Board of Directors Meeting
October 1, 2025

Minutes

In Attendance
- Lisa Parkes, President
- Baukje Edamura, Vice-President
- Rachel Allan, Treasurer
- Terri Boizard, Director
- Kevin Langley, Director
- Lavaughn Larson, Director
- Scott Wheatley, Director
- Diane St-Denis, Executive Director
- Haili Sinclair, Member Services & Communications Director

1. Call to Order

1.01 Territorial Acknowledgement & Opening Remarks
L. Parkes called the meeting to order at 6:30 pm and provided a brief territorial acknowledgement.

1.02 Approval of the agenda
Moved by K. Langley, seconded by R. Allan, to approve the agenda as with the addition of item 4.06 - Office closure over the December Holidays.
CARRIED UNANIMOUSLY

L. Larson requested that the Board consider increasing the frequency of their meetings to ensure agendas can be completed. L. Parkes instructed D. St-Denis to add that to the agenda for October 19th.

1.03 Approval of minutes
Moved by R. Allan, seconded by K. Langley, to approve the meeting minutes of September 10, 2025. **CARRIED UNANIMOUSLY**

1.04 Business Arising from the last meeting

a. TCMSA/PCMSA merger update
The topic was addressed under agenda item 3.01.c.iii.

b. Terms of Reference - District Review Working Group
The topic was addressed under agenda item 2.01 b.ii.

2. Board Business

2.01 Committee Updates

a. Finance & HR Committee

i. Management Letter from WL+Company
A copy of the Management Letter dated September 22, 2025, from

WL+Company was shared with the Board. D. St-Denis asked if directors had any questions. There were none.

b. Governance Committee

i. Liaison report
D. St-Denis reported that an email was sent on Sept 15th to the current committee providing them with an update on the OEI work, the proposal for an EMG and the intent to convene a meeting of the committee after the October 18th AGM, most likely in November once the new Board is in place and they have reviewed the chairs for all councils and committees.

ii. District Review Working Group - TOR
L. Larsen questioned whether we should have more Board members in the working group, as this group had previously included the minor, men's, and women's directors.

D. St-Denis noted that the Board discussed this item at the last meeting and agreed that the reference to these directors would be replaced with the chairs of the relevant committees.

K. Langley recommended the inclusion of a bullet point that the committee is not required to bring forward recommendations that cross the ensure system. For example, a recommendation that impacts the structure of the Umpire Advisory Council does not necessarily need to apply to the Minor Advisor Council.

K. Langley commented that he supports the recommended composition as the chairs consult with their councils. He suggested that a director should be allowed to attend the meeting and observe if they have an interest in doing so.

R. Allan recommended that the terms include a reference to the Chair, who will be a member of the Board, provide updates at all meetings, and a midpoint report by March 1, 2026.

Consensus was to constitute this committee once the new Board has established the new Governance Committee. T. Boizard suggested the Board should review the appointments of all councils, committees and working groups annually after the AGM and in January to ensure they are current, that people are attending meetings and have the capacity to do the work. D. St-Denis noted that this item is on the agenda for October 19th.

Moved to R. Allan, seconded by L. Larson, to approve the revised terms of reference. (Appendix A) CARRIED UNANIMOUSLY

c. Minor Advisory Council

i. Liaison report
B. Edamura reported having attended a portion of the meeting on September 29. Several motions were voted on, but are not ready to be brought forward to the Board as the minutes were completed earlier in the day. The motions

approved at the Council's meeting on September 29th will be brought forward at the October 19th meeting.

ii. Motions

1. Disband Boys Working Group

   A summary of the rationale for the Minor Advisory Council to disband the working group was provided to the Board as information. A few directors expressed concern about the messaging being sent, referencing the "disbanding" of the committee.

   Directors agreed there was a need to find a better structure to address what is now a strategic priority for Softball BC. Comments ranged from

   - Creating a men's and boys committee that reports directly to the Board.
   - Starting new programs may be a process of working one-on-one with associations that are interested in pursuing a boys' program.
   - Recruiting existing programs in BC to join Softball BC may involve a process of working one-on-one with each program to understand how we can accommodate them within Softball BC.
   - The town hall suggested by the council may be a starting point for hearing what our members need to consider when adding a 'boys' program or starting one.

2. Revision to Article 7

   Moved by R. Allan, seconded by B. Edamura, to approve the following motion from the Minor Advisory Council.
   Softball Canada has a plan to systematically develop players once they enter the sport, up until they reach their full potential. This process is called Long-Term Player Development (LTPD). The LTPD guidelines are an important step in aligning player development and program development across the country and our province, at all levels and for all ages. Softball BC's minor softball rules follow the guidelines of the LTPD model and the Athlete Development Matrix set out by Softball Canada.

   - **These rules are guidelines for U9, U11C, U11R and U13C programs.**
   - **~~U11C, U11R and U13C~~ The rules will be enforced at all Softball BC U11C Celebrations, U11R Showcases and U13C Regional Events.**
   - **Softball BC rules shall apply in all cases not covered below. FAILED (3 - 4 -0)**

   Directions to the Council

   - The Board understands the concerns and the need for changes, but they are hesitant to eliminate all the rules.
   - More consultation is needed with members knowledgeable about the skill development matrix and LTPDM to determine which rules should remain in each specific category for the entire season.

B. Edamura asked for advice on what to provide to minor coordinators who are struggling with compliance within their district. The suggestion was to speak with the association to remind them of the rules and, if necessary, consult with the Office to engage them in the broader conversation.

d. Men's & Women's Advisory Council

i. Liaison report

L. Larson confirmed not having attended a meeting. D. St-Denis noted that in the wake of L. MacMillan's resignation, she had requested a meeting with the Chair of the Council to get an update on the status of the council's meeting schedule. A similar request was made for the Slo-Pitch Committee.

e. Umpire Advisory Council

i. Liaison report

T. Boizard reported having received the minutes from the last UAC meeting and that there had been no meeting since her last report to the Board. D. St-Denis requested that T. Boizard share the minutes with her as she could not locate them on the shared drive.

f. Ad Hoc Committees

i. Nominations Committee

D. St-Denis confirmed the final list of nominees for the upcoming Board election. In alphabetical order: Rick Benson, Jack Hawes, Kevin Langley, Lavaughn Larson, Darcy MacKenzie and Darren Simpson. The slate of nominees, along with each candidate's resume and the election procedures, is on the website, along with all other AGM materials.

L. Parkes noted S. Wheatley's and B. Edamura's departure from the Board and will be officially acknowledging and thanking them at the AGM.

ii. Men's Fastpitch Working Committee

D. St-Denis reported no change since the last meeting.

iii. Awards & Hall of Fame Committee

H. Sinclair reported that the deadlines for nominations have been extended to October 15th due to the nominations process starting late in September. The Hall of Fame and Awards of Distinction deadline remains Dec 1st.

vi. Coaching Development Committee

Meeting the week of October 20th. Confirming coaching requirements for 2026. Discussing the proposed Softball Canada MCD meeting in January.

g. Working Groups

i. Rural Participation Working Group

B. Edamura provided a high-level verbal update.

- A potential operational recommendation is enhanced communication. How do they get timely updates on tournaments in the Lower Mainland so they can attend? Or knowing who is available to deliver coaching clinics or umpire clinics.

- Possible rule recommendations (i) introduction of a new classification; (ii) regional for U15 instead of districts, and (iii) rural overage exemptions.

L. Parkes noted that a tournament meeting is being held in December and inquired if a representative of this group could attend. L. Larson pointed out that information will be circulated in late October and that anyone who wants their information added to the tournament list can email her.

L. Parkes also noted that the information being discussed and captured by this working group needs to be shared with the district review committee and asked D. St-Denis to ensure a mechanism is in place to facilitate the transfer of information.

2.02 Email Votes Reporting

None since the last Board meeting.

3. Operational Business

3.01 Management Report

a. Director Search Update

D. St-Denis confirmed that Interviews are scheduled for October 8th and 10th. The committee aims to confirm the successful candidates by the end of the month.

L. Larson asked for the names of those who are on the hiring committee.

- Sport Development Director - Martin Tilt, Haili Sinclair, Diane St-Denis
- Umpires & Championships Director - Kathy Weston, Haili Sinclair, Diane St-Denis

b. AGM Final Meeting Package

D. St-Denis confirmed that the meeting package is on the website. A supplementary Annual Report document will be added on Friday to capture the reports that were received late. Staff are finalizing the slide deck and scripts. Coordinators have until 7 days before the AGM to confirm their voting representatives (as per the bylaws).

c. Membership

i. Peachland Minor Fastball Association Update

D. St-Denis confirmed that she had met with the Executive on September 19th to review the Board's decision.

- They plan to offer an indoor 'Learn to Play' program in January or February, which will lead to a summer program. They have parents identified to lead the program. They are currently determining which coaching clinic they wish to pursue. Intro has been made to B. Hitchcock.
- Reviewed funding availability for Learn to Play
- They have reached out to the D9 UIC about an umpire clinic.
- An introduction has been made to H. Sinclair to get them started on their RAMP portal.
- An introduction to the D9 Minor Coordinator has been made.
- They held tryouts for U15 and will train only until they register their Learn to Play participants. Communication was shared with the parents on the "conditional" nature of their membership status.

D. St-Denis confirmed that the decision has been communicated to the other member associations in D9.

ii. Mission Minor Fastpitch Association application

K. Langley mentioned that Mission previously had a club and recommended that we secure assistance from Ridge Meadows and Abbotsford to support them. D. St-Denis stated that the President of the Mission Association reported having been contacted by the President of Abbotsford, who extended an invitation to assist them where needed. D. St-Denis indicated she had met personally with the new President of the Ridge Meadows Association, who has also offered to assist them where needed. This message will be reinforced to the Maple Ridge leadership group if the proposal is approved.

Moved by R. Allan, seconded by K. Langley, to approve the membership application from the Mission Minor Fastpitch Association, effective immediately. CARRIED UNANIMOUSLY

iii. TCMSA/PCMSA merger - inclusion of adult programs

D. St-Denis confirmed that she met with Rhiannon McMillan (PCMSA) and Curtis Ureta (TCMSA) on September 24th to review the Board's decision. Items covered:

- Role of the Softball BC Executive Director
- Notification to their members
- Amalgamation into a new Society
- Formation of the new Association's Board
- Next meeting with the new Board to review key timelines and reporting

D. St-Denis reviewed the request brought forward by Port Coquitlam as it pertains to the women's programs that register through them. She confirmed that the Tri-City Minor Softball Association doesn't have adult teams and has not been consulted on this topic.

Moved by R. Allan, seconded by B. Edamura, to allow the adult programs registering through the Port Coquitlam Minor Softball Association to continue utilizing the name "Ravens" once the PCMSA and TCMSA amalgamate into the new Port Coquitlam Fastpitch Association.

CARRIED UNANIMOUSLY

3.02 Strategic Plan

a. Public document

D. St-Denis noted that the final document has been loaded into the meeting agenda and added to the AGM documentation available on the website.

Moved by L. Larson, seconded by B. Edamura, to edit the first value listed in the strategic plan to read
Inclusion
We celebrate diversity and strive to create environments where everyone feels they belong; where everyone is welcomed, respected, and represented.

CARRIED UNANIMOUSLY

3.03 OEI Implementation

a. Governance Documents under Review
D. St-Denis provided a list of the documents currently being prepared for the Governance Committee to review in November.

b. Draft Bylaws
D. St-Denis reported that Sport Law is currently making edits to a revised set of bylaws that will address the recommendations identified in the OEI report while maintaining our current governance structure. The Governance Committee will review the document and submit it to the Board for review. The Board will present the revisions to the members at the Extraordinary General Meeting in March 2026.

c. Policy Review - Sport Law
D. St-Denis reported that Sport Law is working on the policy review to address the recommendations identified in the OEI report. She is hopeful these will be ready by the end of this month for the Governance Committee to review in November.

3.04 Bids and 2026 Championship Calendar

D. St-Denis reported that communication has been sent to all members informing them that the bid window for the 2026 Championships is open. We have received some early interest in some events. The application deadline is November 1st, which will give us a month to find solutions for events that may go unsolicited. ALL applications will be brought to the Board for the December 6th meeting.

We have received a formal request from the Canadian Amateur Sport Society for a letter of support for their bid application to host the 2026 U15 & U17 Boys' Canadian Championships. The President will prepare a letter of support.

3.05 Policies and Standard Operating Rules Review

a. Change to Western/Canadian Team Travel Fund
Motion has been withdrawn. Staff and the Treasurer will review and address as part of the 2026-27 budget proposal.

b. Revised Article 15 - Westerns or Canadian Championships
D. St-Denis noted that the proposed revisions will need to be pushed to the next meeting due to the 15.5 needed revision based on the decision to withdraw the motion on the team travel fund (above).

B. Edamura - How do we address a team that intentionally forfeits a game to avoid having to fulfill their LOI commitment? K. Langley suggested that it could be hard to prove intent if we are saying you can't intentionally forfeit to avoid the fine.

D. St-Denis questioned if the scenario described by B. Edamura was due to the teams in question not expecting to be eligible for a berth by finishing 5th at provincials? She suggested that perhaps the issue lies with the LOI process, where teams do not understand that their LOI will be enforced to fill all of the berths assigned to BC by Softball Canada.

D. St-Denis was instructed to review the proposal to address

- Intentional forfeits

- Providing minor teams an opportunity to adjust their LOI if BC gets more than four berths to a championship
- 15.5 - funding

K. Langley left the call.

4. New Business

4.01 Softball BC Teams Playing Non-Sanctioned Softball Teams (Article 17)

B. Edamura noted that the current policy allows non-sanctioned teams to play our members, which provides an opportunity for programs to attract to their rosters players that would generally be in our ecosystem, therefore eroding our system.

After some discussion, the Board directed staff to revise Article 17 to prohibit Softball BC members from participating against teams that are not sanctioned by a Provincial, National or International Sport Governing Body.

4.02 Culture

Due to time constraints, D. St-Denis recommended that this item be pushed to the next meeting. She noted that the new Board may tie this discussion to a larger discussion related to the priorities listed in the strategic plan.

4.03 OneBadge Proposal

Due to time constraints, D. St-Denis recommended that this item be pushed to a future meeting.

4.04 Now What Facilitation Workshops

D. St-Denis reminded the Board of the email circulated to them on September 9th. Several minor coordinators have already expressed an interest in the conflict resolution workshop. Based on the feedback received from the directors and minor coordinator, she will work with the Now What Facilitation team to deliver the workshops in the latter part of January and the early part of February, to ensure that new LSO boards are formed and any new coordinators have been onboarded.

4.05 Concerns & Recommendations for the Men's Program

L. Parkes spoke to the letter received from S. Myall, Head Coach of Team BC (Men) for the 2025 Canada Summer Games. A brief discussion ensued. She will respond to S. Myall, confirming the feedback will be part of the data the new Sport Development Director and Executive Director will consider in designing the program for the next cycle.

4.06. Office closure over the December Holidays.

Moved by S. Wheatley, seconded by R. Allan to close the office from Wednesday, December 24th, to Thursday, January 1st (inclusively). Giving staff four (4) bonus vacation days (the 24th, 29th, 30th, 31st).

CARRIED UNANIMOUSLY

D. St-Denis noted that staff will have the option of using their vacation days for December 22nd, 23rd, and January 2nd.

5. Next Meeting & Adjournment
- October 18th @ 2:00 pm - AGM
- October 19th @ 9:00 am
- Dec 6 & 7
  - Coast Tsawwassen Inn, Saturday - 9:30 am to 5:00 pm
  - Dinner reservations at the Four Winds Beach House & Brewery at 5:00 PM
  - Sunday - 8:30 am to 4:30 pm

Moved by R. Allan, seconded by B. Edamura, to adjourn the meeting at 9:30 pm.

CARRIED UNANIMOUSLY

Terms of Reference
District Review Working Group

Mandate:
The District Review Working Group shall complete its work and provide a report with recommendations to the Board of Directors.

- Review each area of the Softball BC By-laws and Special Operating rules that currently refer to district structure and determine if the current alignment best serves our members. Provide guidance and directions on options to change the existing structure.
  These areas include, but are not limited to:
  - Voting delegates
  - District Coordinators – Minor and Seniors
  - District UIC
  - Minor Playdowns and Provincial berth allocations
    - play-in tournaments for provincial qualification
  - Registration
    - player movement (aka catchments/boundaries) and
- Provide guidance and direction on options to change the existing structure.
- Provide guidance and recommend the timing of any changes moving forward.

Note: a recommendation that applies to one aspect of the structure does not necessarily have to apply to all (i.e.: a change in structure in the umpire advisory council does not necessarily need to apply to the other council).

Timeline:
The final report is due on August 1, 2026. The Chair will provide regular reports to the Board at their meeting as well as a mid-point report no later than March 1, 2026.

Composition
The Committee will be comprised of:
1. Chair – a member of the Board
2. Vice Chair
3. Softball BC staff support (no vote)
4. Representatives from the major areas of the province, as selected by the Chair
   - Vancouver Island (currently districts 1, 2, 3)
   - Lower Mainland 1 (currently districts 4, 5, 6, 14)
   - Lower Mainland 2 (currently districts 7, 8,15)
   - northern (currently districts 12 and 13)
   - interior (currently districts 9, 10, 11)

For reference and advice, the following individuals will be invited to be non-voting members of the committee:
1. Chair of the Minor Advisory Council
2. Chair of the Men's and Women's Advisory Council
3. Provincial Umpire in Chief

The Executive Director will appoint a staff member to support the committee administratively.

As per all other Softball BC committees, the President is an ex-officio on the working group and can attend meetings

Directors of the Board may also attend meetings as observers.

Resources and Budget

The committee will conduct its meetings via video conference call unless an in-person meeting is deemed more conducive to accelerating the group's work.

Softball BC will provide staff advisory resources.

Meetings may be called at the pleasure of the chair or in their absence, the vice-chair. Members will confirm their attendance with the chairperson (or the Softball BC staff member appointed as liaison).