



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 Approved Minutes

Saturday May 12, 2018
10:00 AM – 4:00 PM

ASA Office,
9023-111 Avenue,
Edmonton AB T5B 0C3

In attendance:

Shaun Hammond, President
Julie Beschell, Director of Finance
David Onderwater, Director-at-large
Shaun Lowther, Executive Director

Danny Bowie, Vice President
Adam Berti, Director-at-large
Jeannie Hawksworth, Rural Director

Absent w/ Regrets:

Maureen Keough, Director-at-large

1. Call to Order

*M517 Motion: Call meeting to order
M/S/C*

Meeting was called to order at 10:00am

2. Approval of Agenda

3. Board Appointment of Directors

- a. Rural Director
 - i. Danny Bowie resignation
 - ii. Appointment
- b. Public Director
 - i. List of Candidates

4. Approval of Minutes

- a. January 15th, 2018
- b. February 25th, 2018

5. Review of Action Items



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6. Committee Updates & Reports

- a. Chairs & Members
 - i. Governance Committees
 - 1. Finance
 - 2. Governance & Bylaws
 - 3. Strategic Planning
 - 4. Risk Management
 - ii. Operational Committees
 - 1. Technical Development
 - 2. Referee Development
 - 3. Competitions
 - 4. Development of Women in Soccer
 - 5. Awards & Recognition
 - 6. Business Development
 - iii. Judicial Committees
 - 1. Appeals & Discipline Committee
 - a. Harassment Officers
 - b. Off-field Discipline Chair
 - c. North & South Liaisons
 - 2. Nominations Committee
 - iv. Ad-Hoc Committee(s)
 - 1. Code of Conduct Advisory Committee
 - 2. Membership Communications Committee
 - 3. Inter District Youth Player Committee
 - 4. Fee Structure Review Committee
- B. Committee Reports
 - a. Finance Committee
 - i. Finance Department Report
 - ii. 1st Quarter Financials
 - iii. 2nd Quarter Financials
 - iv. 2018 – 2019 Price List
 - v. Rules & Regulations on Membership Fees
 - vi. 2018 – 2019 Budget Timeline
 - b. Governance & By-laws
 - i. Societies Filing Update
 - ii. HR Manual



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- c. Technical Development
 - i. Technical Director Report
- d. Referee Development
 - i. Referee Development Report
 - ii. Terms of Reference
- e. Competitions Committee
 - i. Competitions Coordinator Report
 - ii. National Cheat Sheet
 - iii. Nationals Rules Comparison
- f. Development of Women in Soccer
 - i. 2018 Report
- g. Nominations Committee
 - i. 2018 Report
- h. Membership Communications Committee
- i. Inter District Youth Player Committee
- j. Fee Structure Review Committee

7. Other Business

- a. Canada Soccer AGM
 - i. Shaun Hammond Report
 - ii. Men's Excel Report
 - iii. Joint ED/TD Meeting Minutes
- b. Board Legal Advice
 - i. Volunteer

8. Next Meeting (s)

- a. June 23, 2018
 - i. ASA Office, Edmonton
- b. Tentative Availability
 - i. Updated Meeting Dates

9. Adjournment

*M518 Motion: To approve the Agenda as presented
M/S/C*

3. Board Appointment of Directors

- a. Rural Director
 - i. Danny Bowie resignation
 - ii. Appointment



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M519 *Motion: To appoint Kristina Segall from Medicine Hat to the vacant Rural Director at Large position.*

M/S/C

- b. Public Director
 - i. List of Candidates

A445 *Shaun Lowther to seek further candidates with one or two of the following skillsets/traits:*

Corporate Connection/Diverse Perspectives

4. Approval of Minutes

- a. January 15th, 2018
- b. February 25th, 2018

M520 *Motion to approve the January 15th, 2018 & February 25th, 2018 Minutes as presented.*

M/S/C

5. Review of Action Items

A395 - *Action: The finance committee to develop a plan for asset security for review by the Board of Directors*

Shaun Lowther to contact Richard Adams to determine details of this Action Item

A441 - *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*

Shaun Lowther to complete prior to June 23, 2018 meeting

6. Committee Updates & Reports

- a. Chairs & Members
 - i. Governance Committees
 - 1. Finance

Current Members – Julie Beschell (Chair), Jeannie Hawksworth, Tammy McNutt & Shaun Lowther

A446 – *Julie Beschell to contact other BOD to add at least 1 other person to the Finance Committee*

- 2. Governance & Bylaws

Current Members – David Onderwater (Chair), Ron Girvitz, Susan Cress, Scott Chen, Heather Bach, Lindsay-Anne Friere & Shaun Lowther

M521 – *Motion: To appoint Raj Uppal from Calgary to the Governance Committee*



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M/S/C

3. Strategic Planning

Current Members – Adam Berti (Chair), David Onderwater, Lindsay-Anne Friere & Shaun Lowther

A447 – Shaun Lowther to contact Sherri Thorsen to determine interest in sitting on the Strategic Planning Committee

4. Risk Management

Current Members – Vacant (Chair), Julie Beschell, Tammy McNutt & Shaun Lowther

A448 – Shaun Lowther to contact Kristina Segall to determine interest in Chairing the Risk Management Committee

ii. Operational Committees

1. Technical Development

Current Members – Jim Loughlin (Chair), Danny Bowie (Board Liaison), Dave Clarke, Jacquie Hertlein, Ross Ongaro, Franc Cioffi, Marco Azocar, Tomasz Janas, Leon Hapgood, John Clubb, Vikram Kaushal, Jordan Stewart,

2. Referee Development

Current Members – David O’Neill (Chair), Danny Bowie (Board Liaison), Laurie Hastings, Owen Procter, Garth Elgie, Stuart Murray, Wayne Telfer, Steve Papp, Mel Mottram, Ryan Devlin

3. Competitions

Current Members – Darron Bunt (Chair), Danny Bowie (Board Liaison), Maureen Keough (Board Liaison), Bill Malone, Ken Loudon, Connie Moldrup, Tasha Oatway-McLay, Joan Van Wolde, Mike Oliver, Rob Zicarelli, Tej Cheema, George Al-Haddad, Rachel Appels

4. Development of Women in Soccer

Current Members – Annette Cameron (Chair), Julie Beschell (Board Liaison), Andrea Procter, Pearl Doupe, Jacquie Hertlein, Alison Preston, Anne Speers, Kayla Wurzer, Ilsa Wong, Amanda Wang, Carmen Charron

5. Business Development

Current Members – Lindsay-Anne Friere (Chair), Adam Berti (Board Liaison)



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iii. Judicial Committees

1. Appeals & Discipline Committee

a. Harassment Officers

i. **Sherri Thorsen**

ii. **Vacant**

A449 – Shaun Lowther to contact Kristina Segall to determine interest in assuming role as harassment Officer for Southern Alberta

b. Off-field Discipline Chair

i. **John Maher**

c. North & South Liaisons

i. **North - Henry Szewczyk**

ii. **South – Chris Goldring**

d. Staff Support

i. **Rachel Appels**

ii. **Shaun Lowther**

2. Nominations Committee

Current Members – Robert Hayne (Chair), Debbie Ballam, Jay Ruptash, Angela Dias, Doug Ratke

Staff Support – Rachel Appels, Shaun Lowther

iv. Ad-Hoc Committee(s)

1. Code of Conduct Committee

Work Complete

2. Membership Communications Committee

Current Members – Lindsay-Anne Friere (Chair). Adam Berti (Staff Liaison)

3. Inter District Youth Player Committee

Current Members – Shaun Lowther (Chair), Vance Alexander, Tasha Oatway-McLay, Keith Furneux, Debbie Ballam, Susan Cress, Tammy Olson

4. Fee Structure Review Committee

Current Members – Julie Beschell (Chair), Tammy McNutt (Staff)

C. Committee Reports

a. Finance Committee

i. Finance Department Report

Discussion in relation to:

1. To make reporting more understandable



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2. Better understanding where we are in relation to the budget - Forecast to Close
 3. Presentation of fees (Referees, Technical, Competitions) to highlight their value
 - ii. 1st Quarter Financials
 - iii. 2nd Quarter Financials
 - On Target**
 - iv. 2018 – 2019 Price List
 - The 2017-18 Fees currently in effect**
 - v. Rules & Regulations on Membership Fees
“The Rules & Regulations on Membership Fees” is currently synonymous with the Alberta Soccer Price list (they are one and the same). Discussion ensued regarding presentation of a more comprehensive document.
 - vi. 2018 – 2019 Budget Timeline
 1. **Staff have prepared a draft budget**
 2. **Finance Committee to meet June 1st, 2018 to review and adjust**
 3. **Adjustments made by staff by June 15th, 2018**
 4. **Final Budget Review by Finance Committee**
 5. **Presentation of Budget to Board of Directors on June 26th, 2018**
- b. Governance & By-laws
- i. Societies Filing Update
Upon filing By-law changes with Societies there was an issue with the Alberta Soccer By-Laws - Dissolution Clause Article needs to be amended. The Governance Committee will be presenting a By-Law Change at the November AGM to address this issue.
 - ii. HR Manual
An updated HR manual was presented, highlighting changes in workplace legislation.
- M522 *Motion: To approve the updated ASA Employee HR Manual as amended.*
M/S/C
- c. Technical Development
- i. Technical Director Report
Technical Director report was accepted with discussion related to the Girls Goals Program. The Board was very supportive of the Girls Goals Program and disappointed that this initiative has been placed on hold due to the departure of the Grassroots Coordinator. The BOD would appreciate if this program can move forward soon (perhaps as an initiative of the Women’s Committee).



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- d. Referee Development
 - i. Referee Development Report
Referee Development Officer report accepted as presented with minimal discussion.
 - ii. Terms of Reference
An updated RDC Terms of Reference document was presented
- M523 *Motion: To approve the amended Referee Development Committee Terms of Reference as presented.*
- M/S/C
- e. Competitions Committee
 - i. Competitions Coordinator Report
Competitions Coordinator report accepted as presented with discussion on an overuse of staff for Provincial Competition. Can more volunteers be utilized to fill the required roles at competitions.
 - ii. National Cheat Sheet
A "Nationals Cheat Sheet" as per "Action Item A437" for teams attending was generated by the Competitions Coordinator. Board Members whom attended Nationals Competitions as a Provincial Rep. were appreciative of the Cheat Sheet presented but feel based upon feedback from attending teams that more work should be done to get to the finished article.
 - iii. Nationals Rules Comparison
Nationals to Provincials Rules Comparison was presented. The BOD accepted this comprehensive comparison and were very appreciative of the document.
 - f. Development of Women in Soccer
 - i. 2018 Report
The BOD accepted the Development of Women in Soccer report. The BOD would like to thank all members of the Committee for their ongoing work in the promotion of Women's Soccer at all levels of the game. The BOD particularly is very grateful for the work and effort that Carmen Charron has put forth to promote the "Development of Women in Soccer".
 - g. Nominations Committee
 - i. 2018 Report
The Board accepted the Nominations Committee Report as presented.
 - h. Membership Communications Committee
 - i. **Call went out to the Membership for Volunteers to sit on this committee.**



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- i. Inter District Youth Player Committee
 - i. **First meeting of the committee will be by Conference call on June 1st, 2018**
- j. Fee Structure Review Committee
 - i. A call for members to occur in June.

7. Other Business

- a. Canada Soccer AGM
 - i. Shaun Hammond Report
 - ii. Men's Excel Report
 - iii. Joint ED/TD Meeting Minutes
 - 1. **The Board reviewed documentation from the Canada Soccer AGM**
- b. Board Legal Advice
 - i. Volunteer
 - 1. **The Board accepted the offer by an Edmonton based Lawyer who will volunteer to offer advice to the board on legal matters**

8. Next Meeting (s)

- a. June 23, 2018
 - ii. ASA Office, Edmonton
- b. Tentative Availability
 - iii. Updated Meeting Dates

9. Adjournment

M524 Motion: To adjourn the BOD Meeting
M/S/C

Adjournment 1:59pm

Summary of Motions:

M517 Motion: Call meeting to order
M/S/C

Meeting was called to order at 10:00am

M518 Motion: To approve the Agenda as presented
M/S/C

M519 Motion: To appoint Kristina Segall from Medicine Hat to the vacant Rural Director at Large position.
M/S/C



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M520 *Motion: To approve the January 15th, 2018 & February 25th, 2018 Minutes as presented.*
M/S/C

M521 – *Motion: To appoint Raj Uppal from Calgary to the Governance Committee*
M/S/C

M522 *Motion: To approve the updated ASA Employee HR Manual as amended.*
M/S/C

M523 *Motion: To approve the amended Referee Development Committee Terms of Reference as presented.*
M/S/C

M524 *Motion: To adjourn the BOD Meeting*
M/S/C

Adjournment 1:59pm

Summary of Action Items

A445 - *Shaun Lowther to seek further BOD - Public Director candidates with one or two of the following skillsets/traits:*

Corporate Connection/Diverse Perspectives

A446 - *Julie Beschell to contact other BOD to add at least 1 other person to the Finance Committee*

A447 - *Shaun Lowther to contact Sherri Thorsen to determine interest in sitting on the Strategic Planning Committee*

A448 - *Shaun Lowther to contact Kristina Segall to determine interest in Chairing the Risk Management Committee*

A449 - *Shaun Lowther to contact Kristina Segall to determine interest in assuming role as harassment Officer for Southern Alberta*