



PINNACLES FC BOARD MEETING

March 19, 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 7:32 pm

MINUTES ADOPTION:

It was moved and seconded to acceptance of prior meeting minutes – February 26, 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, the finalization of the goalie coaching program for the coming seasons, and a proposal for branding for older competitive paths as an opportunity for growth for the club. Further details were provided with community updates, goal repairs in the community, jersey management and field bookings. The spring season start April 11th, 2026. Communication will be sent to all teams regarding jersey management and first day starts.

FINANCIALS

- **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. An update was provided that the bank is having some challenges with the credit card updates. The Treasurer (Daniela) will continue to work with the bank to complete the credit change and update.
- **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. The Treasurer (Daniela) provided an update that two out of five accounting firms have responded, board members will send any further suggestions as the replacement firm will continue to take place.

- **Penticton Co-Worker Space:** An invoice for an annual contract for Penticton Co-Worker space was received, as the Club no longer requires this space. The Treasurer (Daniela) will work to pay any outstanding invoices and cancel the contract.

- **Administration Equipment:** The Treasurer (Daniela) advised that part of the budget was the replacement of the office computer. An estimation of the replacement was reviewed and approved. The Treasurer (Daniela) will arrange for the replacement.

POLICIES

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

- **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*)

- **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*) –

- **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*)

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. Further review of storage, and washroom/storage outside

- **Goal Keeping:** The Board further discussed the goal keeping contract and the future of the sessions for the club. The Board will review the matter further as the new contract takes place over the spring season.

- **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.

- **Reporting:** The Board discussed the reporting that is provided to the board from the Operation Manager and the Director of Football. The Board will be providing some templates and create more consistent reporting for further transparency to the membership. -

TERMINATION

The meeting was terminated at 9:56 pm

NEXT MEETING SCHEDULED FOR: April 22nd, 2026, at 7:00 pm