



PINNACLES FC BOARD MEETING

February 05, 2026

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

Attendees: Mike Bryan, Sarah Johnston, Bob, Pond Curtis Gibbons, Daniela Schulz

Regrets: Kelsey Harrington

The meeting was called to order at 7:35 pm

MINUTES ADOPTION:

It was moved and seconded to acceptance of prior meeting minutes – January 12, 2026, as circulated. - **CARRIED (unanimously)**

FINANCIALS

- **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. The Secretary (Kelsey) is working on completing this task.
- **Payroll:** Admin/Ops requested having automatic payroll system. Junior coaches to track time with an application, time management applications to be explored to also sync with accountant and lessen burden of paid staff. The Treasurer (Daniela) with Operations (Sue) will continue to work on this project.
- **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 (Daniela) and further discussion will take place over the coming months for the board to review. The Board advised that the Operation Manager (Sue) should have a card as well. The Treasurer (Daniela) will add this to the scope for the credit card updating.
- **2026 Budget Overview:** Updated and colour coded for ease of reference, overall surplus of each individual budget (Recreational/Competitive/Camps/Operating costs). 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) at a later date. Treasurer (Daniela) to explore the cost for a third-party auditor for the 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.

- **Board Insurance:** Due January 23, 2026, currently Director and Officer liabilities held for the board were discussed. The insurance provided was only able to provide coverage for 1 million. The coverage was placed, and invoice is pending payment by the accountant.

- **Accessibility:** The 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.

- **Coach and Players Policies:** The Chair confirmed Policies are being worked on for players, coaches, board members and any committee members that may be required. The Operations Manager (Sue) will be providing a timeline, the Chair will follow up.

- **Health and Safety Manuals (WCB):** The Chair provided many operation manuals that are required for the Staff, the Chair will provide copies of all the policies to date and will share with the Board to review further for next steps.

- **Admin request:** - Shaw account must be updated with contacts in order to get access. The Administrator will be working to have this completed. Secretary has drafted a letter to Shaw with the assistance to update the account. *(in progress)*

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.

- **Incident Report:** The Chair advised that an incident took place between another Academy player and a coach from PFC. The Board reviewed all the details, and the City of Penticton will also review if required. No action from the Board is needed currently.

PROGRAMMING

- **Winter 2 Program:** The board reviewed an email from Director of Football (DOF) received hours before meeting, required more details on the Club and all the communities.

- **Coever Contract:** The Chair provided an update of an on-going conversation with Coever and it was provided that Coever is interested in building a further relationship with the Club.

- **Summerland Competitive Team:** It was advised that a girl's competitive team would like to use the Summerland fields for their practice. The Board supports this plan, and the Director of Football will be advised to proceed with assisting the request.

- **City of Penticton:** The Chair provided a details list of items that the City of Penticton has provided feedback and repairs to concerns raised.

- i. **Net Sharing:** The Chair provided the net sharing policy that the Board can review and will be provided to the City of Penticton for other clubs using the nets.

- ii. **Net Storage:** The storage required by the City of Penticton has been completed for the Sportsplex and exterior nets will also be completed in the Spring season.

- iii. **City Repairs/Signs:** The City of Penticton has approved signs to be posted and updated in the following areas, signs on Railway Avenue, on the Clubhouse, banners are allowed to be posted on fences and at the entrance at Eckhart. Signs will be added as the sponsorships continue to be worked on.

- iv. **Small Repairs:** The Chair advised that some of the nets require repair and working with the Communities with the Operation Manager to have nets repaired prior to the spring season starting.

- **Team Snap Registration:** Operations Manager is requesting keeping team snap for the teams but using another program for registration. Treasurer (Daniela) and Operations Manager to explore further. (*in process*)

- **Spring Registration:** The Board met in between meetings and reviewed and approved the spring registration cost and early bird special. The Director of Football DoF and the Operations Manager will be working for a World Cup event.

- **Coach Development:** The Director of Football (DoF) provided details to support two coaches to obtain their provincial C license for coaching. The Board reviewed and approved the cost for the two coaches with the confirmation that an 18-month commitment be part of the payment of the courses. The Treasurer (Daniela) will update the DoF.

A Board Member left the meeting.

- **Coach Development:** The Board discussed a proposal for a coach to be supported for an event to Spain to engage in enhancing their coaching in the training season, for the Club to support the cost for the opportunity. The Board approved a partial cost for the trip to support the coach's development.

A Board Member returned to the meeting.

- **Goal Keeping:** The Board discussed at length the details of the current goal training sessions. After much discussion based on the requests from the goal coach, the Board is unable to continue the relationship. The Chair will update the goalie coach. The DoF will be pursuing other goalie training options for the Board to review.

- **Pinnacle Gear and uniforms:** The Operation Manager (Sue) has completed ordering the required jerseys for the upcoming Spring season with the assistance of the Director 2 (Sarah). This has been completed.

- **Competitive Structure:** The Board will continue to review the current structure of the registration and alignment to other clubs.

- **COYSA Representative:** The Chair advised that the representative for COYSA Trevor Judd will continue to be the representative.

COMMUNICATION

- **Coach Communication:** The Board received communication from a coach and the parents of the team to advise of concerns with previous boards and what the long-term plans for the board are. The Board will be reviewing the communication and the response over email in the coming weeks.

- **Website and Communication:** The Board discussed overall communication from the Board and the staff. The Board will continue to discuss solutions and updating the website and other aspect with the Staff to improve the communication to the coaches, volunteer coaches and the membership.

TERMINATION

The meeting was terminated at 9:15 pm

NEXT MEETING SCHEDULED FOR: February 26th at 7:30 pm