



**Board of Directors Meeting
May 27, 2025
Minutes**



In Attendance:

- Lisa Parkes, President
- Baukje Edamura, Vice-President
- Rachel Allan, Treasurer
- Terri Boizard, Director
- Lavaughn Larson, Director
- Kevin Langley, Director
- Laura MacMillan, Programs & Championship Director
- Haili Pettifer, Member Services & Communications, Manager
- Diane St-Denis, Executive Director

Regrets:

- Scott Wheatley, Director

1. Call to Order

1.01 Territorial Acknowledgement & Opening Remark

L. Parkes called the meeting to order at 6:30 pm and provided a brief territorial acknowledgement.

1.02 Motion to approve the agenda

Moved by B. Edamura, seconded by R. Allan, to adopt the agenda with the addition of 4.05 Request from M&W Advisory Council to waive fees for Women's All-Star Team

CARRIED UNANIMOUSLY

1.03 Motion to approve minutes of April 27th

L. Parkes made note that there will be no formal minutes from the May 21st Board call with J. Ranchoux, as the purpose of the call was to provide an opportunity for Mr. Ranchoux to share information with the Board.

Moved by B. Edamura, seconded by R. Allan, to approve the minutes of April 27th as circulated.

CARRIED UNANIMOUSLY

1.04 Business Arising from the last meeting

a. Article 2

Moved to item 3.05.

b. Convert Article 18 from the 2024 handbook to a policy

Moved to item 3.05.

c. Convert Article 20 from the 2024 handbook to an Awards Policy

Moved to item 3.05.

d. PCMSA and TCMSA mediation

D. St-Denis shared a written update from the mediator. The deadline for both parties to sign an agreement remains August 1, 2025.

e. Men's working group chair update

Moved to item 2.01 f.

f. Nomination Committee Chair

Moved to item 2.01 f.

g. Awards Committee Chair

Moved to item 2.01 f.

h. League Play Oversight Paper (documentation in folder)

D. St-Denis was tasked in March to author a paper to be provided to all members for commentary. The paper to speak to:

- Leagues must follow all underlying rules of the game and identify what elements can be altered to enhance the player experience, such as the game's length.
- Identify the challenges our umpires, especially those new additions, are encountering when the rules of the games are altered.
- The Board recognised the importance of consultation with member associations and leagues as part of this process and will ensure opportunities are provided to hear feedback directly from the members.

Moved by L. Larson, seconded by R. Allan, to inform the Advisory Councils that the Board of Directors is considering mandating that members must adhere to the Softball BC rules and regulations for all level of play in BC which includes league games, exhibition games and tournaments which includes adhering to the rules of the game as published by Softball Canada. Councils are asked to provide feedback to the Board by August 1st regarding which elements of the game can be altered to enhance the player experience, such as the game's length.

CARRIED UNANIMOUSLY

Note: K. Langley left the call before the vote.

i. Bylaws, Policies and Standard Operating Rules Editing Cycle

Moved to item 3.05.

j. Waivers for volunteers - communication

Pushed to the next meeting.

k. Softball BC Rep assignments

Moved to item 3.04.

l. Hosting Update

Moved to item 3.04.

2. Board Business

2.01 Committee Updates

a. Finance & HR Committee

i. Board Financial Report

1. Year ending April 30, 2025

Work is nearing completion for the transition of the entries from Sage to QBO. We are working with the auditors to clear up a few inconsistencies in the Sage entries.

2. Current fiscal

Staff have implemented the new system. We will have an updated financial report for the next meeting.

3. viaSport Funding

No update on funding levels as of today.

4. Community Gaming Grant

Due May 31st.

ii. Waiving Team Fees

Staff presented a proposal that would allow them to address requests to have team fees waived for new associations that are not forming teams by standard age categories, as they focus on participating in their programs. The proposal was discussed but failed to gain support.

Move by R. Allan, seconded by L. Larson, to waive the team fees for Muskwa Fort Nelson Softball Association and Quesnel Youth Slo-Pitch for the 2025 season only.

CARRIED UNANIMOUSLY

iii. Motion on invoices and penalties for late payment

Moved by R. Allan, seconded by L. Larson, to approve the following addition to Article 20 of the handbook

Invoice Payment Terms and Overdue Interest

All invoices issued by Softball BC are due within 15 days of the invoice date. Any invoices remaining unpaid after 90 days will be charged interest at a rate of 2% per month (26.8% per annum).

CARRIED UNANIMOUSLY

R. Allan noted that the Office sends out reminders for overdue invoices at the 30, 45, and 60-day mark.

iv. Grants

D. St-Denis provided the following information for information to the Board

- [Same Game](#) Challenge - Softball BC has applied. No decision yet.
- Community Gaming Grant -Softball BC is applying. Application window closes May 31, 2025
- Sourcing opportunity for [LeadForward Grant](#). Application window closes May 30, 2025

The following grants are available to member associations. We promote them directly to members by forwarding the viaSport announcements

- [Hosting BC](#) - closes May 30, 2025
- [Indigenous Youth Sport Legacy Fund](#) - closes May 30, 2025
- [viaSport BC Sport Participation Program: Community Sport Program Development Fund](#) - closes June 30, 2025
- [Northern BC Coaching and Officiating Development Fund](#) (zone 7 or 8) - closes June 30, 2025

The office is reviewing our program to identify possible application opportunities.

- [BC Sport Participation Program: Provincial Sport Development Fund](#)

v. Sponsorships

1. Next Level U Sports Proposal to Softball BC

After some deliberation, the Board of Directors opted not to pursue a partnership with Next Level U Sports.

vi. Restricted Funds

1. Gordon McDonald/Thoms Memorial Fund

The final draft will be brought to the next meeting for Board approval, as the terms of reference are required for the audited financial statements.

2. Minor Development Fund

The final draft will be brought to the next meeting for Board approval, as the terms of reference are required for the audited financial statements.

Moved by L. Larson, seconded by B. Edamura, to approve the disbursement of \$4,750 as recommended by the Minor Development Fund Committee. CARRIED UNANIMOUSLY

3. Umpire Development Fund

The final draft will be brought to the next meeting for Board approval, as the terms of reference are required for the audited financial statements.

4. Board Development Fund

The terms of reference for this fund were previously approved. The fund will not be included in the audited financial statements unless the Board allocates funds after reviewing the draft financial statements, as the current balance is \$0.

5. New External Funds

Motion L. Larson, seconded, R. Allan, to begin work on creating two External Restricted Funds in collaboration with the BC Amateur Sport Fund to”

1. Team BC Support Fund: To support the preparatory activities of Team BC attending the Canada Summer Games.

- **Application – funds collected in a given cycle will be allocated to that cycle. We will not allow donors to tag a specific program.**

2. Softball BC Athlete Performance Support Fund: To support the participation of Softball BC members in Softball Canada National Team programs when said programs are self-funded (pay-to-play).

- **Application – define Softball BC member, application form, and who decides.**
- CARRIED UNANIMOUSLY**

6. The Doc's Blue Fund and Bursary

Included in the agenda for information only. This is an external fund managed by the BC Amateur Sport Fund (Sport BC). H. Pettifer has been working with Elizabeth Wood, spokesperson for the group that initiated the fund, to review a few details on the website and devise a social media campaign to increase applications.

7. Kassandra Kaulius Memorial Scholarship

Included in the agenda for information only. H. Pettifer has been working with the family to review a few details on the website and devise a social media campaign to secure more applications.

vii. Risk Management

D. St-Denis briefed the Board on a case being heard by the BC Human Rights Board involving an umpire. The umpire in question was dismissed from a league and is now claiming to be a dependent contractor, arguing that this status affords him some protections under employment law that are not available to true independent contractors. The case could redefine the nature of a PSO's relationship with officials and implications for taxation reporting.

D. St-Denis reported having had a conversation with other BC PSOs who vary in how they treat their relationship with officials. Pending the outcome of this

case, she may be seeking advice from viaSpot and Sport BC on whether they plan to approach the topic as sector vs leaving each PSO to address it on their own

b. Governance Committee

i. Meeting update

The Governance Committee has not met. We anticipate a meeting in June or July to discuss the OEI findings and the decisions the Board will have made related to the implementation plan.

ii. Membership Policy Update

This is part of the OEI report.

iii. Review of Committee TORs

This is part of the OEI report.

iv. District Review Working Group

The Working Group has not met. L. Parkes will meet with K. Langley to discuss a possible reset for this group, which would include redefining exactly what problems and challenges the working group is being asked to address. She will provide an update at the next meeting.

c. Minor Advisory Council

a. Liaison report - B. Edamura

The Council met on May 25th to finalize the Boys' Rules for the handbook. The next meeting is on June 8th.

d. Men's & Women's Advisory Council

a. Liaison report - L. Larson

Was not in attendance at the last meeting - nothing to report

e. Umpire Advisory Council

a. Liaison Report - T. Boizard

Has not been notified of any meetings.

b. Discussion following the May 21st meeting with PUIC

L. Parkes will follow up with J. Ranchoux in the next few days about next steps.

f. Ad Hoc Committees

i. Nominations Committee

Moved by R. Allan, seconded by B. Edamura to endorse the proposed altered approach proposed by staff (Appendix A).

CARRIED UNANIMOUSLY

ii. Men's Fastpitch Working Committee

The staff recommendation to abandon the creation of a working committee (Appendix B) was rejected by the Board. L. MacMillan to work with the Advisory Council to continue the search for a chair.

iii. Awards Committee

Moved by R. Allan, seconded by L. Larson to endorse the proposed altered approach proposed by staff (Appendix C).

CARRIED UNANIMOUSLY

B. Edamura suggested that the office consider revamping the volunteer section of the website and explore social media posting to promote these opportunities. D. St-Denis noted that the redesign of the site includes the volunteer section. Efforts will be made to accelerate those modifications.

v. Hall of Fame

H. Pettifer is currently working on scheduling the next meeting of the Hall of Fame Committee. The primary focus of the meeting will be to review the categories, selection criteria, selection process, and timelines to create a new Awards and Hall of Fame Policy.

vi. Coaching Development Committee

The committee has met. Staff are still completing the minutes. The committee abandoned the idea of a fall conference, as most clubs will not have their coaching staff in place for 2026 by then. They are targeting late February/March of 2026. We will be surveying the membership for feedback on dates, location, format, topics and costs.

2.02 Email Votes Reporting

No email votes since the last meeting.

3. Operational Business

3.01 Management Report

D. St-Denis entertained questions.

3.02 Strategic Plan Update by TOA

D St-Denis reported that TOA was to have been in attendance. She apologized for the miscommunication.

3.03 OEI Implementation and Outsourcing Recommendations

Moved by R. Allan, seconded by K. Langley, to approve the allocation of \$12,000 for the budget to outsource the work as recommended by staff in the implementation plan.

CARRIED UNANIMOUSLY

Note: The current budget has projected the cost at \$9,000. This would be an increase of \$3,000.

3.04 Championships

a. Softball BC Rep assignments

L. MacMillan provided a brief update on assignments and requested assistance in sourcing leads for the upcoming events that have yet to be assigned.

b. Hosting Update

L. MacMillan provided a brief update on assignments, cancellations and events still open for bids.

3.05 Ramp Implementation

The item was moved to the next Board meeting.

3.06 Policies and Standard Operating Rules Review

a. Bylaws, Policies and Standard Operating Rules Editing Cycle

The item was moved to the next Board meeting.

b. List to review

All of these items were moved to the next Board meeting.

i. Article 2

ii. Convert Article 18 from the 2024 handbook to a policy

iii. Convert Article 20 from the 2024 handbook to an Awards Policy

4. New Business

4.01 Softball BC Public Suspension List

The item was moved to the next Board meeting.

4.02 Request from Don Andrews to review the Indefinite Suspension

The item was moved to the next Board meeting.

4.03 Chad Ludbrook Request for Letter of Support

The item was moved to the next Board meeting.

4.04 Culture

The item was moved to the next Board meeting.

4.05 In Camera Session

Prior to going in camera. The Board agreed to the following meeting schedule.

Strategic Planning Virtual Board Meeting June 24th @ 6:30 pm 2 hours min.	<ul style="list-style-type: none"> • TOA lead virtual workshop • Focus is on - Vision, Mission, Values
Regular Board Meeting June 17th @ 7:00 pm 2 hours min.	<ul style="list-style-type: none"> • Regular business • Key for us to approve 2026 Fees, as Rachel committed to the members at our last AGM to have these out in early July.
Strategic Planning Virtual Board Meeting July 22nd @ 6:30 pm 1 hour min.	<ul style="list-style-type: none"> • TOA lead virtual workshop • Focus is on Strategic Priorities and Initiative Brainstorm
Strategic Planning in person Aug 23rd Full day Location is TBD	<ul style="list-style-type: none"> • TOA lead virtual workshop • Focus is on the Finalization of Strategic Priorities • Potential Board items if we agree to add Friday night.
Regular Board Meeting Sept 3rd @ 6:30 pm 2 hours min.	<ul style="list-style-type: none"> • Regular business • AGM prep. • Confirm reps for Softball Canada AGM • By-laws changes going to the AGM? • Policy changes? • Approval of Final Strategic Plan
Regular Board Meeting Oct 1st @ 6:30 pm 2 hours min.	<ul style="list-style-type: none"> • Regular business • AGM final prep
Softball BC AGM - virtual Sat, October 18 @ 2:00 pm 2 hours min.	<ul style="list-style-type: none"> • Regular AGM Meeting
Onboarding Board Meeting Sun, Oct 19th @ 9:00 am 1 hour min.	<ul style="list-style-type: none"> • Onboarding • Election of officers
November 6-8	<p>Softball Canada AGM in Halifax, Nova Scotia</p> <ul style="list-style-type: none"> • President, PUIC and one more delegate

Moved by L. Parkes, seconded by R. Allan, to move in camera.

CARRIED UNANIMOUSLY

5. Adjournment

The meeting adjourned at 10:00 pm.

Appendix A

Nominations Committee

CURRENT PARAMETERS

Committee Recruitment

1. Have the Governance Committee develop and approve a skills matrix. We should also identify the ideal demographic composition for the Board to ensure diverse perspectives. While this isn't a requirement, our objective should be to propose candidates representing a broad cross-section of our membership. This conversation can be scheduled for the April 14th meeting.
2. Meet with the Strategic Plan facilitator to gain insights into key focus areas which may influence our recruitment efforts. We can easily host this call in early May.
3. Schedule a call with various leaders in our districts and regions to ask for their assistance in identifying potential committee members and possible Board candidates. The Governance Committee members and staff can help identify individuals dialled into their local programs.
4. Send out a call to our members now with a clear description of what is being requested from them.
5. If our initial recruitment efforts fall short, the Governance Committee members can step in to fulfill the role of Nomination Committee members.

Nominee Recruitment for Election

1. Create a one-page document outlining what being on the Board entails. Include eligibility criteria as well. Committee members can share with potential nominees. This document will be posted on our website, allowing social media posts to direct members back to it.
2. Dispatch a call to the members early, including this one-pager.
3. The Nomination Committee will review all nominees before the AGM and make a recommendation.

ALTERED APPROACH IF NO CHAIR

1. Have the Governance Committee develop and approve a skills matrix. We should also identify the ideal demographic composition for the Board to ensure diverse perspectives. While this isn't a requirement, our objective should be to propose candidates representing a broad cross-section of our membership.
2. ED to meet with the Strategic Plan facilitator to gain insights into key focus areas which may influence our recruitment efforts.
3. ED to schedule a call with various leaders in our districts and regions to ask for their assistance in identifying potential committee members and

possible Board candidates. The Governance Committee members and staff can help identify individuals dialled into their local programs.

4. ED to send out a call to our members now with a clear description of what is being requested from them.
5. If our initial recruitment efforts fall short, the Governance Committee members can step in to fulfill the role of Nomination Committee members.

Nominee Recruitment for Election

1. ED to create a one-page document outlining what being on the Board entails. Include eligibility criteria as well. Committee members can share with potential nominees. This document will be posted on our website, allowing social media posts to direct members back to it.
2. Dispatch a call to the members in July, including this one-pager.
3. The Nomination Committee, or Governance Committee in the absence of a Nomination Committee, will review all nominees before the AGM and make a recommendation.

Appendix B

Men's Fastpitch Working Committee

Rather than moving forward with creating a separate Men's Working Group, we recommend focusing on strengthening the work already underway within the Men's and Women's Advisory Council. This approach can include:

- Empowering the MaW Advisory Council and holding them accountable to ensure meaningful discussions and tangible actions are happening for both men's and women's programs.
- Inviting key leaders from men's programs to participate as guests in Council meetings when relevant topics are on the agenda, helping ensure their perspectives are represented without adding a separate layer of governance.
- Potentially filling the three open Men's and Women's Coordinator positions in Districts 4, 9, and 13, where active men's programs are already in place.

Appendix C

Awards Committee

CURRENT PARAMETERS

Committee Recruitment

1. Advertise for a chair and committee members- website and social media
2. Speak with the district coordinates for leads

Nominations

1. Review categories - align with Softball Canada and Sport BC
2. Review nomination procedures and timelines - presentation will be virtually in the spring, series with social media campaign (for nominations and announcement)

ALTERED APPROACH IF NO CHAIR or COMMITTEE

1. The Member Services & Communication Manager will lead the nominations and selection process.
2. Board will be the selection committee OR an online vote. We will present this at an upcoming meeting.