



PINNACLES FC BOARD MEETING

February 26, 2026

Meeting held – Virtual via Zoom

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

Guests: Director of Football (Braeden) and Operational Manager (Sue)

The meeting was called to order at 7:34 pm

MINUTES ADOPTION:

It was moved and seconded to acceptance of prior meeting minutes – February 05, 2026, as circulated. **CARRIED (unanimously).**

STAFF:

Braeden (Technical Director) and Sue (Operation Manager) attended the meeting and provided an update regarding the upcoming Spring season, goalie coaching for the Spring, tournament preparation and a detailed breakdown of the upcoming season and communication plan for the coaches and the membership. It was requested that a meet and greet be scheduled with the board and the volunteer coaches prior to the beginning of the Spring season.

FINANCIALS

- **Board Change Notification:** The Secretary (Kelsey) has notified BC Soccer and Central Okanagan Youth Soccer Association (COYSA) if the recent boards changes from the results of the December Annual General Meeting. This has been completed.
- **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. The junior coach planning has been completed by the Operational Manager (Sue).
- **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) later. Treasurer (Daniela) to explore the cost for a third-party auditor for the board review.
- **Accounting Services:** The accounting firm for the club sent a letter in February that they have tendered their services effective March 31, 2026. The Treasurer (Daniela) provided a scope for the board to review and will be exploring a minimum of three local firms to provide cost and availability to assist the board moving forward.

POLICIES

- **Bylaw Review:** The board will review the bylaws for further ownership review over the coming fiscal year.
- **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 (Curtis) confirmed policies are being worked on for players, coaches, board members and any committee members that may be required. The Operations Manager (Sue) has completed the coach and player policies.
- **Health and Safety Manuals (WCB):** The Chair provided many operation manuals that are required for the Staff, the Chair (Curtis) provided copies of all the policies to date and will share with the Board to review further for next steps. The Board will review in the coming months.
- **Admin request:** Shaw account has to 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; an online file share was created by the previous board and the details were shared with each Board Member. The Board will continue to work on reviewing the contracts.

- **Confidentiality Document:** Treasurer suggests board adopts it for the board members, 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. *(In process)*

- **Board Member Resignation:** Two board members resigned in February 2026. The Board thanks both members for their volunteer hours and passion for the Pinnacles Football Club. The Board will draft a communication to be sent via email to update the membership and request volunteers from the membership for the two vacant roles.

PROGRAMMING

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

- i. **Net Sharing:** The Chair (Curtis) provided the net sharing policy to the Board, who reviewed the details The net sharing policy will be sent 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 (Curtis) advised that some of the nets require repair and working with the Communities with the Operation Manager (Sue) to have nets repaired prior to the spring season starting.

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

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. Further discussion took place for regarding commitment and hours for the coming spring. It further commitment is provided a partial coverage of the trip will be provided in late Spring 2026.

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 updated provided by the Director of Football (DoF), the goal keeping contract will be sent to the Board for review.
- **Competitive Structure:** The Board will continue to review the current structure of the registration and alignment to other clubs with the staff.

COMMUNICATION

- **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 10:02 pm

NEXT MEETING SCHEDULED FOR: March 19th, 2026, at 7:30 pm