



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 BOD Meeting Minutes

Alberta Soccer Office
Edmonton, AB

December 2, 2017 (Approved)

In Attendance:

In Person

Shaun Hammond, President
Wayne Dosman, Director of Finance
Jeannie Hawksworth, Rural Director

Sherri Thorsen, Vice President
Danny Bowie, Rural Director
Shaun Lowther, Executive Director

By Teleconference

Adam Berti, Director-at-large

Noreen Onofryszyn, Public Director

Regrets

David Onderwater, Director-at-large

Kathryn McNeil, Director-at-large

1. Call to Order – 10:00 AM
M502 Motion Call Meeting To Order
M/S/C
Meeting was called to order at 10:00am
2. Approval of Agenda
3. Approval of Minutes
4. Review of Action Items
 - a. A418 – Standards Based League Implementation
 - b. A420 – District Liaison Contact Progress
 - i. Board Members need to reach out to their assigned districts
 - c. A425 – New Fee Structure
5. Committee Updates
 - a. Nominations Committee
 - i. Incumbent Board Members
 - b. Finance Committee
 - i. Audit Update
 - ii. Un-audited Financial Results



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



- iii. Price List
 - 1. Amendments due by February 1, 2018 to the membership
 - c. Governance & By-laws
 - i. Committee Update
 - ii. CSA Alignment
 - d. Code of Conduct Advisory Committee
 - i. Code of Conduct
 - 1. Next Steps
 - e. Risk Management
 - i. External Whistle Blower Policy
 - 1. Next Steps
 - f. Technical Committee
 - i. Technical Director Report
 - ii. Standards Based League Update
 - iii. Technical Department Structure
 - g. Competitions Committee
 - i. Competitions Coordinator Report
 - ii. Tier 1 to Nationals
 - 1. League Structure Update
 - h. Referee Development
 - i. Referee Development Report
 - 6. Other Business
 - a. Executive Director Transition
 - i. Update
 - b. Canada Soccer Toyota National Championships RFP
 - c. Responsible Coaching Movement
- M503 Motion to Approve the agenda as presented
M/S/C*
- 3. Approval of Minutes
- M504 Motion to Approve the November 4 2017 ASA BOD Minutes with an adjustment
in Call To Order of 4:30pm and an Adjournment of 6:00pm
M/S/C*
- 4. Review of Action Items
 - a. A418 – Standards Based League Implementation
Deferred to Agenda Item Technical Committee f. ii Standards Based League 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



- b. A420 – District Liaison Contact Progress
 - i. Board Members need to reach out to their assigned districts
 - ii. Not all districts have responded to requests by Board Members but will look to engage by January 15.
- c. A425 – New Fee Structure
 - i. The Membership was asked at the November SGM to provide volunteers to be active on a committee for input regarding the new Fee structure for U4 – U8 youth players. Staff/BOD have received no volunteers from the membership in this regard.
 - ii. Discussion ensued with the following highlights:
 - 1. Alberta Soccer leading by example by reducing fees for the younger age groups.
 - 2. The fee reduction may not have any impact on Parents Registration costs as it may be absorbed in to Club/District Programming.
 - 3. Alberta soccer is removed from the parents at this age group so representation on this committee should include a couple of Parent reps.

A433 Staff to reach out to CMSA, EMSA, NWC, Lakeland and 1 or 2 other districts. In addition, Staff to ask for 1 or 2 active parents in these U4 to U8 age groups to be included on the New Fee Structure committee.

5. Committee Updates

- a. Nominations Committee
 - i. Incumbent Board Members
 - 1. Not Returning – Sherri Thorsen, Noreen Onofryszyn
 - 2. Standing for Election – Wayne Dosman, Jeannie Hawksworth
 - 3. Unable to attend BOD meeting – Kathryn McNeil
 - ii. Skill Sets the Board is looking for:
 - 1. Professional Background – Lawyer, Not-for Profit Experience, Marketing/Communications Experience
 - 2. Traits Required – Willingness to be a part of a Governance Board rather than an Operational Board, Time Commitment to be engaged, Soccer background not essential (to bring differing perspectives).



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



A434 *Staff in conjunction with the Nominations committee to advertise to the non-soccer community such as "Volunteer Alberta" and other organizations, as well as the General Public.*

b. Finance Committee

i. Audit Update

1. The Audit opinion should be prepared for the board

A435 *S.Lowther to set-up a meeting between W. Dosman and the Auditors to discuss the Audit Action Plan.*

ii. Un-audited Financial Results

1. Unaudited Financial results were shared with the Board and adjustments are being made. Currently a deficit is projected with Membership Revenues lower and expenses higher than expected.

iii. Price List

1. Amendments due by February 1, 2018 to the membership
2. Costs are beginning to creep up in General and it is important that the organization looks at expenses and find ways to be more efficient.

A436 *W. Dosman and S.Lowther to complete a Line by Line Assessment upon completion of the Audited Financial Statements*

iv. Term Deposits

1. Discussion took place regarding current cash reserves.
2. Discussion regarding maturing Term Deposits.

M505 *Accounting to transfer \$200,000 from the current Chequing account in to a 30 day Term Deposit and roll-over the current 2 Term Deposits of \$400,000 each that mature in early January and early February in to two \$400,000 Term Deposits maturing at 12 months and 18 months at Servus Credit Union.*

M/S/C

c. Governance & By-laws

i. Committee Update

ii. CSA Alignment

1. Letter to CSA regarding an extension on the CSA Alignment on Code of Conduct & Discipline is on the next CSA Board meeting agenda.



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



- d. Code of Conduct Advisory Committee
 - i. Code of Conduct
 - 1. Next Steps
 - a. S. Thorsen and R. Adams continuing to re-work the Code of Conduct and will share with Staff for feedback from Members.
- e. Risk Management
 - i. External Whistle Blower Policy
 - 1. Next Steps
 - a. Shaun Hammond currently working with the CSA regarding an ombudsman in case of complaints against the Alberta Soccer President.
- f. Technical Committee
 - i. Technical Director Report
 - 1. The Technical Director report was accepted with no significant clarification required.
 - ii. Standards Based League Update
 - 1. A partially completed proposal from EIYSA & CMSA was presented.
 - iii. S. Lowther will work with the districts to author a final proposal to present to the board in the New Year. Previous timelines for implementation will need to be adjusted but the League will still begin operation in January 2019.
 - iv. Technical Department Structure
 - 1. A Technical Department structure was presented to the board which will result in cost savings to the Association.
- g. Competitions Committee
 - i. Competitions Coordinator Report
 - 1. The Competition Coordinator report was accepted with no significant clarification required.
 - ii. Tier 1 to Nationals
 - 1. League Structure Update
 - a. An EMSA and EIYSA Edmonton based U15 and U17 Tier 1 to Nationals League has been approved by both the EIYSA and EMSA boards. A finalized signed document is pending.
 - b. CMSA has been receptive to forming a Tier 1 to Nationals Calgary based League in Southern Alberta.



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



2. CSA Nationals Discussion:

- a. Feedback that Reps received from teams at Nationals was very similar in nature regardless of the age group.
- b. A Canada Soccer Webinar so that all Teams going to National Competition receive the same information.
- c. Tier 1 to Nationals Competition Rules alignment with Canada Soccer National Competition Rules.

A437 *Staff to generate a "Cheat Sheet" to assist all teams in preparations and to recommend to the Canada Soccer Competitions Committee that there should be a Canada Soccer Webinar prior to Nationals so that all Teams going to National Competition receive the same information.*

A438 *Staff to generate a report on the impact of aligning the Alberta Soccer Competition Rules to the Canada Soccer National Championship Competition Rules as closely as feasible.*

h. Referee Development

1. The Referee Development Officer report was accepted with no significant clarification required.

6. Other Business

a. Executive Director Transition

i. Update

1. Shaun Lowther has been retained as the new Executive Director.

b. Canada Soccer Toyota National Championships RFP

- i. RFP for the 2020 and 2021 Toyota National Championships was discussed. Staff to send the RFP to the membership.

c. Responsible Coaching Movement

- i. Discussion regarding the Coaching Association of Canada Initiative and the possibility of Canada Soccer rolling this out to the Provinces.
 1. A good initiative from a risk management perspective.
 2. Impact to the Alberta Soccer membership could be significant.
 3. Further discussion required with Canada Soccer.
 4. Discussion with the Alberta Soccer membership is required.

7. 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



i. January 15, 2018

1. Conference Call to Approve Audit

8. Adjournment

M506 *Motion: To adjourn the BOD Meeting*

M/S/C

Adjournment 1:52pm

Summary of Motions

M502 *Motion Call Meeting To Order*

M/S/C

Meeting was called to order at 10:00am

M503 *Motion to Approve the agenda as presented*

M/S/C

M504 *Motion to Approve the November 4 2017 ASA BOD Minutes with an adjustment in Call To Order of 4:30pm and an Adjournment of 6:00pm*

M/S/C

M505 *Accounting to transfer \$200,000 from the current Chequing account in to a 30 day Term Deposit and roll-over the current 2 Term Deposits of \$400,000 each that mature in early January and early February in to two \$400,000 Term Deposits maturing at 12 months and 18 months at Servus Credit Union.*

M/S/C

M506 *Motion: To adjourn the BOD Meeting*

M/S/C

Adjournment 1:52pm

Summary of Action Items

A433 *Staff to reach out to CMSA, EMSA, NWC, Lakeland and 1 or 2 other districts. In addition, Staff to ask for 1 or 2 active parents in these U4 to U8 age groups to be included on the New Fee Structure 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



- A434 *Staff in conjunction with the Nominations committee to advertise to the non-soccer community such as “Volunteer Alberta” and other organizations, as well as the General Public.*
- A435 *S.Lowther to set-up a meeting between W. Dosman and the Auditors to discuss the Audit Action Plan.*
- A436 *W. Dosman and S.Lowther to complete a Line by Line Assessment upon completion of the Audited Financial Statements*
- A437 *Staff to generate a “Cheat Sheet” to assist all teams in preparations and to recommend to the Canada Soccer Competitions Committee that there should be a Canada Soccer Webinar prior to Nationals so that all Teams going to National Competition receive the same information.*
- A438 *Staff to generate a report on the impact of aligning the Alberta Soccer Competition Rules to the Canada Soccer National Championship Competition Rules as closely as feasible.*