



PINNACLES FC BOARD MEETING

January 12, 2026

8:07 - 10:30 pm Held at the Sportplex Boardroom in Penticton, BC.

Attendees: Mike Bryan, Sarah Johnston, Curtis Gibbons, Daniela Schulz, Kelsey Harrington

MINUTES ADOPTION:

It was moved and seconded to acceptance of prior meeting minutes – December 18, 2025, as circulated. - **CARRIED (unanimously)**

FINANCIALS

- **Bank Signing Authorization:** The current banking facility is Valley First. The following members will have signing authority, Sarah, Daniela, Bob and Curtis. *Completed*

The board also discussed that a few cheques require to be signed as not all the cheques were signed prior to the Annual General Meeting, there are two employees pay that require to be signed as soon as possible once the signature are updated at Valley First. *Completed*

- **Board Change Notification:** The Secretary (Kelsey) will notify BC Soccer and Central Okanagan Youth Soccer Association (COYSA) if the recent boards changes from the results of the December Annual General Meeting. - *this is pending the approval of the AGM meeting minutes as redactions were required to support membership confidentiality.*
- **Payroll:** Admin/Ops requested having automatic payroll system. Junior coaches to track time with an application? (Daywork, we Work, rise, Bamboo) time management applications to be explored to also sync with accountant and lessen burden of paid staff - Daniela to explore
- **Club Credit Card:** The board discussed the current credit and the limitation with the current limit. The credit card will be required to be updated for the Treasurer and further discussion will take place over the coming months for the board to review. (Remains in process - further options being explored)
- **2026 Budget Overview:** Updated and colour coded for ease of reference, overall surplus of each individual budget (Recreational/Competitive/Camps/Operating costs) No current budget allowance for Technical Director until approximately August. Ops will provide more precise costs of coaches and savings where we can build from with monthly totals. Auditor to be appointed each year - 6 months post AGM to post the Audit



review. Conclusive understanding was club is to appoint a third-party auditor pending the financials annually, update would require Special General Meeting (SGM) later. The Treasurer (Daniela) to explore the cost for a third-party auditor for board review.

POLICIES

- **Bylaw Update:** Per the Annual General Meeting on December 11th, 2025. The bylaws required to be updated to BC Soccer. The Secretary will review the current bylaws and update with the administrative staff to inform BC Soccer. and COYSA.

**The bylaws have been updated and sent to admin, COYSA and BC soccer to be updated upon the approval of the AGM meeting minutes post redaction.*

- **Bylaw Review:** The board will review the bylaws for further ownership review over the coming fiscal year.

- **Employment Contract:** The board felt this defamation concern has since settled and will not be pressed at this time.

Discussion on the updates required for policies regarding disciplinary, health and safety, hiring, performance etc. The board will inquire about the possibility to secure some funding from BC Soccer. The Chair to review

- **Board Insurance:** Due January 23, 2026, currently Director and Officer Liabilities held for the board were discussed. Club insurance versus board insurance and the differences. Options to hold 1/3/5 million coverages. Consensus reached for increase to 3 million due to inflationary impacts. The Treasurer (Daniela) to provide costing to the board for review prior to the deadline.

- **Accessibility:** Board discussed the recent concerns raised by paid staff members regarding office and TeamSnap Accesses. Safety concerns were raised so out of cautionary measures, access was limited. Access requested to help Junior coaches obtain paycheques, log time and complete timesheets, treasurer reports for funding. Many access concerns would be addresses with the change in payroll management, however access granted to Board members in the interim.

Chair confirmed Policies are being worked on for players, coaches, board members and any committee members that may be required (Disciplinary etc.) The Operation Manager (Sue) will be providing a timeline, the Chair will follow up.

- **Admin request:** - Shaw account must be updated with contacts to get access. The Administrator will be working to have this completed.



Copies of employment contracts were requested by Ops, however access granted through Admin accounts. Accountant should also retain copies of contracts if unable to grant/gain access.

- **Confidentiality Document:** Treasurer suggests board adopts it for the board members, DOF requested for coaches as well. Board policy to be adopted in the Bylaws but the policies to be an evergreen document. Confidentiality agreement to be explored further with implementation of agreement verbally with all board members upon taking the role - Consensus reached.

PROGRAMMING

- **Winter 2 Program:** The board reviewed an email from DOF received hours before meeting, the details will be reviewed and discussed at later date.

Pro-D Day camp discussed - miscommunication led to confusion of members for starting time. Staff must be present to receive kids if future miscommunication, coverages must be made. Chair will clarify with staff.

The board decided ALL programming must have registration completed through TeamSnap in the future - full consensus

- **Coever Contract:** No contract was provided or held to support this program. Technical staff felt they can manage without, Ops is working on a accreditation with Soccer Canada which gives club full access.

- **City of Penticton:** Follow up on the time slots available. Need to confirm with last groups that lights to be turned off at end of sessions. Staff are working collaboratively but need to be clarified. Saturday evenings 6-8 to be maintained. This could be further utilized, - Sarah (Director 2) to follow up on

Tommy (GK) requesting 1.5 hours for keeper sessions. DOF and Tommy (GK) have meeting scheduled to discuss further.

- **Team Snap Registration:** Operation Manager (Sue) is requesting keeping TeamSnap for the teams but using another program for registration. The Treasurer (Daniela) and Operation Manager (Sue) to explore further.

Operation Manager (Sue) requesting spring registration fee to be reviewed and will be presenting breakdown of how figure calculated (Coaches, field costs, COYSA fee, Insurance for BC Soccer, referees and equipment) Insurance impacts fees greatly, Admin previously ordered kits, raid for ref and holds COYSA/TOYSL/TOTS breakdowns.



- **Pinnacle Gear:** Operation Manager (Sue) requested to explore merchandise, open online store, families can order from selection and received discount direct from site. Operation Manager is also organizing jerseys and taking inventories. Estimated turnaround time for jerseys is 2 months so pressing, Tim Hortons jerseys will be ordered once competitive jerseys are sorted.

Equipment locker to be fixed to ensure equipment secured. All Equipment is to be stored away.

**Vice-Chair left for the following portion of the meeting:*

Chair advised increase in rate of pay from \$35 to \$42.50/hour due Jan 1, 2026, for a paid staff coach up to 15 hours per week. Board felt encouragement should be made to maximize hours worked while also approving the wage increase. Highly valued coach with great impact on multiple teams.

Vice-Chair returned to meeting

COYSA does not allow a paid representative to be a representative. Trevor Judd is a paid coach. -Chair/Director 2 to explore alternative individuals who may be willing.

NEXT MEETING SCHEDULED FOR: FEBRUARY 5th at 7:30 pm

TERMINATION

The meeting was terminated at 10:30pm