



Board of Directors Meeting September 17, 2024 Minutes



ATTENDANCE:

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

1. Call to Order

1.01 Land Acknowledgement

L. Parkes called the meeting to order at 7:03 pm and provided a brief land acknowledgment.

1.02 Opening Remarks

L. Parkes thanked everyone for the work they are doing with their committees.

1.03 Motion to approval of the agenda

Moved by J. Ranchoux, seconded by L. Larson, to approve the agenda with the addition of item a) Special Award under the Awards Committee Report.

Carried Unanimously

1.04 Motion to approve the minutes from August 6, 2024

Moved by A. Groff, seconded by K. Langley, to approve the minutes from the August 6, 2024 meeting.

Carried Unanimously

1.05 Business Arising from those minutes

1.05.1 Governance Committee take on a review of approving member associations to provide recommendations to the Board

Research is ongoing. This item has been moved to the next meeting.

Action: D. St-Denis to ensure this item in on the next governance committee agenda.

1.05.2 U11 Provincial Championship Proposal

Directors reviewed the proposal presented by L. Larson (Appendix A).

Moved by L. Larson, seconded by A. Groff, to establish a pilot U11 Rep Showcase Event for 2025.

J. Ranchoux questioned why we are creating a competition for U11Rep when Softball

Canada doesn't offer this level. L. Larson indicated that the U11 Rep ball already exists, and this Showcase is meant to replace the Canada Day Classic (supermite event). Concerns were raised about teams no longer being able to create combined (aka all-star) teams, as was the practice with the Canada Day Classic. The proposal calls for associations to register their team as U11Rep in RAMP. Directors agreed that the working committee needs to give consideration for combined teams and bring the information back to the Board along with the proposed rules for these events.

Moved by J. Ranchoux, seconded by K. Langley, to amend the previous motion to read "To establish a pilot U11 Rep Showcase Event for 2025 subject to the Advisory Council pinning down the rules and addressing the inclusion of combined teams."
Carried Unanimously

Action: L. Larson to bring the revised proposal and rules to the next meeting.

1.05.3 Article 17

No update.

1.05.4 Discipline Policies Review

Research is ongoing. This item has been moved to the next meeting.

1.05.5 Approval of proposed 2025 Championship Dates

L. Larson presented the proposed date for the 2025 District and Provincial Celebrations and Championships (Appendix B). She confirmed that the PUIC and Senior Director were consulted when creating the schedule.

Moved by L. Larson, seconded by A. Groff, to approve 2025 District and Provincial Celebrations and Championships as presented.

Carried Unanimously

**Action: The office to post the championship dates on the website and circulate the schedule along with the bid application information to all members.
The office to work with A. Groff to secure dates for the Men's and Masters Championships for the next meeting.**

1.05.6 Moving the Handbook online for 2026

D. St-Denis confirmed that the current graphic designer has confirmed they can create an interactive PDF, which will have links to the different sections and include links within the text. It will also be fully searchable when opened in a PDF viewer. The cost is highly dependent on (i) number of edits to the actual handbook and (ii) number of links we want to include. For example, our current graphic designer has a rate of \$105/hr. We estimate using 2 hours to create approximately 25 links plus the TOC. So, for the 2 hours, it would be \$210. The office is looking for confirmation from the directors that they wish to have the handbook solely available as a digital publication as of the 2026 season as some work on this project could be integrated into this year's edits.

Moved by R. Charles, seconded by J. Ranchoux, to strictly offer a digital version of the Softball BC Handbook as of the 2026 season.

Carried Unanimously

2 Board Business

2.01 Financial Committee Report

2.01.1 Audited Financial Statements for the year ending April 30, 2024

The Audited Financial Statements were approved by the Finance Committee on September 4th and circulated to the Directors as part of the September Board meeting package.

Moved by R. Charles, seconded by J. Ranchoux, to approve the Audited Financial Statements for the year ending April 30, 2024.

Carried Unanimously

2.01.2 July Monthly Financial Report

The report was circulated to the Directors as part of the September Board meeting package. R. Charles noted that we are currently projecting a surplus at year-end based on the information we know as of today.

Moved by A. Groff, seconded by K. Langley, to receive the VP Finance report.

Carried Unanimously

2.01.3 Restricted Funds

2.01.3.1 Approval of Terms of Reference for Restricted Internal Funds

Updated terms of reference will be circulated for an email vote before the AGM.

Action: D. St-Denis to circulate updated TORs for all restricted internal funds for an email vote before the AGM.

2.01.3.2 Contribution to the Board-Designated Reserve Fund

This item was moved to the next meeting.

2.01.4 Proposed motion for AGM

R. Charles reported that she and D. St-Denis are seeking quotes for auditors to ensure we get the best value and service, as the audit costs have increased over the last few years. As the appointment of auditors is on the agenda for the AGM, R. Charles requested the Board approve the following motion to be presented to the members at the AGM.

Moved by R. Charles, seconded by K. Langley, to present to the members at the AGM a motion that would have the Board appoint the auditors for the fiscal year ending April 30, 2025, by February 28, 2025.

Carried Unanimously

2.01.5 Projected Fee Increase

R. Charles noted, as information only, that the Finance Committee may be recommending in January 2025 an adjustment to adult fees for the 2025 season. She also noted that the committee would be working on reviewing all of the fees for 2026 in February of 2025 with a goal of announcing the 2026 fees in June.

J. Ranchoux indicated that he would like to increase the umpire affiliation fees. D. St-Denis reminded J. Ranchoux that the Finance Committee must approve fees.

Action: R. Charles to work with J. Ranchoux to review the umpire affiliation fees for 2025. R. Charles to report back on the Finance Committee review of fees for 2025 and 2026 at the next meeting.

2.02 Committee Updates

2.02.1 Updated Terms of Reference for all Committees

2.02.1.1 Participation of Staff in Committee/Council Meetings

D. St-Denis introduced the topic of restructuring committees within Softball BC to reduce the number of committees.

Action: D. St-Denis to bring to an upcoming Governance Committee meeting the topic of restructuring committees and the requirement to have a staff member on each committee.

2.02.2 Standing Committees Reports

2.02.2.1 Governance Committee

a) Townhall Summary:

L. Parkes provided a high-level overview of the meeting and noted that a summary of concerns/questions from the meeting was included in the meeting package. A Groff commented that the link to register for the meeting was showing as a deadlink when it was taken offline rather than indicating that the registration window had closed. Request staff look at ways to avoid this in the future.

2.02.2.2 Nomination Committee

S. Wheatly reported that he was unsuccessful in recruiting candidates. He confirmed that the office has made social media posts and included information in the first AGM notice. L. Parkes reconfirmed the deadline for nominations.

2.02.3 Operational Committee

2.02.3.1 Management Committee

Nothing to report. The committee is meeting following this meeting.

2.02.3.2 Discipline /Appeals Committee

Lots of complaints. Most of the decisions have been rendered. We have a few ongoing investigations and two mediations.

2.02.3.3 Awards Committee

Awards selection is complete. The decision was not to pursue filling the awards with no nominees due to start the production of awards and booklet within the next 24 hours.

D. St-Denis noted that changes to the deadlines are required for next year to

ensure we have sufficient time to complete the work needed to prepare for the banquet accurately.

Action: D. St-Denis to bring forward new Terms of References for both the Awards and Hall of Fame Committee to ensure timelines for their work are clearly articulated moving forward. This would include assigning a staff member to both committees.

a) Special Award under the Awards Committee Report

The directors supported the recommendation to recognize the Canadian Amateur Sport Society (CASS) at the AGM with a plaque recognizing them for their contributions to growing the boys' and men's game. We would be recognizing their support and the profile they provide to Softball BC through the delivery of programs like the Canada Cup, softball programs for new Canadians and high-profile events such as the 2024 International Softball Congress (ISC) Men's Fastpitch World Tournament.

Action: The Office to work with K. Langley and L. Parkes to produce a plaque and script the presentation for the AGM.

2.02.4 Advisory Committee Reports

2.02.4.1 Minor Advisory Council

A written report was provided.

2.02.4.2 Men's & Women's Advisory Council

A verbal report was provided. The committee met earlier in the month. The committee discussed provincials and prizing. No rule changes are being brought forward. A complaint was brought forward following the slo pitch nationals. With the help of R. Benson and D. St-Denis, the chair found a path forward in resolving it.

Most coordinators are going to continue in their roles. There will be no slo pitch coordinators at the congress. Approximately half of the men's and women's coordinators will be in attendance.

2.02.4.3 Umpire Advisory Council

A verbal report was provided. The consensus of the committee and DUIC was that they felt more support from Softball BC this season. The committee still needs to find a DUIC for District 3. The number of active umpires is up 15% over last year. The memo on fall ball has created awareness among DUICs about the work needed to develop/recruit new umpires to cover fall ball.

2.02.4.4 Coaching Development Committee

A verbal report was provided. The committee met last month to discuss where we are going with MCD, working on securing a second MCD, and coaching clinics.

2.02.5 Working Groups / Task Forces

2.02.5.1 Boys Fastpitch Committee

A written report was provided. L. Larson would like to continue having a separate committee. New terms of reference are needed. Representation should include association members with boys' programs and district coordinators.

Action: *D. St-Denis to work with L. Larson to update the terms of reference and to schedule a meeting on this group.*

2.02.5.2 District Review Committee

A verbal report was provided. The committee is waiting for the umpire group to come back with what they see as workable suggestions so that the committee can review and prepare our report for the Governance Committee.

2.02.5.3 Hall of Fame Committee

The directors received the list of inductees. Contact has already been made with recipients to plan their attendance at the event.

2.02.5.4 Minor Development Fund Committee

L. Larson asked when the \$2 portion of the membership fees from 2024 would be transferred to the fund. D. St-Denis indicated that the funds are placed into the account as received. She offered to verify this practice with J. He.

Action: *D. St-Denis to review the financial data from the monthly report as it related to the minor development funds and confirm that the 2024 fee portion was placed in the reserve.*

2.02.5.5 Men's and Women's Slo Pitch Committee

A verbal report was provided. R. Benson and A. Groff met with 3 of the committee members. Modifications to the provincial format were made to give participating teams more value for their registration fee. R. Charles recommended that provincials should not be in the lower mainland if we want to save money.

2.02.5.6 Men's Fastpitch Work Group

Nothing to report.

2.02.5.7 Pro-rata Task Group

A written report was provided. The committee recommended approving the pro-rata wheel (system) for permanent use.

Move by L. Larson, seconded by S. Wheatly, to move the pro-rata system (8.6.6.) from a pilot to a permanent rule. CARRIED UNANIMOUSLY

2.02.5.8 Provincial Umpire Development Committee

Two members are coming off their terms. September 30th is the deadline for additions. J. Ranchoux would like to revise the Terms of Reference for the PUDC to consider a level 4T to open the size of the candidate field.

Action: *D. St-Denis to work with J. Ranchoux to update the terms of reference for the PUDC.*

2.02.5.9 SNP Merger Committee

A verbal report was provided. The committee met on September 16th. There is a significant amount of information to be collected. S. Wheatley committed to sending notes to the committee shortly and hosting another meeting in the next few weeks.

3 Operational Business

3.01 Management Report

A written management report was submitted. D. St-Denis recommended that the Minor and Men's & Women's Advisory Council Chairs review Appendices A, B, and C of the report for possible changes to the SORs. D. St-Denis reminded directors of the change in work hours for A. Thomas.

Action: *L. Larson and A. Groff to review Appendices A, B and C of management report and address recommendation with their councils as needed.*

a) Long-range staffing plan

D. St-Denis shared with the Board the current, required, and optimal staff structure for Softball BC and projected costs. This data will be used when constructing the 2025-26 budget and working on future financial forecasting.

b) Commit to Kids Training

D. St-Denis shared with the Board the list of directors and youth leaders required to complete the Commit to Kids Training. She reminded a few directors that Softball BC is not compliant with our funding partner requirements regarding leaders completing this training. Directors are asked to complete the training before October 18th.

Action: *D. St-Denis to speak with A. Thomas regarding J. Ranchoux. He reported completing the training, but it is showing as Susan Strafford.*

3.02 AGM - Long-range Rotation

D. St-Denis recommended for approval a long-range rotation for the location of the AGM to help with planning.

Move by R. Charles, seconded by J Ranchoux, to approve that the AGM be hosted annually in the Greater Vancouver Regional District but move to a location on the Island (near the main ferry terminal) or Central BC (Okanagan) every four years.

CARRIED UNANIMOUSLY

2028	Island
2027	GVRD
2026	GVRD
2025	GVRD

D. St-Denis suggested the Board consider a change in format for 2026, which would eliminate meetings on Friday night, host all committee meetings on Saturday, followed by the banquet, and have the AGM on Sunday morning, followed by a board meeting in the afternoon. A proposal will be brought forward following the 2024 Congress Debrief.

Action: *The office to prepare a recommendation for on the format for the 2025 Congress/AGM*

for an upcoming Board meeting. A post event survey will be sent to all delegates attending this year's Congress/AGM to secure feedback and recommendations.

Move by R. Charles, seconded by J Ranchoux, to approve that the AGM be hosted annually in the Greater Vancouver Regional District but move to a location on the Island (near the main ferry terminal) or Central BC (Okanagan) every four years.

CARRIED UNANIMOUSLY

4 New Business

4.01 Softball BC Brand Standards and Guidelines

a) Medals using Indigenous logo

A member questioned why Softball BC was using the Indigenous logo for our medals, as the logo had been created to be integrated with specific initiatives related to reconciliation efforts. The Board agreed that the use of the logo on medals could appear as an act of culture appropriation. The Board agreed to return to using the Softball BC logo and the previous ribbon for Softball BC medals.

Move by A. Groff, seconded by C. Bryden, to return to using the Softball BC logo and the previous ribbon for Softball BC medals.

CARRIED UNANIMOUSLY

Action: The office to meet with Coronation to ensure the previous Softball BC medal and ribbon are used moving forward. The office should also take inventory of the medals with the Indigenous logo that remain in stock.

b) Non-compliance by provincial hosts

The office raised concerns regarding the number of hosts who did not have their championship apparel approved by the office. The directors briefly discussed tactics to ensure compliance.

*Action: D. St-Denis to review the hosting application and hosting agreement with Minor and Senior Directors to ensure clarity on this item in both documents.
D. St-Denis to ensure the office adopts the practice of regular hosting calls with championship hosts to ensure compliance with rules and policies.*

4.02 Softball Canada Congress & AGM – delegation

Directors agreed to assign D. St-Denis, L. Parkes and J. Ranchoux as voting delegates.

Action: D. St-Denis to contact Softball Canada to confirm that (i) a staff member can be a voting delegate, and (ii) changes can be made to the voting delegates list following the Softball BC AGM.

4.03 Championship Format and Health Risk to Participants

Moved to next meeting.

4.04 Port Coquitlam Minor Softball Association Report on Failed Merger Talks

This item was taken in camera.

4.05 Fall Ball Registration

The office circulated a bulletin to the members regarding registration for fall ball. D. St-Denis suggested that she and J. Ranchoux meet to review the membership year assigned to umpires to ensure it will work in RAMP once we launch the mandatory use of RAMP to ensure the system can recognize the need to waive fees to avoid umpires being charged a membership fee twice.

Action: D. St-Denis to coordinate a meeting with A. Thomas and J. Ranchoux to review the impact of a different membership year for umpires in RAMP when we move to mandatory online registration in 2026.

4.06 New Article to clarify application of handbook to all softball activity

The question of whether Softball BC mandates fall ball regulations was redirected to the Minor Council. L. Larson noted that the Minor Advisory Council will discuss requiring leagues and tournaments to adopt Softball BC rules, such as mercy rules. This item was moved to the next meeting.

4.07 Canada Futures Partnerships

This item was moved to the next meeting.

5 Next Meeting & Adjournment

Sunday, October 20 at 10:00 am, Four Points by Sheraton Kelowna Airport.

Moved by R. Charles, seconded by J. Ranchoux, to adjourn the meeting.

CARRIED UNANIMOUSLY

APPENDIX A
U11 Rep proposal for U11 Rep Showcase Events (Pilot)

- These are not provincial events, and there are no district playdowns
- 3 events with 2 in the lower mainland and possibly one on Vancouver Island or in District 9 (like a regional)
- Each event would be capped at 16 teams
- Format to be a 3-game round-robin with top 8 and bottom 8 teams moving to single knock-out playoffs
- Timing June 27 to 29 weekend for 2025
- All teams who wish to enter the year-end event can register to do so – first come, first serve, however teams can choose first and second choice of location. To create meaningful competition, the committee will determine the best location to balance skills and abilities of teams.
- Events need to be advertised earlier with notice of cap to number of teams to increase urgency to register.
- \$450 to be charged for each team so that the events are revenue neutral. See financial spreadsheet attached.

APPENDIX B

2025 District and Provincial Celebrations and Championships

		From	To	comments or alternate dates
U11C Celebrations	Provincials - Minor	6-Jun-25	8-Jun-25	June 13 to 15
U13C Regionals	Provincials - Minor	13-Jun-25	15-Jun-25	June 20 to 23
U15C, U17C, U20C	District Playdowns	13-Jun-25	15-Jun-25	
U13B, U15B, U17B,U19B	District Playdowns	20-Jun-25	23-Jun-25	
U11 Rep Showcase (if approved)	Provincials - Minor	27-Jun-25	29-Jun-25	
U17B and U19B	Canada Cup	4-Jul-25	7-Jul-25	
U15C, U17C, U20C	Provincials - Minor	4-Jul-25	6-Jul-25	U15C must be outside the lower mainland
U17A, U19A	Provincials - Minor	4-Jul-25	6-Jul-25	Both divisions must be hosted together
U17A and U19A	Canada Cup	7-Jul-25	13-Jul-25	
U13B,U15B, U17B, U19B	Provincials - Minor	11-Jul-25	13-Jul-25	
U13A, U15A	Provincials - Minor	18-Jul-25	20-Jul-25	
Boys U13, U15, U17, U20	Provincials - Minor	18-Jul-25	20-Jul-25	
U15 Girl's	Canadians - Minor	TBD	TBD	Open
U15 Boy's	Canadians - Minor	TBD	TBD	Open
U17 Girl's	Canadians - Minor	30-Jul-25	3-Aug-25	Warman, SK
U17 Boy's	Canadians - Minor	TBD	TBD	Open
U19 Women's	Canadians - Minor	30-Jul-25	3-Aug-25	Surrey, BC
U20 Men's	Canadians - Minor	TBD	TBD	Bid Pending
U13 Male and Female	Westerns - Minor	tbd	tbd	BC - August 7 to 10
U15 Male and Female	Westerns - Minor	tbd	tbd	AB
U17 Male and Female	Westerns - Minor	tbd	tbd	SK
U20 Male and Female	Westerns - Minor	tbd	tbd	MB
M & W Slo Pitch Nat Qualifier	Provincials - Senior	30-May-25	1-Jun-25	
Women's A & B	Provincials - Senior	18-Jul-25	20-Jul-25	
W's IA & C	Provincials - Senior	25-Jul-25	27-Jul-25	
Men's IA and B	Provincials - Senior	???	???	
Women's	Canadians - Senior	30-Jul-25	3-Aug-25	Saskatoon Sask
M & W Slo Pitch	Canadians - Senior	10-Aug-25	16-Aug-25	Surrey, BC
Men's & Master Men's	Canadians - Senior	27-Aug-25	31-Aug-25	Kitchener Ont
Men's & Women's	Westerns - Senior	tbd	tbd	SK
Master Men's & Women's	Westerns - Senior	tbd	tbd	BC