compliance and Reporting</p> <p>i. Prepare and submit registration and membership reports as required by SSA and other governing bodies.</p> <p>ii. Ensure compliance with privacy standards and data protection policies.</p> <p>iii. Maintain accurate records of player and parent information.</p> <p>iv. Ensure that all player and parent information collected through registration remains the property of MYSA and shall not be used without Board authorization.</p> <p>c) Communications Related to Registration</p>	
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<p>MYSAs should not be used without the consent of MYSA.</p> <p>d) Budget</p> <p>i. Provide fiscally beneficial fund development options in order to assist MYSA in being economically efficient.</p> <p>ii. Work with the Treasurer and Club President in the budget planning to allow the club to grow and reach its financial and project goals.</p>	<p>i. Communicate registration-related information to members, SSA, and other stakeholders as required.</p> <p>ii. Work collaboratively with the Secretary (communications oversight) and designated staff to ensure consistent messaging.</p> <p>iii. Treat all players, parents, staff, and Board members with integrity and respect.</p> <p>d) Financial Coordination</p> <p>i. Work in cooperation with the Treasurer and Financial Controller to ensure accurate tracking of registration revenues.</p> <p>ii. Provide financial data as required to support budget development and seasonal planning.</p> <p>iii. Shall not hold signing authority unless specifically approved by Board resolution.</p> <p>4.4.3 Limitations</p> <p>a) The Organizational Registrar does not establish fundraising strategy, sponsorship models, or financial policy.</p> <p>b) Fundraising strategy and sponsorship planning are the responsibility of the Fundraising Director and the Board of Directors.</p> <p>c) Financial oversight, budgeting authority, and audit readiness remain under the responsibility of the Treasurer and the Board.</p>	
	<p>4.X Financial Controller</p> <p>4.X.1 Role of the Financial Controller</p> <p>a) The Financial Controller is a designated operational position responsible for the administration and execution of the Association's day-to-day financial transactions and accounting processes.</p>	<p>This amendment enhances financial governance by implementing separation of duties between operational financial administration and fiduciary oversight. The Financial Controller manages day-to-day accounting functions, while the Treasurer provides independent review, budget oversight, and audit coordination. This structure</p>

	<p>b) This position supports the financial operations of MYSA and operates under the financial oversight of the Treasurer and the Board of Directors.</p> <p>c) The Financial Controller does not hold governance authority and does not establish financial policy.</p> <p>d) The Financial Controller shall not hold signing authority unless specifically approved by Board resolution.</p> <p>4.X.2 Responsibilities of the Financial Controller</p> <p>a) Financial Administration</p> <p>i. Process and record all financial transactions in accordance with accepted accounting practices.</p> <p>ii. Perform journal entries and monthly reconciliations of all MYSA accounts.</p> <p>iii. Process accounts payable, including invoice payments, in accordance with approved authorization procedures.</p> <p>iv. Process payroll payments for staff, referees, and contractors as required.</p> <p>v. Maintain accurate and organized financial records to support transparency and audit readiness.</p> <p>b) Reporting and Documentation</p> <p>i. Prepare monthly financial summaries and reports for review by the Treasurer and Board.</p> <p>ii. Maintain supporting documentation for all financial transactions.</p> <p>iii. Assist in the preparation of financial documentation required for the annual independent audit or financial review.</p> <p>iv. Support grant reporting and lottery reporting documentation as required.</p> <p>c) Internal Controls</p>	<p>aligns with non-profit best practices and supports transparency, accountability, and sustainability.</p> <p>No single individual shall have sole control over financial authorization, execution, and reconciliation functions.</p>
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	<p>i. Ensure compliance with Board-approved financial policies and procedures.</p> <p>ii. Maintain appropriate segregation of duties between financial authorization, execution, and reconciliation.</p> <p>iii. Provide supporting documentation to the Treasurer to enable independent financial oversight.</p> <p>4.X.3 Reporting Structure</p> <p>a) The Financial Controller reports to the Treasurer for financial oversight matters.</p> <p>b) The Financial Controller shall work collaboratively with the President, Organizational Registrar, and Fundraising Director as required to ensure accurate financial coordination.</p> <p>4.X.4 Limitations</p> <p>a) The Financial Controller does not approve budgets or establish financial policy.</p> <p>b) The Financial Controller does not independently authorize expenditures outside of Board-approved procedures.</p> <p>c) Fiduciary responsibility remains with the Treasurer and the Board of Directors.</p>	
	<p>4.X Social Media Coordinator</p> <p>4.X.1 Role of the Social Media Coordinator</p> <p>a) The Social Media Coordinator is a designated operational position responsible for the execution and maintenance of the Association’s social media platforms and website updates.</p> <p>b) This position supports the communications and promotional needs of MYSA and operates under the governance oversight of the Secretary and direction of the President.</p>	<p>Separates communications oversight from operational execution, improves consistency, and reduces reputational risk.</p>



	<p>c) The Social Media Coordinator does not establish communications policy or strategic messaging frameworks.</p> <p>d) The Social Media Coordinator shall not hold governance authority or signing authority.</p> <p>4.X.2 Responsibilities of the Social Media Coordinator</p> <p>a) Social Media Administration</p> <p>i. Maintain and update official MYSAs social media platforms in accordance with Board-approved communications standards.</p> <p>ii. Post program announcements, registration reminders, event promotions, and club updates as directed.</p> <p>iii. Share approved content highlighting team, player, coach, and referee achievements.</p> <p>iv. Ensure timely and accurate dissemination of information to the membership.</p> <p>b) Website and Digital Presence</p> <p>i. Update and maintain the MYSAs website to ensure information remains current and accurate.</p> <p>ii. Coordinate with the Organizational Registrar to ensure registration information is accurate and accessible.</p> <p>iii. Ensure branding consistency across digital platforms.</p> <p>c) Communications Compliance</p> <p>i. Adhere to Board-approved communications policies and privacy standards.</p> <p>ii. Ensure no confidential player or member information is shared without authorization.</p> <p>iii. Refer sensitive or reputational matters to the President and Secretary prior to publication.</p> <p>4.X.3 Reporting Structure</p> <p>a) The Social Media Coordinator reports to the President for operational direction.</p>	
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	<p>b) The Social Media Coordinator operates under governance-level communications oversight from the Secretary.</p> <p>c) The Social Media Coordinator shall collaborate with the Club Administrator and relevant Directors to ensure consistent messaging.</p> <p>4.X.4 Limitations</p> <p>a) The Social Media Coordinator does not establish sponsorship messaging, financial announcements, or governance statements without Board approval.</p> <p>b) The Social Media Coordinator does not independently respond to disciplinary, legal, or reputational matters.</p> <p>c) Official governance communications remain the responsibility of the President and Secretary.</p>	
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