



# 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

December 3, 2016

9:00 AM – 2:00 PM

Location: Alberta Soccer Office  
Edmonton, AB

### December 29, 2016 (Approved)

#### In attendance:

Sherri Thorsen, Vice President  
Wayne Dosman, Director of Finance  
Shaun Hammond, Director-at-large  
Jeannie Hawksworth, Rural Director

Ole Jacobsen, Past President  
Kathryn McNeil, Director-at-large<sup>2</sup>  
Jim Moore, Director-at-large<sup>1</sup>  
Richard Adams, Executive Director

#### Absent w/ Regrets:

Noreen Onofryszyn, Director-at-large

Danny Bowie, Rural Director

*Note 1*            *Note: Jim Moore entered the meeting at 9:15 AM*

*Note 2*            *Note: Kathryn McNeil left the meeting at 12:45 PM*

#### 1. Call to Order

---

*M445 Motion: Call meeting to order  
M/S/C*

Meeting was called to order at 9:00 AM

#### 2. Approval of Agenda

---

##### A. Committee Updates

- a. Judicial Committees
  - i. Discipline Committee
    1. Minimum Suspension Update
    2. Harassment Policy
  - ii. Nominations Committee
- b. Ad-Hoc Committee(s)
  - i. Code of Conduct Advisory Committee
- c. Strategic Committee
  - i. 2015 – 2016 Year in Review
- d. Finance Committee



**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



- i. Un-audited Financials
    - ii. Audit Update
    - iii. Membership Financials
    - iv. Financial Policy
  - e. Governance & By-laws
    - i. Policy Authorization
    - ii. Exemption to Rule 26
      - 1. Lakeland
  - f. Technical Development
    - i. Technical Director Report
    - ii. High Performance League / Standards Based League Update
  - g. Competitions Committee
    - i. Competitions Coordinator Report
    - ii. AMSL Update
  - h. Referee Development
    - i. Referee Officer Report
- B. Other Business
  - a. Alberta Soccer Logo
  - b. Staff Structure Strategy
  - c. Performance Review(s)

*M446 Motion: To approve the agenda as amended  
M/S/C*

### **3. Approval of Previous Minutes**

---

- A. November 5, 2016

*M447 Motion: To approve the November 5, 2016 ASA BOD Minutes as amended.  
M/S/C*

### **4. Review of Action Items**

---

- A. Director of Finance Job Description (A332)
  - a. The Board of Directors agreed that the role should be modified to reflect current practice where the role is oversight versus operational management of ASA financials.

*A388 Action: R. Adams and O. Jacobsen to draft a new role description for review by the Director of Finance and presentation at the AGM.*

*Note 1 Note: Jim Moore entered the meeting at 9:15 AM*



# 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



- B. Financial Assistance Webpage (A354)
  - a. The content of the page is ready and will be posted once the new website glitches have been fixed internally.
- C. District Membership Follow-up
  - a. The Board of Directors reviewed progress to date on the two outstanding districts in regards to U6 – U8 membership. Despite the efforts of the assigned board members there has not been any progress with the two districts and the Board of Directors agreed that an action in regards to their membership status is required.

*M448 Motion: To send a notice to members that have un-registered membership within the U6 – U8 category that registration will be mandatory for the 2017 outdoor season for all member clubs and towns. Lack of compliance will result in the loss of a minimum of 1 Provincial birth at all Provincials during the 2017 season.*  
M/S/C

*A389 Action: R. Adams and S. Thorsen to draft a letter for review by the Board of Directors associated with M448.*

- D. Rural All-star Competition (A382)
  - a. The Rural members will be meeting during the AGM weekend to put further consideration into a pilot event for Rural All-stars.

## 5. Agenda

---

- A. Committee Updates
  - a. Judicial Committees
    - i. Discipline Committee
      - 1. Minimum Suspension Update
        - a. Based on the feedback from the membership during the fall planning meeting updates will be made to the discipline code to enforce stricter minimum penalties and provide additional administration assistance in regards to precedent for penalties. The updates will be presented to the membership during the 2017 AGM.
      - 2. Harassment Policy
        - a. A deep review into the process has been completed by the off-field discipline chair. A more efficient process is the expectation of the update and the changes will be presented to the membership in the new year for consideration.
    - ii. Nominations Committee



**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



1. The committee is meeting every three weeks. To date only 1 official application has been received but there is significant interest throughout the province in the 4 positions. The deadline for applications is January 7, 2017.
- b. Ad-Hoc Committee(s)
  - i. Code of Conduct Advisory Committee
    1. The committee has created the following action items following the first meeting;
      - a. A motion to be presented to the membership associated with minimum expectations and acknowledgement of said behavior for the 2017 AGM.
      - b. The committee will research other meeting behavior documents in the sport, non-profit and business sectors to develop a minimum expectations document for ASA meetings.
      - c. A test training will be implemented following the 2017 AGM for the staff and board of directors of the ASA.
      - d. The board of director's code of conduct and conflict of interest documents will be reviewed and modified for application to committee members, contractors and instructors.
  - c. Strategic Committee
    - i. 2015 – 2016 Year in Review
      1. The 2015 – 2016 Strategic plan update was presented and further feedback sought ahead of presentation to the membership at the 2017 AGM.
  - d. Finance Committee
    - i. Audit Update
      1. Un-audited Financials
        - a. The results are projecting a surplus of \$185,000 which is above the projected budget result of a small deficit. The primary reason for the result is \$150,000 in additional player fees above the projected growth. Removing the \$150,000 fees brings the year end result within 3% of target.
        - b. The Board of Directors required further review of the IT project contract and whether that cost should be set-up as a lease rather than a straight expense. The auditor will review the contract to determine the status of the audit completion.
        - c. The Director of Finance and the finance committee have requested a meeting with the auditor ahead of the statement presentation to the Board of Directors. The meeting will be scheduled once the draft statements are available.
      - ii. Membership Financials



**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



1. The societies submissions for the 23 members were pulled via registries and show a significant majority of members in good standing and in good financial position. There are some members that are behind in their submission to registries. The Board of Directors agreed that a letter to members that are behind in their status should be sent to members annually.

*A390 Action: R. Adams to send a notice letter to any members that are behind in their Alberta Registries submissions.*

iii. Financial Policy

1. The financial policy composite document was submitted for consideration. The Board of Directors agreed that the mileage standards for staff vs. Board of Directors / Contractor/ Volunteers be updated to reflect the need for convenience over cost below 750 kms of driving.

*M449 Motion: To approve the financial policies composite as amended.  
M/S/C*

*A391 Action: R. Adams to update the Financial Policies document and distribute to the Board of Directors and staff.*

e. Governance & By-laws

i. Policy Authorization

1. The authorization framework was presented to the Board of Directors with the following amendments to the document.
  - a. Policies under the control of the Board of Directors or administration will become Codes or Standards.
  - b. The document will separate out Board Administration from Staff Administration for the purposes of presentation.
  - c. Human Resources manual will be Board approved.
  - d. Operational Plan will be ED approved
  - e. Air quality control will be ED approved

*M450 Motion: To approve the Policy Authorization framework as amended for presentation to the membership at the January 2017 AGM.  
M/S/C*

ii. Exemption to Rule 26

1. Lakeland

- a. A request was received to allow the U18 Cold Lake boys team to play in the men's league through the winter as no other U18



**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



boys teams were present in the district. The U18 boys team has 3 U16 boys on the team that require an exemption to stay on the U18 team.

*M451 Motion: To grant an exemption for the Cold Lake U18 boys team, with three underage players, to play in the Lakeland Men's League for the 2016 – 2017 indoor season.*

*M/S/C*

f. Technical Development

i. Technical Director Report

1. The TD report was accepted as presented with the following requests from the Board of Directors;
  - a. That further consideration be given to how the coaching development pathway is presented on the website and for further review of the certification / communication process with new coaches.

*A392 Action: S. Lowther to review the coaching pathway web page and review the certification and communication process for new coaches.*

ii. High Performance League / Standards Based League Update

1. In September 2016 the ED, TD and Board representatives met with EMSA, EIYSA and CMSA. There was little support from those three meetings for the concept presented. After meeting with the new Director of Development from CSA privately it was felt that he should come to Calgary and Edmonton to present some of the CSA vision on development and its relation to an HPL and/or standards based league. The meetings with CSA occurred on November 22 and 23 and were well received within both communities. Further meetings are now set with EIYSA, EMSA and CMSA leadership to move the project forward with additional support from EIYSA already provided. The TD will report back to the Board of Directors on progress in mid-January.

*A393 Action: S. Lowther to present a progress report to the Board of Directors in late January in relation to the standards based league implementation.*

g. Competitions Committee

i. Competitions Coordinator Report

1. The Competitions Coordinator Report was accepted as presented with no significant clarification requests.

ii. AMSL Update



# 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



1. Meetings were held with the AMSL teams in regards to the new structure. There were 9 teams in favor of the proposal, 5 against and 2 undecideds. The group in favor had some minor concerns about the roster logistics and timing with changes but were supportive of a 2-year trial. The proposal has been distributed to the Universities for their review but approval will not be required. The proposal will be brought forward to the AMSL teams for a final vote at the January meeting.
  2. No request has been made for a 9<sup>th</sup> team within the women's AMSL for 2017. The Board of Directors is not open, at this time, for accepting applications beyond 2016 for the 2017 season.
- h. Referee Development
- i. Referee Officer Report
    1. The Referee Development Officer Report was accepted as presented with no significant clarification requests.

*Note 2 Note: Kathryn McNeil left the meeting at 12:45 PM*

## B. Other Business

### a. Alberta Soccer Logo

- i. The Board of Directors liked New Option 3 with lower case letters as presented. Before proceeding further, a full timeline and cost analysis will be presented to the Board of Directors.

*A394 Action: R. Adams to prepare a timeline for implementation and cost analysis for adoption of a new logo.*

### b. Staff Structure Strategy

- i. The two-year staff structure strategy was presented to provide the Board of Directors the plan to cover an upcoming maternity leave and the change in staff structure associated with the IT project.

### c. Performance Review(s)<sup>3</sup>

- i. The ED review was presented by the ED review committee and discussed by the Board of Directors with recommendations for the 2016 – 2017 salary and 2015 – 2016 bonus presented.

*Note 3 Note: Richard Adams left the meeting for a portion of the review*

*M452 Motion: To approve the ED salary for 2016 – 2017 and the 2015 – 2016 bonus as presented.  
M/S/C*

## 6. Next Meeting

---





**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



- a. December 21, 2016
  - i. Conference Call for audit approval

## **7. Adjournment**

---

*M453 Motion: To adjourn the BOD Meeting*  
*M/S/C*

**Adjournment 2:20 PM**





# 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



## Catalogue of Motions

- M445 *Motion: Call meeting to order*  
M/S/C
- M446 *Motion: To approve the agenda as presented*  
M/S/C
- M447 *Motion: To approve the November 5, 2016 ASA BOD Minutes as amended*  
M/S/C
- M448 *Motion: To send a notice to members that have un-registered membership within the U6 – U8 category that registration will be mandatory for the 2017 outdoor season for all member clubs and towns. Lack of compliance will result in the loss of a minimum of 1 Provincial birth at all Provincials during the 2017 season.*  
M/S/C
- M449 *Motion: To approve the financial policies composite as amended.*  
M/S/C
- M450 *Motion: To approve the Policy Authorization framework as amended for presentation to the membership at the January 2017 AGM.*  
M/S/C
- M451 *Motion: To grant an exemption for the Cold Lake U18 boys team, with three underage players, to play in the Lakeland Men's League for the 2016 – 2017 indoor season.*  
M/S/C
- M452 *Motion: To approve the ED salary for 2016 – 2017 and the 2015 – 2016 bonus as presented.*  
M/S/C
- M453 *Motion: To adjourn the BOD Meeting*  
M/S/C



# 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



## Catalogue of Actions

- A388 *Action: R. Adams and O. Jacobsen to draft a new role description for review by the Director of Finance and presentation at the AGM.*
- A389 *Action: R. Adams and S. Thorsen to draft a letter for review by the Board of Directors associated with M448.*
- A390 *Action: R. Adams to send a notice letter to any members that are behind in their Alberta Registries submissions.*
- A391 *Action: R. Adams to update the Financial Policies document and distribute to the Board of Directors and staff.*
- A392 *Action: S. Lowther to review the coaching pathway web page and review the certification and communication process for new coaches.*
- A393 *Action: S. Lowther to present a progress report to the Board of Directors in late January in relation to the standards based league implementation.*
- A394 *Action: R. Adams to prepare a timeline for implementation and cost analysis for adoption of a new logo.*



**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



### Catalogue of Notes

- Note 1*            *Note: Jim Moore entered the meeting at 9:15 AM*
- Note 2*            *Note: Kathryn McNeil left the meeting at 12:45 PM*
- Note 3*            *Note: Richard Adams left the meeting for a portion of the review*