



**PBCA Board of Directors Meeting Minutes
June 10th 2025 - 6:00pm – 7pm PDT
Agenda**

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

Agenda:

1. Quorum: Guests in attendance - Heather Hood
2. Agenda Confirmation
3. Prior meeting minutes approval – May 13th 2025
4. Nomination of Heather Hood to the PBCA Board of Directors
5. President’s Report
6. viaSport Update – Jim Burke
7. BC Provincials and Provincial Team Update – Rick/Sharon/Robin
10. Board Reports’ Highlights (attending Board Members)
11. Other business
12. Next Meeting: July 15th 2025
13. Motion to Adjourn

Zoom Link: <https://us06web.zoom.us/j/84968815009>

Meeting summary for PBCA June 10th Board Zoom Meeting (06/10/2025)

Summary

The board discussed several administrative matters including an insurance claim, legal correspondence, and board nominations, with Heather Hood being nominated as a new board member. We reviewed updates on various programs including a successful AYPBC youth pickleball introduction in schools and plans for the upcoming provincial tournament. The group also discussed strategic planning for the organization, including a new grant opportunity and the need to improve documentation and communication in order to achieve ViaSport accreditation (currently PBCA is a “recognized sport”).

Action Items:

- Philip: Review the insurance claim letter and provide feedback by tomorrow morning
- Suzi: Forward the insurance claim letter to Barry and Elizabeth after receiving approval from Philip
- David: Organize a dedicated meeting to establish the strategic planning process before July 15th board meeting
- David: Organize a meeting next week to discuss Phase 2 of the youth program with Jim, Sharon, Heather, and Robin
- Sharon: Send appropriate board documentation to Heather Hood for her new board position
- David: Add Heather to Google Workspaces shared drive and set up PBCA Gmail account
- Mel: Modify PBCA Board website to reflect Heather's appointment
- David: Forward Via Sport's letter about government funding to all board members
- Jim/David: Develop a survey for clubs to gather input on strategic priorities

- Sharon: Complete inventory of new team shirts and distribute accordingly
- David: Update the housing list for the Vernon Best Western Premier reservations
- David: Wait until June 26th AGM to remove Yukon BC Board representation section from website
- David: Send out Heather's strategic planning summary from last year to all board members
- Heather: Lead the strategic planning process discussion at the dedicated meeting
- David: Contact Holiday Inn regarding reservations for September 19-20 strategic planning session
- Tournament Committee: Continue monitoring provincial tournament registrations until June 20th deadline
- Team BC Committee: Continue player evaluations and scouting at upcoming tournaments
- All Board Members: Review last year's strategic plan summary and prepare for strategic planning discussion
- All Board Members: Consider and suggest potential facilitators for the strategic planning process

Summary

Informal Discussion:

Cowichan Player Insurance Claim Discussion

The group discussed an insurance claim involving a player named Deborah Matheson at the Cowichan Lake Pickleball Club. Blair explains that Matheson's insurance through Tennis BC is seeking compensation from Pickleball Canada for an injury. The group clarifies that their local organization is not directly involved in this liability issue. Player is a member in good standing with PBCA.

Legal Letter and Board Nominations

The Board discusses a legal letter they received, with David asking if they need to respond. Suzi suggests sending it to their insurance carriers, but Philip requests to review it first before any action is taken.

Sharon showcases new branded shirts for the board and team members, which are well-received by the group.

Meeting Called To Order

Jim confirms Quorum achieved and David calls the meeting to order and confirms the meeting is properly constituted. David asks for approval of the Agenda – approved unanimously. Minutes of last meeting still being prepared.

Heather Hood Board Nomination

David asks for a motion that Heather Hood has been nominated to the Pickleball BC Association Board of Directors. Sharon offers a motion and nominates Heather, and Suzi seconds the nomination. After a brief discussion confirming Heather's location in Victoria, the board approves her nomination by a show of hands. Heather is welcomed to the board, and David mentions that Sharon, as Vice President, will send her the necessary documentation to sign.

President's Report

Administrative Updates and Event Planning

David provides an update on various administrative matters. Sharon will send documents and add new members to the Google Workspace shared drive. The board website will be updated after the AGM on June 26th. David discusses arrangements for the upcoming event in Vernon,

including hotel reservations, booth setup, and a group dinner. He mentions that over 20 people have committed to playing for the BC Provincial team at Nationals, with more responses expected. David reminds everyone about the PCO AGM on June 26th.

Youth Pickleball Program Expansion Plans

David reports that the youth pickleball introduction program in BC elementary schools was highly successful, reaching 11,000 students compared to the initial goal of 3,000. A new grant opportunity of up to \$30,000 is available, with applications due by the end of June. The project team recommends three potential directions for phase 2: expanding to more regions and elementary schools, piloting in high schools, or a combination of both. Heather clarifies the grade ranges for elementary, middle, and high schools in BC, noting some variations across districts.

Schools Program Grant Planning Meeting

David proposes organizing a meeting next week with the committee members to discuss and decide on the focus for a ViaSport grant proposal for phase 2 of the schools program due June 30th. The group discusses the importance of sustainability and retention in the schools program, with Jim and Heather emphasizing the need to integrate pickleball into the school culture and curriculum. Robin suggests considering expanding to new schools and potentially supporting other existing school programs. The group agrees to further discuss these ideas and strategies in the upcoming AYPBC project meeting.

ViaSport Funding and Accreditation

Jim discusses the requirements for ViaSport funding and accreditation. He emphasizes the need to provide member demographics, including postal codes, which caused concerns last year. Jim highlights areas for improvement, including developmentally appropriate programming,

coaching accessibility, and strategic planning. He suggests updating the strategic plan annually and focusing on accreditation requirements. Jim also mentions the need to enhance safe sport policies and make them more visible on the website. He notes that financial statements should be available on the website but David pointed out that traditionally they are only posted annually for the AGM meeting and are not posted on the PBCA public website. Jim encourages everyone to review the 2023 Via Sport evaluation report card, which compares Pickleball BC's performance to sector averages.

Strategic Planning Session Preparation

The board discusses plans for their upcoming strategic planning session on September 19-20. They decide to extend it to include Sunday morning, with David agreeing to make reservations for two nights at the Holiday Inn. Heather is asked to lead the strategic planning process this year, and they plan to invite Barry from Pickleball Canada to provide insights. Jim suggests reaching out to clubs beforehand to gather their concerns and perspectives for consideration during the meeting. A questionnaire will again be sent to Board members prior to the meeting as last year and David will send last years' information to the Board.

Club Feedback and Funding Strategies

The Board discusses strategies for gathering feedback from clubs, including asking open-ended questions plus having clubs rank current initiatives. Jim explains that Via Sport's 2023 assessment of their organization was based on submitted information and website content, noting that some areas were poorly graded due to information not being readily available. Jim also mentions that they are recognized as a sport but not yet accredited, which affects their eligibility for certain grants. He informs the group about an opportunity to provide input on increasing government funding for sports in BC.

Strategic Planning Process Review Meeting

The board discusses the strategic planning process, with Robin expressing concerns about the previous year's approach. David clarifies that the last September meeting was intended to gather ideas, not finalize the plan as PBCA already had a plan published for 2024/2025 and one main objective was team building for the new Board. The group agrees to review last year's summaries, have a dedicated meeting to discuss the process, and consider hiring a facilitator.

2026 Planning vs. Operational Priorities

Rick expresses concern about focusing on 2026 planning while current operational matters need attention. The provincial tournament is approaching with 593 players registered out of a maximum of 620. Rick reports that referee coverage is good, and volunteers are mostly in place. The youth participation is low, so young players are being incorporated into regular categories. Provincial Team BC selection is progressing, with the committee scouting players at recent tournaments. The 2025 Vernon provincial tournament will be crucial for final team selection. Jim inquires about documented selection criteria, which David confirms was included in communications to candidates in the MailChimp mailing.

Motion to adjourn

There being no further business David asked for a motion to adjourn which Sharon stated, Suzi seconded and after a show of hands in the majority, David announced that the meeting was adjourned.