



ASA Board Minutes

November 29, 2014

9:00 AM

Location: ASA Office (Edmonton)

Approved (December 22, 2014)

In attendance:

Ole Jacobsen, President

Ted Yoo, Vice President

Rob Zicarelli, Director-at-large²

Shaun Hammond, Director-at-large

Richard Adams, Executive Director

Sherri Thorsen, Director of Finance

Danny Bowie, 2nd Vice President

Chris Buchanan, Public Director

Malcolm Pritchard, Rural Director

Absent with Regrets:

Billy Dunlop, Director-at-large

Sharon Evens, Director-at-large

1. Call To Order

*M312 Motion: Call meeting order
M/S/C*

Meeting was called to order at 9:00 AM

2. Approval of Agenda

A. Committee Updates

- a. Judicial Committees
 - i. Nominations Committee
 - ii. Appeals & Discipline Committee
- b. Ad-Hoc Committees
 - i. Women's Committee
- c. Finance Committee
 - i. Year-end Financials (DRAFT)
 - ii. 2015 – 2016 Fee Structure
- d. Risk Management Committee
 - i. Terms of Reference
- e. Governance & By-laws
 - i. Modernization of By-Laws
 1. ASA v. SSA v. CSA
 - ii. AGM Recommendations

- f. Strategic Planning Committee
 - i. Terms of Reference
 - ii. 2016 – 2018 Update Timeline
 - g. Awards & Recognition
 - i. Nominations Update
 - h. Technical
 - i. Technical Director Report
 - i. Referee Development Committee Update
 - i. Referee Development Officer Report
 - 1. RAC Update
 - j. Competitions Committee
 - i. Competitions Coordinator Report
 - ii. AMSL
 - iii. 2017 Nationals Bids
 - 1. U14 Calgary
 - 2. U14 Lethbridge
 - 3. Masters / Classics EDSA
- B. New Business
- a. CIS Programs
 - b. Player Number Reporting for Annual Report
 - c. Staff Reviews

*M313 Motion: To approve the agenda as amended
M/S/C*

3. Approval of Previous Minutes

- A. June 6, 2014 ASA BOD Minutes

*M314 Motion: To approve the October 24, 2014 ASA BOD Minutes as amended..
M/S/C*

4. Review of Action Items

- A. TOR for Awards & Recognitions Committee (A295)
 - a. Change reference to award recipients from award winners.

*M315 Motion: To approve the Terms of Reference for the Awards & Recognition Committee as amended.
M/S/C*

- B. TOR for Finance Committee (A296)

*M316 Motion: To approve the Terms of Reference for the Strategic Committee as presented.
M/S/C*

5. Agenda

A. Committee Updates

a. Judicial Committees

i. Nominations Committee

1. To date no official nomination documents have been received but the committee has indicated there will be at least 1 candidate for each position and likely multiple candidates for a few positions. The deadline for submission of nominations is January 3, 2014 at 9:00 AM.

ii. Appeals & Discipline Committee

1. Currently in a testing phase to hold discipline hearings every 3rd week to lessen the burden on last minute calls to volunteers. The Discipline coordinator in the office is managing this via e-mail with good responses initially.
2. Minor amendments to the Governance Policy on Discipline and Appeals are being brought forward at the AGM following the discussion around referee intimidation and violence at the October planning meeting. The main focus of the changes is on the penalties for these offences and allowing for administrative support for the committee on discipline penalties, based on precedent or Discipline Committee review.

b. Ad-Hoc Committees

i. Women's Committee

1. Minutes from the November 5th meeting were reviewed. The committee continues to focus on the women's conference planned for the first weekend of FIFA WWC in June and on reviewing the status of current projects in refereeing and coaching.
2. Grants for the conference are being pursued and the Board of Directors suggested a further review of opportunities within the Alberta Sport Connection.

A297 Action: To research more grants through the Alberta Sport Connection for the Women's Committee conference and activities.

c. Finance Committee

i. Year-end Financials (DRAFT)

1. The year-end financials, in draft form, were reviewed by the Board of Directors. The overall results are within 2% of budget projections when accounting for the significant drop in player registration surrounding the U6 – U8 membership discussion.
2. The overall drop in revenue is due to the lack of a casino, change in multi-sport games cycles and player registration.
3. The audited statements will be available in mid-December for approval by the Board of Directors and distribution to the membership late in the calendar year.

ii. 2015 – 2016 Fee Structure

1. The Board of Directors has chosen to take the lead on the fee structure review in order to provide the fee structure committee a clear direction on the type of model desired by the membership. The Board of Directors will be presenting 4 distinct models during the AGM weekend for planning discussion and then voting during the AGM.
2. The four models are as follows;
 - a. Current model but with the removal of the new player fee and new team fee
 - b. Per Player Per Season split
 - c. Hybrid model with locked portion and per player per season split
 - d. Full locked model

M317 Motion: To present 4 potential fee models to the ASA membership during the AGM weekend and refer one model to the fee structure committee to work on in conjunction with the budgeting process for the 2015 – 2016 budget.
M/S/C

A298 Action: S. Thorsen & O. Jacobsen to prepare a fee structure presentation for the membership and update the fee structure committee on next steps.

d. Risk Management Committee

i. Terms of Reference

1. Statement 5 under purpose and authority will be split to show a review of risk factors annually and providing recommendations to mitigate risk as separate bullet points.

M318 Motion: To approve the Terms of Reference for the Risk Management committee as amended.
M/S/C

e. Governance & By-laws

i. Modernization of By-Laws

1. ASA v. SSA v. CSA

- a. A document comparing the current status of the ASA By-laws versus the Saskatchewan Soccer Association (SSA) and the CSA was prepared and is under review by the By-laws Committee

2. AGM Recommendations

- a. 2 small recommendations will come forward from the ASA for the AGM.
 - i. Robert's Rules of Order (Article III.1.a) updated to reflect current practice of recognizing the most current version at all times.

- ii. The duties of the Finance Director (Article IV.4.c) will be simplified to reflect the current practice and status of the full time accounting employees in the ASA.

- f. Strategic Planning Committee
 - i. Terms of Reference

*M319 Motion: To approve the Terms of Reference as presented.
M/S/C*

- ii. 2016 – 2018 Update Timeline
 - 1. The committee will be charged with reviewing the current status of the strategic plan and to look into adding 2 – 3 years to the end of the plan before the end of the 2015 fiscal year.

A299 Action: The strategic planning committee to publish 3 additional years onto the strategic plan by October 2015.

- 2. The Board of Directors recommended that the committee look at a 2 year environmental scan for the 2019 – 2020 years, if possible.

- g. Awards & Recognition
 - i. Nominations Update
 - 1. The deadline for award nominations is December 12, 2014. The number of nominations is low to date but there have been several members inquiring about how to nominate and the specific criteria for candidates.
 - 2. Award candidates will be distributed to the various committees and the Board of Directors for consideration during the week of December 15, 2014.
- h. Technical
 - i. Technical Director Report
 - 1. The TD report was reviewed by the Board of Directors and no significant action required from the update.
- i. Referee Development Committee Update
 - i. Referee Development Officer Report
 - 1. The Referee Development Officer Report was reviewed with no significant action required from the update.
 - 2. RAC Update
 - a. The Referee Affairs Committee in Calgary continues to change with the new structure in Calgary, no CSF. The ASA is comfortable with the changes around the operations of the committee and is comfortable with the current communication from the committee to the ASA.
- j. Competitions Committee
 - i. Competitions Coordinator Report

1. The Competitions Committee report was reviewed with no significant action required from the update.
- ii. AMSL
 1. The Board of Directors will wait until after the AMSL operations meeting in January to address any concerns that the league members may have with the current state of the league.
- iii. 2017 Nationals Bids
 1. U14 Calgary & U14 Lethbridge
 - a. The Board of Directors reviewed the two proposals and both candidates easily meet the minimum requirements outlined by the CSA. The Board of Directors will support the Calgary bid to the CSA as Lethbridge has hosted recently (2011 and 2013) at the youth level. The Board of Directors would recommend that Lethbridge come forward with a bid for 2018 or 2019 if they desire.

*M320 Motion: The Board of Directors to support the CMSA bid to host the CSA U14 Nationals in 2017.
M/S/C*

A300 Action: R. Adams to update the Lethbridge SA on the status of their bid for the U14 Nationals.

2. Masters / Classics EDSA
 - a. Forwarded to the CSA for approval in November 2014.

B. New Business

a. CIS Programs

- i. With the introduction of the “Junior Pandas” program in Edmonton and the current struggle for player release around U18 and senior nationals the Board of Directors would like to initiate a meeting with the key members affected (CUSA, CWSA, CMSA, Lethbridge, EDSA, EIYSA, EMSA) around methods to move forward with this relationship.
- ii. The Board of Directors sees University programs as a valuable tool in the future development of the sport through infrastructure and other resources but the development must come in partnership with Alberta Soccer and not in competition. Open communication between the groups exists within the ASA structure but the communication needs to extend to the ASA membership.

A301 Action: R. Adams to set-up an initial meeting to discuss the current state of CIS programming conflicts in the north and south by June 2015.

b. Player Number Reporting for Annual Report

c. EMSA Fee Request

- i. EMSA has requested that the condition of paying the new player fee for indoor players be waived for the 2014 – 2015 indoor season.

- ii. The ASA has applied this rule consistently for years and cannot provide a 1 time exemption, the request is denied.
- d. Staff Reviews¹

Note 1 Richard Adams left the room at 3:00 PM and returned at 3:25 PM.

- i. ED Review
 - 1. Discussion redacted for confidentiality reasons.

*M321 Motion: To approve the ED salary and bonus as presented.
M/S/C*

- ii. Staff Bonus
 - 1. Discussion redacted for confidentiality reasons.

*M322 Motion: To approve the staff bonus pool as amended.
M/S/C*

Note 1 Richard Adams left the room at 3:00 PM and returned at 3:15 PM.

5. Next Meeting

- A. ASA BOD
 - a. December 22, 2014 – CC
 - i. Audit approval
 - ii. Fee Structure Update

6. Adjournment

*M323 Motion: To adjourn the BOD Meeting
M/S/C*

Adjournment 3:30 PM

CATALOGUE OF MOTIONS

- M312 *Motion: Call meeting order*
M/S/C
- M313 *Motion: To approve the agenda as amended*
M/S/C
- M314 *Motion: To approve the October 24, 2014 ASA BOD Minutes as amended*
M/S/C
- M315 *Motion: To approve the Terms of Reference for the Awards & Recognition Committee as amended.*
M/S/C
- M316 *Motion: To approve the Terms of Reference for the Strategic Committee as presented.*
M/S/C
- M317 *Motion: To present 4 potential fee models to the ASA membership during the AGM weekend and refer one model to the fee structure committee to work on in conjunction with the budgeting process for the 2015 – 2016 budget.*
M/S/C
- M318 *Motion: To approve the Terms of Reference for the Risk Management committee as amended.*
M/S/C
- M319 *Motion: To approve the Terms of Reference as presented.*
M/S/C
- M320 *Motion: The Board of Directors to support the CMSA bid to host the CSA U14 Nationals in 2017.*
M/S/C
- M321 *Motion: To approve the ED salary and bonus as presented.*
M/S/C
- M322 *Motion: To approve the staff bonus pool as amended.*
M/S/C
- M323 *Motion: To adjourn the BOD Meeting*
M/S/C

CATALOGUE OF ACTION ITEMS

- A297 *Action: To research more grants through the Alberta Sport Connection for the Women's Committee conference and activities.*
- A298 *Action: S. Thorsen & O. Jacobsen to prepare a fee structure presentation for the membership and update the fee structure committee on next steps.*
- A299 *Action: The strategic planning committee to publish 3 additional years onto the strategic plan by October 2015.*
- A300 *Action: R. Adams to update the Lethbridge SA on the status of their bid for the U14 Nationals.*
- A301 *Action: R. Adams to set-up an initial meeting to discuss the current state of CIS programming conflicts in the north and south by June 2015.*

CATALOGUE OF NOTES

Note 1 *Richard Adams left the room at 3:00 PM and returned at 3:25 PM.*