Nelson Soccer Association Annual General Meeting Minutes

Date: October 27, 2025
Location: Prestige Inn, Nelson, BC
Call to Order: 7:17 p.m.

1. Welcome

Chair Stefan Humphries welcomed attendees, introduced the 2024–2025 Board of Directors and staff, and thanked members and volunteers for their continued commitment to the Nelson Soccer Association. We had 76 attendees at the AGM. 73 voting members and 3 non-voting members.

2. Call to Order

The meeting was called to order at **7:17 p.m.**

3. Approval of Agenda

Motion to approve the 2025 AGM agenda.

- *Moved by Robert Kozlowski, seconded by Kate Tate. Motion carried.*

4. Approval of Minutes – 2024 AGM

Motion to approve the minutes of the 2024 AGM as presented.

- *Moved by Kate Walker, seconded by Megan Moscatelli. Motion carried.*

5. Volunteer of the Year Award

The Volunteer of the Year Award was presented to Marlisa Crosland in recognition of her decade of dedication to Nelson Soccer as both a coach and mentor, and for her exceptional leadership within the community.

6. BC Soccer Hall of Fame Inductees

Stefan Humphries announced the induction of Jillian and Amy Stewart into the BC Soccer Hall of Fame, recognizing their achievements as part of the Simon Fraser University Women's Soccer "Golden Era" from 1996 to 2000. Their induction represents not only a personal achievement for Jillian and Amy but also a proud moment for the Nelson soccer community.

7. Financial Report – Roger Quayle

Roger presented the 2024 Financial Statements, noting total revenues of $1,124,497 and total expenses of $1,006,085, resulting in a net surplus of $118,412 for the year.
Key figures included registration fees of $502,019, a $61,500 BC Gaming Grant, and $43,300 from the Terry Walgren Memorial Tournament. Major expenditures included $246,797 in wages and benefits, $78,231 for uniforms, and $60,000 for technical coaching contracts. NSA's net assets increased to $825,877, with cash reserves of $525,412 at year-end, including $153,893 held in the Field Building Reserve.

C. Comishin & Associates Inc. completed a Review Engagement of the 2024 financial statements and concluded that nothing came to their attention to suggest the statements were not fairly presented in all material respects in accordance with Canadian accounting standards for not-for-profit organizations.

Motions:

- *Motion to accept the 2024 Financial Report as presented.*
    - *Moved by Robert Kozlowski, seconded by Brent Hollowaychuk. Motion carried.*
- *Motion to appoint Moneywell Accounting to complete the 2025 Compilation Engagement of the financial statements.*
    - *Moved by Kate Walker, seconded by Brent Hollowaychuk. Motion carried.*

Questions from the Floor:
Members asked about the change in accountants from Ken Sookero to C. Comishin & Associates Inc. and now to Moneywell Accounting. Roger explained that Ken had previously supported NSA in an informal capacity, and that Comishin completed the 2024 Review Engagement as required for CRA and BC Gaming compliance. Moneywell was chosen due to their experience working with non-profit organizations, their integrated bookkeeping and accounting services, and their strong reputation for supporting volunteer boards with clear reporting and year-round guidance.

Further questions were raised about the differences between accounting firms and the rationale for the recent transitions. Patricia Smuga from Moneywell Accounting explained that under Canadian accounting standards for not-for-profit organizations, a Review Engagement is not required annually unless mandated by a government funding program or when additional transparency is warranted.

In 2024, the Board of Directors voted to engage C. Comishin & Associates Inc. to complete a one-time Review Engagement of the 2024 financial statements to enhance transparency and ensure compliance with CRA and BC Gaming reporting requirements. Following that engagement, the Board transitioned to Moneywell Accounting, which offers a more integrated and sustainable approach by combining bookkeeping and accounting services under one system. This change strengthens NSA's financial transparency, efficiency, and alignment with best practices for non-profit organizations.

A question was also raised regarding whether the financial statements presented were drafts. At the time of the AGM, this question was deferred for follow-up. Upon review, it has been confirmed that the Board of Directors approved the 2024 Financial Statements in May 2025 to meet CRA and BC Gaming submission deadlines. The purpose of presenting the statements at the AGM is for transparency and member acceptance, not for re-approval.

Members also sought clarification on the BC Soccer Affiliation Fee, which covers registration, insurance, and governance costs for all member clubs under BC Soccer. In 2024, this expense was $12,326, down from $28,539 in 2023. The remaining portion is recorded as a prepaid expense on the balance sheet and will be expensed in 2025.

Finally, a question was raised about the increase in Terry Walgren Memorial Tournament expenses, which rose from $9,482 in 2023 to $20,232 in 2024. Roger and Sveta noted that this likely reflected a larger event with more participating teams, resulting in higher referee, staffing, and operational costs. They will review the detailed breakdown of the allocation of expenses to ensure transparent reporting in next year's financials.

8. Executive Director Report – Sveta Tisma

Sveta presented the Executive Director Report highlighting a 25 % increase in youth registrations and a 10 % increase in adult participation compared to 2024. She summarized growth across indoor and outdoor programs with 807 youth registrations and 361 adult participants. She acknowledged 117 volunteer house coaches and 44 rep coaches for their dedication, along with 58 referees trained and supported throughout the season. The report also highlighted the growth of adult leagues and skills programs and the continued success of NSA's inclusive approach to community soccer.

9. Technical Director Report – Brett Adams

Brett Adams presented the Technical Director Report summarizing a historic year for NSA's REP programs with 296 registered players and a record medal count at the Provincial B Cup Championships: U18 Girls Gold, U14 Boys Gold, U16 Boys Silver, U16 Girls Silver, and U14 Girls Silver. He recognized long-serving coaches on their retirements and thanked volunteers and staff for their commitment. Brett highlighted the launch of the Kootenay United Football Academy, which has become a year-round player development pathway for youth and adults across the region. He also acknowledged the success of summer camps and the growth of coach education initiatives.

10. Chair Report – Stefan Humphries

Stefan presented the Chair Report summarizing the "State of the Nation" for NSA. He emphasized that volunteers are the lifeline of the organization, expressing gratitude to all who contribute their time as coaches, referees, managers, and committee members.

He reviewed both the achievements and challenges from the past year.
Key achievements included the induction of Brett Adams as NSA's full-time Technical Director, record-high registration numbers, the Association's provincial medal success, and continued progress in coach certification and education.

Stefan also identified several challenges and priorities for the coming year, including strengthening governance and strategic planning, reviewing HR systems and contracts, continuing development of the discipline and conduct framework, addressing perceptions of bias related to rep teams, increasing board diversity, and advancing the indoor facility project.

He shared outcomes from the Columbia Basin Trust Organizational Assessment, which identified governance and planning as key focus areas. Stefan also discussed the launch of the Ethics and Conduct Review Board, a new committee created to strengthen accountability, transparency, and safety across all programs. NSA is currently seeking community panelists from across Nelson, including educators, social workers, and parents, to serve on the ECRB and help guide the development of a fair and representative review framework.

11. Open Discussion

Several questions were raised from the floor during open discussion:

U17 Boys Team:
A member asked about the U17 Boys Rep team, expressing concern about players being moved between age divisions and requesting that the team remain intact to compete together at the 2026 Provincials. Brett explained that NSA follows a Rep Program policy empowering the Technical Lead to make team adjustments as needed to ensure competitive play opportunities across all divisions. These decisions are made with the player and team experience at the centre and often require case-by-case consideration.

Indoor Facility ("The Dome"):
A member asked about progress toward a new indoor facility. The board explained that NSA is in a good position organizationally to move forward with facility planning but is currently at a standstill due to the lack of available land in Nelson suitable for a full-size 11v11 turf field or dome. NSA continues to explore potential partnerships with the City of Nelson, CP Rail, and other regional stakeholders. Members were encouraged to assist by identifying or connecting the association with possible land opportunities, as NSA has the capacity and community support to act when a viable location becomes available.

DEI Committee:
A question was raised about the role of the Diversity, Equity, and Inclusion (DEI) Committee. Board member Aileen Anderson explained that the committee was established in November 2024 and has been developing policies that align with BC Soccer and Canada Soccer. These include frameworks on gender inclusion, anti-racism, equity, and fair participation to ensure that NSA upholds values of respect and belonging for all members.

Indoor House Program:
A member asked why older house teams in the indoor program do not include technical drills or structured practice sessions before their weekly scrimmages. Brett confirmed that this is a recognized gap and will be addressed in upcoming program planning meetings. The goal is to incorporate 15–20 minutes of drills followed by scrimmages for each age group, improving both skill development and player engagement.

Player Bursary:
A question was raised about why the NSA Bursary Fund is listed at only $2,000 in the financial statements and whether the amount or number of recipients could be increased. The board agreed that this is a priority for future review and will explore options to expand bursary opportunities for families in need.

12. Elections – Sveta Tisma

The following directors were mid-term and not up for election: Stefan Humphries, Amanda Peschke, Cheryl-Anne Birse, Sarah Kozlowski, Cindy Lindstrom, Emma Felten, Alain Therrien, and Justin Dexter.

Directors whose two-year terms ended were Marlisa Crosland, Roger Quayle, Aileen Anderson, and Larissa Parry.
Marlisa Crosland confirmed she would be stepping down from the Board.

Nominations from the floor were accepted for Justine Langevin, Catherine McRae, Scott Rothermel, Aileen Anderson, Roger Quayle, and Larissa Parry.

Elections were held by secret ballot. The initial results confirmed Justine Langevin, Aileen Anderson, and Scott Rothermel as elected directors. The fourth position resulted in a tie between Roger Quayle and Larissa Parry.

Prior to resolving the tie, Sveta Tisma outlined two options to the membership: (1) a recount of ballots or (2) a re-vote (run-off vote). The membership chose to proceed with a run-off vote.

Following the run-off vote, Roger Quayle was elected to the fourth open director position.

13. New Business

Chair Stefan Humphries thanked outgoing directors for their dedication and service to the association and welcomed new members joining the board for the 2025–2027 term.

14. Adjournment

Motion to adjourn the 2025 Annual General Meeting.

- *Moved by Megan Moscatelli. Motion carried.*
  Meeting adjourned at 9:47 p.m.

Appendix A

Post-AGM Review: Following concerns raised regarding the runoff voting process, the Board convened an Emergency Board Meeting on October 29, 2025, to review the election procedures and determine whether the results should stand. The meeting minutes and subsequent Board decision are included as Appendix A to this record.

Nelson Soccer Association Emergency Board Meeting Minutes
Date: October 29, 2025
Time: 6:34 p.m. - 7:38 p.m.
Location: Online, Zoom
Chair: Stefan Humphries
Recording Secretary: Sarah Kozlowski
Present: Stefan Humphries, Cheryl-Anne Birse, Cindy Lindstrom, Amanda Peschke, Aileen Anderson, Emma Felten, Justin Dexter, Alain Therrien
Staff: Sveta Tisma, Executive Director

1. Call to Order
The mee0ng was called to order at 6:34 p.m. by Chair Stefan Humphries.

2. Purpose of the Meeting
The Chair explained that the emergency meeting was convened to review concerns raised following the 2025 AGM Board elec0on, specifically the tie for the fourth Director position and the runoff vote held at the AGM.
The purpose was to determine whether the Board should uphold the runoff vote results or authorize a re-vote.

3. Background

The 2025 AGM election resulted in a tie for the final Director position.
The Executive Director, after consulting with Cheryl-Anne Birse and Stefan Humphries, presented the membership with two options: a recount of ballots or a runoff vote. The membership chose to proceed with a runoff vote.
A total of 65 ballots were cast in the initial vote and 40 ballots in the runoff.
Some members had already left the meeting before the runoff was announced.
Following the AGM, a member submitted a written complaint expressing concerns about fairness and transparency, citing the BC Societies Act and requesting a re-vote among all attendees.

4. Review and Findings
The Chair summarized the steps taken following receipt of the complaint.
Governance Review: Cheryl-Anne reviewed the NSA Constitution, BC Societies Act, BC Soccer Constitution, and Robert's Rules of Order.
Funding Risk: Patricia Smuga was consulted regarding potential grant implications and indicated that the risk to funding was low.
External Advice: A nonprofit governance advisor indicated that the process would likely be considered legally defensible, although communication with members could have been clearer.
The review identified that NSA's Constitution was silent on tie-breaking procedures. Robert's Rules of Order and the BC Soccer Constitution were considered in relation to additional rounds of voting.
The Board acknowledged that a formal motion authorizing the runoff vote had not been made and that the voting process could have been communicated more clearly.

5. Discussion
The Board discussed procedural fairness, transparency, reputational risk, and member trust.
The discussion included the following considerations:
- The Board had acted in good faith when responding to an unexpected 0e during the AGM elec0on.
- Some members had left the AGM before the runoff vote, while those remaining had the opportunity to participate.
- The voting process had not been fully explained to members before the initial ballot.
- Future AGMs should clearly outline the election process, including how ties will be resolved.
- Members should be reminded to remain until the meeting is formally adjourned.
- A tie-breaking provision should be considered during the 2026 Constitution and Bylaws review.

Stefan emphasized that no one had acted improperly and that the concern was procedural in nature.
Cheryl-Anne explained that a formal motion should ideally have been presented to the membership before proceeding with the runoff vote. She recommended that future procedures be clarified through a bylaw amendment.
Aileen observed that either outcome could carry reputational risks, while Emma emphasized the Board's responsibility to respond to member concerns and demonstrate transparency.
Amanda noted that members had left the AGM before formal adjournment and emphasized the importance of clearly communicating expectations for remaining until the conclusion of future meetings.
Alain and other directors supported providing clearer voting instructions at future AGMs.
Cindy and Aileen emphasized the importance of maintaining member trust through clear communication and thorough documentation of the Board's review.

6. Recorded Vote and Decision
The Chair invited Board members to indicate whether they supported upholding the AGM runoff vote or conduc0ng a new vote.
Votes were recorded in the Zoom chat at 7:22 p.m.
Recorded outcome:
- 6 votes to uphold the AGM elec0on result
- 3 votes in favour of a re-vote

- 1 abstention

The recorded decision was to uphold the 2025 AGM election results, with the majority supporting no further vote.

7. Decision and Follow-Up Actions

The Board confirmed its decision to uphold the 2025 AGM election results.

The Board further agreed to:

1. Prepare written communication to the member who submitted the complaint, outlining the Board's review and decision.
2. Address tie-breaking procedures during the 2026 Constitution and Bylaws review.
3. Ensure future AGMs provide clear instructions regarding election procedures, tie scenarios, and the importance of remaining until adjournment.

Additional Note Regarding the 2025 AGM Minutes

The Recording Secretary expressed concern regarding the accuracy and completeness of the AGM record and iden0fied the following procedural omissions:

- No formal motion was presented to the membership authorizing the runoff vote.
- The election process was only partially explained, without outlining what would occur in the event of a tie.
- Members were not advised to remain until the meeting was formally adjourned.

The Board acknowledged these concerns and agreed that the procedural oversights should be documented transparently.

The October 29, 2025 Emergency Board Meeting Minutes are attached to the official 2025 AGM record as Appendix A to document the Board's review, subsequent decision, and commitment to improving future election procedures.

This appendix provides a record of the steps taken following the AGM and demonstrates the Board's commitment to fairness, transparency, accountability, and continuous improvement.

8. Adjournment

There being no further business, the meeting was adjourned at 7:38 p.m.

Recorded by:
Sarah Kozlowski