



**PBCA Board of Directors Meeting Minutes
December 9th 2025 - 6:00pm – 7pm PDT**

Attendance:

Blair Morton		Sharon MacDonald	
Heather Hood	Absent	David Snell	
Rick Folk			
Susan Inkman			
Doug McKay			
Robin D’Abreo			

Board Nominee: Holger Schwichtenberg (Rajat Verma in January)

Agenda:

1. Quorum
2. Agenda Confirmation
3. Prior meeting minutes approval – November 11th 2025
4. Holger Schwichtenberg Introduction to the Board (info sent prior)
5. President’s Report (incl. Website Dev Contract Recommendation and Youth Membership)
6. 2026 Provincials & 55+ BC Games Update – Rick and Tournament Committee
7. 2026 Budget Approval
8. Affiliate Club vs Associated For-Profit Facilities MOU Terms Discussion
9. Update on 2025/2026 Strategic Planning Process/Tasks & Meetings – Heather
10. Nominations Committee Update - Suzi
11. Board Reports’ Highlights (attending Board Members)
12. Other business
13. Next Meeting: January 13th 2025
14. Motion to Adjourn

Zoom Link: <https://us06web.zoom.us/j/89232897526>

Meeting summary

Quick recap

The meeting began with discussions about project agreements, budget reviews, and introductions of new board members and committee members. The main focus was on the PBCA website development project, with the Board approving a contract for a new website design within budget constraints and discussing future functionality considerations. The conversation ended with reviews of tournament planning, budget approvals, and discussions about affiliate club territories and facility agreements.

Next steps

- David: negotiate MOU with Graphically Speaking for new website development within budget allocated
- David: send congratulatory email to new AYPVC regions after the meeting
- Sharon: provide Holger with new board member documents including conflict of interest forms and Welcome to the board document
- David: set up Holger with Google Workspaces access and Pickleball BC Gmail address
- Holger: provide headshot photo for website
- David: introduce Holger to Google Workspaces and shared files system
- Rick: work with David on cleaning up BC 55+ Games MOU wording and responsibilities
- David: meet with Cap Mall facility owners on Thursday regarding associate agreement
- David: work on redrafting associate member/partner agreement for January meeting
- Blair: put together proposal for new affiliate club application
- Suzi: put together proposal for Harrison Hot Springs affiliate club application
- Suzi: reach out to Tammy Larson again regarding board nomination
- Board members: submit newsletter stories to David by December 15th
- Doug/Mel: submit facilities story for December newsletter
- David: introduce Rajat Board candidate at January 13th meeting

Board Meeting Summary

Introductions

The meeting began with a discussion about Heather's approvals regarding the North Shore Region AYPBC Phase 2 project, which was confirmed by Sharon. The group also discussed the PBCA 2026 budget, which Susan and David had previously reviewed. The conversation ended with introductions of team members to Holder, who was being proposed to be nominated to the Board, and a brief mention that Robin D'Abreo, a BC Provincial team member and World Cup bronze medalist, would continue to be on the Tournament Committee.

Board Meeting Call To Order: Budget and Elections

The Board Meeting was called to order with David chairing the session without objection and confirming a Quorum was present. The Agenda was approved unanimously, and the meeting discussed the 2026 budget, affiliate club MOUs, and associated for-profit facilities. Holger was introduced as a candidate for the Board of Directors, suggested by Suzi. The meeting also noted that Heather was absent due to illness, and Robin was expected to join later.

Holger Schwichtenberg Board Nomination

Holger Schwichtenberg was introduced as a candidate for the Pickleball BC Association Board and shared his experience as a former chair of the British Columbia Dairy Association and Commissioner. After a brief discussion about his background and approach to board work, Suzi nominated Holger for the board, and the motion was seconded by Sharon. The board unanimously approved Holger's nomination, and David outlined next steps, including getting a headshot for the website, setting up Google Workspaces access, and providing Holger with necessary board documents.

Website Developer Selection Update

David reported on the website developer search process, which began three months ago with 25 BC candidates (sole practitioners and specialist companies) and was narrowed down to two finalists. After reviewing proposals and conducting reference checks, the team selected the development team who most closely met the budget, created a mock-up incorporating the organization's logo, colors and considering the target audience's age and accessibility needs. The new website will be designed to streamline content for key stakeholders, including members and clubs.

David presented a mock-up of the proposed new website design, which he and Mel preferred over another option and recommended due to the company's better understanding of the sport of pickleball and website interactive features. The design included rotating images, feature program links, a calendar function, and sponsor display options, all within the budget. Rick inquired about the scope of the proposal, which David explained includes development, WordPress content management, and ongoing support.

The team discussed a website development project with a 4-month timeline, during which the developers will provide content training and WordPress support. David explained that after the initial development, they can sign a maintenance agreement with various response time options. Robin raised questions about the ability for PBCA to change the website's future functionality, particularly regarding database modifications and integration with the NCC, and David noted that while the current project focuses on basic needs, the developers are open to future modifications and the new website will contain a CMS to allow PBCA to modify content, navigation and pages.

The Board approved unanimously a contract with the selected company to build a new website, with David authorized to negotiate the final contract amount. David reported positive feedback from a vendor meeting, including confirmation that e-commerce features would not be expensive in addition.

BC 55+ Games Budget and Agreement

The meeting discussed the BC 55+ Games MOU, where Rick reported that PBCA would need to amend the agreement's wording and specify financial responsibilities before signing. The group reviewed last year's spending on referee TRAP program and costs for tournament director, with Suzi clarifying these were for Provincials, not the 55+ Games. David shared that Steve Deacon had added two new youth categories (12-13 and 14-16) for Provincials, using volleyball courts for these divisions while dedicated pickleball courts would be used for other categories. The conversation ended with a discussion of the 2026 budget.

2026 Budget Review for Pickleball BC

The meeting focused on reviewing and approving the 2026 budget recommendation for PBCA. Rick raised a question about how to reflect potential Pickleball Canada reimbursements for referee training in the budget, and it was decided to add a note

about possible reimbursement without including the expected amount in the budget. The group also discussed a placeholder for a potential Pickleball Canada coaching program reimbursement, which David suggested keeping as a placeholder due to uncertainty about the program's development. The budget was approved unanimously, with David noting that PBCA financial reports are kept private and only the prior year Financial Statements are shared at the 2026 AGM as per standard policy.

Affiliate Club Territory Expansion Rules

The board discussed changing rules around affiliate club “territories”, voting unanimously to allow new clubs to be established even in areas already served by existing affiliate clubs, due to lack of facilities and membership caps. David announced he would work on a new associate agreement for for-profit facilities. The board also discussed concerns raised by Doug about schools in some areas banning adult pickleball play due to floor damage claims, though this was news to other board members who hadn't heard similar issues.

Motion to Adjourn

Motion to Adjourn was tabled and approved unanimously.

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