



PBCA Board Meeting Minutes

July 15th 2025

Generated by Zoom AI Companion and Edited

Blair Morton	Present	Sharon MacDonald	Present
Jim Burke	Present	Philip Sheps	Absent
Rick Folk	Absent	David Snell	Present
Susan Inkman	Absent	Heather Hood	Present
Doug McKay	Present		
Robin D'Abreo	Absent		

Quick recap

The July 15th Board meeting of Pickleball BC Association began with introductions, followed by confirmation of a quorum and approval of the agenda and previous meeting minutes. The board discussed preparations for an upcoming provincial event in Vernon, including accommodations, promotional materials, and social arrangements, while also reviewing updates on the Youth Program grant request and Team BC selection process. The conversation ended with strategic planning discussions, facility challenges in British Columbia, and administrative matters including documentation requirements and upcoming events, with the next board meeting scheduled for August 12th.

Next steps

- David: Schedule Presidents' meeting in September to gather feedback before strategic planning
- Jim: Send director orientation package and documentation to Doug and Heather

- Jim: Research and send information about child safety training from ViaSport to all board members
- Strategic Planning Committee: Reach out to board members for input on strategic planning and Board/Clubs input
- Sharon: Confirm by tomorrow whether she will be using the hotel room at Vernon
- Doug: Send email/text to David confirming arrival date for Vernon event
- Sharon: Bring Team BC T-shirts, director shirts and caps to the Vernon event
- Blair: Set up banner at Vernon event
- David: Remove confidential conflict resolution discussion from AI companion minutes from July 15th meeting before sharing with Jim

Summary

The meeting begins with David, Sharon, Blair, and Jim present, while they wait for Heather to join. Rick is expected to be on a ferry, Robin did not attend, Susie is camping, and Phil gave last-minute regrets. Heather eventually joins the call using her iPhone, and Jim mentions he will be returning home from Calgary on Friday.

AI-Powered Strategic Planning Meeting

David calls the July 15th Board meeting to order, confirming a quorum of at least six members present. He introduces the use of an AI assistant for summarizing the meeting and action plans, replacing traditional recording and Minutes noted by the Board Secretary. The agenda is approved unanimously, and the minutes from the June 10th meeting, created using the AI companion format and then edited, are also approved. David notes that most action items from the previous meeting were completed and mentions that the main focus of today's meeting will be on strategic planning.

Vernon Provincial Event Planning

David discusses preparations for an upcoming provincial event in Vernon. The Board Members who requested accommodations have reservations at the Best Western Premier, and Sharon will bring the directors' shirts and caps. Blair has picked up the giveaways, including bag tags and lanyards with the Pickleball BC banner. The group plans to set up a booth at the event, wearing their paraphernalia and promoting their proposed online store. They agree to have a casual dinner together with everyone on Wednesday night before the event gets busy.

Youth Program Grant and Planning

David provides an update on the ViaSport \$30,000 Youth Program grant request, which is expected to be decided by the end of August. Victoria Regional Pickleball Association has committed \$3,000 for phase 2, and other potential funding sources are discussed. The upcoming PBCA Kitchen Sink Newsletter will include a request for expressions of interest from regions wanting to participate. David also reports on changes to the National Canadian Advisory Provincial Presidents meeting structure and PCO AGM outcomes. Sharon and David are working with Sandra, the PBCA conflict resolution specialist, on several club-related issues. An in camera discussion is held about these issues to make the Board aware. The BC Provincial Team selection process for an upcoming tournament is progressing well, with 13 out of 16 potential team members identified. Heather begins to discuss the strategic planning process and upcoming meeting scheduled for September 19-21st in the North Vancouver Holiday Inn, which will involve a day and a half of planning sessions.

Pickleball BC Strategic Planning Update

Heather outlines the strategic planning process for Pickleball BC, which is in its second cycle for 2026. The board has been working on eight strategic objectives over the past year and has made progress on most of them. The process involves an environmental scan to assess accomplishments, gathering internal and external feedback, and analyzing the direction of the organization. The board will then determine if the current objectives are still relevant, set timelines, identify team members for each objective, and publish the plan for club members to see. The eight objectives cover areas such as board leadership, governance, grant programs, training, visibility, tournament management, and relationships with other sports organizations.

Collaborating for Multi-Sport Facility Funding

The group discusses the challenges of securing facilities for pickleball and other sports in British Columbia. Jim mentions that track and field is facing similar issues and suggests collaborating with other sports to seek provincial funding for multi-use facilities. David informs the group about Cycle Canada's initiative to run the Harry Jerome facility and a forthcoming report from Pickleball Canada on building new facilities. The team considers hosting a town hall meeting to gather ideas from clubs on working with municipalities and school districts to develop multi-sport facilities. They acknowledge the complexities of dealing with different governmental bodies and the lack of grants for new facilities.

Strategic Planning and Board Engagement

The strategic planning committee, consisting of Heather, Jim, and David, discusses plans for engaging more people in the conversation, including organizing a meeting in September.

They also review the succession planning process, noting that it's an annual activity aligned with strategic objectives. The committee is seeking additional board members to join their efforts, emphasizing the importance of this work. Jim mentions that they will likely reach out to all board members for input as was done last year, even if they're not officially on the committee, to ensure everyone is on board with the direction.

Director Responsibilities and Documentation Review

David explains that accident reports should be posted in the shared folder for injury reporting on the shared Google Workspaces PBCA drive. Doug raises concerns about his responsibilities as a director, particularly regarding handling issues like noise complaints but says that Dave Eaton has been very helpful in providing past history and info. Jim suggests creating a library of past issues and their resolutions for reference. David reminds everyone about the director's orientation manual and necessary documents to be signed by each Director every year, such as the conflict of interest form, which new directors need to sign annually. Jim, as Board Secretary, agrees to check whether this procedure has been completed and organize the documentation for all directors on the shared drive.

Vernon Events and Board Updates

The board discusses upcoming events in Vernon, including the Provincial Championship tournament and related social gatherings. Doug confirms he will be playing in the 3.5 category on Sunday, and David reminds him about the Saturday night dinner at the Italian Kitchen. Jim mentions the need for board directors to complete child safety training from ViaSport, and he will provide more information about enrollment and pricing next week. The next board meeting is scheduled for August 12th, and David will send out the Zoom link, Agenda and these Minutes for it.

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