



**Softball BC Board of Directors  
Meeting Minutes  
February 11, 2023  
Coast Tsawwassen Inn**

**IN ATTENDANCE:**

Lisa Parkes, President  
Kevin Langley, Vice President  
Rachel Charles, Vice President, Finance  
Scott Wheatley, Director at Large  
Chad Bryden, Director - Coaching  
Lavaughn Larson, Director - Minor  
Susan Strafford, Director - Provincial Umpire in Chief  
Al Groff, Director - Men's and Women's

Joni Frei, Chief Program Officer  
Terri Boizard, Chief Operations Officer  
Barry Petrachenko, Executive Director

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Lisa Parkes called the meeting to order at 9:02am

Lisa Parkes welcomed the group and updated on the Western Canadian Softball Association AGM held in Victoria in January.

**Motion** to accept the agenda (Strafford/Groff)

**Carried**

**Motion** to approve the minutes of the Board of Directors Video Conference of January 19, 2023 (Langley/Groff)

**Carried**

**Board Business**

- Revisions to the Expense Policy had been passed via email poll and need to be read into the minutes
  - **Motion** that the January 2023 version of the Softball BC Expense Policy be adopted. (Charles/Larson)  
**Carried**
- Lisa Parkes reviewed the updates that had been made to the Board of Directors Manual.
  - **Motion** that the February 2023 version of the Softball BC Board of Directors Manual be approved. (Langley/Strafford)
    - Several revisions were reviewed and adjustments suggested. **Amendment:** That the proposed revisions be amended to include those added and adjusted by the Board (Strafford/Langley)  
**Carried**
  - **Motion Carried as amended**
- The process for collecting host fees/deposits for championships was reviewed.
  - **Motion** That the Vice President Finance, Minor Director and MaW Director review the hosting fee/deposit process and bring forward recommendations to the Board for consideration. (Strafford/Charles) **Carried**



- Lisa Parkes reviewed the draft Terms of Reference for the Governance Committee, and discussion followed on the roles and responsibilities of the committee.
  - **Motion** That the Governance Committee Terms of Reference be approved as circulated (Charles/Strafford) **Carried**
- Al Groff reviewed proposed amendments from the Men's and Women's Advisory Council
  - **Motion** That the pitching distance for Women's D be changed to 43 feet to match Women's A, B and C (Langley/Strafford) **Carried**
  - **Motion** That Article 2.1 section f) be removed and replaced with: f) Men's and Women's A FP ONLY – up to two (2) players, who are Canadian citizens living outside of BC and/or Canada, who return to BC and/or Canada after the official residence date, and register for softball participation by the Provincials roster deadline date. NOTE: (Men's and Women's A FP ONLY) – Only one of these two players can be a pitcher (Charles/Langley) **Carried**
- Rachel Charles reviewed the financial report as at December 31, 2022
  - **Motion** that the December 31, 2022 financial report be received (Strafford/Langley) **Carried**
- Rachel Charles noted to the Board that the CRA Vehicle Travel Rate has been adjusted to \$0.68 per kilometre
- Rachel Charles outlined the preliminary work that has been completed to date on the 2023/2024 fiscal budget
  - Notice of insurance rate increases have been received from our insurers. The Executive Director is working to develop adjustments to our renewal date for insurance coverages, to better match the softball playing season and to allow for proper notice to the membership on insurance fee increases.
    - The Board provided general support for further investigation of a move to an August 31 year end to bring the insurance billing in line with a September 1 renewal.

### Operations Report

- Barry Petrachenko updated on a new format for the submission of Softball BC Expense Claims and noted that a new process for onboarding volunteers and Board members is now up and running.
- Barry Petrachenko Reviewed the Operational Plan and highlighted key outcomes that have been achieved. A meeting will be set to review operational planning items further with the UIC, Minor Director and MaW Director.
- Lavaughn Larson reviewed a membership inquiry from Burns Lake Minor Softball, noting that the association has 120 players registered
  - **Motion** that the membership application of Burns Lake Minor Softball be approved (Charles/Strafford) **Carried**
- Lavaughn Larson provided an update on recent town hall discussions regarding U11 programming. Items in development include a desire for suggested coach training requirements at this level, and the drafting of motions required to create "Community" and "Rep" divisions at U11. The Board discussed the key components that will be required for inclusion in programming guidelines.
- Barry Petrachenko updated on the work of the Umpire Culture Work Group. The pilot project planned for U11, U13C and Slo Pitch for this season is nearly completed.
- Lavaughn Larson reviewed the list of host sites and Softball BC Reps required for the various events.

**The meeting was adjourned at 2:17pm (Strafford/Charles)**