



Board of Directors Meeting
April 6, 2025
Coast Hotels, 1665 56th St, Delta, BC



Minutes

In Attendance:

- Baukje Edamura, Vice-President
- Rachel Allan, Treasurer
- Terri Boizard, Director
- Lavaughn Larson, Director
- Scott Wheatley, Director
- Diane St-Denis, Executive Director
- Laura MacMillan, Programs & Championship Director

Regrets

- Lisa Parkes, President

1. Call to Order

1.01 Territorial Acknowledgement & Opening Remark

B. Edamura called the meeting to order at 12:38 pm and provided a brief territorial acknowledgement. She thanked the directors for their energy and thoughtful participation in the previous day's strategic planning sessions and earlier in the morning.

1.02 Motion to approve the agenda

Moved by L. Larson, seconded by R. Allan, to adopt the agenda with the addition of item 2. Email Votes. CARRIED UNANIMOUSLY

1.03 Motion to approve minutes

Moved by K. Langley, seconded by S. Wheatley, to approve the Minutes of March 12 as circulated. CARRIED UNANIMOUSLY

1.04 Business Arising from the last meeting

i. Board Rep Assignments

D. St-Denis shared with the Board her recommendation to rename the position of "Board of Directors Representative" as the "Softball Bc Representative" in all documentation moving forward as the title is misleading since the representative is now an extension of the Programs and Championship Director. She indicated that L. MacMillan has secured approximately 80% of the appointments but needs to secure all reps before confirming the final list, as some switches may be required to ensure the most affordable allocation plan while ensuring knowledgeable representatives have been appointed. The Board will be notified of the appointments when the list is finalized.

ACTION: Staff to ensure the names of the Championship Director, UIC and Softball BC

Rep are listed on the championship page for each event.

ii. Championship Hosts

The office is still working on securing hosts for the celebrations and regionals. We are currently at risk of cancelling four (4) U11C celebrations and three (3) Regionals. The office is still seeking a host for Masters Men and Men's Intermediate A & B.

2. Email Votes

April 4, 2024

To approve the staff's recommendation to appoint the Spruce City Minor Fastball Association as the host for the 2025 Boys Provincials. CARRIED UNANIMOUSLY

3. Board Business

2.01 Finance Committee

i. Board Financial Report - February 28, 2025

R. Allan reviewed the association's current financial position. As of February 28, 2025, projections signal a surplus of \$24,966.10. Pending the surplus once the audit is completed, the committee will bring forward recommendations in July or August regarding contributing funds to the newly approved Board Discretionary Reserve Fund.

The \$40,000 increase in revenue (the original budget was for a \$16,000 deficit) is primarily due to the rise in membership, and expect CSG expenses to be postponed to the next fiscal year

ii. Draft 2025-26 budget

R. Allan provided a high-level overview of the new chart of accounts that coincides with the move from Sage to QuickBooks Online (QBO). QBO allows us to reduce the number of accounts by maximizing the use of class and project codes. She assured the Board that the staff and Finance Committee would retain the ability to pull information on various events and activities as was done in the past.

D. St-Denis walked the Board through the tabs, which informed them of the numbers reflected in the budget

Highlights

- Membership projections were based on retaining the same # of participants. However, we adjusted the price points for the U7 and U9.
- Projecting an increase of 5% in insurance costs as a precautionary measure. We will know our actual costs before the next budget version is completed. The loss ratio is down from 19% to 14%, so we are optimistic that our fee per person will be reduced.
- Used past clinic data to develop both coach and umpiring budgets. The current pricing principles for these areas ensure a reduction in revenue is typically

matched with a decrease in expense.

- Current staffing levels are three full-time, two part-time (MCD) and 1 hourly. We will be adding another full-time staff in August.
- CSG - men's tryouts are May 2, hence why most of the program expenses are in this year's budget.
- CSG - women. The final tryout is in June. There is an unexpected cost related to naming a manager whose games costs will not be covered by the BC Games Society.
- Increases in merchant fee costs are projected as we drive more members to pay online.
- This is a reminder that we eliminated the congress in favour of a virtual AGM, Hall Of Fame event at Canada Cup, Virtual Awards Process and reviving the coaching congress with a club administration stream attached to it.
- Professional fees reflect the areas where support is needed to achieve our goals.

Decisions:

- Eliminate prizing in favour of working with Hosts on a Most Valuable Player option for each game or Tournament All-Star concept OR consider alternative activity that is inclusive of most participating teams.
- Teams can contact the office if they wish to order gear that contains a reference to Champion and the Softball BC logo.
- Change full-time staff cellphone remuneration to a monthly tech stipend (eliminate the need to submit claims) and increase to \$100.
- Increase the PD fund allocated to each staff to \$750.

Adjustments to be done for next meeting

- **Staff will meet with hosts and discuss the impact of eliminating prizing in favour of working with Hosts on a Most Valuable Player option for each game or Tournament All-Star concept or other concept. Report back at the next meeting. The decision may be delayed until 2026.**
- **Adjust budget area for provincials to reflect Softball BC rep and UIC allocations.**
- **Verify that our Purolator accounts are for a not-for-profit.**
- **Review our vendors to see if they offer discounts or sponsorships for not-for-profit profits.**
- **Refresh Regional and Provincial event data with new projections once details are gathered on # of teams per district, UIC and Softball BC Rep appointments.**

3. Next Meeting & Adjournment

Office will do a doodle

Move by K. Langley, seconded by R. Allan, to adjourn the meeting at 2:35 pm.

CARRIED UNANIMOUSLY

