



**Softball BC Board of Directors
Meeting Minutes
December 3-4, 2021
Coast Tsawwassen Inn, Tsawwassen, BC**

IN ATTENDANCE:

Graeme Duncan, President
Lisa Parkes, Vice President (Via Video)
Rachel Charles, Vice President, Finance
Scott Wheatley, Director at Large
Joni Frei, Director, Coaching
Lavaughn Larson, Director, Minor
Susan Strafford, Director, Provincial Umpire in Chief
Terri Boizard, Director, Men's & Women's
Barry Petrachenko, Executive Director

Meeting called to order at 4:39pm on Friday December 3, 2021

Graeme Duncan welcomed the Board and thanked everyone for their attendance.

Motion to accept the agenda (Frei/Charles) **Carried**

Motion to approve the minutes of the September 2021 Board of Directors meeting (Strafford/Larson) **Carried**

Business Arising from the Minutes of the September 2021 Board of Directors Meeting

- Joni Frei updated that the NCCP clinic format has been revamped, with an expectation that the modules will be adjusted for 2023. The MED component has been removed from the clinics and the Board agreed with the suggestion that the discussion around the Fee for Coaching Exemption could be removed from the table moving forward.
- Barry Petrachenko updated that the Provincial Championship Host Committee will be brought together to begin work in the next month
- The orientation and training of key volunteers has commenced with the Coordinators Orientation session held last week. Feedback on the session was positive.
- It was agreed that the Men's Fastpitch Representatives will be invited to the Board and Leadership Meetings in February. It was discussed that the Boy's Fastpitch Workgroup could also be included.
 - **Action:** Terri Boizard and Barry Petrachenko to develop the agenda for the Men's Fastpitch session with the Board
- Lavaughn Larson reported on the proposed U11 Celebration of Softball Event, the concept of which will be brought to the MAC in December for input. Discussion took place as to what factors will be considered and that LTAD concepts should be included in the discussion and planning
 - **Action:** The U11 Celebration of Softball Event Concept to be reviewed by the MAC and the LTD Committee



- Graeme Duncan outlined the motion tabled in September proposing an increase from the current \$25/game to \$30/game
 - **Motion** to bring the tabled motion back to the floor (Strafford/Wheatley) **Carried**
- Terri Boizard inquired about the Designated Runner Rule adjustment, and it was clarified that it had been tabled to the Umpires Advisory Council
 - **Motion** to approve the minutes of the October 2021 Board of Directors meeting (Charles/Larson) **Carried**

Reports

- Lisa Parkes reported on the activities of the Handbook Review Committee.
 - **Motion** to accept report (Frei/Boizard) **Carried**
- Rachel Charles reviewed the October financial report. Concern was raised over the number of associations that have not settled their accounts. The issue of eligibility for Provincials for teams/associations in arrears is to be addressed in accordance with policy.
 - **Action:** Barry Petrachenko to ensure that a process is in place to notify all accounts 90 days in arrears that they can be declared Not in Good Standing
 - **Motion** to accept report (Larson/Frei) **Carried**
- Scott Wheatley reported on efforts to engage association Presidents with a survey of Best Practices and other information, and it was agreed that work should begin toward the development of enhanced member support programming
 - **Action:** Barry Petrachenko and Scott Wheatley to draft an outline of an Association Support Program
 - **Motion** to accept report (Frei/Strafford) **Carried**
- Joni Frei updated on MCD meeting discussions around clinic delivery.
 - **Action:** Joni Frei to provide the Board with a summary of content adjustments and financial impacts
 - **Motion** to accept report (Charles/Larson) **Carried**
- Terri Boizard reviewed her report included in the meeting materials. The ISC bid group has decided to move forward, and excitement is building for other possible events to be hosted at Softball City
 - **Motion** to accept report (Frei/Larson) **Carried**
- Lavaughn Larson reviewed her report that was included in the meeting materials and noted that she has been encouraging feedback from associations in the Lower Mainland who are making a push for growing the boy's game. Several motions from the Minor Advisory Group were brought forward for consideration:
 - **Motion** to approve MAC recommended adjustments to Article 7.2(a) as attached (Charles/Strafford) **Carried**
 - **Motion** to approve MAC recommended adjustments to Article 7.6 d) ii) as attached (Frei/Larson) with adjustments **Carried**
 - **Motion** to approve MAC recommended adjustments to Article 7.6 g) iii) as attached (Strafford/Larson) **Carried**
 - **Motion** to approve MAC recommended adjustments to Article 7.5 B with wording adjustments made by the Board at the September meeting as attached (Strafford/Larson) **Tabled to Minor Advisory Council**
 - **Motion** to approve MAC recommended adjustments to Article 7.2 f) i) as attached (Strafford/Larson) (Parkes abstains, declaring a conflict of interest) **Carried**



- **Motion** to accept report (Frei/Wheatley) **Carried**
- Susan Strafford updated on umpire clinic planning, the Softball Canada Blue convention and noted that a progressive discipline policy is in development.
 - **Motion** to accept report (Frei/Wheatley) **Carried**
- Barry Petrachenko reported on his onboarding experience since the September meeting, noting that it has been very productive in developing relationships and understanding of the roles of staff and volunteers within the organization. Administrative processes and workflows are being reviewed and the budget process is being developed to include all staff and operational volunteers. An update was provided on plans to stage the next Awards Banquet in the fall of 2022, timelines for the Handbook were reviewed and a plan to have all coaches register through Softball BC annually was discussed.
 - **Motion** to adjourn at 8:31pm (Strafford/Charles)

Meeting called back to order at 9:03am Saturday December 4, 2021

Championship Hosts – Provincials and Regionals

- Lavaughn Larson reviewed the list of Minor Championship hosts
 - **Motion** to approve the list of minor championship hosts as attached (Strafford/Charles) **Carried**
- Terri Boizard reviewed the list of Men's and Women's Provincials and noted the high amount of interest in the Masters events:
 - July 1-4 Slo-pitch Softball City
 - July 9-11 Men's 40+ Masters Kelowna
 - July 15-17 Women's A Softball City
 - July 22-23 Inter A/ Women's B Richmond
 - July 29-Aug 1 August Long Weekend Women's Masters
 - August's 5-7 C and D Women's Nanaimo
 - August 27-28 C and D Men's Softball City
 - September 9-11 Men's Master 55+
 - **Motion** to approve the locations/hosts for Men's and Women's Provincials as presented (Frei/Wheatley) **Carried**
- Graeme Duncan noted the high number of events that will be operated in 2022 are very positive developments even with the anticipated administrative load they will bring

Clarification – Softball Canada Rule regarding Metal Cleats

- Barry Petrachenko sought clarification on the applicability of the recent Softball Canada rule changes on Softball BC programming.
 - **Motion** that the Softball Canada Rule regarding metal cleats will apply at U15 A and B, U17 A and B, U19 A and B (Strafford/Larson) **Carried**

Program Updates

- Barry Petrachenko reported on discussions to date with the *Buddy Check for Jesse* mental health awareness program



- Barry Petrachenko updated on a pilot program under development on the North Island which involves the operation of the Timbits program by regional district staff within recreational centers. Discussion took place around program management and possible implementation
- Graeme Duncan led a discussion around the promotion and development of the Boy's Fastpitch program. The Board agreed to an emphasis on building out a base for the Men's game and the importance of participation of the Boy's program in the BC Summer Games. The Board endorsed efforts to build a program to field eight teams at the games and a Boy's Fastpitch Program Workgroup meeting will take place on December 9, 2021
- Terri Boizard reviewed the proposed Terms of Reference for the Slo-pitch Committee
 - **Motion** to approve the Terms of Reference as distributed and attached (Boizard/Frei) **Carried**

Planning Items

- The Board Policy Manual was reviewed
 - **Action:** Barry Petrachenko to update the wording and numbering formats in the manual where required
- The criteria for awards were reviewed
 - **Action:** Recognition Committee to undertake a review of the awards process and criteria
- The Terms of Reference for Advisory Councils and the Strategic Plan were distributed for use in the education and onboarding of Coordinators
- The Risk Management Materials distributed for the meeting were reviewed and will be addressed at the January meeting
 - **Action:** Include on agenda as Business Arising from the Minutes

Governance

- Graeme Duncan updated on discussions to date by the Handbook Committee and noted the January 15 deadline for adjustments
- Graeme Duncan reported on recent investigations that have been administered by Softball BC, noting that these situations are time consuming and usually outside the expertise of current Board members and staff assigned to oversee the process. The Board supported the suggestion that this function be moved to the responsibility of an assigned chairperson and a pool of individuals, while stipulating the requirement for consistency and impartiality in decisions
 - **Action:** The President and Executive Director to develop guidelines for the implementation of this concept

New Business

- The Board clarified that the new Softball Canada Rules regarding facemasks and pitching guidelines will apply within Softball BC.
 - **Action:** The Executive Director will develop a communication plan for the distribution of this information to members and participants
- The Board expressed a desire for adjustments to the communication plan specific to the acknowledgement of political, religious and other non-softball issues in Softball BC social media feeds
 - **Motion** to adjourn the meeting at 4:12pm on December 4, 2021 (Charles/Strafford)

MINOR ADVISORY COUNCIL MOTION FORM

Submitted by: Graeme Duncan District: 9

Seconded by: Lisa Parkes

REFERENCE: (Article and Subsection)

Article 7.2(a)

WHEREAS; (Article as currently written)

7.2 REGISTRATION

a) RECOGNIZED MINOR ASSOCIATION is an association that had teams registered with Softball B.C. in the prior year.

- i) Any new association clearly demonstrating an intended registration of over 100 players shall apply to the District Minor Coordinator, who alone will be responsible for the approval of that new association.
- ii) Other new associations shall apply to their District's Minor Coordinator, outlining the association structure, the number of teams the association anticipates registering and the long range plans. A simple majority of Recognized Minor Association representatives in attendance at a meeting convened for this purpose is required to approve a new association with fewer than 100 members. The District Minor Coordinator may cast only a deciding vote.

BE IT RESOLVED THAT (Motion – State whether Revision, Addition, Deletion)

Delete the current section 7.2a) and replace with:

7.2 REGISTRATION

a) RECOGNIZED MINOR ASSOCIATION is an association that had minor teams registered with Softball B.C. in the prior year. An organization wanting to become a new Recognized Minor Association must apply to the Softball BC Board of Directors, setting out why their organization becoming a new Recognized Minor Association is to the betterment of softball in their District and the Province.

Where an organization applies to become a new Recognized Minor Association, the existing Recognized Minor Associations within their District will be given the opportunity to make submissions to the Board on the application, and the Board shall consider such submissions in making its decision.

RATIONALE (Intent)

It may be in the best interests of softball and the growth of the game to have a new association approved that has less than 100 members. Currently, with existing District Recognized Minor Associations having the only say in whether such an association gets approved, votes may be cast for reasons other than the good of the game as a whole. Having such applications come to the Board, with the existing associations having the opportunity to give input to the Board, will ensure that the overall good of the game is considered in approving or rejecting applications for new associations.

CONSEQUENCES FOR NON-COMPLIANCE

N/A

OTHER RULES WHICH MAY BE AFFECTED (including definitions page)

None

FINANCIAL IMPLICATIONS

None.

PASSED _____
DEFEATED _____
WITHDRAWN _____
AMENDED _____

DATE _____

MINOR ADVISORY COUNCIL MOTION FORM

Submitted by: Bill Hawkins _____ District 1 _____

Seconded by: Don Savostianik _____

REFERENCE: (Article and Subsection)

ARTICLE 7 – MINOR GIRLS FASTPITCH

7.6 PROVINCIAL CHAMPIONSHIP FORMAT

d) TIME LIMITS:

ii)

WHEREAS; (Article as currently written)

d) TIME LIMITS:

i) U19A, U16A, U19B, U16B: none

ii) All other classifications/categories: no new inning after 90minutes. Time will start on the first pitch, and a new inning is deemed to start on the umpire's "out" call of the third out on the home team. No time limit will be in effect for the final game.

BE IT RESOLVED THAT (Motion – State whether Revision, Addition, Deletion)

Revision/Addition (in red)

d) TIME LIMITS:

i) U19A, U17A, U19B, U17B: none

ii) U19C, U17C, U15A, U15B: no new inning after 90minutes. Time will start on the first pitch, and a new inning is deemed to start on the umpire's "out" call of the third out on the home team. No time limit will be in effect for ~~the final~~ all **medal** games.

iii) All other classifications/categories: no new inning after 90minutes. Time will start on the first pitch, and a new inning is deemed to start on the umpire's "out" call of the third out on the home team. No time limit will be in effect for the final game.

RATIONALE (Intent)

SBBC medal games should be determined by the full/proper rules of the game as opposed to a game shortened by delay tactics. Delay tactics have become a normal part of too many games at Provincial Championships. If coaches understand the full 7 innings will be played (unless halted by runs ahead rule) the game will move at a better and faster pace.

I believe game time limits should be removed as much as possible to allow the athletes to decide the outcome of a game, rather than a clock. Softball is meant to be played to 7 innings, 21 outs

MINOR ADVISORY COUNCIL MOTION FORM

Submitted by: Lavaughn Larson _____ District _____

Seconded by: Graeme Duncan _____

REFERENCE: (Article and Subsection)

7.6 Provincial Championship Format

g) Modifications for U12A, U12B, U14C, U16C and U19C iii)

WHEREAS; (Article as currently written)

7.6 g) iii) a five run maximum rule shall apply in half innings up to and including the 3rd inning. Subsequent innings shall be open. Exception U14C, U16C and U19C. A five run maximum rule shall apply in half innings up to and including the 5th inning.

BE IT RESOLVED THAT (Motion – State whether Revision, Addition, Deletion)

Deletion:

iii) A five run maximum rule shall apply in half innings up to and including the 3rd inning. Subsequent innings shall be open.

DELETE: Exception U14C, U16C and U19C. A five run maximum rule shall apply in half innings up to and including the 5th inning

RATIONALE (Intent)

The run ahead rule will take care of any games with more than a 15 run difference and teams may be able to catch up in the 4th or subsequent innings if they are open.

MINOR ADVISORY COUNCIL MOTION FORM

Submitted by: Chris Young _____ District 14 _____

Seconded by: Deb Vinters D8 _____

REFERENCE: (Article and Subsection)

7.5 B

WHEREAS; (Article as currently written)

7.5 B. PICK-UPS (REFER TO ANNEX 'E')

- i. To be eligible, a pick-up player must be registered on an appropriately classified team within the District of the team picking them up.
- ii. A player may be picked up by any other appropriate team prior to that player's provincial championship for his registered team, and then must fulfill their obligation with their registered teams. (NOTE: See Article 10.1 b) Ineligible Player.)
- iii. a) The winning team, host team and any pro-rated team of a District (A, B, C Classification), will be permitted the addition of three (3) pickups from their own district to a full complement of 15 players of the same classification or lower classification within the team's own category, or one classification lower when proceeding to a Provincial Championship.
b) Teams from Districts that do not have teams in the same classification to pick up from, be allowed to pick up from any District in the Province. The choice of pick-up players will first be given to the winning team, then to the host team, SHOULD THAT DISTRICT BE HOSTING THE CHAMPIONSHIP IN THE CURRENT YEAR, and finally to the pro-rated teams participating in the Championship. Players asked by their district representative to join their teams for provincials and refuse, shall be ineligible to be picked up by out of district teams. Pick up order for out of district teams: If more than one team needs out of district pick-ups, the Minor Director will do a random draw to determine order of pick-ups. In 'C' classification Provincials, only one (1) pick-up may be used as a pitcher, and that pick-up must be designated at the commencement of the Championship and no other pick-up may be used as a pitcher during the Championship.
- iv. A pick-up must have the written permission of their coach to be eligible to play with any other teams at a Provincial Championship. Written permission may be in the form of the team's Softball B.C. Team Registration Form, which is appropriately signed by the player's coach and the District Minor Coordinator at the time of registration with Softball B.C.
- v. A player may elect to play for any team wishing to pick them up and is not obligated to follow the selection criteria as otherwise described. Teams requesting to pick-up players from outside their own district must get approval from the pick-up players District Coordinator. Players asked to

be picked up by one of their own district teams and decline are ineligible to be picked up by any other district.

- vi. With the exception of a pick-up player who formally provides written notification to the pick-up team's coach and the Minor Director of Softball B.C. outlining circumstances why that pick-up player cannot, or will not, participate with the pick-up team at any extra-Provincial Championship, a player who has been officially added to a team as a pick-up in a Provincial Championship cannot be replaced. Where the Minor Director receives such notification, and where exceptional circumstances dictate, the Minor Director may authorize replacement of that particular pick-up player.
- vii. A coach added to a team roster to meet NCCP requirements will constitute one of the team's three pick-up choices.
- viii. Players, including pick-ups, will be allowed to participate in more than one Minor Provincial in the same year.

EXCEPTIONS:

- a. Pick-up players for each method of pitch shall only be eligible if registered in the particular method of pitch. NO CROSSOVER PICK-UPS.
 - i. a pitcher may pitch in more than one Provincial provided they are picked up from the appropriate division and/or category as designated in the Softball BC pick-up annex.
- ix. Registered adult coaches or non-playing coaches may participate as a coach in more than one Minor Provincial Championship in the same year.

BE IT RESOLVED THAT (Motion – State whether Revision, Addition, Deletion)

a) Teams may use up to three pickups for Provincial Championships, one or more of which may be coaches, provided that total number of registered players and coaches on the team together with pickups may not exceed the maximum number permitted in these Special Operating Rules.

b) "A" teams may pick up from any District, no priority is given to teams within a given District.

c) The following apply to "B" and "C" teams picking up players for Provincial Championships:

i) Within a given District, teams will be permitted to pick up in the following order:

(1) The team that places first at District Championships;

(2) The team that is hosting the Provincial Championships;

(3) Teams that earned pro rata spots in the Provincials Championships, in the order in which they earned those spots.

Each team will be given 48 hours to select their pickups before the next team is given their turn.

ii) In-District pickups must be approved in writing by the District Minor Coordinator.

iii) Teams must pick up from within their District where there are players available in the same category and classification or one lower category or classification (but not both).

iv) Where a team can demonstrate to its Minor Coordinator and the Minor Director that it has invited all players within its District eligible under subsection iii) to play at Provincial Championships and none are willing to be picked up, that team may pick up out of District.

v) A player that declines an invitation to be a pickup for a team within her or his District may subsequently accept an offer to be a pickup for another team within her or his District but may not be a pickup for any team outside her or his District for any Provincial Championship that season.

vi) A player who is requested to be a pickup and whose team is participating in a Western or National Championship after the Provincial Championship for which they are being picked up must have written permission of their coach before they may be picked up. Permission may be indicated by providing a copy of the team's approved Softball BC roster to the coach of the team picking the player up.

d) In "C" Provincial Championships only one of a team's pickups may be a pitcher, and such pickup will be declared at the commencement of the Championship. No other pickup may be used as a pitcher once this declaration is made.

e) Out of District pickups, where permitted by this section, must be approved in writing by the Minor Coordinators of both the home District of the team picking up the player and the home District of the player.

RATIONALE (Intent)

The Pick-Up article can be interpreted in many different ways depending on who is reading it. The re-write will clarify intent and ensure that pick-ups are approved or denied consistently across the province.

CONSEQUENCES FOR NON-COMPLIANCE

Players not approved as pick ups will be determined as ineligible.

OTHER RULES WHICH MAY BE AFFECTED (including definitions page)

Article 8.3 C (see separate motion)

FINANCIAL IMPLICATIONS

none

PASSED _____

DEFEATED _____

WITHDRAWN _____

AMENDED _____

DATE _____

MINOR ADVISORY COUNCIL MOTION FORM

Submitted by: Kevin Langley _____ District 7 _____

Seconded by: Mark Palmer _____

REFERENCE: (Article and Subsection)

Softball BC Handbook, Article 7, subsection 7.2 f), 7.5 iii. a)

WHEREAS; (Article as currently written)

7.2 REGISTRATION

f) TEAM

i) A maximum of 15 players and five (5) coaches plus one Approved Minor Apprentice Coach paired with the rostered Mentor Coach. EXCEPTION: 17 players for U19C.

BE IT RESOLVED THAT (Motion – State whether Revision, Addition, Deletion)

7.2 REGISTRATION

f) TEAM

i) Maximum Player:

- For teams U17 and under, maximum of 15 players.

- For U19 teams, maximum of 17 players.

- Exceptions may be granted under extraordinary circumstances with the approval of the district minor coordinator and the minor director

ii) Coaches:

-Five (5) coaches plus one Approved Minor Apprentice Coach paired with the rostered Mentor Coach.

Re-number following sections 7.2 f) ii)-x) to 7.2 f) iii)-xi)

RATIONALE (Intent)

For the change to allow 17 players for U19B and A, it is getting harder to field teams due to girls have other commitments such as school and work. Having girls only able to commit part time can cause some teams to fold. Allowing two extra players on the roster, will help teams continue to play thru the final years of minor ball and then transition into women's ball.

For the change to allow the minor coordinator and minor director to allow exceptions to the roster size, in some smaller associations teams may have 16 or 17 players playing on one team during the season due to only one team existing. They will register the additional player on another roster and these players will not be eligible for provincials. This change will allow these players to participate with their teammates.

CONSEQUENCES FOR NON-COMPLIANCE

none

OTHER RULES WHICH MAY BE AFFECTED (including definitions page)

FINANCIAL IMPLICATIONS

none

PASSED _____

DEFEATED _____

WITHDRAWN _____

AMENDED _____

DATE _____

2022 PROVINCIALS

as of December 7

C Provincials July 1 to 3		
North Shore Girls	District 4	U15C
vacant		U17C
vacant		U19C
B provincials July July 8-10		
Kelowna Minor Fastpitch	District 9	U13B
Alberni Valley	District 2	U15B
Richmond Minor Girls	District 5	U17B
Ridge Meadows	District 14	U19B
A Provincials July 15 to 17		
White Rock Renegades	Disrict 7	U13A
Cloverdale Minor	District 7	U15A
Langley Minor	District 8	U17A
White Rock Renegades	District 7	U19A
Regional Championships	June 24 to26	
Ladysmith (application to come)	Region 1 (D1,2,3)	
Richmond Girls	Region 2 (D4,5,6,15)	
Cloverdale	Region 3 (D7,8,14)	
Enderby (application to come)	Region 4 (D9,10,11)	
(with Region 4)	Region 5 (D12,13)	

Terms of Reference

Men's and Women's Slo Pitch Committee

Goals

- To promote membership in Softball BC to the men's, women's and mixed slo pitch leagues and teams in British Columbia
- To promote communication and opportunities for partnerships between Softball BC and men's, women's, and mixed slo pitch leagues and teams.
- Identify to Softball BC, ways to increase membership in this category
- Identify teams and leagues in the province and promote slo pitch participation within Softball BC
- Recommendations in operating rules, policies and by-laws of the Association for the growth of slo pitch in British Columbia

Membership

- A) Chair – Appointed by the President of Softball BC
- B) Vice Chair – elected by the committee members at the first committee meeting for a term of one year
- C) Secretary – record minutes and maintain a record of the committee's activities. Elected by the member by the committee at the first meeting for a term of one year.
- D) D) Members – the committee will be made up of not less than 6 and not more than 9 additional members at large. The composition of the committee will reflect the geographical and historical centers of slo pitch. Call for applications will be posted by Softball BC and final selections will be made by a selection panel consisting of the chair, the President of Softball BC and one staff member.

Jurisdiction

This is an advisory committee reporting to the board of directors. This committee is not empowered to make any final and binding decisions, but to provide guidance and recommendations to the board and any other committees as they see fit, for their consideration.

Resources and Budget

The committee will conduct meetings via conference call, in person, or by an electronic meeting format. The chair will, with assistance from the Executive Director, decide on the format. The BCASA will provide staff advisory resources, to do transcribing, photocopying, and printing as required. Costs for travel and meeting space will require prior approval by the Executive Director. Any additional financial resources requested must be approved by the finance committee prior to those funds being used.

Governance

Decisions will be made by a simple majority with the chair not having a vote unless the vote is tied. Members may communicate their vote by email, phone or in person. Proxy votes are not permitted. A quorum requires no less than 60% of committee members present, either virtually or in person.

Privacy

All documents and minutes from meetings will be stored on the BCASA secure server site. The minutes will be distributed to all members of the committee and shall be voted on at the next meeting. Once minutes are approved, they will be circulated to the Board of Directors via the Executive Director.

General

The chair of the committee shall be a member in good standing of the BCASA. All committee members shall abide by BC Amateur Softball Association policies with respect to code of conduct, privacy and confidentiality.

Deliverables

The committee shall provide, at their discretion, both the board of directors and when necessary, appropriate advisory councils with written recommendations for changes to special operating rules, policies and by-laws of the society as they see fit. Such recommendations will be presented either by the chair at a regular meeting of the Board of Directors of Softball B.C., or through the President.

Review

These terms of reference may be reviewed at the request of the committee chair but must be done in September 2022 when the trial concludes.