



PICKLEBALL CANADA ORGANIZATION
("PCO" or "Pickleball Canada")
MINUTES OF ANNUAL MEETING
Reported by Jacqueline Clarke, Secretary
Tuesday MAY 31, 2022, 6:00 PM, EST

Zoom: <https://us06web.zoom.us/j/97556151963>

| ATTENDEES | | | |
|---|-----|-------------------|---------|
| BOARD MEMBERS | | | |
| Bryna Kopelow | Yes | Karen Rust | Yes |
| Cara Button | Yes | Karen Wallace | Regrets |
| Cynthia Clark | Yes | Pat Morrison | Yes |
| Dave Best | Yes | Peter Milovanovic | Yes |
| Deanna Hanes | Yes | Peter Walker | Yes |
| France Emery | Yes | Robert Hogue | Yes |
| Gail Prior | Yes | Rose Sawatzky | Yes |
| Jacqueline Clarke | Yes | Tony Casey | Yes |
| STAFF | | | |
| Carla Anderson, PCO Executive Director | | | Yes |
| Katalin Green, PCO Project Coordinator | | | Yes |
| INVITED GUESTS | | | |
| Bruce Deep, Auditor, Ouseley Hanvey Clipsham Deep LLP | | | Yes |
| Jason Robinson, Parliamentarian | | | Yes |
| Pauline Dion-Rowlatt, translator (English/French) | | | Yes |
| GENERAL MEMBERS | | | |
| See Appendix A | | | |

1. Call to Order (K. Rust)

- Meeting called to order at 6:13pm EST.

2. Introduction and Opening Remarks (K. Rust)

- A Land Acknowledgement was provided.
- Board members and invited guests in attendance were introduced.
- Indicated that Jacqueline Clarke would be acting as meeting secretary and taking minutes.
- Meeting procedures were reviewed.
- J. Robinson explained the voting procedure.

3. Determination of Quorum (C. Anderson)

- K. Rust declared Quorum achieved (10 minimum)
- C. Anderson read the list of those not signed in to determine whether a name was missed.

4. Appointment of Scrutineer & Parliamentarian

- K. Rust explained the appointment of J. Robinson as scrutineer and parliamentarian.

5. Approval of Agenda (K. Rust)

- Questions regarding the agenda were invited.
- D. Thompson enquired whether there will be discussion of budget and fees. Response provided by K. Rust – budget and fees are not a separate topic but questions regarding budget and fees could be raised during the President’s report.
- No objections raised. Agenda declared approved as circulated.

6. Declaration of Any Conflicts of Interest (K. Rust)

- Attendees were invited to declare any conflicts of interest. None declared.

7. Approval of the May 18, 2021, Annual Meeting Minutes (K. Rust)

- Members were invited to indicate whether there were any errors or omissions to the 2022 AM Meeting minutes.
- Susan Jurbala suggested that there was an error in the 2021 Minutes’ format. Specifically, that an auditor was not appointed but there was no vote by membership to allow for non-appointment of an auditor. Indicated that this is an error because it’s contrary to the Non-for-Profit Act. Response provided by K. Rust – the error does not seem to be in the Minutes but rather something that may not have been handled appropriately in the past. J. Robinson suggested that the procedure omission be noted in the 2022 minutes but not be added to the 2021 minutes.
- K. Rust declared the 2021 Annual Meeting Minutes approved as circulated

8. Presentation of the 2021 Audited Financial Statements (B. Deep)

- PCO members received the Auditor’s Report.
- B. Deep reviewed the Financial Statements.

Motions in Italics

Action Items in green font

- C. Duchesne indicated that he would have preferred to see the report in advance. Response provided by K. Rust - the financial statements were made available on PCO's website more than a month ago and members were advised.
- Several comments/questions from D. Thomson:
 - The name of the organization has not been noted accurately. **Financial statements to be updated with correct name, Pickleball Canada Organization by B. Deep.**
 - Are there any commitments or contingencies that should be noted? Response provided by K. Rust and Bruce Deep – No, there are no commitments or leases.
 - Has Covid had a significant impact on PCO and if so, should this impact be acknowledged in the financial statements? Response provided by B. Deep – Covid has not had a significant financial impact on PCO.
 - Was a management letter identifying internal control deficiencies issued by the auditor? Response provided by B. Deep and K. Rust – yes, a management letter was sent to the Board. D. Thomson enquired whether the Board would like to share the letter with its members. B. Deep responded that this is not typically done but would be up to the Board.

9. Appointment of Auditors for 2022 (Peter Milanovic)

- *B. MacGregor moved to appoint Ouseley Hanvey Clipsham Deep LLP, Chartered Professional Accountants as auditor of Pickleball Canada Organization for the year ending December 31, 2022, seconded by C. Button. No discussion.*
- Attendance verified by J. Robinson:
 - 72 voting members in attendance
 - 76 total votes including proxies
- D. Thomson noted that the name of the organization in the resolution is incorrect. Correct name noted in the motion above.
- D. Cable (B. Montgomery conveyed) – point of order raised: Article 1.1 of the bylaws state that the organization can be referred to by either name – Pickleball Canada or Pickleball Canada Organization.
- Motion carried:
 - 73 out of 76 votes cast.
 - 69 in favour, 2 opposed, 2 abstentions.

10. Message from the President (K. Rust)

- K. Rust provided highlights from the last year.
- Questions/comments were invited:
 - K. Jensen acknowledged work and contributions of previous Board members: J. Parrott, B. MacGregor, E. Roy, T. Sherback, T. Fardoe, R. Chambers.

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- D. Thomson enquired about the status of the current budget and future fee changes. Response provided by K. Rust – there are no current plans to change PCO membership fees.
- B. Montgomery inquired whether the budget would be shared with members. Response provided by K. Rust – **the budget will be updated, and a revised forecast presented to the Board.**
- K. Jensen requested an update on PCO's youth initiatives. Response provided by D. Best.
- B. Walker – enquired whether actions are being taken to address lack of clarity for NCCP participants regarding completion requirements and responsiveness to participant queries. Response provided by K. Rust and D. Hanes - **Karen meeting with Ari Novack on June 1, 2022, to discuss technical challenges. D. Hanes meeting with Mark. NCCP item to be added to NPAC next meeting agenda. D. Hanes is developing a Terms of Reference for the establishment of a National Coaching Forum.**
- R. Thompson enquired regarding the reasoning for a calendar year registration. Response provided by K. Rust.
- S. Jurbala enquired as to the required professional development points to keep the certification (5 years). Response provided by D. Hanes – **the requirement is being worked on and will be communicated broadly.**

11. Report of the Nominating Committee (T. Casey)

- Eight of 13 Board positions are vacant as of May 31, 2022.
- Eight nominees filed their applications by the May 24 deadline.
- Applications were reviewed by the Nominating Committee; all eight met Eligibility and Qualifications criteria.
- Questions were invited:
 - K. Jensen enquired about gender balance. Response provided by T. Casey – 4 female and 4 male nominees; for the entirety of the Board: 6 male and 7 female members.

12. Election of Directors (K. Rust)

- Proposed that the election of Directors proceed via a resolution to ratify the entire slate of eight candidates to the PCO Board of Directors. Called for objections. K. Jensen enquired as to the voting process. Response provided by K. Rust – members are being asked to approve an Ordinary Resolution to ratify the entire slate of nominees therefore 50% plus one vote needed to pass the resolution.
- *G. Prior moved to accept the slate of eight (8) nominees to the Pickleball Canada Board of Directors, effective immediately, with individuals serving the following terms:*
 - *Leigh Bradwell (2-year term/Mandat de 2 ans)*
 - *Deanna Christie (2-year term/Mandat de 2 ans)*
 - *Cynthia Clark (2-year term/Mandat de 2 ans)*
 - *Jacqueline Clarke (1-year term/Mandat de 1 an)*

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- *Jon de la Mothe (2-year term/Mandat de 2 ans)*
- *Peter Milovanovic (2-year term/Mandat de 2 ans)*
- *Ken Nowlan (1-year term/Mandat de 1 an)*
- *Peter Walker (2-year term/Mandat de 2 ans)*
- Seconded by B. Montgomery. Call for discussion. No discussion.
- Motion carried:
 - 66 votes cast.
 - 60 in favour, 3 opposed, 3 abstentions.

13. Adjournment

- K. Rust declared the meeting adjourned at 7:50pm EST.

Motions in Italics

Action Items in green font

Appendix A: General Members

| | | |
|--------------------|------------------------|-------------------|
| Allan Carpentier | Doris Dunphy | Karen Hill |
| Anette Happel | Doug Maurer | Karen Rust |
| Arlene Henderson | Douglas Cable | Ken Nowlan |
| Barry Montgomery | Douglas James Thomson | Kevin Harrison |
| Beverley Walker | Elden Morais | Kirk Jensen |
| Bill MacGregor | Estha Parg Murenbeeld | Leigh Bradwell |
| Brenda Feser | Fiona MacGregor | Leonard Lye |
| Brigitte Nadeau | France Emery | Lorie Cooper |
| Bruce Imrie | Francis Rust | Manon Lussier |
| Bryna Kopelow | Gail Prior | Pat Morrison |
| Cara Button | Garand Jones | Peter Milovanovic |
| Carla Anderson | Garry Wolfe | Peter Walker |
| Cassie Williams | Gregory Feehan | Ray Keroack |
| Catherine Cable | Heather Ratcliffe Hood | Reg Lakness |
| Charles Mitchell | Jacqueline Clarke | Rick Thompson |
| Chris Pierce | Jacques Salvas | Robert Hogue |
| Christian Duchesne | Jae Eadie | Rod Williams |
| Cynthia Clark | Janet Bradshaw | Rose Sawatzky |
| Damien Rondeau | Janet Martini | Stéphane Brière |
| Dave Best | Jim Burke | Stephen Rymes |
| Deanna Christie | Jim Parrott | Susan Jurbala |
| Debra Carpentier | John H Kennedy | Tony Casey |
| Debra Willis | Judy Wright | Walter Knecht |
| Donna Loran | Kaitlyn Green | William Dorfmann |
| | | Woi-Ling Wen |