



**PBCA Board of Directors Meeting Minutes  
October 14<sup>th</sup> 2025 - 6:00pm – 7pm PDT**

**Attendance:**

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

**Agenda:**

1. Quorum
2. Agenda Confirmation
3. Prior meeting minutes approval – Sept 9<sup>th</sup> 2025
4. President's Report (Including AYPBC Phase 2 & 2026 Provincials)
5. 2026 Budget & Process
6. What is an Affiliate Club?
7. Update on 2025 Strategic Planning Process/Tasks & Meetings – Heather
8. Board Reports' Highlights (attending Board Members)
9. Other business
10. Next Meeting: November 4<sup>th</sup> (11<sup>th</sup> is Remembrance Day) 2025
11. Motion to Adjourn

**Zoom Link: <https://us06web.zoom.us/j/81684662633>**

# Board Meeting Minutes (assistance from Zoom AI Companion)

## Quick recap

The board meeting covered scheduling, financial tracking, and strategic planning updates, including discussions about new board member candidates and budget planning for 2026. The team reviewed Team Canada's participation in an upcoming international pickleball World Cup event and discussed facility development plans at The Nest. Administrative matters were addressed, including the potential search for more assistance for PBCA marketing and administrative duties to relieve the President's workload, while the board agreed to move discussions about "What is an Affiliate Club" to November and scheduled the next Board meeting on November 11th.

## Next steps

- David to send out the 2026 budget draft to all board members for review and input.
- Blair to help analyze membership revenue forecasting for the 2026 budget – to be discussed in Budget discussion in November Board meeting.
- Robin to provide input on Team BC budget items for 2026.
- David to raise the early bird registration issue at the upcoming NPAC meeting with provincial presidents.
- David to talk to Holger Schwitchenberg about potentially joining the Board.
- David to include a request for Board member expressions of interest in the next newsletter.
- Heather to continue working on the 2026 strategic planning workplan and share it when ready.
- Heather to have further discussions with Rhonda Stoner about potentially joining the board.
- Susie to lead the succession planning work plan review and confirm next steps.
- David to create a job description for potential admin/marketing support position.
- All board members to review the 2026 budget and provide input on their areas of responsibility.

## Summary

### November Meeting Scheduling and Updates

The group discussed scheduling a meeting for November 11th, as November 4th was deemed too early and November 18th too late. Blair confirmed availability for November 11th, despite being busy with winter play registration at the club starting November 1st. David mentioned he had solved a problem with tracking cash balance, investments, and ending balances by adding a column for annual starting cash and investments amount and year ending position at the top and bottom respectively.

### Money Tracking and System Accuracy

The team discussed concerns about money tracking between Trackie (PCO software vendor) deposits and registration records, with Suzi expressing uncertainty about the accuracy of financial calculations. Blair and David explored the possibility of cross-referencing these amounts, though they noted that PCO system deposits appear to be automated. The conversation then shifted to casual updates from team

members, including Robin's drive back from an event and Doug's observations about weather conditions in northern locations.

## AYPBC Phase 2 and Strategic Planning

The board meeting was held on October 14th with David Chairing and confirming a quorum. The agenda included updates on AYPBC Phase 2 Kickoff, five new regional applicants, and the 2026 budget prepared by Suzi. The board discussed the definition of Affiliate clubs and their current rules, as well as the progress on the 2025 strategic planning session, aiming to present the new strategic plan by February 2026 at the 2026 AGM. The next meeting was tentatively scheduled for November 11th, with November 4th considered too early. The board approved the Agenda and prior meeting minutes without any changes.

## Board Candidate Evaluation Meeting

David led a discussion about board vacancies, with Susie, Mel, and Heather each presenting potential candidates. Susie introduced Holger Schwitchenberg, a dairy farmer with board experience but limited computer skills. David planned to meet with Holger over the weekend. Heather proposed Rhonda Stoner, a retired RCMP officer with experience in Pickleball Canada and local event organization. David expressed interest in having Rhonda join the Marcom team to help with writing stories and editing newsletters. The group discussed the need to fill three additional board positions to reach the desired number of 11 members.

## Board Member Onboarding Process

The group discussed onboarding new board members, agreeing that potential candidates should be pre-qualified before joining meetings, with David suggesting they could participate in December or January meetings before official election in February. They decided to separate budget discussions into a special board meeting to accommodate new members, with Robin emphasizing the need for candidates to be officially approved before joining. David outlined desired board member profiles, including expertise in Marcom, legal, various geographic areas, and governance, while noting current needs for a Board Secretary position (Sharon is currently VP and Secretary) and government liaison through viaSport and SportBC.

## Team Canada Pickleball Event Planning

The team discussed Team Canada's participation in an upcoming World Cup pickleball event in Fort Lauderdale FLA, confirming that 8 BC players are attending (7 from Team BC) with Tim serving as a coach. David confirmed that \$2,400 was approved to cover travel costs, and Robin reported that players were very grateful for the province's supportive approach, which has become a model for other provinces. The discussion also covered the event's potential for becoming officially sanctioned by Pickleball Canada, with Robin noting its significant scale featuring 68 nations and multiple pools in both Open and Senior divisions.

## AYPBC Project Expansion Updates

David provided updates on the strategic planning session and Phase 2 of the AYPBC project, highlighting the expansion to new regions including Sunshine Coast, Northern BC and South Okanagan. He discussed challenges with existing clubs and potential new club formations with overlapping AYPBC responsibilities. David also shared progress on the provincials request for bids by October 31<sup>st</sup>, emphasizing the need for monthly updates and a contingency plan. Robin suggested signing a full MOU early and considering a phased approach for PR events. The group agreed to involve Robin in the project further and to proceed carefully with transparent announcements and MOU contracts after October 31<sup>st</sup>.

## Budget Planning and Membership Fees

David outlined the budget planning process for the PBCA 2026 Budget, emphasizing the need for input from all members and a finalization timeline set for December 31<sup>st</sup>. He noted a 2026 draft Budget current deficit of \$30,000 with planned expenditures, including a \$30,000 allocation for a new website, and highlighted that the organization has \$128,000 in cash and term deposits, excluding AYPBC. David also announced the prior decision for an increased 2026 membership fee of \$10, with an early-bird special of \$7.50 for those who renew before December 31<sup>st</sup> 2025, and requested Blair's assistance in reviewing revenue projections for the upcoming year for the November Board meeting.

## Budget and Registration Challenges

The group discussed the budget for the upcoming year, with David presenting a draft that includes funding for Team BC activities, apparel, and a team tryout event. They addressed concerns about early bird registration deadlines, which are required by Pickleball Canada but cause logistical challenges. David plans to raise this issue with other provincial presidents at an upcoming meeting to explore potential changes to the system. The group also reviewed revenue projections and discussed a potential 2025 surplus of \$18,000 without spending on a website development project.

## Admin Roles and Strategic Planning

The board discussed hiring administrative support, with Robin suggesting combining the admin and marketing support roles into a single part time position to better utilize resources. David agreed to create a job description for these roles. Heather provided an update on strategic planning initiatives, including action plans for succession and transitioning operations to governance. The board agreed to move the discussion on Affiliate clubs and for-profit facilities to November. David proposed sending out a request for expressions of interest from members to assist with committees, either as Board members or non-board members. The next board meeting was scheduled for November 11th.

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