



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 AGM Minutes

January 23, 2016

9:00 AM

Location: Delta Edmonton South, Edmonton, AB

Approved (January 28, 2017)

In attendance Regular and Associate Members:

District 1	Sunny South	Paul Anwender
District 2	Medicine Hat	Nanette Newton
District 3	Lethbridge	Steve Dudas, Frank Spadavecchia
District 4	CMSA	Tony Wooster, Brenda Madge, Kevin Matieshin Daryl Leinweber, Allison Morgan
District 4	CUSA	Jessie Lail, Bill Malone (Life Member), Rajinder Uppal, Pearl Doupe
District 4	CWSA	Sandy Sangster, George Al-Haddad, Jacqueline Hertlein
District 5	CASA	Jeff Zacharias, Tammy Olson
District 6	Big Country	Ray Calvin, Mandy Longeway
District 8	EDSA	Mike Hackett, Brian Hagedorn, Mike Thome, Mike Troke
District 8	EMSA	Mario Charpentier, Kathy Droekse, Kevan Peterson, Jay Ruptash
District 8	EIYSA	Barrie White, Michelle Williamson
District 9	St. Albert	Tasha Oatway-Mclay
District 10	Tri-County	Fran Glenn, Diane Kopp, Bob Anderson
District 12	Lakeland	Steve Cupit, Kristy L'Hirondelle
District 13	Northwest Peace	Preben Bossen, Christine Donovan, John Kreiser
District 14	FMYSA	Bill Carr
District 15	Battle River	Craig Cooper
District 16	Sherwood Park	Dave Friesen, Debbie Ballam
District 18	Red Deer	Paul Morigeau, Ado Sarcevic
District 19	Canal Links	Patrick Romaniuk, Alanda Allum
Associate	Universities	Gord Franson

Absent Regular and Associate Members:

District 7	Foothills	District 11	NW Central
Associate	Alberta Colleges	Associate	FC Edmonton

In Attendance Life Members:

Life Member	Peter Hancock	Life Member	Peter McKenzie
Life Member	Adrian Newman	Life Member	Bill Malone



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In attendance ASA Staff and Board:

Glenn Montgomery, President
Ole Jacobsen, Past President
Danny Bowie, Rural Director
Shaun Hammond, Director-at-large

Ted Yoo, Vice President
Sherri Thorsen, Director of Finance
Jim Moore, Director-at-large
Rob Ziccarelli, Director-at-large

Richard Adams, Executive Director
Jim Loughlin, Manager of Coach Educ.
Khalid Abdu-Khalil, Lead Accountant
Carmen Charron, Programs Coordinator
Rachel Appels, Office Coordinator

Shaun Lowther, Technical Director
Vik Kaushal, Tech. Programs Coordinator
Tammy McNutt, Proj. & Acc. Coordinator
David O'Neill, Referee Dev. Officer
Lindsay-Anne Freire, Bus. Dev. & Comm.

In attendance Invited Guests:

District 7 Foothills
District 10 Tri-County
Board of Directors Nominee
Board of Directors Nominee
Board of Directors Nominee

Peter Mundy
Ivan Kopp
Kathryn McNeil
Wayne Dosman
Jeannie Hawksworth

1. Call To Order

- 1.1. Meeting was called to order at 9:04 a.m.

2. Roll Call

- 2.1. It was noted that quorum was achieved with 21 of 23 Regular Members in attendance and 1 of 3 Associate Members in attendance (details noted above).
- 2.2. President Montgomery made welcoming remarks and introduced life members and special guests in attendance.
- 2.3. A moment of silence was observed for those who have been involved in soccer in Alberta and have passed away during the year:
- 2.3.1. Cory Sock, Terry Boase, Peter Cade, Karl Martinek, Rick Harding, Randy Kott, Ken Mazurkewich, Henry Sattler

3. Approval of Voting Numbers

- M1 *Motion:* *To approve the 2015 – 2016 Fiscal Year Voting numbers as presented.*
 Motion: CMSA
 Seconded: CWSA



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Carried

M2 Motion: *To approve the 2016 AGM Voting Numbers as amended.*
Motion: Big Country
Seconded: CWSA
Carried

4. Approval of Agenda

1. Call to Order
2. Roll Call
3. Voting Numbers
4. Approval of Agenda
 - 4.1. Special Order for Beginning Elections
5. Approval of Minutes
 - 5.1. AGM – January 24, 2015
 - 5.2. Special Meeting – April 25, 2015
 - 5.3. Special Meeting – November 5, 2015
6. Business Arising out of Minutes
 - 6.1. Senior Fee Structure
7. Strategic Plan Review
 - 7.1. Strategic Plan Progress Report
 - 7.2. Strategic Plan 2016 - 2019
8. Financial Review
 - 8.1. 2014 – 2015 Audit Presentation
 - 8.1.1. Audited Statements
 - 8.1.2. Budget vs. Actuals Review
 - 8.2. Appointment of the 2015 – 2016 Auditors
 - 8.3. 2016 – 2017 Budget Plans
9. Amendments to Governance Documents
 - 9.1. By-law Amendment Proposals
 - 9.1.1. Article IV.1.e (ASA)
 - 9.1.2. Article II.1.b.ii (CMSA White Paper)
 - 9.2. Governance Policy Amendment Proposals
 - 9.2.1. Discipline & Appeals – Appendix C (ASA)
 - 9.3. Rules & Regulations Amendment Proposals
 - 9.3.1. Rule 27 (ASA)
 - 9.3.2. Rule 1.x.ii (CMSA White Paper)
10. Election of Officers
 - 10.1. Vice President
 - 10.1.1. Sherri Thorsen
 - 10.2. Director of Finance



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- 10.2.1. Wayne Dosman
- 10.3. Rural Director
 - 10.3.1. Jeannie Hawksworth
- 10.4. Director at Large
 - 10.4.1. Kathryn McNeil
 - 10.4.2. Rob Zicarelli
 - 10.4.3. Amanda Wang
- 11. New Business
 - 11.1. Life Membership Nominations
 - 11.1.1. Joanne Mazzurkewich
 - 11.1.2. Derek Douglas
 - 11.2. Central Registration
 - 11.3. Youth National Championships
- 12. Annual Report & Committee Question Period
- 13. Adjournment

M3 Motion: *To approve a special order that at 2:00 PM the elections will begin and be completed and then the meeting will continue with any remaining agenda items.*
Motion: CMSA
Seconded: NW Peace
Carried

M4 Motion: *To accept the nominations committee slate of candidates for election to the Board of Directors.*
Motion: St. Albert
Seconded: Red Deer
Carried

M5 Motion: *To accept the agenda as presented.*
Motion: Canal Links
Seconded: St. Albert
Carried

5. Approval of Minutes

5.1. Annual General Meeting Minutes – January 25, 2015

M6 Motion: *To approve the AGM minutes of January 25, 2015 as presented.*
Motion: EIYSA
Seconded: CMSA
Carried



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5.2. Special Meeting Minutes – April 25, 2015

- M7 Motion: To approve the Special Meeting minutes of April 25, 2015 as presented.
Motion: Big Country
Seconded: Lakeland
Carried

5.3. Special Meeting Minutes – November 5, 2015

- M8 Motion: To approve the Special Meeting minutes of November 5, 2015 as presented.
Motion: Tri-County
Seconded: FMYSA
Carried

6. Business Arising out of Minutes

6.1. Senior Fee Structure Review

- 6.1.1. The member was updated on the progress of the senior fee structure. Discussions are ongoing with the major adult members in Calgary and Edmonton along with consulting from the NWPSA and LSA.

7. Strategic Plan Review

7.1. Strategic Plan Progress Report (See Appendix C for additional details)

- 7.1.1. The strategic plan progress report was presented to the membership. Details of the objectives that have been achieved, are in progress or have not been achieved are found in Appendix C

7.2. Strategic Plan 2016 – 2019

- 7.2.1. Following the November planning meeting the final objectives, outcomes and Key Performance Indicators were presented to the membership. The final copy will be approved by the Board of Directors in March 2016 and published to the membership in April 2016.

8. Financial Review

8.1. 2015-2016 Audit Presentation

- 8.1.1. There was a year end surplus of \$300,000, exceeding the projection of a baseline \$0 budget. The primary reasons for the surplus were the late collection of membership



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fees and an increase in membership above the 2% projection. The year end results with the membership fee impact removed would have been \$55,000.

8.1.2. There was 1 misstatement that was corrected by the auditor caused by incorrect invoicing around provincial championships.

*M9 Motion: To accept the 2014-2015 audited financial statements as presented.
Motion: Sunny South
Seconded: CMSA
Carried*

8.2. Appointment of 2015-2016 Auditors

*M10 Motion: To approve KPMG as the auditors for the 2015 – 2016 fiscal year.
Motion: Canal Links
Seconded: Battle River
Carried*

8.3. 2016 – 2017 Budget Plans

8.3.1. The 2015 – 2016 ASA budget is under development right now and will be presented at the Spring Planning meeting. There are no planned increase in fees for the 2016 – 2017 fiscal year.

9. Amendments to Governance Documents

9.1. By-law Amendments

9.1.1. Article IV.1.e (ASA)

9.1.1.1. Article IV.1.e was instituted to transition the board structure through the 2014 – 2015 years and will not apply moving forward.

*M11 Motion: To delete Article IV.1.e
Motion: CUSA
Seconded: St. Albert
Carried*

9.1.2. Article II.1.b.ii (CMSA)

9.1.2.1. Rationale

9.1.2.1.1. The CMSA white paper package was presented as whole and included motions on Rule 1.x.ii (item 9.3.2) and a motion in regards to the status of EMSA and EIYSA within District 8. The rationale for the motions is that there remains uncertainty, as demonstrated by the application at the November special meeting, around membership applications. CMSA felt



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that a consistent structure amongst youth membership would improve the development structure. There was also a belief that future membership applications being supported by the district being sub-divided would improve relationships as the membership grows.

9.1.2.2. Addition of Article II.1.b.ii

9.1.2.2.1. Are supported in their application by the Regular Member currently covering this District Area of Membership.

*M12 Motion: The addition of Article II.1.b.ii as presented.
Motion: CMSA
Seconded: EMSA
Tabled (M13)*

*M13 Motion: To table the addition of Article II.1.b.ii until the 2017 AGM pending a review of the membership requirements and application process by the Governance & By-laws Committee.
Motion: EIYSA
Seconded: Sunny South
Carried*

9.1.2.3. Addition of Rule 1.x.ii

9.1.2.3.1. There can only be one (1) Regular Member administrating youth soccer in each District Area of the ASA.

*M14 Motion: The addition of Rule 1.x.ii as presented.
Motion: CMSA
Seconded: EMSA
Tabled (see M15)*

*M15 Motion: To table the addition of Rule 1.x.ii until the 2017 AGM pending a review of the membership requirements and application process by the Governance & By-laws Committee.
Motion: EIYSA
Seconded: Sunny South
Carried*

9.1.3. Grandfathering of EMSA – EIYSA to Rule 1.x.ii

9.1.3.1. That the EMSA and EIYSA be grandfathered with regards to rule 1.x.ii by that they engage in meaningful, mediated by an agreed upon third party if necessary, discussions around a merger prior to the 2017 ASA AGM.

9.1.3.1.1. This was agreed by the membership to be considered under action A1 below in the same context as Article II.1.b.ii and Rule 1.x.ii.



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A1 Action: *The Governance & By-laws committee to review membership requirements and present to the membership in January 2017 at the ASA AGM.*

9.2. Governance Policies

9.2.1. Discipline & Appeals – Appendix C (ASA)

9.2.1.1. Appendix C was presented to the membership with key changes to the discipline penalty guide, the definition of a match official and administrative decision making.

M16 Motion: *To amend Appendix C of the Governance Policy on Discipline & Appeals as presented.*
Motion: Lakeland
Seconded: Red Deer
Carried

9.3. Rules & Regulations

9.3.1. Rule 27 (ASA)

9.3.1.1. The ASA Board of Directors approved changes to Rule 27 to allow rural members to apply for exemptions around players younger than 16 years old playing in adult leagues during their Board meeting in November 2016. The rule must be ratified by 67% of the membership present. The new rule reads as follows;

Rule 27 – Minimum age for Adult (Senior) Soccer Eligibility

A. Any youth player must have attained his / her 16th birthday in order to become eligible to participate in adult league / exhibition games with the following exceptions;

1. Participation in the Alberta Major Soccer League (AMSL) which will be open age.
2. Rural Regular Members can apply for exemptions for approval by the Board of Directors.

M17 Motion: *To amend Rule 27 as presented.*
Motion: NWPSA
Seconded: Airdrie
Carried

9.3.2. Rule 1.x.ii (CMSA)

9.3.2.1. See Above section 9.2.1.3

9.4. Other Items



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9.4.1. The membership engaged in a discussion and asked that a moratorium be placed on membership applications pending the review of membership guidelines and applications under action item A1. This item was not on the current agenda so the rules had to be suspended in order to pass a motion of this nature.

*M18 Motion: To suspend the Rules of Order
Motion: EIYSA
Seconded: CWSA
Carried*

*M19 Motion: To place a moratorium on membership applications until 2017 ASA AGM.
Motion: CMSA
Seconded: EIYSA
Carried*

*M20 Motion: To cancel the action to suspend the Rules under motion M18
Motion: Big Country
Seconded: Sunny South
Carried*

A2 Action: That no new membership applications be accepted or considered until the 2017 ASA AGM.

10. Election of Officers

The membership requested that the status of Rob Zicarelli as a candidate be considered separate to motion M4 as his application was officially received late to the ASA office.

*M21 Motion: To accept Rob Zicarelli as a candidate for Director-at-large
Motion: Red Deer
Seconded: Tri-County
Carried*

10.1. Vice President (2-year term)
10.1.1. Sherri Thorsen

Sherri Thorsen was acclaimed Vice President

10.2. Director of Finance (2-year term)
10.2.1. Wayne Dosman



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Wayne Dosman was acclaimed Director of Finance

10.3. Rural Director (2-year term)

10.3.1. Jeannie Hawksworth

Jeannie Hawksworth was acclaimed Rural Director

10.4. Director-at-Large (2-year term)

10.4.1. Amanda Wang

10.4.2. Kathryn McNeil (Kevan Peterson observer)

10.4.3. Rob Ziccarelli

By majority vote, Kathryn McNeil was elected Director-at-large

*M22 Motion: To destroy the ballots for the Director-at-Large vote.
Motion: CMSA
Seconded: Airdrie
Carried*

11. New Business

11.1. Life Membership Nominations

11.1.1. Joanne Mazurkewich

*M23 Motion: To admit Joanne Mazurkewich as an ASA Life Member.
Motion: Big Country
Seconded: CMSA
Carried*

11.1.2. Derek Douglas

*M24 Motion: To admit Derek Douglas as an ASA Life Member.
Motion: CWSA
Second: Big Country
Carried*

11.2. Central Registration

11.2.1. The concept of central registration was presented to the membership with a core focus on membership privacy and the collection data points. A test group will be set-up for the 2016 outdoor season with a target of the 2017 outdoor season having all members on board. The cost of the system, including Provincial



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Championships, Player Development and Coach Development will be \$35,000 annually. Smaller towns or districts without a platform will be able to take advantage of offers from Goalline to stream line the communication with the centralized system. Provincial discipline will also be tracked by the system.

11.3. Youth National Championships

11.3.1. Canada Soccer has announced that the new nationals for youth will be played at U15 and U17. Alberta Soccer needs to consider the impact of these changes on the overall. Alberta Soccer will be calling out to host a meeting in Red Deer in early April, all members will be invited to discuss possible changes to the competitions system.

11.4. Women's Development Survey

11.4.1. The ASA and the membership will be lead by an independent administrator on a discussion around women's development, harassment and other issues in sport at the 2016 spring planning meeting.

11.5. Concussion Protocol and Policy

11.5.1. The Board of Directors approved the policy on January 22, 2016 and the ASA will be rolling out the details over the coming months. This will include distribution of concussion recognition pocket tools through your team packages, through coaching courses and to all referees in the province.

12. Annual Report and Committee Question Period

12.1. Important Upcoming Date Reminders

12.1.1. Spring Planning Meeting – April 22 – 23 (Calgary)

12.1.2. Fall Planning Meeting – November 4 – 5 (Red Deer)

12.1.3. 2017 Annual General Meeting – January 27 – 28 (Calgary)

13. Adjournment

M25 *Motion: To adjourn the meeting*
Motion: EMSA
Secoded: RDCSA
Carried

MEETING WAS ADJOURNED AT 11:55 AM



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APPENDIX A - Summary of Motions

- M1** *Motion:* *To approve the 2015 – 2016 Fiscal Year Voting numbers as presented.*
Motion: CMSA
Seconded: CWSA
Carried
- M2** *Motion:* *To approve the 2016 AGM Voting Numbers as amended.*
Motion: Big Country
Seconded: CWSA
Carried
- M3** *Motion:* *To approve a special order that at 2:00 PM the elections will begin and be completed and then the meeting will continue with any remaining agenda items.*
Motion: CMSA
Seconded: NW Peace
Carried
- M4** *Motion:* *To accept the nominations committee slate of candidates for election to the Board of Directors.*
Motion: St. Albert
Seconded: Red Deer
Carried
- M5** *Motion:* *To accept the agenda as presented.*
Motion: Canal Links
Seconded: St. Albert
Carried
- M6** *Motion:* *To approve the AGM minutes of January 25, 2015 as presented.*
Motion: EIYSA
Seconded: CMSA
Carried
- M7** *Motion:* *To approve the Special Meeting minutes of April 25, 2015 as presented.*
Motion: Big Country
Seconded: Lakeland
Carried
- M8** *Motion:* *To approve the Special Meeting minutes of November 5, 2015 as presented.*
Motion: Tri-County



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*Seconded: FMYSA
Carried*

- M9 Motion: To accept the 2014-2015 audited financial statements as presented.
Motion: Sunny South
Seconded: CMSA
Carried*
- M10 Motion: To approve KPMG as the auditors for the 2015 – 2016 fiscal year.
Motion: Canal Links
Seconded: Battle River
Carried*
- M11 Motion: To delete Article IV.1.e
Motion: CUSA
Seconded: St. Albert
Carried*
- M12 Motion: The addition of Article II.1.b.ii as presented.
Motion: CMSA
Seconded: EMSA
Tabled (M13)*
- M13 Motion: To table the addition of Article II.1.b.ii until the 2017 AGM pending a review of the membership requirements and application process by the Governance & By-laws Committee.
Motion: EIYSA
Seconded: Sunny South
Carried*
- M14 Motion: The addition of Rule 1.x.ii as presented.
Motion: CMSA
Seconded: EMSA
Tabled (see M15)*
- M15 Motion: To table the addition of Rule 1.x.ii until the 2017 AGM pending a review of the membership requirements and application process by the Governance & By-laws Committee.
Motion: EIYSA
Seconded: Sunny South
Carried*
- M16 Motion: To amend Appendix C of the Governance Policy on Discipline &*



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Appeals as presented.
Motion: Lakeland
Seconded: Red Deer
Carried

M17 Motion: To amend Rule 27 as presented.
Motion: NWPSA
Seconded: Airdrie
Carried

M18 Motion: To suspend the Rules of Order
Motion: EIYSA
Seconded: CWSA
Carried

M19 Motion: To place a moratorium on membership applications until 2017 ASA AGM.
Motion: CMSA
Seconded: EIYSA
Carried

M20 Motion: To cancel the action to suspend the Rules under motion M18
Motion: Big Country
Seconded: Sunny South
Carried

M21 Motion: To accept Rob Zicarelli as a candidate for Director-at-large
Motion: Red Deer
Seconded: Tri-County
Carried

M22 Motion: To destroy the ballots for the Director-at-Large vote.
Motion: CMSA
Seconded: Airdrie
Carried

M23 Motion: To admit Joanne Mazurkewich as an ASA Life Member.
Motion: Big Country
Seconded: CMSA
Carried



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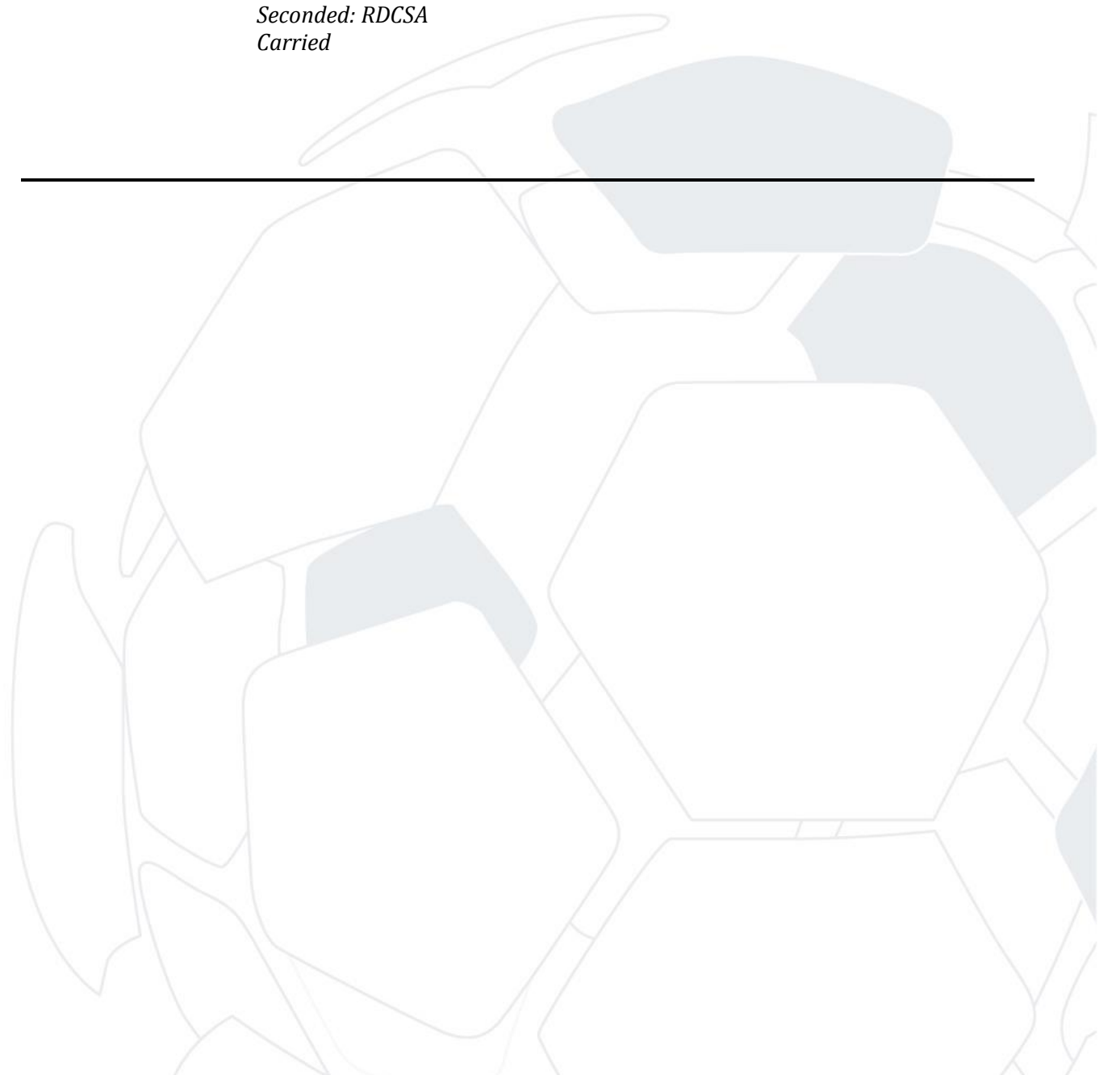
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M24 Motion: *To admit Derek Douglas as an ASA Life Member.*
Motion: CWSA
Second: Big Country
Carried

M25 Motion: *To adjourn the meeting*
Motion: EMSA
Seconded: RDCSA
Carried





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Appendix B – Summary of Action Items

A1 *Action:* *The Governance & By-laws committee to review membership requirements and present to the membership in January 2017 at the ASA AGM.*

A2 *Action:* *That no new membership applications be accepted or considered until the 2017 ASA AGM.*





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Appendix C – Strategic Plan Summary

Alberta Soccer Strategic Plan Summary Review 2014 – 2015

1. Governance & Leadership

Achieved

- Strategic Plan update presented to membership at planning meeting
- Operational plan in place for November 2014

In Progress

- Approval of Governance Policies
- Alignment with CSA By-laws

Not Achieved

- Modernization of ASA By-laws

Keys in 2015 – 2016

- CSA Code of Conduct Adopted
- Concussion Policy Adopted
- Improved Planning Meeting Structure with Administrators meeting

2. Financial Stability

Achieved

- Within 5% of Budgeted year-end results
- Exceeded partnership revenue by \$20,000

In Progress

- Variance analysis in the 2 quarters (3rd – 4th)

Not Achieved

- No Business Development Committee engagement



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Keys in 2015 – 2016

- Alignment of ASA Budget Processes with ACCPAC Systems
- Business Development Committee Engagement
- Fee Structure for Senior Members

3. Organizational Development & Partnerships

Achieved

- Board Orientation Manual
- Committee Orientation Manual

In Progress

- Planning meeting structure update in early stages, tested in Strategic Planning Session

Not Achieved

- Awards & Recognition Process Clarification
- Risk Management Best Practices Assessment

Keys in 2015 – 2016

- Administrators Planning Meeting
- Improved communication of internal membership information via Dropbox
- Risk Management Best Practices Assessment
- Awards & Recognition Committee Engagement

4. Image & Communications

Achieved

- Corporate Communication Strategy Reviewed
- Increased social media presence

In Progress

- Joint Member Logos with Alberta Soccer



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Not Achieved

- New ASA Tagline

Keys for 2015 – 2016

- New ASA tagline and simplified brand
- Central Registration Communication Platform

5. Operations

A. Technical

Achieved

- Districts visits impact increased almost 100%
- Sample sessions available for all NCCP trained coaches
- RPC programs fully operational and aligning with CSA standards

In Progress

- Published Coaching Pathway
- LTPD Player Pathway – CSA Alignment Frame

Not Achieved

- Grassroots & Elite Player Development calendar

Keys for 2015 – 2016

- Grassroots & Elite Player Development calendar
- LTPD Checklist published and assessments started at U6 – U8 – U10
- Increased Grassroots Festival Engagement
- Adult Player Development Opportunities

B. Referee

Achieved

- Upgrade pathway and timing reviewed / published



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- Review and publish new DRA qualifications
- Multi—night Entry Level offered, Calgary Refresher platform full implemented

In Progress

- Entry Level Registration up 9%, overall up 3%, retention stagnate

Not Achieved

- “Whole Referee” Defined

Keys for 2015 – 2016

- Long Term Referee Development Plan draft
- Increased DRA – District engagement in Mentorship
- Template Mentorship Program

C. Competitions

Achieved

- Centralized Rural Provincials
- Code of Conduct Implementation
- Hosting Senior Nationals

In Progress

- Improved Communication around youth provincials

Not Achieved

- Membership surveys on Provincials
- Competitions Committee / Provincial Rep Review Checklist

Keys in 2015 – 2016

- Outdoor Senior Provincials Format
- Youth Competition Format Review, including Festival format
- Review of tournament sanctioning alignment with LTPD