



September 4, 2025

## **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that Pickleball Alberta will host its Annual General Meeting at 7:00 pm on, September 25, 2025, in-person and via remote meeting.

### **IN-PERSON OPTION**

Percy Page Centre

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/94103497690?pwd=zV74VGXzpnnTceigy3o5PJtwpk0AlZ.1>

## **ANNUAL GENERAL MEETING AGENDA**

1. Call to Order, Welcome and Land Acknowledgement
2. Roll Call and Review of Voting Procedures and Eligible Voters
3. Adoption of the Agenda
4. Adoption of the Minutes from the 2024 Annual General Meeting
5. Report from the Board of Directors
6. Financial Review
  - a. 2024 Audited Financial Statement presentation
  - b. Appointment of Auditors for 2025 Fiscal Year
7. Proposed amendments to Bylaws
8. Election of Board of Directors
9. New business/member questions
10. Adjournment

## **CURRENT BYLAWS AND POTENTIAL FOR CHANGES**

Following Pickleball Alberta's 2024 Annual General Meeting, the Board continued with the review of the organization's current governance model and bylaws utilizing third-party legal advice. As the current bylaws have not been updated since their creation in 2016, and are in urgent need of modernization, proposed bylaw amendments will be presented at the 2025 Annual General Meeting.



For the upcoming 2025 AGM, September 25 at 7:00 p.m, 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 2025 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 Board wishes to emphasize that the proposed bylaw amendments being presented will reduce complexities, reflect our modern realities and best practices, and allow the organization to operate more effectively into the future.

#### **NOMINATION AND ELECTION OF DIRECTORS**

Although 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 [technology@pickleballalberta.org](mailto:technology@pickleballalberta.org) no later than three days prior to the meeting (12:00PM September 22) so that we may confirm eligibility and 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 ten 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.

The following Board positions are open for election at the 2025 Annual General Meeting for a 2 year term:

- President
- Vice President
- Treasurer
- Communications Director
- 2 - Directors-at-Large (Coaching Director / Technology Director)

The following Board positions are also open for election at the 2025 Annual General Meeting for a 1 year term to fill a vacancy

- Secretary
- Membership Director
- Director-at-Large



## Retiring Directors

We would like to recognize and thank the following retiring Directors for their years of service on the Board.

- Jill Groves (Richard)    President
- Jeff Holm                Treasurer
- Andrew Gorman        Communications Director
- Garand Jones          Director-at-Large - Officiating Director

Brief description of the responsibilities of the positions open for election are appended to this notice.

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:**

- Ability to read, understand and analyze complex financial statements.
- Experience with financial accounting standards, internal controls, audit and reporting.
- Financial designation ideal.

**Policy & Governance:**

- Experience in leading the drafting, revising and engagement in diverse and interconnected policy and procedures.
- Prior Board experience.

**Strategic Planning:**

- 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:**

- 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:**

- Experience in communications with members, employees and stakeholders.
- Experience in media communications strategy and delivery

**People & Human Resources:**

- 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:**

- Experience as a senior/executive leader in 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:**

- Identifying principal risks of an organization.
- Leading various stakeholder 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 [technology@pickleballalberta.org](mailto:technology@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 [della.curry@pickleballalberta.org](mailto:della.curry@pickleballalberta.org) by 12:00pm September 23rd, 2025. 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.

### **APPENDED MATERIALS & INFORMATION**

- Current bylaws
- Proposed bylaw amendments and supporting rationale
- Draft meeting minutes from the 2024 Annual General Meeting
- 2024 audited financial statements
- List of Affiliated Clubs by zone
- Board of Directors Position Descriptions

Any questions regarding this notice should be directed to [della.curry@pickleballalberta.org](mailto:della.curry@pickleballalberta.org)