



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

9023 111 Avenue
Edmonton, AB T5B 0C3

Ph: 780 474 2200
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ASA BOD APPROVED Minutes

Saturday September 14, 2019

9:00 AM – 2:00 PM

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

In Person Attendance:

Shaun Hammond, President
Julie Beschell, Director of Finance
Steve Cupit, Rural Director
Lonny Behm, Rural Director

Danny Bowie, Vice President
Maureen Keough, Director-at-large
Shaun Lowther, Executive Director

By Zoom Attendance:

Adam Berti, Director-at-large
Brad Antoniuk, Public Director

Phil Michailides, Director-at-large

1. Call to Order – 9:00am

M617 Motion: Call Meeting to order.
M/S/C

2. Approval of Agenda

3. Approval of Minutes

- a. June 26, 2019
- b. August 28, 2019

4. Review of Action Items

5. Committee Updates & Reports

Committee Reports

- a. Finance Committee
 - i. Finance Report
 - ii. Overtime Lieu Agreement
 - iii. Administration Human Resources Manual
- b. Governance & By-laws
 - i. Governance Report
 - 1. Bylaw Amendments
 - 2. Rules & Regulations Amendments
- c. Technical Development



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- i. Technical Report
- d. Competitions Committee
 - i. Competitions Report
 - ii. Nationals Provincial Reps
- e. Referee Development
 - i. Referee Development Report
 - ii. "Respect in Sport" card For Spectators
- f. Strategic Planning Committee
 - i. Strategic Planning
- g. Nominations Committee Chair – Approval

6. Other Business

- a. Special General Meeting October 25-26, 2019
- b. Newsletter
- c. All-State Soccer Show
- d. In-camera BOD Discussion

7. Next Meeting (s)

- a. October 26, 2019 - SGM

8. Adjournment

2. Approval of Agenda

Agenda Item "Budget/Program Analysis" was added to the Agenda as Point 5.A.iv

***M618 Motion: To approve the Agenda as Amended
M/S/C***

3. Approval of Minutes

- a. June 26, 2019
- b. August 28, 2019

***M619 Motion: To approve the June 26, 2019 & August 28, 2019 Minutes as amended.
M/S/C***

4. Review of Action Items

Action Items were reviewed by the BOD with no significant discussion.



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5. Committee Updates & Reports

Committee Reports

- a. Finance Committee
 - i. Finance Report

The Director of Finance presented the Finance Report to the BOD. Presently the Financial Performance is good with Projections suggesting that overall performance will be better than anticipated. Discussion regarding Term Investments resulted in the following Action Item.

- A479 Action: The Director of Operations & Accounting to re-invest the Term 2 Investment of \$200,000 (upon maturity on September 21), in to either a 12 month GIC or in to the ASA General Account dependent on the best rate of return.**

The BOD engaged in discussion regarding the present policy of Minimum Standards for Staff Background Checks. Currently the Minimum Standards in place call for a Vulnerable Sector Check be in place for each Staff Member regardless of position. This may be in contravention to Section 6.3.(3) of the Criminal Records Act.

- A480 Action: The Executive Director to seek advice from HR Downloads regarding the adjustment of Job Descriptions for all Staff to align with the relevant Legislation in relation to Vulnerable Sector Checks.**

Stack Sports recently purchased a new Registration Platform Product and will be migrating its Association Connect System on to this new & improved platform.

- A481 Action: The Risk Management Committee to be convened prior to the Fall SGM to discuss next steps with Stack Sports regarding the recent acquisition announcement.**

- ii. Overtime Lieu Agreement

With the change in legislation regarding Time in Lieu for overtime hours worked, a new Overtime Lieu Agreement has been drafted for Alberta Soccer Employees to reflect this change.

- iii. Administration Human Resources Manual

An updated ASA Human Resource Manual was presented to accommodate new Overtime Lieu Agreement Legislation.

- M620 Motion: To approve the amendment to the ASA Administration Human Resources Manual as presented.**

M/S/C



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iv. Budget/Program Efficiency

Shaun Hammond presented to the BOD the Program Efficiency Review that he has undertaken to address concerns raised by the Membership at the 2019 Annual General meeting. All expenses have already been broken down in relation to programming. Survey's will be distributed in the next two weeks to the Membership, Board of Directors and Staff to receive the following feedback:

- 1. Is the Program Relevant to the Strategic Plan?***
- 2. Is the Program Effective & Necessary?***
- 3. Is the Program Efficient?***

Upon completion of the Surveys, the results will be analysed with their alignment to the Strategic Plan, Alberta Sport Connect and Canada Soccer to determine the "value" of the Program.

M621 Motion: To approve the Finance Committee Report as Presented.
M/S/C

- b. Governance & By-laws
- i. Governance Report
 4. Bylaw Amendments

Chair of the Governance Committee presented the proposed By-law Amendments of the Governance Committee. The Board discussion around the proposed amendments focused on two areas of concern.

- If a director resigns the BOD to run for a different position, the BOD is of the opinion that there is an extra duty for the Director to give at least 6-8 week's notice prior to the election to allow Districts to identify candidates to run for the new open position.***
- Although the BOD agrees with the amendment on the introduction of Proposed Term Limits, they are concerned with the short term impact on the current BOD as the majority of the BOD are first term Directors.***

5. Rules & Regulations Amendments

Rules & Regulations Amendments are all related to Discipline and will be shared with the BOD for discussion and approval to present to the membership prior to the Special General Meeting.



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- c. Technical Development
 - i. Technical Report

The Technical Development Report was presented and resulted in discussion to ensure that moving forward, the report to include historical data comparison. No significant discussion occurred on the content of the report.

M622 Motion: To accept the Technical Development Report as Presented.
M/S/C

- d. Competitions Committee
 - i. Competitions Report

The Competitions Report was presented with no significant discussion. The BOD was informed that the Competitions Coordinator was able to facilitate the multiple Provincial Competitions with good organizational and public relation skills enabling Competitions to be well received by most teams and participants. The Youth Tier 1 to Nationals Competition was discussed. The attitude of parents and coaches was a concern and steps will need to be taken to address the discipline issues that occurred.

- ii. Nationals Provincial Reps

October 9-14, 2019

Jubilee/Challenge – St. Johns - Bill Malone
U15 Nationals – Edmonton – Shaun Lowther
U17 Nationals – Charlottetown – Phil Michilidies

September 19-22, 2019

Western Masters – Regina - Tej Cheema
Masters Women – Quebec – Jim Baker

M623 Motion: To accept the Competitions Report as Presented.
M/S/C

- e. Referee Development
 - i. Referee Development Report

The Referee development Report was present with no significant discussion.

- ii. “Respect in Sport” card For Spectators

A “Respect in Sport card” was presented to the BOD. This card and accompanying signage will be developed to use as a tool to help ease the “Abuse of Officials” by parents that has crept in to the sport.

M624 Motion: To accept the Referee Development Committee Report as Presented.
M/S/C



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- f. Strategic Planning Committee
i. Strategic Planning

Adam Berti provided a “Verbal Update” on the Strategic Plan. The Plan is complete and will be shared directly with the ASA Membership, posted on the ASA Website and by Social Media.

***M625 Motion: To accept the Strategic Planning Committee Report as Presented.
M/S/C***

- g. Nominations Committee
i. Nominations Committee Chair

***M626 Motion: To appoint Jay Ruptash to a second term as Chair of the ASA Board of Directors Nominations Committee.
M/S/C***

6. Other Business

- a. Special General Meeting October 25-26, 2019

The Tentative SGM Schedule of Events was presented to the BOD for Feedback.

The BOD is interested in developing a “Communications Booth/Table” at the SGM for the Membership to Ask Questions/Express Concerns/Provide Feedback outside of the formal Planning Meetings if they so desire.

The Women in Soccer meeting should include the following:

- ***Special Initiatives/Best Practices in ASA Districts***
- ***Female Board Member Retention***
- ***More Dynamic/Positive Information***

The Second General Assembly should be comprised of 3 – 30-minute dynamic presentations on the following 3 topics:

- ***CPL Presentation (If available)***
- ***Respect In Sport Implementation***
- ***Finance Committee Update – Central Registration, Financial Snapshot***

- b. Newsletter

The Newsletter to be distributed after September 15th, 2019 was presented for Feedback.



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c. All-State Soccer Show

The Allstate Soccer Show has approached Alberta Soccer regarding an opportunity to enter the Calgary market in 2nd Quarter 2020. After a successful 2019 pilot event in Toronto with Ontario Soccer as a Content Provider Partner, the Allstate Soccer Show is hoping to partner with Alberta Soccer for a test event in Western Canada. The Board advised the Executive Director to enter into a Discovery Phase with the All-State Soccer Show and report back to the Board with updates where appropriate.

d. In-camera BOD Discussion

7. Next Meeting (s)

b. October 26, 2019 - SGM

8. Adjournment - 1:00pm

***M627 Motion: To adjourn the meeting
M/S/C***

Summary of Motions:

***M617 Motion: Call Meeting to order
M/S/C***

***M618 Motion: To approve the Agenda as Amended
M/S/C***

***M619 Motion: To approve the June 26, 2019 & August 28, 2019 Minutes as amended.
M/S/C***

***M620 Motion: To approve the amendment to the ASA Administration Human Resources Manual as presented.
M/S/C***

***M621 Motion: To approve the Finance Committee Report as Presented.
M/S/C***

***M622 Motion: To accept the Technical Development Report as Presented.
M/S/C***

M623 Motion: To accept the Competitions Report as Presented.



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M/S/C

M624 Motion: To accept the Referee Development Committee Report as Presented.
M/S/C

M625 Motion: To accept the Strategic Planning Committee Report as Presented.
M/S/C

M626 Motion: To appoint Jay Ruptash to a second term as Chair of the ASA Board of Directors Nominations Committee.
M/S/C

M627 Motion: To adjourn the meeting
M/S/C

Summary of Actions:

A479 Action: The Director of Operations & Accounting to re-invest the Term 2 Investment of \$200,000 (upon maturity on September 21), in to either a 12 month GIC or in to the ASA General Account dependent on the best rate of return.

A480 Action: The Executive Director to seek advice from HR Downloads regarding the adjustment of Job Descriptions for all Staff to align with the relevant Legislation in relation to Vulnerable Sector Checks.

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