



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
Fax: 780 474 6300



ASA Board Minutes

February 25th, 2018

3:05pm – 3:25pm

Delta South Hotel

Edmonton, AB

February 25, 2018

In attendance:

Shaun Hammond, President

David Onderwater, Director-at-large

Jeannie Hawksworth, Rural Director

Danny Bowie, VP & Rural Director

Adam Berti, Director-at-large

Shaun Lowther, Executive Director

1. Call to Order

*M514 Motion: Call meeting to order
M/S/C*

Meeting was called to order at 3:05pm

2. Approval of Agenda

3. Approval of Minutes

a. N/A

4. Review of Action Items

a. N/A

5. Introductions

6. Timelines and locations

a. 2017 Meeting Schedule (ACTUAL)

i. February 25, 2017 (Edmonton)

ii. April 22, 2017 (Planning Meeting – Edmonton)

iii. June 24, 2017 (Calgary)

iv. September 9, 2017 (Edmonton)

v. November 4, 2017 (Planning Meeting – Red Deer)

vi. December 2, 2017 (Christmas Party)



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- vii. January 15, 2018 (CC – Audit Approval)

- b. 2018 Meeting Schedule (PROPOSED)
 - i. February 25, 2018 (Edmonton)
 - ii. April 21, 2018 (Calgary)
 - iii. June 23, 2018 (Edmonton)
 - iv. September 8, 2018 (Calgary)
 - v. November 3, 2018 (Planning Meeting – Red Deer)
 - vi. December 1, 2018 (Christmas Party)
 - vii. January 19, 2019 (CC – Audit Approval)

- 7. Harassment Officer

- 8. Committees
 - Operational**
 - a. Technical Committee
 - i. Chair – Jim Loughlin
 - ii. Board Liaison – Danny Bowie
 - iii. Board Liaison -
 - b. Referee Development
 - i. Chair – David O’Neill
 - ii. Board Liaison – Danny Bowie
 - iii. Board Liaison -
 - c. Competitions Committee
 - i. Chair – Darron Bunt
 - ii. Board Liaison – Danny Bowie
 - iii. Board Liaison -
 - d. Awards
 - i. Chair – Rachel Appels
 - ii. Staff – Shaun Lowther
 - iii. Staff – Tiana Squire
 - e. Business Development Committee
 - i. Chair - Lindsay-Anne Friere
 - ii. Board Liaison -
 - f. Development of Women in Soccer
 - i. Chair – Annette Cameron
 - ii. Board Liaison –
 - iii. Staff – Carmen Charron



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Governance

- g. Governance & By-Laws
 - i. Chair - David Onderwater
 - ii. Board Liaison –
 - iii. Staff – Shaun Lowther
- h. Strategic Plan
 - i. Board Liaison –
 - ii. Staff – Shaun Lowther
- i. Risk Management
 - i. Board Liaison –
 - ii. Staff – Shaun Lowther
- j. Finance
 - i. Director of Finance
 - ii. Board Liaison – Jeannie Hawksworth
 - iii. Board Liaison –
 - iv. Staff – Shaun Lowther

Independent/Judicial

- k. Appeals & Discipline
 - i. Off-field Chair – John Maher
 - ii. North Liaison – Henry Szewczyk
 - iii. South Liaison – Chris Goldring
 - iv. Staff Assisted - Rachel Appels
- l. Nominations
 - i. Chair – Robert Hayne
 - ii. Staff Assisted– Shaun Lowther
 - iii. Staff Assisted – Rachel Appels

9. New Business

- a. New Members
 - i. Code of Conduct – Conflict of Interest
 - ii. Criminal Record Check

10. Adjournment

M515 *Motion: To approve the agenda as presented.*
M/S/C



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3. Approval of Minutes

b. N/A

4. Review of Action Items

b. N/A

5. Introductions

New Directors

Director of Finance - Julie Beschell

Director at Large – Maureen Keough

Unable to attend the AGM due to Coaching Commitments.

A439 Action: Shaun Lowther to email/send 2017 Board Package and Orientation Manual to Julie Beschell and Maureen Keough by March 15, 2018

6. Timelines and locations

c. 2017 Meeting Schedule (ACTUAL)

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d. 2018 Meeting Schedule (PROPOSED)

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- vi. December 1, 2018 (Christmas Party)
- vii. January 19, 2019 (CC – Audit Approval)

A440 Action: Shaun Lowther to send out a memo to Rural Districts soliciting applications for the position of Rural Director for a 1 -year term which will become vacant on April 22, 2018 when Danny Bowie will resign as Rural Director



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A441 *Action: Shaun Lowther to investigate the possibility of reducing the AGM Weekend to 2 days rather than 3 days by being more efficient in delivery of workshops, use of a Parliamentarian for the AGM etc*

7. Harassment Officer

Jeanie Hawksworth to assume the role as the Harassment Officer on an interim/trial basis due to Sherri Thorsen stepping away from the Board.

8. Committees

Operational

- a. Technical Committee
 - i. Chair – Jim Loughlin
 - ii. Board Liaison – Danny Bowie
 - iii. Board Liaison -
- b. Referee Development
 - i. Chair – David O’Neill
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 - i. Chair – Darron Bunt
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 - i. Chair - Lindsay-Anne Friere
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- f. Development of Women in Soccer
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- g. Governance & By-Laws
 - i. Chair - David Onderwater
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- h. Strategic Plan
 - i. Chair – Adam Berti
 - ii. Board Liaison –
 - iii. Staff – Shaun Lowther
- i. Risk Management
 - i. Chair -
 - ii. Board Liaison –
 - iii. Staff – Shaun Lowther
- j. Finance
 - i. Chair – Julie Beschell
 - ii. Board Liaison – Jeannie Hawksworth
 - iii. Staff – Shaun Lowther

Independent/Judicial

- k. Appeals & Discipline
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 - iv. Staff Assisted - Rachel Appels
- l. Nominations
 - i. Chair – Robert Hayne
 - ii. Staff Assisted– Shaun Lowther
 - iii. Staff Assisted – Rachel Appels

A442 Action: Shaun Lowther to send out email asking BOD which committees they wish to sit on.

A443 Action: Shaun Lowther to contact Henry Szewczyk, Chris Goldring and John Maher to confirm their ongoing participation on Appeals & Discipline.

- 9. New Business
 - a. New Members
 - i. Code of Conduct – Conflict of Interest
 - ii. Criminal Record Check

A444 Action: Tammy McNutt to confirm Code of Conduct and Criminal Record Check status of Board Members.

M516 Motion: To adjourn the BOD Meeting



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M/S/C

10. Adjournment 3:25pm

Summary of Motions

M514 *Motion: Call meeting to order*
M/S/C

M515 *Motion: To approve the agenda as presented.*
M/S/C

M516 *Motion: To adjourn the BOD Meeting*
M/S/C

Summary of Actions

A439 *Action: Shaun Lowther to email/send 2017 Board Package and Orientation Manual to Julie Beschell and Maureen Keough by March 15, 2018*

A440 *Action: Shaun Lowther to send out a memo to Rural Districts soliciting applications for the position of Rural Director for a 1 -year term which will become vacant on April 22, 2018 when Danny Bowie will resign as Rural Director*

A441 *Action: Shaun Lowther to investigate the possibility of reducing the AGM Weekend to 2 days rather than 3 days by being more efficient in delivery of workshops, use of a Parliamentarian for the AGM etc*

A442 *Action: Shaun Lowther to email BOD in regard to which committees they wish to participate.*

A443 *Action: Shaun Lowther to contact Henry Szewczyk, Chris Goldring and John Maher to confirm their ongoing participation on Appeals & Discipline.*

A444 *Action: Tammy McNutt to confirm Code of Conduct and Criminal Record Check status of Board Members.*