

**Minutes from Board of Directors Meeting
December 13/14, 2019
Holiday Inn, Cloverdale**

Attendance

Board of Directors:

President:	Jake Dewitt
1 st Vice-President	Graeme Duncan
VP, Finance:	Zeone Andrijaszyn
Umpire-In-Chief:	Susan Strafford
Member-at-Large:	Ian Kellow
Senior Director:	Terri Boizard
Minor Director:	Merv Sandrel

Staff:

Executive Director: Rick Benson

Absent:

Director of Coaching: Mike Renney

5:00 PM – Call to Order

Quorum Present, silent roll call taken

President's Opening Remarks:

Jake welcomed the directors to the meeting, expressed his appreciation of the work done by the board at the Softball Canada AGM as well as staff contributions to the success of the event. Overall, the impression was that BC was well represented and created a positive impression at the Congress.

Motion No. 1: (Z. Andrijaszyn/S. Strafford)

“To accept the Agenda with powers to add”

CARRIED

Motion No. 2: (I Kellow/G. Duncan)

“To accept the minutes of the pre and post AGM Oct. 17 and 20, 2019 Board of Director's meeting”

CARRIED

Business Arising From:

- Action items included
 - i) Increase awareness of CRC and screening policies, confirm how many clubs are following provincial policy – ongoing and agenda item for conference in February
 - ii) Schedule presentation to the board on using sport philanthropy as a new funding source
 - iii) Provide details on Sport Connect programme available through ViaSport, complete
 - iv) Posting to find hosts for Western Canadian U14 and Provincials – complete

- v) Review coaching requirements for Provincials to bring into closer alignment with Softball Canada – ongoing
- vi) Present plan including financials for Softball BC Masters Classic - complete

Correspondence: Correspondence received by the organization was reviewed. Updates and clarification was provided as requested.

REPORTS

STAFF

- Report was circulated to board members prior to this meeting.
- Reviewed activity completed by Softball BC over the previous 2 months, including social media programmes and website updates.
- Communications calendar has been completed for December and January, 2020
- Update on staff organization and changes to our internal reporting, included hiring of an administrative assistant (Haili Pettifer) and a Program Coordinator (Mike Smith), change in title for Lesley Rowe to Communications and Marketing Coordinator
- Programming updates for NCCP coach training; on-line modules for new coaches called Fundamentals of Coaching Seminars (FOCS part 1 and part 2) will be available in January. New technical manuals available for Competition Introduction and Community clinics. Discussion was held around coaching requirements and process for clinics, particularly with new material and on-line modules. Staff will monitor results in the New Year and report back to Softball Canada and board on implementation.
- CANpitch curriculum is nearly completed a review and update, expected to have updated technical manual before end of 2020.
- Umpire registration and clinics will be open February 1st
- DUIC and park UIC meetings scheduled for January 24-26, National Umpire School is being offered in greater Vancouver on February 22/23 weekend
- Minor and Men's/Women's Coordinator leadership meetings scheduled Feb. 8/9
- Women in Softball Summit hosted by Softball Canada in Toronto March 7/8. Marni Bodnarchuk was selected to represent BC
- Softball BC led conference for club executives planned for February 29th
- Updated community event calendar for Q1 of 2020
- Softball BC was approved by BC Games to create an Indigenous male team to represent Zone 1 (Kootenays) at the 2020 BC Summer Games. Posting has been done for coaching staff and ID camps will be done in conjunction with local zones
- Updated long term development initiatives through a series of partnerships. Planned implementation for spring of 2020 with select organizations, utilizing Matt Young.

Action item: - CANhit programme to be reviewed and moved forward for implementation

Motion #3 (Z. Andrijaszyn /M Sandrel)

CARRIED

“To accept the Executive Director’s verbal and written report as information”

1st VP

- Board accepted report as written
- Discussion on reviving women’s Fastpitch league under Softball BC took place. Duncan to look into feasibility of teams registering under Softball BC banner to be able to benefit from umpires and tournament sanctions

Motion #4 (S. Trafford/I. Kellow)

CARRIED

“To accept and approve the written and verbal report of the VP as submitted”

Motion # 5 (G. Duncan/M. Sandrel)

CARRIED

- To adjourn the meeting, 7:30 PM

**BOARD OF DIRECTORS MEETING
SATURDAY, December 14, 2019
Holiday Inn, Cloverdale**

Motion #6 (Z. Andrijaszyn /G. Duncan) 8:00 AM

CARRIED

To reconvene the Board of Director's meeting

Reports (con't.)

Provincial Umpire-In-Chief

- Director's report was reviewed as presented
- Provided point form direction for set-up and implementation of clinics for officials in 2020.
- Requested review of per diem paid to UIC and deputy UIC at Districts. The rate provided to the UIC for Districts is determined between the coordinator, the district UIC and the clubs; it isn't mandated by Softball BC.
- Requested review of per diems paid to UIC and deputy UIC for Provincials. Advised the board had reviewed and adjusted the rate for UIC/deputy UIC in September
- Suggested advisory councils have representation from the other two councils at their respective meetings in order to improve communication between the respective groups.

Action item: - Chairs of advisory councils will discuss this with the members of their committees for inclusion at future meetings.

- Requested a list of Provincial Championship hosts and dates from the directors in order to finalize successful bidders.

Motion #7 (I. Kellow/Z. Andrijaszyn)

CARRIED

"To accept and approve the written and verbal report of the PUIC director as submitted"

Minor Director

- Director's report was reviewed as presented
- Advised the board the minors are currently looking to Williams Lake to host full boys Provincial in 2020, with the assistance of Softball BC. Intent will be to provide a memorable experience and showcase the male Fastpitch programme.
- Overall, direction and priority will be to ensure Provincial hosts provide a unique experience at every category and classification in order to be awarded a championship.
- U12C Regional Championships will be assigned similar to a Provincial Championship and given equal priority.

Motion # 8 (S. Strafford/T. Boizard)

CARRIED

"To accept and approve the written and verbal report of the minor director as submitted"

Men's and Women's Director

- Received and reviewed the report as written.
- Presented a proposal for the Masters Classic to be held in August. A full presentation including schedule, rules, eligibility and financial was presented. Strafford suggested umpire availability for Friday games may be an issue, but committed to work with organizers to recruit officials.

Action item: - confirm venue and date, marketing plan to commence in January through Softball BC

- Boizard noted coordinators need to commit to working hard to promote softball and Softball BC in their districts in order for the Men's & Women's programme to be successful.

Motion # 9 (G. Duncan/Z. Andrijaszyn)

CARRIED

"To accept and approve the written and verbal report of the Men's & Women's director as submitted"

Director of Coaching

- Reviewed written report as circulated

- Benson noted the strong contributions of the Indigenous Athlete Development Committee and in particular Sid Quinn over the past few months.

Member at Large

- Reviewed written report as circulated

Motion # 10 (S. Strafford/Z. Andrijaszyn)

CARRIED

“To accept and approve the written report of the Member at large as submitted”

Vice President Finance

- Reviewed report as circulated
- Distributed copies of the current financial statement for the organization, and answered questions on the state of Softball BC’s financial position.
- Distributed copies of the line of credit statement, noted RBC has changed the reporting process of our accounts from a combined status to individual accounts, resulting in accessing the LOC earlier than in 2019

Motion # 11 (T. Boizard/M. Sandrel)

CARRIED

“To accept and approve the written and verbal report of the VP Finance as submitted”

UPDATES

Softball BC AGM

- Final reconciliation of costs around the Softball BC AGM was presented by Benson. Reported a variance from budget of \$1,000.00
- Discussion took place on potential sites, inside and outside Greater Vancouver, for the event, as well as the format as we move forward

Action item: - staff to bring a report showing potential sites for 2020 and estimated costs

Softball Canada AGM

- Preliminary financials were presented, showing the cost for hosting the Softball Canada AGM exceeded budget by \$8,000.00, primarily due to the cost of delegate travel and accommodation.

Provincial Hosts

Minor Director:

- No bids received yet for Regional Championships, zones are actively recruiting and assigning hosts. Zone hosts will be determined by the February leadership meeting.
- Reviewed bids received by category and classification and potential hosts who have been approached to host open events.
- As the Provincial UIC had not had an opportunity to review and confirm availability of appropriate officials for youth championships no decision was made on awarding Provincials

Action item: - Sandrel to provide a listing of hosts by date, category and classification to Strafford for approval. Once that has been completed, the proposed list will be sent electronically to the BOD for a vote to approve.

Men’s and Women’s Director:

- Have filled Women’s categories and classifications
- No bids for Men’s Provincials and not anticipating that we will receive bids for 2020
- Potential slo-pitch Provincial to determine qualifiers for Canadian Championships. Will know by March if a Provincial is necessary.

Motion # 12 (S. Strafford/I. Kellow)

CARRIED

- To approve the hosts as presented for Women’s Provincial Championships

Umpire-In-Chief:

- Requested a listing of the possible minor or youth hosts and dates in order to confirm sufficient number of umpires and at appropriate levels would be available for the Championships.

Policy Update and Review

BC Summer Games

- proposed changes to BC Summer Games policy were presented, discussion followed on changes

Motion # 13 (S. Strafford/I. Kellow)

CARRIED

- To accept revised BC Summer Games policy

Softball BC Personnel Policy

- Proposed changes to personnel policy were presented. Discussion followed to ensure compliance with labour standards

Motion # 14 (Z. Andrijaszyn/G. Duncan)

CARRIED

- To accept revised Softball BC Personnel policy

Inclusion Policy

- Presented revised inclusion policy for review. Discussion followed on ensuring the policy reflects current gender inclusive terminology

Motion # 15 (M. Sandrel /G. Duncan)

CARRIED

- To accept revised Softball BC Inclusive policy

Conflict of Interest Policy

- Presented recommended changes to current policy. Discussion followed on providing this as a province wide policy

Motion # 16 (Z. Andrijaszyn/ I. Kellow)

CARRIED

- To accept revised Softball BC Conflict of Interest policy

Hall of Fame Committee Policy

- Presented revised policy for Hall of fame nominating committee. Discussion followed on comments from current committee

Motion # 17 (S. Strafford/T. Boizard)

CARRIED

- To accept revised Softball BC Hall of Fame Committee policy

NEW BUSINESS

Safe Sport Suite

- Presented as information only to the board. Softball Canada has approved a suite of policies directed towards Safe Sport on a national level. Subsequently, the Softball Canada board will be considering a policy for aligned provinces and territories to meet minimum requirements for Safe Sport, using this policy suite as a guideline. As well, the Province of BC is developing a code of conduct guideline for provincial sport organizations to follow. Staffs recommended BoD review and familiarize themselves with the Softball Canada policies and their intent, for consideration in drafting our revised policies once we have the NSO and Provincial guidelines to follow.

Motion # 18 (S. Strafford/T. Boizard)

CARRIED

- To accept Softball Canada Safe Sport suite of policies for information

Team Travel Policy

- In order to reach our goal of full compliance with Responsible Coaching Movement by December 2020, staff presented a team travel policy for review and a recommendation for approval. Discussion followed that the policy was applicable only to Softball BC programmes, and didn't go far enough to make it available for all affiliated clubs.

Action item: - staff was directed to revise the policy to make it more inclusive for club teams travelling to events

Hosting Criteria for Canadian Slo Pitch Championships

- A proposal from the hosts of the 2020 slo pitch Canadian Championships was presented for consideration by the board. Discussion followed on the requirements of the host and the non-travel teams in BC, including historical precedent at previous slo pitch championships

Motion # 19 (I. Kellow/Z. Andrijaszyn)

CARRIED

To reject the host's request for a per team fee for BC teams only to assist financially with the above championship.

Motion # 20 (S. Strafford/Z. Andrijaszyn)

CARRIED

To approve March 1st deadline for teams to file letter of intent, along with all applicable deposits and bonds to attend the slo pitch championships

Indigenous Team BC Summer Games

- Softball BC was approved to assemble an Indigenous male Fastpitch team as part of the boy's zone teams at the 2020 BC Summer Games. The process for selection of athletes to the zone teams or the Indigenous team was presented. Discussion followed on make-up of the team and recruitment ideas.

Motion # 21 (S. Strafford/Z. Andrijaszyn)

CARRIED

To approve the proposed selection process and criteria for identification of athletes to the Indigenous zone team.

Long Term Development Committee Terms of Reference

- Proposed terms of reference for a committee to provide guidance and recommendations to the board for long term development were presented. Discussion took place on the reporting and committee make-up

Motion # 22 (T. Boizard/I. Kellow)

CARRIED

To approve the TOR for Softball BC's Long Term Development Committee

Director's Assignments

- 2020 assignments for the board of directors were presented by President Dewitt. Discussion on role and responsibilities followed.

Motion # 23 (S. Strafford/Z. Andrijaszyn)

CARRIED

To move in camera

Motion # 24 (S. Strafford/Z. Andrijaszyn)

CARRIED

To move out of in camera

Motion # 25 (S. Strafford/Z. Andrijaszyn)

CARRIED

To adjourn the meeting at 1:30 PM

Next meeting scheduled for February 7/8 Douglas College New Westminster