

Motions in Italics

Action Items in green font



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
Kaitlyn 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 2021 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.

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- 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 including leases and contractual commitments? K. Rust indicated that the provision in the Tennis Canada agreement was removed, i.e. there is no commitment to Tennis Canada whatsoever. Further confirmed that the buyback for intellectual property was negotiated out of the agreement. K. Rust also confirmed that PCO does not have any lease commitments.
 - AMENDMENT 2023 AG: K. Rust apologized for response provided at 2022 AG. K. Rust confirmed that there are penalties for early termination of the agreement with Tennis Canada.
 - 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 Harvey 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.

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- 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.
 - 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:*

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- *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)*
- *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.

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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