



**ALBERTA SOCCER ASSOCIATION**  
*The Governing Body of Soccer in Alberta*

11759 Groat Road  
Edmonton, AB T5M 3K6



**ASA Board Meeting Minutes**

September 24 & 25, 2022

Sheraton Eau Claire

Shaun Hammond – President

Maureen Keough – Vice President

Danny Bowie – Rural Director

Cheryl Humphrey – Guest Saturday

Junior Figueiredo – Director at Large Sunday

Lisa Grant – Executive Director

Nabeel Khudabux – Director at Large

Julie Beschell – Director of Finance

Catherine Ridgeway - Rural Director

Melissa Knox – Guest Saturday

Kevin Murray – Guest Saturday

**Mission** - Lead, govern and evolve.

**Vision**- A welcoming soccer community inspiring and empowering all.

**Values** – Courage Respect Innovation Integrity Cooperation Inclusion

**Saturday**

Good Governance Session – Cheryl Humphrey

EDII IDEALS – Melissa Knox

Barrett Values – Kevin Murray

**Action 651** – *ASA Executive Director to book another date to complete BoD training*

**Action 652** – *ASA Staff and BoD will be required to complete any sessions missed*

1. Call to Order at 9:05 am Sunday
2. Land Acknowledgement
3. Approval of the Agenda

**M894 Motion:** *To approve the Agenda with EDII project and BoD and Staff Concerns to first on the agenda and be in camera*

*M/S/C Unanimous*

4. Declaration of Conflict of Interest- none declared



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5. Approval of Minutes
  - a. June 25, 2022

**M895 Motion:** *To approve the June 25, 2022 Minutes as presented*  
*M/S/C Unanimous*

**M896 Motion:** *To move into in Camera*  
*M/S/C Unanimous*

**M897 Motion:** *To move out of in Camera*  
*M/S/C Unanimous*

6. Record of Electronic Board Resolutions
  - a. Strategic Plan
  - b. Representatives at Nationals
7. Review of Action Items
  - a. A580 - Search for a Public Director after the AGM once new Directors have completed the Skill Matrix
  - b. A597 - ASA Office to investigate more sponsorship opportunities
  - c. A604 - ASA draft a power point presentation for BoD to use when attending District visits
  - d. A614 - ASA ED to determine where excess funds are to be spent
  - e. A627 - ASA ED to look at variations of traditional planning meetings to be more productive
  - f. A629 - ASA BOD to discuss a strategy as to how to use this Legal Cost infographic

**Action 653** – *Communication Coordinator to create a “punchy” graphic to present at the AGM with the budget; illustrating the cost to Membership for legal issues*

- g. A631 - ASA President to draft a letter to Canada Soccer to express the concerns of the SQS role out

**Action 654** – *ASA Executive Director to circulate coaching proposal to ASA BoD*

- h. A635 - ASA ED and President will sign agreement with Canada Soccer and provide information to Canada Soccer as per the ASA AGM motion
    - i. A638 - Adam will present an IT session at ASA Planning Meeting



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- j. A640 - Provide IT education on watch.albertassoccer.com and circulated on a regular basis to Membership
- k. A644 - Maureen and Lisa will provide priorities of governance review next steps
- l. A646 - Finance Committee to bring a recommendation to the ASA BoD on an investment proposal
- m. A647 - ASA Executive Director to draft and investment policy for ASA
- n. A648- Committee working on discipline rules to provide the ASA BoD an opinion on posting discipline information on web site
- o. A649- ASA EDII Committee to investigate gender neutral language training

8. Committee Updates and Operational Reports

- a. Finance Report
  - i. September Finance Report

**M898 Motion:** *To accept the Finance report as presented*  
*M/S/C Unanimous*

- ii. 2022-2023 Budget Memo  
2022-2023 Budget Spreadsheet
- iii. Program fee Schedule

**M899 Motion:** *To accept the 2022-2023 budget as presented*  
**TABLED** to consider AYSL

**M900 Motion:** *To accept the 2022-2023 Program Fee Schedule as presented*  
*M/S/C Unanimous*

- b. Risk Management
  - i. Discipline
    - 1. Legal opinion on posting discipline

**Action 655** – *ASA committee to be formed with membership from Referee, Coach, Competition and Marketing person to develop an incentive program for excellence in behaviour*

**Action 656** – *ASA Executive Director to gather discipline stats to determine the variance in CUSA discipline vs other Districts*



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**Action 657** – ASA to develop a communication plan to highlight best practices and behaviours

**Action 658**- ASA Executive Director to inquire with other MA's if they post Discipline publicly and clarify details provided

**M901 Motion:** ASA to post ASA Discipline publicly to include District, Division, Tier, Charges, Team Name, Role, and Discipline decision/Sanctions  
M/S/C Unanimous

**Action 659** – ASA to communicate to Districts at the planning meeting that ASA Discipline will be posted publicly to include District, Division, Tier, chares, Team Name, Role, and Discipline Decision/Sanctions

**Action 660** – Communication coordinator to create a graphic for the planning meeting illustrating the amount of discipline per District

**Action 661** – ASA Executive Director to add the increase of Discipline to the Risk register

- ii. Legal Threats
  - 1. Ludwig
  - 2. Dmytriw
- iii. Committee Update
  - 1. Risk Register

**Action 662** – ASA Executive Director to add date to risk register to track edits

- 2. Risk Assessment

**Action 663** – ASA Executive Director to email Risk Assessment to BoD as link does not work

- 3. Insurance

- c. Governance and Bylaws Committee
  - i. Committee Update

**Action 664** – ASA Executive Director to email BoD proposed voting structures which is to be kept confidential

- ii. EDII Committee Update



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**Action 665** – *Dimensions of Diversity to be shared with EDII committee who will set priorities and goals for the next year*

**Action 666** – *EDII ToR to be rewritten*

**Action 667** – *New call for EDII membership to be sent publically once the priorities are determined*

iii. Rule of Two

**M902 Motion:** *To accept the Rule of Two as presented*  
*M/S/C Unanimous*

- d. Strategic Planning
  - i. Committee Update
- e. Central Registration
  - i. Committee Update
    - 1. CSA -
- f. Nominations Committee
  - i. Update -Public Director
- g. Operations Summary – consent items
  - i. Competitions
  - ii. Communication Report
  - iii. Referee Update
  - iv. Technical Update

**Action 668** – *ASA Executive Director to add this gap in training to the risk register*

**Action 669** – *Staff are to add KPI to their reports; what does success look like*

- 9. Other Business
  - a. T4A's for officials

**M903 Motion:** *ASA will issue T4A's for the 2022 officials who refereed in ASA Sanctioned games and paid by ASA*  
*M/S/C Unanimous*



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**Action 670** – *ASA Executive Director to share legal opinion with the Districts*

- b. Big Country
- c. EIYSA/EMSA Update

**Action 671** – *ASA Executive Director to communicate to EIYSA they are in compliance with ASA Bylaws as a District member until the 2023 ASA AGM*

- d. AYSL

**M904 Motion** - *ASA to take the AYSL back from CMSA and EMSA administration to run in the ASA office*  
*M/S/C Unanimous*

**Action 672** – *ASA Executive Director to circulate revised budget to include AYSL and set a date to approve budget*

- e. League 1

**Action 673** – *League 1 ASA BoD requires a business plan, communication plan and budget to consider for next year*

- f. Queen Elizabeth II's Platinum Jubilee Medal for Sports – September 23 deadline

10. Next Meeting(s)

- a. October 23, 2022

**Action 674** – *ASA BoD to advise if they wish to hold an in person or virtual meeting*

11. Adjournment

**M905 Motion: To Adjourn**  
*M/C*



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### **Summary of Motions**

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*M/S/C Unanimous*

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*M/S/C Unanimous*

**M898 Motion:** *To accept the Finance report as presented*

*M/S/C Unanimous*

**M899 Motion:** *To accept the 2022-2023 budget as presented*

**TABLED** *to consider AYSL*

**M900 Motion:** *To accept the 2022-2023 Program Fee Schedule as presented*

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