



**Board of Directors Meeting
June 24, 2024
Minutes**



ATTENDANCE:

- Lisa Parkes, President
- Kevin Langley, Vice President
- Rachel Charles, Vice President, Finance
- Lavaughn Larson, Director, Minor
- Jason Ranchoux, Director, Provincial Umpire in Chief
- Chad Bryden, Director, Coaching
- Al Groff, Director, Men's and Women's Men
- Diane St-Denis, Executive Director

Regrets

- Scott Wheatley, Director at Large

1. Call to Order –

1.01 Land Acknowledgement

L. Parkes called the meeting to order at 7:03 pm and provided a brief land acknowledgment.

1.02 Opening Remarks

1.03 Motion to approval of the agenda

Moved by J. Ranchoux, seconded by R. Charles to approve the agenda as circulated. CARRED UNANIMOUSLY

1.04 Motion to approval of the minutes from May 27, 2024

Moved by J. Ranchoux, seconded by R. Charles to approve the minutes as circulated. CARRED UNANIMOUSLY

1.05 Business Arising from those minutes

1.05.1 Governance Committee take on a review of approving member associations to provide recommendations to the Board (Feb Meeting)

Committee will have a report ready for the next Board meeting. This item was moved to the next meeting.

1.05.2 U11 Provincial Championship Proposal (Feb Meeting)

L. Larson is assembling a committee. This item was moved to the next meeting.

1.05.3 SPN Committee appointment (April meeting)

S. Wheatley has agreed to chair the committee. Work will start this month.

1.05.4 Registration process impact on cash flow (April meeting)

Move to the next meeting.

- 1.05.5 Timeline for implementation of a common registration database (April meeting)
D. St-Denis presented a report which recommended the Board push the mandatory adopt of the RAMP system to the 2026 season. L. Larson spoke in favour of the recommendation and requested staff target the “registrars” in their various communication strategies. A. Groff requested the ensure consideration was given to how “independent teams” utilize the system.

Moved by J. Ranchoux, seconded by L. Larson to move the mandatory RAMP implementation date to the start of the 2026 season. CARRED UNANIMOUSLY

- 1.05.6 Record checking for age verification through a central registration database (April meeting)

Will be addressed as part of the above item.

- 1.05.7 Recommended changes to Articles 6 and 17 of the 2024 SORs (April meeting)

This item was moved to the next meeting.

- 1.05.8 Discipline Policies Review (May meeting)

This item was moved to the next meeting.

- 1.05.9 Terms of reference for contingency account (April meeting)

R. Charles presented the policy for approval.

Moved by K. Langley, seconded by A. Groff to approve the Board-Designated Reserve Fund Policy. CARRED UNANIMOUSLY

A motion will be brought forward at a future meeting to create the fund.

- 1.05.10 Poll of PTSO - age restrictions for metal cleats (April meeting)

L. Larson recommended no further action be taken on this item based on the summary of PTSO feedback compiled by the office was presented.

- 1.05.11 AGM format and agenda (April meeting)

After some discussion, the directors agreed to the following schedule. L. Larson suggested looking at allocating approx. 60 on Saturday morning to the topic of handling parents/good governance at the minor meeting.

Date	Start Time	End Time	Function Type
Fri. Oct 18			Dinner on your own
	6:00 PM	6:45 PM	Registration
	7:00 PM	8:00 PM	Pre AGM Q&A
	8:00 PM	9:00 PM	Special Meeting
	9:00 PM	11:00 PM	Cocktail Reception

Sat, Oct 19			Breakfast on your own
	9:00 AM	12:00 PM	Minors
	9:00 AM	12:00 PM	Men's & Women's
	9:00 AM	12:00 PM	Umpires
	12:00 PM	1:00 PM	Lunch
	1:00 PM	2:00 PM	PD session
			break
	2:15pm	4:15 PM	AGM
	6:00 PM	9:30 PM	Awards Banquet
Sun, Oct 20			Breakfast on your own
	8:00 AM	10:00 AM	Minors
	8:00 AM	10:00 AM	Men's & Women's
	8:00 AM	10:00 AM	Umpires
	10:00AM	12:00 PM	Board Meeting

Moved by J. Ranchoux, seconded by L. Larson to approve the revised schedule. CARRED UNANIMOUSLY

1.06 Correspondence Update
Nothing to report.

2. Board Business

2.01 Monthly Financial Report

R. Charles presented the financial report for the month of May.

- Explanation for variances are now found in tab 5 which allows for more detail.
- We will be adding two more tabs as of June - Cash flow projections to year-end and Projected surplus/deficit at year-end. These additional data points will allow the Board to adjust its spending where needed to avoid using the line of credit or reduce spending to finish the year in a surplus position.

2.01.1 ViaSport Core Funding for 2024-25

D. St-Denis prepares a summary of the performance expectation from viaSport to inform Directors on the data or initiatives Softball BC will need to collect or undertake this fiscal. Directors may be asked as some point to assist with data collection.

2.01.2 Restricted internal funds

R. Charles presented the report on restricted internal funds. She reported that the auditors agreed with D. St-Denis' observation that the fund should have been included in Softball BC's annual financial statements.

D. St-Denis noted that the staff have created new TORs for each fund - page 3 to 12 of the report. She recommended Directors send their feedback on the TORs prior to the next Board meeting.

L. Larson requested the VP Finance speak with the Chair of the Minor Committee to explain why the changes were needed before any work on transitioning control of the funds begins.

**Moved by K. Langley, seconded by J. Ranchoux to receive the report.
 CARRIED UNANIMOUSLY**

Action: Directors are asked to review page 3 to 12 of the report and provide feedback on the new TORs for each fund no later than July 19.

R. Charles to speak with the Chair of the Minor Committee on the transition of the funds to restricted internal funds.

2.02 Committee Updates

2.02.1 Status of our committees and TORs

The Directors reviewed the status of the following committees. The staff will ensure updated TORs are in place for each committee

Standing Committees

- Governance Committee – Lisa Parkes [Diane] 2023-01
- Management Committee – Lisa Parkes [Diane] needed
- Finance Committee – Rachel Charles [Diane & Jennifer] needed
- Minor Advisory Council – Lavaughn Larson [Diane] 2020-11-25
- Men’s & Women’s Advisory Council – Al Groff [Rick & Diane] 2020-11-25
- Umpire Advisory Council – Jason Ranchoux [Rick] 2020-11-25
- Nominations Committee – Scott Wheatley [Diane] needed
- Awards Committee – Scott Wheatley [Alana] needed
- Discipline Committee – Kevin Langley [Diane] 2022-01-27

Ad Hoc Committees

- District Review Committee –Kevin Langley [Diane & Rick] needed
- Boys Fastpitch Committee – Lavaughn Larson [Diane] 2022-12
- SNP Merger Committee – Chair??? [Diane & Rick] 2024-04-20
- Hall of Fame Committee – – Lisa Parkes [Diane] 2019
- Men’s Fastpitch Work Group – Al Groff [Rick] 2022-12
- Provincial Umpire Development Committee – Jason Ranchoux [Rick] needed
- Men's and Women's Slo Pitch Committee - Al Groff [Rick] 2021-12
- Pro-rata Task Group 2023-01-16

No longer active

- Coaching Committee – Chad Bryden & Bob Hitchcock [Rick] 2023-02
- Competition Review Committee – Chad Bryden [Diane & Rick] 2022-12
- Coach Education & Development Program 2023-02-14
- Long Term Development Working Group 2023-02
- Pitching Work Group 2023-02

2.02.2 BC on Softball Canada Committees

J. Ranchoux confirmed receiving reports from the BC reps on the Umpiring Committee. D. St-Denis questioned if it would be reasonable to ask the individuals on the committees to send report to the office and relevant Director(s). L. Parkes suggested she write to Softball Canada and ask that they adopt the practice of sending out meeting summary after each meeting to keep PTO apprised of the work their committees are doing.

3. Operational Business

3.01 Management Report

Report was circulated one week prior to the meeting. D. St-Denis stated the new format represents the approach she is taking to have staff contribute to the production of the report by addressing the portfolios in their specific areas. There were no questions on the report.

4. New Business

4.01 Automatic one (1) game suspension when ejected in 5th

J. Ranchoux requested the Board support a motion that would see coaches who are ejected in the 5th inning at a provisional championship automatically receive a one (1) game suspension for the following game. The Directors supported the concept for implementation in 2025. Concerns were the lack of notice to teams and the possible impact it would have on teams who only have one certified coach. C. Bryden reported a high number of exemptions having been provided this year which could leave several teams without a qualified coach and no option but to forfeit. K. Langley noted that the committee does have the discretion to suspend a coach of egregious behaviour.

[Action: J. Ranchoux will follow up with A. Groff and L. Larson on drafting a revision to the SORs for next season.](#)

L. Parkes left the call at 8:35pm

4.02 Softball Canada AGM

4.02.1 Delegates

Moved by J. Ranchoux, seconded by L. Larson to appoint the President and Executive Director as delegates to the Softball Canada AGM. CARRED UNANIMOUSLY

Additional Softball BC delegates to be determined once the congress and AGM schedules (topics) have been confirmed.

4.02.2 Deadline for motions – Sept 15, 2024

D. St-Denis noted that September 15th is the deadline for Softball BC to proposed edits to the Softball Canada SORs or Bylaws.

4.03 Strategic Plan

Moved by A. Groff, seconded by L. Larson to approve the following timeframe for producing the new strategic plan

- **Q4 2024 - Begin search for a contractor to guide the development of our next plan.**
- **Q1 2025 - Launch the project with the new Board.**
- **Q4 2025 – Present Strat Plan at 2025 AGM**

CARRIED UNANIMOUSLY

4.04 Exemption to clause 10 of the BCSG coach agreement
D. St-Denis reported the results of the online vote

Motion was - To approve an exemption to clause 10 of the BCSG coach agreement on a one-time basis for the 2024 BC Summer Games.

CARRIED UNANIMOUSLY via email vote on June 13, 2024.

In Favour: Scott Wheatley Jason Ranchoux Rachel Charles
 Lisa Parkes Chad Bryden Al Groff
 Lavaughn Larson Kevin Langley

4.05 Canada Cup Request

G. Timm, Canada Cup Committee, wrote to L. Larson requesting Softball BC support the 2025 edition of the Canada Cup schedule for July 4-13, 2025. L. Larson clarified that Softball BC's support is in the form of, where possible, limiting the number of events scheduled on the Canada Cup dates to make more "qualified" umpires available to the tournament. A discussion led to the Directors agreeing that the need for umpires by CASS for their international event could not supersede the needs of the Softball BC membership, as such the PUIC would need to ensure a balance in the allocation approach to ensure our members received the level of service they deserve. A suggestion was made that the office explore the possibility of formalizing an agreement with the CASS to see some investment from the Canada Cup made into developing umpired.

Moved by R. Charles, seconded by J. Ranchoux to have L. Larson respond positively to the Canada Cup Committee's request noting that Softball BC will endeavour to support as best it could and signaling that 2026 may be slightly more challenging based on other events appearing in the calendar.

CARRIED UNANIMOUSLY

D. Next Meeting & Adjournment

Next meeting will be Tuesday, August 6th at 7:00pm.

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

Meeting was adjourned at 9:10pm