



Board of Directors Meeting May 27, 2024 Minutes

ATTENDANCE:

- Lisa Parkes, President
- Rachel Charles, Vice President, Finance
- Lavaughn Larson, Director, Minor
- Jason Ranchoux, Director, Provincial Umpire in Chief
- Scott Wheatley, Director at Large
- Diane St-Denis, Executive Director

Not in attendance

- Kevin Langley, Vice President
- Chad Bryden, Director, Coaching
- Al Groff, Director, Men's and Women's Men

Call to Order

1.01 Land Acknowledgement

L. Parkes called the meeting to order at 7:07 pm and provided a brief land acknowledgment.

1.02 Opening Remark

L. Parkes thanked the Directors for their good work and contributions as we head into the championships season.

1.03 Motion to approve the agenda

Moved by R. Charles, seconded by S. Wheatley to approve the agenda as circulated.

Passed unanimously.

1.04 Motion to approve the minutes from April 20, 2024

Moved by J. Ranchoux seconded by L. Larson to approve the minutes of April 20, 2024.

Passed unanimously.

1.05 Business Arising from those minutes

1.05.1 SPN Committee appointment

L. Parkes has approached A. Groff, Director of Slo-Pitch, to chair the committee. D. St-Denis reported on the research the office has initiated to keep the file moving forward while the committee is being formed.

1.05.2 Registration process impact on cash flow

Item was postponed to the next meeting.

1.05.3 Timeline for implementation of a common registration database

Item was postponed to the next meeting.



- 1.05.4 Record checking for age verification through a central registration database
Item was postponed to the next meeting. D. St-Denis mentioned RAMP's agreeing to implementing a checkmark in the user profile to document someone's date of birth verification, eliminating the need to perform the review on an annual basis.
- 1.05.5 Recommended changes to Articles 6 and 17 of the 2024 SORs
Item was postponed to the next meeting.
- 1.05.6 Terms of reference for contingency account
Item was postponed to the next meeting.
- 1.05.7 Poll of PTSO - age restrictions for metal cleats
Item was postponed to the next meeting.
- 1.05.8 AGM format and agenda
Item was postponed to the next meeting. S. Wheatley suggested the office open the portal for award nominations.

Action: D. St-Denis to have the office update the Jotform(s) for the annual awards selection process and add the topic to the social media calendar starting in June.

- 1.06 Correspondence Update
None.

Board Business

2.01 Committee Updates

- Governance – Members of the committee have been tasked with (i) identifying the areas requiring edits in the bylaws, and (ii) articulating how approval of the new bylaws and elections will take place at the AGM. Next Meeting is on June 12th.
- Minor- Good meeting on May 27th. Request the topic of U11 Provincials be included in the next Board agenda. L. Larson is forming a committee to bring forward a detailed proposal. Boys Fastball Committee met on May 13th. Attendance was lacking but good discussion. Next meeting is scheduled for June 17th.
- Umpire – Discipline process is working. DUCs and Coordinators are working effectively together. Made a few edits to the bursary program and moved the application to a JotForm. Surpassed last year's registration numbers. Retention is an area of focus – need to address harassment and bullying by parents.
- District Review – L. Parkes confirmed that work is proceeding. Next meeting will be in June.
- Hall of Fame – L. Parkes confirmed that J. Dugger is working on updating Article 20 of the handbook. The nomination form and web have been updated. D. St-Denis confirmed that the wall of fame at Softball City has been updated as well as the Hall of Fame Frame in the office.

2.02 Financial Report

2.02.1 Approval of Budget

The May 7th version of the budget was projecting a slight surplus of \$1,236. The



budget submitted for approval projecting a deficit of \$16,153.

Changes were identified in red font and explained in column H.

Revenue:

- Line 146 [increase] - The change to sponsorship agreement revenue does not impact the budget as it is offset by an expenditure in IT. We wanted to capture the data in the budget as this sponsorship agreement is currently being renegotiated. If unsuccessful, this would increase our deficit by \$7,200 (minimum).

Expenses

- Line 305 [increase]- Umpire costs for slo-pitch were underestimated in the first draft of the budget. A mainland championship requires more umpire travel, therefore increasing our housing, transportation and per diem costs.
- Line 345 [increase]- The previous amount of \$2,000 was move to line 431 as it was meant to offset the Vancouver Canadians events, volunteer recognition event, in August. We have elected to reflect the full cost of the Canada Cup in line 345.
- Line 355 [increase]- The original budget did not include the balls provided by Softball BC.
- Line 366 to 369 [decrease] – Adjust to reflect the CSJ rejection, inclusion of coaching coordinator and hiring full time Program Manager in Fall.
- Line 373 – Adjusted to reflect the CSJ rejection.
- Line 291[increase] – Adjusted to reflect the purchase of new promotional tools (new tent, table covers, signage, etc.).
- Line 395 [increase] to reflect new lease rates.
- Line 426 – funds move to 428.
- Line 431 [increase] move all volunteer recognition activities to this line including the costs to update the wall of fame at Softball City and the Hall of Fame Frame in the office.
- Line 437 – Audit cost increased by \$1,000.
- Line 439 – Moved to Payroll.
- Line 440 – Reflects true IT costs. Meant to inform the Board should the EC sponsorship renewal fail.
- Line 452 – Adjusted based on final FY2024 figures provided by Finance Manager.

Opportunities to reduce projected deficit

Revenue

- Some districts are reporting high membership numbers for 2024. We utilized the 2023 numbers to prepare the budget.
- Secure sponsorship for Banquet/AGM Awards.
 - We have had a preliminary discussion with Coronation.
- Source grant opportunities for grassroots programs and growth initiatives.

Expenses

- Directors should note that we have budgeted a significant reduction in travel-related expenditures for our regional/provincial event. Selecting the closest UICs, LF or Board Rep should be our go-to approach unless there is a need to send a specific individual, e.g., they are the only person with certification or specialized knowledge.



- Reduction in office servicing contracts (e.g., IT).
 - We have been approved for free access to Google Workspace. This is a potential saving of \$7,000 per annum. The office will be working on a transition plan with EC. This will take several months.
 - Also researching a change in our accounting software – from desktop to online as that would eliminate the need for Azure, a savings of \$7,000 per annum
- We have budgeted \$10,000 for complaints (external contractors) and \$5,000 for legal fees. This is a cautious estimate based on past data.
- Review fees for coaching and umpiring certification.

Next year's budget

The budgeting process will start in February with drafts being available in March for approval in April.

Required action:

- Next to our HR expenses, Regional and Provincial Championship cost is the largest expense area in our budget (20%). Locations for these events should be identified prior to the budget being approved by the Board. The selection committee should balance hosting interest with budget considerations. The Board should approve the hosts due to the budgetary impact.
- HR recommendations such as new position, salary increase, changes to benefits will need to be approved in February. The same would apply to changes to policies that have an impact on the budget, i.e.: the expense policy.
- Reimage Congress and AGM to reduce costs.
- Developing a new cash flow analysis chart to assist us in addressing how to refrain from tapping into the line of credit (\$6000 in interest fees).
- The office will be preparing a discussion paper on moving to a virtual office vs maintaining a physical office.

Q&A

- Why is there a \$25,000 variance in line 391 - Advertising and Marketing from 2023 to this year? The 2023 budget includes a \$2,000/monthly social media contract. These duties have been reallocated to the Administrative Manager portfolio.
- Benefits are shown as \$33,000. Is that from one provider? Yes, its health benefits and RRSP.
- Are we open to a new vendor? Yes, the standard answer to any question related to service providers and vendors is yes, we are open to explore different providers to secure the best price point for the association. The office will be developing a schedule for when we should review vendor / service supplier agreements. D. St-Denis and R. Charles will also develop a calendar for when the Board should be approving all fees (membership, officiating, etc.).

**Moved by R. Charles, seconded by L. Larson to approve the budget as presented.
Passed unanimously.**



Operational Business

3.01 Discipline Policies Review

Item was postponed to the next meeting.

New Business

4.01 In-Camera

There was no in-camera session.

4.02 Roundtable

- D. St-Denis asked Directors to make note of the July 2nd Softball Reception at the Canada Cup event. Details to be circulated via email in the upcoming week. Directors will also receive an email from Alana asking them to sign up for one volunteer shift during the Canada Cup week. D. St-Denis also confirm the CASS intent to send all Directors a complimentary pass to the Canada Cup event.
- S. Wheatley reported that Surrey Soccer United has submitted a proposal to the city to take over of Field 1 and 2 at the Cloverdale Sport Fields. He is working with Gregg Timm and Drew, President of Cloverdale Softball, to lobby the City of Surrey to protect the fields for softball. The lobbying aims at educating all facets of the city on the importance of those fields to maintain the national and international events taking place at Softball City and the profile the City of Surrey secures from these events. Softball BC may be asked to provide a letter of support.

4.03 Adjournment

Next meeting will be June 24th at 7:00pm.

Moved by R. Charles, seconded by J. Ranchoux to adjourn the meeting.

Passed unanimously.

Meeting was adjourned at 7:49pm