



Meridian Soccer Association

Information & Discussion Session – Volunteer Roles & Governance

Date: January 18, 2026

Time: 11:00 a.m.

Location: Lakeland College – Alan Markin Room

Note: This meeting was held for information and discussion purposes only. No decisions were made, and no motions were passed.

Attendees:

• Wendy Wagner	• Natasha Wobeser	• Jason Rindfliesch
• Dawn Janzen	• Tara Rindfliesch	• Bradi Carlin
• Brandi Welin	• Kris Welin	• Katherine Dubeau
• Lane Columbine	• Christine Columbine	• Janene Ulvild
• Ryan Armstrong	• Lisa Herle	• Peter Herle
• Aimee Lemive	• Cam Christian	• Taryn Brown
• Kerry Akerman	• Ziggy Funk	• Jane Snider
• Adam Waterman	• Michelle Rusteila	• Nicole Bandura
• Kristen MacDonald	• Andy Kostiuik	• Dan Smallhorn
• Beth Willment	• Isaac Heron	• Lindsay Heron
• Lori Longhurst	• Sheena Oliver	• Ashley Waterman
• Amanda Powell	• Ferg Powell	• Krista Arseneault
• Shawn Kasahl	• Sherry MacDonald	• Anika Rodinos
• Kim Clarke	• Keith Freeman	• Samuel Kromo
• Erin Campbell	• Sidra Mukhtar	• Chantelle Lefebvre
• Tara-Lynn Beznoska	• Kevin Wagner	• Jatinder Singh

1. Call to Order & Purpose of Meeting

The meeting was called to order at 11:03 a.m. by Wendy Wagner.

The Chair confirmed that this was an informal information session, not a Board meeting. No decisions were made, and no motions were passed.

The purpose of the meeting was to:



- Provide transparency on current club operations and governance needs
- Share proposed changes to Board, Director, and operational roles
- Seek volunteers and expressions of interest in advance of the upcoming AGM

2. AGM Timing & Financial Context

- The Annual General Meeting (AGM) is anticipated for late February or early March 2026.
- The AGM timing is dependent on completion of financial records.
- The Chair confirmed there are no concerns regarding missing funds, and that the delay is related to workload and completion timing.
- Completion of financial records and audit readiness is a requirement set by the Chair prior to holding the AGM.

3. Overview of Governance & Compliance Environment

An overview was provided on:

- Increased compliance requirements related to Safe Sport, SSA, and CSA
- Club obligations related to coach compliance, club licensing, and player safety
- The importance of distributing responsibilities to avoid volunteer burnout and improve retention

4. Proposed Executive Roles (Elected at AGM)

The following Executive Officer roles were outlined:

- President
- Vice President
- Secretary
- Treasurer

Additional proposal:

- Past President (non-voting advisory role) to provide continuity and mentorship



Key clarification:

- The Treasurer role would shift to financial oversight only, with day-to-day bookkeeping handled by a separate role.

5. Proposed Director Roles (Governance & Oversight)

Proposed Director roles discussed included:

- Director of Compliance & Governance
- Equipment Directors (two positions recommended)
- Referee Director (existing role)
- Media & Communications Director
- Fundraising Director
- Events Director
- Travel Team Administrator
- Recreation Administrator

These roles are intended to:

- Reduce workload concentration
- Improve clarity of responsibilities
- Support compliance and operational continuity

6. Proposed Operational (Non-Board) Roles

Operational roles discussed (appointed roles, some potentially paid):

- Club Administrator / Operations Coordinator
- Bookkeeper / Financial Controller
- Safe Sport & Compliance Officer
- Content / Website / Social Media Support (future consideration)

These roles would support:



- Registration administration
- Financial processing
- Compliance tracking
- Reporting requirements
- Communication
- Social Media

7. Club Licensing & Technical Structure

- Meridian Soccer received club licensing in December 2024.
- Licensing permits teams to travel outside the region and requires strict compliance.
- Technical decisions remain at arm's length from the Board and are managed by technical staff.
- All technical roles remain unchanged and continue as paid positions.

8. Volunteer Engagement & Transition Approach

Key points discussed:

- Volunteers may step into roles prior to the AGM to support transition and continuity.
- All Board and Director positions will be formally voted on at the AGM.
- Members were encouraged to volunteer based on skills and interests, not obligation.
- Delegation and sub-committees were emphasized as a best practice.

9. Communication & Next Steps

The following next steps were outlined:

- Meeting minutes to be posted on the Meridian Soccer website
- Distribution of a follow-up document outlining:
 - Proposed roles
 - Primary responsibilities



- Estimated time commitments
- Indication of paid vs. volunteer roles (where applicable)
- Ongoing communication to membership via email and website updates

10. Closing Remarks

The Chair reiterated:

- The importance of shared responsibility
- Commitment to supporting a smooth transition
- Appreciation to attendees for their time and engagement

The meeting adjourned at 12:53 p.m.