



NOTICE OF ANNUAL GENERAL MEETING AND TOWN HALL MEETING

Notice is hereby given that Pickleball Alberta will host its Annual General Meeting at 6:00 pm on Thursday, September 26th, 2024, in-person and via remote meeting.

IN-PERSON OPTION

- Percy Page Centre in Edmonton (11759 Groat Rd NW, Edmonton)
- Please enter through the doors on the south side of the building. You will be asked to sign in with security. Please make your way to meeting room #8 on the third floor.

VIRTUAL MEETING OPTION

Zoom Meeting Link: <https://zoom.us/j/91509675472?pwd=GZG1wve7710ITB541ZabPBnOT3laaW.1>

MEETING AGENDA

1. Roll Call and Review of Voting Procedures and Eligible Votes
2. Approval of the Minutes from the 2023 Annual General Meeting
3. Report from the Board of Directors
4. Financial Review
 - a) Appointment of Auditors for 2024 Fiscal Year
5. Election of Board of Directors
6. Adjournment

CURRENT BYLAWS AND POTENTIAL FOR CHANGES

Following Pickleball Alberta's 2023 Annual General Meeting, the newly established Board undertook a review of the organization's current governance model and bylaws utilizing third-party legal advice. Through that process, it was determined that the current bylaws, which have not been updated since their creation in 2016, are in urgent need of modernization.

There are two significant issues with the current bylaws related specifically to the business and process of the Annual General Meeting:

1. The current bylaws do not allow for virtual participation which poses a major challenge in establishing quorum given travel requirements to attend in-person.
2. The current bylaws prescribe "Zone Organizations" which do not exist in practice. This is problematic as only up to three delegates per zone and Pickleball Alberta Board Members are eligible vote at General Meetings. Not only is this challenging in ensuring a quorum, but it also

indicates an inability to adhere to proper process as stipulated in the bylaws to establish the voting Zone Delegates.

For the upcoming 2024 AGM, Pickleball Alberta will attempt to follow the existing bylaws as closely as possible. However, to be clear, it will not be practical nor possible to adhere perfectly to the current bylaws. In summary, to be able to move forward with achieving the business of the 2024 AGM, Pickleball Alberta will:

- Allow for virtual participation.
- Rely on affiliated clubs to self-organize to name up to three zone delegates who will be eligible to vote at the AGM. This is consistent with previous years' practice. More information on naming zone delegates is included later in this document.

If Pickleball Alberta receives any objection to this planned course of action, the organization will be forced to conduct the meeting in-person only, which is likely to interfere with achieving the business of the AGM. The current Board wishes to emphasize that new bylaws have been drafted which will reduce complexities, reflect our modern realities and best practices, and allow the organization to operate more effectively into the future. Members can expect to receive new, draft bylaws, along with rationale, and a detailed consultation plan and timeline as soon as possible following this year's AGM.

NOMINATION AND ELECTION OF DIRECTORS

Although there is there is minimal information described in the current bylaws regarding the nomination process, please note:

- While nominations will be accepted from the floor, we encourage any candidates to declare their interest in writing to the Board (secretary@pickleballalberta.org) at least three days prior to the meeting (September 23rd) so that we may confirm eligibility share the bios with members eligible to vote at the election.
- Any member of Pickleball Alberta is eligible to be nominated for election to the Board of Directors.
- Self-nominations will be permitted, although all nominations must be seconded by an eligible voter.
- Nominees must be in attendance at the meeting (in-person or virtual) or accept their elected position within 10 days. If a nominee is unable to attend the meeting, but aware of their nomination in advance, they are asked to consent in writing to their election prior to the meeting.
- Directors are elected to two-year terms of service.
- Currently, there are four vacancies for the following Board positions:
 - Membership Director
 - Communications Director
 - Officiating Director (note Garand Jones is running for re-election for this position)

- One Director-at-Large

Brief description of the responsibilities of the Membership Director, Officiating Director, and Communication Director are appended to this notice.

The following chart details the current Board composition and the term expiries of each Board Member:

Board Member Name	Position	Term Expiry	Running for re-election
Jill Groves (Richard)	President	2025	n/a
Charity Christianson	Vice President	2025	n/a
Jeff Holm	Treasurer	2025	n/a
Murray Young	Secretary	2024	no
Brenda Feser	Membership Director	2024	no
Ken Dentzien	Competitions Director	2026	n/a
Andrew Gorman	Communications Director	2025	n/a
Garand Jones	Officiating Director	2024	yes
Dean Kroetsch	Juniors Director/Director-At-Large	2024	no
Alison Ramsley	Technology Director	2025	n/a
Ilsa Wong	Coaching Director	2025	n/a

Pickleball Alberta has a dynamic Board that is seen across Canada as a leader in provincial programs, events, and initiatives. We are looking for individuals who will compliment the team and add their skills and ideas to the growth, success and benefit of our members and clubs. We are seeking individuals who want to make a difference and be part of a results-oriented team.

Although the current governance style is a 'working' Board, an evolution to a governance style Board is currently underway. Directors will have a portfolio that may require up to three to four hours per week. Some portfolios have seasonal workload fluctuations.

Directors are expected to commit to attending monthly meetings, usually via Zoom, and also attend an annual weekend Board retreat to review and update the strategic plan. Directors prepare written reports to the Board and as requested for special meetings or initiatives.

The ideal Board candidate will possess the following qualities:

- Board experience – Organizational and governance knowledge and experience at a somewhat complex organization.
- Leadership qualities.

- Independence and sound judgment – they have the courage to ask tough questions and voice their opinions.
- Continuous improvement mindset – including being open to new ideas, are strategically agile and responsive to change.
- Conflict resolution – they are oriented to resolve conflict, are resilient after it occurs, and support board decisions once made.
- Creativity – ability to think outside the box, and open to unique solutions to problems.
- Supportive of diversity and inclusion – recognizes the value of a diverse board, which brings unique experiences and points of view to the organization.

Desired skills:

Financial Literacy	<ul style="list-style-type: none"> ● Ability to read, understand and analyze complex financial statements. ● Experience with financial accounting standards, internal controls, audit, and reporting. ● Financial designation ideal.
Policy & Governance	<ul style="list-style-type: none"> ● Experience in leading the drafting, revising and engagement in diverse and interconnected policy and procedures. ● Prior board experience
Strategic Planning	<ul style="list-style-type: none"> ● Experience in engagement with strategic planning, overseeing the measuring/reporting, and identification of strategic priorities.

The skills below are additional and complementary skills that are valuable to the Pickleball Alberta board.

Stakeholder Relations & Marketing	<ul style="list-style-type: none"> ● Demonstrated experience at the developmental, community level of pickleball. ● Demonstrated ability to facilitate healthy interactions/relationships and effectively deliver messaging in a diverse, multi-stakeholder environment specific to the sport of pickleball. ● Understand and have experience with different client experience delivery models and leading practice. ● Experience with brand and culture leading practices.
Communication	<ul style="list-style-type: none"> ● Experience in communications with members, employees and stakeholders. ● Experience in media communications strategy and delivery
People & Human Resources	<ul style="list-style-type: none"> ● Have led an HR function in an organization of higher order complexity. ● Talent acquisition and development in an organization of higher order complexity. ● Overseeing, creating, managing executive and senior leadership compensation, rewards program/s and succession planning of key roles.

Senior Leadership	<ul style="list-style-type: none"> • Experience as a senior/executive leader in a government/public sector or private sector organization. • Engagement with senior level budget development and reporting, risk identification and mitigation, policy/procedure review and approval, organizational structure (individual positions and larger decisions) that impact employees, engagement with strategic planning and reporting, etc.
Risk	<ul style="list-style-type: none"> • Identifying principal risks of an organization. • Leading various stakeholders and leaders in an organization through risk identification and mitigation exercises/reporting to a President/CEO and ultimately to a board. • Designing and/or overseeing the equivalent of an enterprise risk management program.

These are not the only skills that are valuable to Pickleball Alberta. We encourage candidates who have other skills to continue to consider being nominated to the Pickleball Alberta Board. Should you wish to learn more about any of the positions, or if you have any questions at all related to joining the Board, you are encouraged to send an email to secretary@pickleballalberta.org

BOARD COMPENSATION/EXPENSE REIMBURSEMENT

As a volunteer Board, its Directors serve without compensation. Expenses for travel and expenses incurred while acting on behalf of Pickleball Alberta are reimbursed as per policy.

NAMING ZONE DELEGATES

- If you are interested in putting your name forward to serve as a zone delegate, you should contact an affiliated club in your zone. For a list of communities by zone, please [click here](#). A list of all affiliated clubs by zone is appended to this notice.
- Affiliated clubs will be responsible to self-organize to name up to three delegates to attend and vote at the AGM.
- We ask that the names of the zone delegates are submitted to secretary@pickleballalberta.org by September 23rd, 2024. Please include names and emails so that eligibility can be verified, and detailed electronic voting instructions can be sent to the delegates directly.

VOTING PROCEDURES AT THE AGM

- In order to keep the meeting moving quickly, as motions are put to vote, the Chair will simply ask for any objections. In the absence of any objections, the motion will pass as presented. If a tabulated vote is requested or required, the vote will be conducted through the polling function in the Zoom Meeting platform. For this reason, if you are a voting Zone Delegate, and attend the meeting in-person, you are asked to come prepared to login to the Zoom meeting link in order to cast your vote, so please bring your cell phone, tablet, or laptop to the meeting.

- **It is important to note that while all members may attend the AGM, only Zone Delegates, as named by the procedure above, and current Board members will be eligible to vote.** As stated in the bylaws, regular members are only eligible to vote on membership fees for which there are no proposed changes.

TOWN HALL MEETING NOTICE

Pickleball Alberta will host a town hall meeting shortly after conclusion of the AGM.

Date: Thursday, September 26, 2024

Time: 7:00 – 8:30 pm

What to expect:

The town hall meetings will be facilitated by Pickleball Alberta's President, Jill Groves (Richard).

Agenda:

- Overview of Pickleball Alberta's history
- Current state of pickleball in Alberta and drivers for change
- Presentation of the renewed strategic plan
- Key elements of potential new bylaws
- Open floor and feedback

Why:

Pickleball Alberta's Board of Directors would like to:

- report on some of the work it has done to-date
- share its plans for the future
- gather your feedback

Who:

All members are encouraged to participate.

How to participate in the town hall meeting:

In-Person Option

- Percy Page Centre in Edmonton (11759 Groat Rd NW, Edmonton)
- Please enter through the doors on the south side of the building. You will be asked to sign in with security. Please make your way to meeting room #8 on the third floor.

Virtual Option (same Zoom link as the AGM)

<https://zoom.us/j/91509675472?pwd=GZG1wve7710ITB541ZabPBnOT3laaW.1>

APPENDED MATERIALS & INFORMATION

- Current bylaws
- Draft meeting minutes from the 2023 Annual General Meeting

- 2023 audited financial statements
- List of Affiliated Clubs by zone
- Membership Director position description
- Secretary Director position description
- Officiating Director position description

Any questions regarding this notice should be directed to secretary@pickleballalberta.org.