



SQUASH BC

2024 AGM  
PACKAGE

# Squash BC - 2024 AGM Package

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July 6, 2024: 10:00 - 11:00 AM

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## **SQUASH BC - 2024 ANNUAL GENERAL MEETING**

*Saturday, July 6, 2024 at 10:00 AM*

**This meeting will be held electronically via Zoom.  
Members MUST register in advance**

### **Voting Member Notice 2 - AGM Package:**

**TO: All Squash BC Member Club Representatives and Zone Representatives**  
**FROM: Colin Latchford, Squash BC Executive Director**  
**DATE: June 20, 2024**

Please find enclosed a copy of the following documentation:

- I. Notice of Annual General Meeting & Agenda
- II. Proxy Form for **voting members**
- III. 2023 Squash BC Annual General Meeting Minutes (for Approval)
- IV. Nominees for Election to the Squash BC Board of Directors
- V. Squash BC Fiscal 2024 Reviewed Financial Statements

As a voting member in good standing with the Association, you are invited to attend this meeting. Please note that **full member clubs/facilities** are entitled to one (1) vote and **Zone Representatives** are entitled to the number of votes allocated in the previous year's Annual General Meeting either through a duly appointed and designated individual at the meeting or by a proxy signed by the designated individual.

**We also welcome individual members to attend the Annual General Meeting.**

The Annual General Meeting will be held electronically via the Zoom platform. Advanced registration is required. **Registration will be open until July 5, 2024 at 11:59 PM.** The registration link can be found on the following page. Once registered, you will receive the required Zoom meeting link and call-in connection details.

To ensure your attendance is recognized and your vote is counted, each member must log in to the meeting separately using their unique connection details. Members MUST be logged in to the online platform to vote.



## SQUASH BC 2024 AGM - REGISTER NOW

**Please register in advance using the following link:**

<https://us02web.zoom.us/meeting/register/tZ0kd-uprDsqE9BvVG9n-kyHLWq2CKgl6pDe>

*Once registered, you will receive the required Zoom meeting link and call-in connection details*

If you have any questions about the AGM or require assistance registering for the Zoom meeting, please contact Squash BC by phone or email:

**Phone: 604-737-3084**

**Email: [office@squashbc.com](mailto:office@squashbc.com)**

### VOTING & PROXIES

In this package you will find a list of member clubs, the corresponding “designated representative” (or alternate) for each Facility and Zone representative in good standing for 2023/24, who are entitled to vote at the AGM on all motions and elections. You will also see the votes each facility and zone is entitled to.

If the designated representative or alternate is unable to attend, the club and zone may appoint a proxy. The proxy form is included in this package. It must be signed and completed by the designated representative (or alternate) and emailed to the Squash BC office no later than **July 4, 2024 at 11:59 PM**. These forms can be sent to [office@squashbc.com](mailto:office@squashbc.com)

This is the first official Notice of the AGM. You will receive the final AGM Package prior to the AGM, which will include the nominees for election to the Board of Directors, any resolutions for voting, the reviewed financial statements for 2023/24, the final AGM Meeting Agenda, director/committee reports, and any other relevant information for the meeting.

We strongly encourage you to participate in this year’s AGM and ask that you share this information with others who care about squash in your club or community. Together let’s work to keep more squash players actively involved in and informed about Squash BC.

We strongly encourage you to participate in this year’s AGM and ask that you share this information with others who care about squash in your club or community. Together let’s work

to keep more squash players actively involved in and informed about Squash BC.

Thank you for being an active part of the squash community and helping our sport grow and prosper in BC.

Sincerely,



**Colin Latchford**

*Executive Director*

**Squash BC**

[executivedirector@squashbc.com](mailto:executivedirector@squashbc.com)

604-737-3084



## **SQUASH BC - 2024 ANNUAL GENERAL MEETING**

*Saturday, July 6, 2024 - 10:00 - 11:00 AM*

**Electronic Meeting held via Zoom. Register Here:**

<https://us02web.zoom.us/meeting/register/tZ0kd-uprDsgE9BvVG9n-kyHLWq2CKgl6pDe>

**Please join the meeting by 9:50 AM. This will allow us to start on time, while providing assistance to those with technical difficulties.**

### **2024 ANNUAL GENERAL MEETING AGENDA:**

1. Call to Order
2. Establishment of Quorum and Voting Rights
3. Voting Process Overview
4. Approval of the Agenda
5. Approval of 2023 AGM Minutes
6. Approval of 2023/24 Financial Statements and Report
7. Appointment of Hay & Watson as 2024/25 Accounting Firm
8. Presentation and Acceptance of Reports
9. Election of Board of Directors
10. Approval of Squash BC Signing Officers
11. Other Business (if any)
12. Adjournment

## SQUASH BC - 2024 AGM - VOTING MEMBER LIST

### 2023/24 FACILITY MEMBERS & REPRESENTATIVES

Member Facility	Designated Representative	Alternate Representative	Voting Rights
Arbutus Club	Dave Glass		1
Bayside Racquets Club	Trish Campbell	John Cox	1
Bonsor Complex	Leonard Bruno		1
Bulkley Valley Pool & Recreation Center	Anika Zoth	Mike Mehr	1
Campbell River Squash Club	Tony Fantillo	Greg Vos	1
Cedar Hill Squash Club	Ben Uliana	Giselle Delgado	1
Chilliwack Squash Club (Cheam Centre)	Shawn Zwierzchowski	Steve Hood	1
Contenders Athletic Club	Andrew Lynn	Kevin Reynolds	1
Cranbrook Squash Club	Brian Millis	Tristan Taylor	1
Evergreen Squash Club	Cathy Covernton	Thomas Brinkman	1
Fitness Unlimited Langley	Jeff Ardon	Peter Hoh	1
Global Fitness & Racquet Centre	Darcia Fenton	Asia Snook	1
Hollyburn Country Club	James Holloway	Ryan Picken	1
Jericho Tennis Club	Richard Yendell	Jaimie Dobson	1
Lakeshore Racquets Centre	Adam Graham	Colleen Power	1
Lakeside Multiplex	Lewis Jones		1
Lewis Centre	Jamie Deith	Len Kosciukiewicz	1
Meadow Park Sports Centre	Roger Weetman	Melissa Talaro	1
Nanaimo Squash Club	Josh Struthers		1
Nelson Squash Club	Rebecca Vassilakakis	Garth Moore	1
Northern Sports Centre	Olivia McClair		1

Revelstoke Squash Den	Nathan Bertram	Chris Burger	1
Roster Sports Club	Peter Trafford	Hussein Hollands	1
Salt Spring Squash Club	Markus Wenzel	Karl Otto	1
Sandcastle Fitness	Thomas Clark		1
Shawnigan Lake School	Colin Whitney	Lynne Grass	1
Sport Central	Antonio Carrillo	Armando Zarazua	1
Squamish Squash Club	Scott Wengi	Dara Sklar	1
St. Michaels University School	Lindsay Brooke	Grace Thomas	1
Terminal City Club	Sergio Hsia	Barry Gifford	1
University of Victoria	Jason Wright	Michelle Peterson	1
Vancouver Lawn Tennis & Badminton Club	Heather Nivison	Viktor Berg	1
Vancouver Racquets Club	Chantal Champagne	Shawn Delierre	1
Vancouver Squash Academy at River Club	Jessica Almaguer	Marco Toriz	1

### 2023/24 SQUASH BC ZONES & REPRESENTATIVES

Zone	Zone Representative	Voting Rights
Zone 1: Kootenays	Rebecca Vassilakakis	1
Zone 2: Thompson-Okanagan	Mahir Nibber	2
Zone 3: Fraser Valley	Shawn Zwierzchowski	1
Zone 4: Fraser River	Owen Belton	1
Zone 5: Vancouver-Coastal	CJ Catliff	2
Zone 6: Vancouver Island-Central Coast - South	Grace Thomas	1
Zone 6: Vancouver Island-Central Coast - North	Josh Struthers	1
Zone 7: Northwest	Richard Haley	1
Zone 8: Cariboo-Northeast	Jenny Hogan	1



## SQUASH BC - 2024 AGM - BOARD & STAFF

### 2023/24 SQUASH BC BOARD OF DIRECTORS

Director	Role
Bruce Matthews	President
Leonard Bruno	VP-Finance
Cathy Brown	VP-Secretary
Cindy Longley	Director at Large
Sam Crawford	Director at Large
Colin Brown	Director at Large
Diana Chang	Director at Large
Nathan Ozog	Director at Large
Natasha Doucas	Past President

### 2023/24 SQUASH BC STAFF

Staff Member	Role
Colin Latchford	Executive Director
Josh Heuving	Sport Development Manager
Justyna Kusiak	Member Service Coordinator



## SQUASH BC - 2024 AGM - PROXY FORM

British Columbia Squash Racquets Association (Squash BC)

July 6, 2024 - 10:00 - 11:00 AM

### IMPORTANT NOTE:

Completed and signed Proxy Forms must be **emailed to [office@squashbc.com](mailto:office@squashbc.com) no later than Thursday, July 4, 2024 at 11:59PM**. Proxy Forms received after this date will not be accepted.

Please be advised that I, \_\_\_\_\_, being a designated individual  
(Voting Member Name)

representative of \_\_\_\_\_, do hereby appoint  
(Member Club or Zone)

\_\_\_\_\_ of \_\_\_\_\_ for me in my name and on my  
(Proxy Name) (Proxy City)

behalf to attend and vote at the 2024 Annual General Meeting of the British Columbia Squash Racquets Association on Saturday, July 6, 2024.

Signed at \_\_\_\_\_, BC on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.  
(City) (Date) (Month)

Signature of Voting Member: \_\_\_\_\_

As per the Constitution and Bylaws of the British Columbia Squash Racquets Association:

*Each full member in good standing shall be entitled, through its duly appointed and designated individual, to one vote at any Annual General Meeting and any Special General Meeting of the Association. Leagues and Zones will be appointed votes at the previous AGM.*

*Voting by proxy shall be permitted at any Annual or Special General Meeting of the Association. The proxy holder shall be appointed by the member of the Association.*

## 2023 Squash BC Annual General Meeting

June 24, 2023 - 10:00 AM - 11:08 AM

### Meeting Minutes

Electronic Meeting via Zoom

#### **Attendees:**

**Directors:** Natasha Doucas (ND), Leonard Bruno (LB), Bruce Matthews (BM), Colin Brown (CB)

**Staff:** Colin Latchford (ED), Joshua Heuving (JH)

**Voting Members & Guests:** Jessica Almaguer (JA), Thomas Brinkman (TB), Dara Sklar (DS), Rebecca Vassilakakis (RV), Jason Wright (JW), Richard Yendell (RY), Yennie Yuen (YY), Nathan Ozog (NO), Owen Belton (OB), Richard Haley (RH), Berny Schulz (BS), Andrew Clements (AC), Brian Covernton (BC), Diana Chang (DC), Yasmine Franchi (YF)

**Regrets:** Viktor Berg (VB), Nicole Fleury (NF), Cam Martyna (CM)

Item	Presenter	Topic
1.	ND	<b>President's Remarks</b>
2.	ED	<b>Pre-AGM Presentation of Annual Report</b>
3.	ND	<b>Call to Order: 10:33 AM</b>
4.	ED	<p><b>Quorum &amp; Voting Rights</b></p> <p><b>Facility Member Representatives</b> Jessica Almaguer (JA), Thomas Brinkman (TB), Dara Sklar (DS), Rebecca Vassilakakis (RV), Jason Wright (JW), Richard Yendell (RY), Yennie Yuen (YY)</p> <p><b>Zone Representatives</b> Nathan Ozog (NO), Owen Belton (OB), Richard Haley (RH), Rebecca Vassilakakis (RV)</p> <p><b>Voting members in attendance: 10 - Quorum achieved</b> <b>Votes available: 12</b></p>
5.	ED	<b>Motion Voting Process</b>
6.	ND	<p><b>Approval of Agenda</b></p> <p><b>Motion (1) to approve the 2023 Squash BC Annual General Meeting Agenda</b> <i>Moved by NO, Seconded by RH, Carried</i></p>

7.	<b>ND</b>	<p><b>2022 AGM Minutes</b></p> <ul style="list-style-type: none"> <li>- Business Arising from 2022 AGM (None)</li> </ul> <p><b>Motion (2) to approve the Minutes of the 2022 Squash BC Annual General Meeting</b>  <i>Moved by JW, Seconded by NO, Carried</i></p>
8.	<b>LB</b>	<p><b>Presentation of the FY2022-23 Reviewed Financial Statements and Report</b></p> <ul style="list-style-type: none"> <li>- LB mentioned that both revenues and expenditures are up. Squash BC was able to complete the year with a surplus and the main goal is to build financial stability. The public accountants provided a "Review Engagement" which is a middle ground report where the standards are adequate for our needs. LB projects that we will likely move towards an audit as we continue to grow.</li> </ul> <p><b>Motion (3) to approve the FY2022-23 Financial Statements</b>  <i>Moved by NO, Seconded by OB, Carried</i></p> <p><b>Motion (4) to approve Hay &amp; Watson as the Accounting Firm for the 2023-24 Fiscal Year.</b>  <i>Moved by JW, Seconded by RH, Carried</i></p>
9.	<b>ND</b>	<p><b>Resolutions of the Board</b></p> <p><b>Motion (5) to approve ratification of the decisions and actions of the Board of Directors from the 2022-23 Fiscal Year</b>  <i>Moved by OB, Seconded by NO, Carried</i></p>
10.	<b>ND</b>	<p><b>Approval of the Squash BC 2023 Annual Report</b></p> <p><b>Motion (6) to accept the Squash BC 2023 Annual Report</b>  <i>Moved by RV, Seconded by OB, Carried</i></p>
11.	<b>ND</b>	<p><b>Election of the Board of Directors</b></p> <ul style="list-style-type: none"> <li>- <b>Presentation of Nominations Committee Report:</b> AC mentioned the nomination for four directors, two that are returning from last year, CB and SC and two new, DC and NO. Additionally, there was a nomination for BM to serve as President for one year.</li> </ul>

		<p><b>Motion (7) to approve by acclamation of Bruce Matthews for a 1-year term (2023-24) as President of Squash BC</b>  <i>Moved by NO, Seconded by OB, Carried</i></p> <ul style="list-style-type: none"> <li>- ND mentioned that last year, she extended her term as President by one year and next year will be the end of the current term. BM will serve as President for a 1-year term to finish off the current term and to keep the term lengths aligned with the bylaws.</li> </ul> <p><b>Motion (8) to approve by acclamation, returning Directors Colin Brown and Sam Crawford and two new Directors Diana Chang and Nathan Ozog for 2-year terms (2023-25) as Directors at Large of Squash BC</b>  <i>Moved by RH, Seconded by OB, Carried</i></p>
12.	ND	<p><b>Approval of Signing Officers</b></p> <p><b>Motion (9) to approve of Bruce Matthews, Leonard Bruno, and Colin Latchford as signing officers for Squash BC for the 2023-24 season</b>  <i>Moved by OB, Seconded by NO, Carried</i></p> <ul style="list-style-type: none"> <li>- ND mentioned an additional signing officer may be appointed by the Board of Directors if necessary.</li> </ul>
13.	ED	<p><b>Approval of Bylaws</b></p> <p><b>Motion (10) to approve and ratification of Squash BC Bylaws, as presented in the motion document and AGM Package</b>  <i>Moved by JW, Seconded by NO, Carried</i></p> <ul style="list-style-type: none"> <li>- ED mentioned that the bylaws were last updated in 2017 and there will be major changes made. The first includes no longer requiring a fixed term membership for individuals and moving to a rolling membership year. The second update includes changing the President election process where a President will be elected within the board.</li> </ul>
14.	ED	<p><b>Membership Dues</b></p> <ul style="list-style-type: none"> <li>- ED mentioned that Individual Membership fees haven't been updated since 2015-16. There will be a review this season to ensure the rates are substantial and the value of benefits for members. There will be a \$5.00 increase for</li> </ul>

		<p>Adult, Young Adult, and Junior Membership and a \$3.00 increase for Recreational Membership. There will be no change to Facility Membership, however, if Facilities choose to opt into Bulk Individual Memberships, they will be charged last year's rates.</p> <p><b>Motion (11) to approve the recommended membership dues for the 2023-24 Season (to come into effect as of September 1, 2023)</b>  <i>Moved by NO, Seconded by OW, Carried</i></p>
15.	<b>ND</b>	<b>Other Business and Questions (None)</b>
16.	<b>ND</b>	<p><b>Adjournment</b></p> <p><b>Motion (12) to Adjourn the 2023 Annual General Meeting of Squash BC</b>  <i>Moved by OB, Seconded by RH, Carried</i></p> <p>Meeting adjourned at 11:07 AM. Next AGM is tentatively scheduled for Saturday, June 22, 2024 (Virtual or Hybrid).</p>
17.	<b>ED</b>	<b>Awards and Recognition</b>

## **Election to the Squash BC Board of Directors**

*2024 Nominations Committee Report*

### **Overview**

The following is the Nominations Committee Report for the 2024 Squash BC Annual General Meeting, taking place Saturday, July 6, 2024 at 10:00 AM. The Report was prepared by the Squash BC Board-Approved Nominations Committee and represents the collective recommendations of the committee members. It also outlines the process used to recruit and evaluate candidates for the upcoming Squash BC Board of Directors cycle.

### **Background**

The Squash BC Board of Directors is made up of eight (8) voting directors and a non-voting Past President. Within the voting directors, there are three executive roles (President, VP-Finance, and VP-Secretary).

This year, the Board will see significant turnover. Active President Bruce Matthews has decided to move to the Past President role, and long-time Director-at-Large Cindy Longley has decided to step down at the conclusion of her active term. Additionally, two Directors-at-Large will be stepping down mid-term. Sam Crawford is joining Squash Canada's Board (with Squash BC's recommendation) and Colin Brown is leaving due to external commitments. VP-Finance Leonard Bruno and VP-Secretary Cathy Brown terms are up for renewal.

This means that there are six (6) positions up for election at the 2024 Annual General Meeting. As a reminder, due to last year's Squash BC Bylaw Changes (approved by the membership at the 2023 Squash BC Annual General Meeting) all Squash BC Board Members will be elected as Directors-at-Large at the AGM and the Board will internally determine the Executive Roles (President, VP-Finance, VP-Secretary) in a meeting of the Board afterward.

Of the six (6) open positions, four (4) carry a two-year term and two (2) carry a one-year term. The one-year terms are due to the two directors stepping down in the middle of their two-year terms (outlined above).

## **Process**

### ***Recruitment & Evaluation***

With a challenging task at hand, the Squash BC Nominations Committee was very active in recruiting potential candidates. First, all active Board Members up for renewal were contacted to determine their interest in seeking re-election. This yielded the minimum number of new recruits required to fill the Board (4). Several calls for nomination were distributed to the Squash BC membership and community. Committee members also reached out to candidates who had expressed an interest in the past or were identified as potentially being a good fit for the Board's needs.

The recruitment efforts yielded a list of six (6) new candidates. Five (5) of those candidates remain actively seeking election to the Board. The new candidates participated in a two-stage interview process. First, each candidate met with Squash BC Executive Director Colin Latchford to get an initial understanding of their interest and ensure they understood the commitment required for being on the Board. Then, the new candidates participated in an interview with a panel of Nominations Committee members. Active Board Directors-at-Large Sam Crawford and Nathan Ozog assisted with these interviews. The Nominations Committee thanks them for their time and effort.

### ***Election***

At the 2024 AGM, the Squash BC voting membership (Facility Member Representatives and Zone Representatives, outlined in the 2024 AGM Package) will vote to determine which candidates will be elected to the Board. There will be seven (7) candidates included in the vote (two (2) seeking re-election and five (5) new).

The vote will be conducted through an online form, where voting members will select their six preferred candidates. Per the Squash BC Bylaws, the top six candidates who receive the most votes will be elected to the Board. Should there be a tie in the sixth place, a second vote will be held to break the tie.

After the six (6) incoming directors are elected, another vote will take place to determine which directors will fill the four (4) two-year terms and the two (2) one-year terms. Voters will select the four candidates of those who were elected that they prefer to receive two-year terms.



### ***Candidate Evaluation Framework***

To determine the best framework for evaluating potential candidates, a skills and experience assessment of Squash BC's Board was conducted. This took into account which directors were stepping down from the Board. As well, the needs of our organization were identified in relation to the successful execution of our 2023-28 Strategic Plan.

The assessment yielded several key areas that were deemed to be priorities for candidate experience and/or areas of interest. These included marketing/communications, corporate partnerships, grassroots player engagement, facility advocacy and development, and legal. Additionally, the assessment prioritized the need for accounting and/or finance knowledge/experience, which is currently satisfied by one of the Directors seeking re-election. Finally, it is also important that the Squash BC Board be representative of our community.

### **Candidates**

#### ***Active Directors Seeking Re-Election***

*Cathy Brown:*

Cathy Brown is currently Squash BC's VP-Secretary and has been a member of the Board since 2022. As part of the Board Executive Team, Cathy actively participates in the strategic operations of the organization. Cathy intends to take on the President role following the end of current President Bruce Matthews's term. Cathy becoming President in this cycle was part of the succession planning for Bruce's single year term. She and Bruce have worked together to ensure a successful transition.

Cathy is a very active and involved member of the Squash BC community. She actively volunteers on both our Doubles Committee and Fundraising Committee. Cathy has also run the Vancouver Doubles League for the past several years. Prior to joining the Board, Cathy was a part of Squash BC's Club Locker Transition Task Force and led the technical transition project. She is a member of Evergreen Squash Club and the Vancouver Lawn Tennis & Badminton Club.

Outside of squash, Cathy brings a wealth of experience as a senior IT professional, project manager, and business leader. She currently is the Executive Director of the Windsor Plywood Foundation, which is a regular sponsor of events and tournaments in the squash community.

*Leonard Bruno:*

Leonard Bruno is currently Squash BC's VP-Finance and has held that position since joining the Board in 2018. Under Leonard's guidance, Squash BC has vastly improved the quality of its financial record-keeping and reporting. As well, Leonard has been instrumental in establishing the financial strategy of the organization. Leonard intends to continue as VP-Finance for another term.

Outside of Squash, Leonard is a Chartered Professional Accountant who has owned and operated a public practice for 30 years. He has been the Director, Treasurer, and/or President of multiple other not-for-profit boards, such as the Italian Cultural Centre and two senior care homes.

Leonard is an active member of Bonsor Recreation Complex and is a captain of one of their Vancouver Squash League teams.

### ***New Candidates (in Alphabetical Order)***

*Joel Casey:*

Joel Casey is an active member of the Global Racquets + Fitness Centre in Kelowna, BC and has had significant involvement in the local squash community. Joel has volunteered as the Tournament Director for the Kelowna Open for more than the past ten years. This included both the amateur events and the PSA draws from 2015-19. Joel also served as the President of the Okanagan Squash League for seven seasons and still actively participates in the league. Outside of squash, Joel is an optometrist and runs a successful practice.

Joel connects with Squash BC's stated priorities and emphasized the importance of facility engagement and development. He also connects with Squash BC's goal to grow the sport through grassroots initiatives and engaging diverse audiences. As the only candidate residing outside of the Lower Mainland, Joel would bring an important voice to the Squash BC Board as the organization continues to develop province-wide programming and initiatives.

*Chris El-Araj:*

Chris El-Araj hails from Richmond, BC and is actively involved across many areas of our sport community. As the President of Underhill Geomatics, Chris has been a sponsor of a variety of squash events across PSA and amateur levels. As well, Chris is a member of Squash BC's Referee Development Program, officiating both of the previous two editions of the BC Squash Championships. Chris is also an active member of his club community, and participates in the Vancouver Squash League and the tournament calendar.

Chris brings a wealth of strategic planning experience, as well as strong business acumen. Chris also has extensive governance experience from the corporate world that would help him be an effective Director on Squash BC's Board.

*Iyeba Maclayton:*

Iyeba Maclayton plays out of the Bonsor Recreation Complex and the new Belvedere Club. She is an active member of the Vancouver Women's Squash League and co-captained her team. Outside of squash, Iyeba works as an engineer. As well, she recently completed Mosaic's Scope Program, which focuses on board governance and volunteer engagement.

Iyeba and her family immigrated from Nigeria and would bring a perspective that could help Squash BC engage a New Canadians audience. Iyeba is also interested in exploring different infrastructure opportunities for squash facilities, leveraging her engineering expertise.

*Kiowa Martin:*

Kiowa Martin is a member of the Vancouver Racquets Club. He is one of Squash BC's most active officials and a member of our Referee Development Program. Kiowa recently represented Squash BC as a referee at the 2024 Canadian Squash Championships. Outside of squash, Kiowa is the owner/operator of Aussie Pie Guy and has sponsored many events in the community.

Kiowa is interested in getting involved in more areas of the squash community and is looking to give back.

*Stacey Sellars:*

Stacey Sellars comes from outside of the squash community, but became interested in joining the Board after speaking with an active Director. Stacey's sport experience comes primarily from curling, having previously competed nationally as a junior and volunteered in club and coaching roles. Stacey brings significant marketing and brand-building experience, particularly for not-for-profit and charitable organizations, such as the BC Women's Health Foundation. In those roles, she often worked actively with volunteer boards, giving her a strong understanding of governance. Stacey has also worked and volunteered to deliver programs and events

Stacey's experience would greatly help Squash BC continue improving our marketing, communications, and fundraising efforts. She is also eager to connect with our community and learn more about our sport.

## **Recommendations**

The candidates above were evaluated using the outlined framework to yield the recommendations below.

### ***Recommendation 1: Re-Election of Active Directors***

The Nominations Committee's primary recommendation is that both Cathy Brown and Leonard Bruno are re-elected to the Board for two-year terms. With the amount of turnover in this cycle, having continuity on the Board is incredibly important to its effectiveness. As well, both Cathy and Leonard are members of the Board Executive Team and Officers of the organization. Both strategically and administratively, their re-election is of the utmost importance to the organization's success.

Further, our recommendation is that both Cathy and Leonard be selected for two-year term positions to maintain stability and continuity in the Board and Executive Team, and allow for mentorship and succession planning for future Executive Team members.

After spending the past year as VP-Secretary, Cathy intends to take on the President role following the AGM. She has participated in succession planning activities with this in mind. Leonard intends to continue as VP-Finance and brings the finance and accounting expertise required for this role.

### ***Recommendation 2: Election of New Directors***

The Nominations Committee's secondary recommendation is that Joel Casey, Chris El-Araj, Iyeba Maclayton, and Stacey Sellars be elected as Directors-at-Large. We believe that their background experience, demonstrated expertise, and areas of interest best match the highlighted needs of the Board.

However, we are choosing not to provide a recommendation for which two of the four new directors be selected for the two other two-year term positions. We believe all four would bring unique value to Squash BC and would be supportive of any pair receiving the full term length positions.

While we felt positively about Kiowa Martin's passion for the sport and involvement across a variety of areas, we felt the other candidates would bring more to address the needs of the Board at this time. We hope Kiowa will continue his involvement in the organization and community and would encourage him to seek nomination to the Board in a future cycle.

## **Conclusion**

In conclusion, the Nominations Committee encourages Squash BC's voting members to vote in alignment with our recommendations.

We thank all the candidates for their applications and for participating in the nominations process. Squash BC is very fortunate to have such strong candidates willing to contribute their time and energy in aid of the growth and development of squash in BC.

I wish to acknowledge the Nominations Committee members and assistance provided by Sam Crawford and Nathan Ozog during the interview process. Their contribution in assessing the needs of Squash BC, current Board makeup, and the skillset of new Board members takes time and careful thought.

Thank You!

Respectfully,

*T Doucas*

Tasha Doucas, Chair of Squash BC's Nomination Committee  
Andrew Clements  
Colin Latchford



**Squash BC Fiscal 2024 Reviewed Financial Statements**

*Begins on following page*

**B.C. SQUASH RACQUETS ASSOCIATION**

Financial Statements  
Year ended March 31, 2024

## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Directors of B.C. Squash Racquets Association:

We have reviewed the accompanying financial statements of B.C. Squash Racquets Association, which comprise the statement of financial position as at March 31, 2024, the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

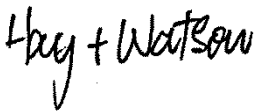
Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of B.C. Squash Racquets Association as at March 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Chartered Professional Accountants  
Vancouver, BC  
June 7, 2024



# B.C. SQUASH RACQUETS ASSOCIATION

## Statement of Financial Position As at March 31, 2024

	2024	2023
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	\$ 139,420	\$ 106,648
Cash – restricted Gaming Branch funds (Note 3)	-	26,450
Accounts receivable	18,671	9,459
Goods and services tax receivable	-	914
Prepaid expenses and deposits	11,617	8,511
	<b>\$ 169,708</b>	<b>\$ 151,982</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 31,312	\$ 10,111
Goods and services tax payable	5,408	-
Deferred contributions (Note 5)	27,410	45,380
Unearned fees (Note 6)	10,765	11,644
	<b>74,895</b>	<b>67,135</b>
<b>NET ASSETS</b>		
Operating reserve	33,500	28,500
Unrestricted net assets	61,313	56,347
	<b>94,813</b>	<b>84,847</b>
	<b>\$ 169,708</b>	<b>\$ 151,982</b>

The accompanying notes are an integral part of these financial statements.

### APPROVED BY THE BOARD OF DIRECTORS

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# B.C. SQUASH RACQUETS ASSOCIATION

Statement of Operations  
Year Ended March 31, 2024

	2024	2023
<b>Receipts</b>		
Contributions and grants		
BC Amateur Sport Fund contributions	\$ 123,870	\$ 102,580
ViaSport British Columbia funding	103,205	84,145
Partnership grants and sponsorships	43,102	19,401
Community gaming grant	26,000	38,579
Fees and program receipts		
Competition and league fees	233,291	194,113
Membership fees	87,021	80,452
Sanctioning fees	12,700	6,807
Coaching and officiating programs	5,690	6,653
Junior events	8,112	1,147
Other receipts		
Sales and other income	1,518	656
	<b>644,509</b>	<b>534,533</b>
<b>Expenditures</b>		
Administration		
Affiliation fees	12,120	13,161
Bank charges, service fees and interest	370	338
Insurance	17,874	11,424
Office expenses	12,530	11,692
Professional fees	3,780	3,772
Wages and benefits (Note 7)	266,511	220,423
	<b>313,185</b>	<b>260,810</b>
Member services - competitions	212,565	149,619
Member services - administration	26,413	21,906
Player development	69,529	81,271
Coaching and officiating	12,851	9,895
	<b>634,543</b>	<b>523,501</b>
<b>EXCESS OF RECEIPTS OVER EXPENDITURES</b>	<b>\$ 9,966</b>	<b>\$ 11,032</b>

The accompanying notes are an integral part of these financial statements

## B.C. SQUASH RACQUETS ASSOCIATION

### Statement of Changes in Net Assets Year Ended March 31, 2024

	2024		2023	
	Operating reserve	Unrestricted net assets	Total net assets	Total net assets
<b>BALANCE, beginning of year</b>	\$ 28,500	\$ 56,347	<b>\$ 84,847</b>	\$ 73,815
Excess of receipts over expenditures	-	9,966	<b>9,966</b>	11,032
Transfer to operating reserve	5,000	(5,000)	-	-
<b>BALANCE, end of year</b>	<b>\$ 33,500</b>	<b>\$ 61,313</b>	<b>\$ 94,813</b>	<b>\$ 84,847</b>

The accompanying notes are an integral part of these financial statements

## B.C. SQUASH RACQUETS ASSOCIATION

### Statement of Cash Flows Year Ended March 31, 2024

	2024		2023
<b>Cash flows from (used for) operating activities</b>			
Excess of receipts over expenditures	\$ 9,966	\$	11,032
Changes in working capital			
Accounts receivable	(8,298)		(1,295)
Prepaid expenses	(3,106)		(1,164)
Accounts payable and accrued liabilities	26,609		(9,069)
Deferred contributions	(17,970)		(1,024)
Unearned fees	(879)		(10,496)
<b>INCREASE (DECREASE) IN CASH</b>	<b>6,322</b>		<b>(12,016)</b>
<b>CASH AND CASH EQUIVALENTS, Beginning of Year</b>	<b>133,098</b>		<b>145,114</b>
<b>CASH AND CASH EQUIVALENTS, End of Year</b>	<b>\$ 139,420</b>	<b>\$</b>	<b>133,098</b>
<b>Composition of cash and cash equivalents</b>			
Cash	\$ 139,420	\$	104,148
Cashable term deposits	-		2,500
Cash – restricted Gaming Branch funds (Note 3)	-		26,450
	<b>\$ 139,420</b>	<b>\$</b>	<b>133,098</b>

The accompanying notes are an integral part of these financial statements

# B.C. SQUASH RACQUETS ASSOCIATION

## Notes to Financial Statements

March 31, 2024

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### 1. OPERATIONS

The B.C. Squash Racquets Association (the "Association") is a not-for-profit organization incorporated under the Societies Act, British Columbia, to provide leadership and direction for the growth and development of the sport of squash in British Columbia. The Association functions under the name "Squash BC".

The Association receives funding from the Government of British Columbia and associated provincial agencies and may not be able to maintain its current level of operations should this funding be significantly reduced or ended.

### 2. BASIS OF PRESENTATION

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") as issued and effective on March 31, 2024.

These financial statements have been prepared on a historical cost basis, except for certain financial instruments which may be measured at fair value, as explained in the accounting policies set out in Note 3.

### 3. SIGNIFICANT ACCOUNTING POLICIES

#### Accounting estimates and judgments

The preparation of these financial statements requires management to make estimates and judgments and to form assumptions that affect the reported amounts and other disclosures in these financial statements. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of these assumptions form the basis of making the judgments about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates under different assumptions and conditions.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the review affects both current and future periods.

Critical judgments and accounting estimates are those that have been identified as being complex or involving subjective assessments and that may result in material adjustments to the carrying amount of assets and liabilities within the next financial year. Critical judgments and accounting estimates used in the preparation of these financial statements include, among others, the recoverability of accounts receivable, and the eligibility of expenditures for restricted funding grants.

#### Cash and cash equivalents

Cash and cash equivalents include cash deposits and term deposits at a financial institution which have a term to maturity of three months or less at the date of acquisition or that are readily convertible into known amounts of cash.

Restricted cash consists of cash received from the Gaming Policy and Enforcement Branch of the Government of British Columbia (the "Gaming Branch") which is held in a separate bank account and restricted to use for eligible expenditures.

# B.C. SQUASH RACQUETS ASSOCIATION

Notes to Financial Statements  
March 31, 2024

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## 3. SIGNIFICANT ACCOUNTING POLICIES (continued)

### Financial assets and liabilities

Financial assets and liabilities are initially measured at fair value, adjusted by, in the case of a financial asset or financial liability that will not be measured subsequently at fair value, financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption. The Association measures fair value using a three-level hierarchy:

- Level 1 – inputs are unadjusted quoted prices in active markets for identical assets or liabilities;
- Level 2 – inputs other than quoted prices in Level 1 that are observable for the asset or liability, either directly or indirectly; and
- Level 3 – inputs for the asset or liability that are not based on observable market data.

Subsequent to initial recognition, the Association measures its financial assets and liabilities at amortized cost. Financial assets measured at amortized cost consist of cash and cash equivalents and accounts receivable. Financial liabilities measured at amortized cost consist of accounts payable and accrued liabilities and goods and service taxes payable. The carrying values of these financial instruments approximate their fair values at the financial statement dates.

At each financial statement date, the Association assesses whether there are any indications that a financial asset measured at amortized cost may be impaired. If the Association identifies that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset, it reduces the carrying amount of the asset to the greater of the present value of future cash flows and the amount that would be realized by selling the asset or exercising right to any collateral held to secure payment, net of all costs necessary to exercise those rights.

### Recognition of receipts

Fees and program receipts are recorded on an accrual basis and are recognized in the statement of operations when they have been earned and collection is reasonably assured. Fees and program receipts collected but not yet earned are recorded and presented as unearned fees on the statement of financial position.

Contributions and grants are recognized following the deferral method of accounting. Externally restricted contributions and grants received in excess of eligible expenditures are deferred and recorded as receipts in the period in which the eligible expenditures are incurred. Unrestricted contributions and grants are recorded as receipts when they are received or receivable and the amount to be received is reasonable estimable and collection is reasonably assured.

### Property and equipment

During the year ended March 31, 2024, the Association changed its accounting policy to recognize property and equipment at cost, less accumulated amortization. The Association previously recognized purchases of property and equipment as expenses in the year they were purchased in accordance with the exemption available in ASNPO Section 4433.03. The net book value of property and equipment was nil as at March 31, 2023 and 2024.

### Income taxes

The Association is a not-for-profit organization under the Income Tax Act and is not subject to federal or provincial income taxes.

# B.C. SQUASH RACQUETS ASSOCIATION

Notes to Financial Statements  
March 31, 2024

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## 3. SIGNIFICANT ACCOUNTING POLICIES (continued)

### Donated supplies and services

From time to time, the Association receives in-kind donations of supplies and services, the fair value of which may not be easily determinable. The Association does not record the receipt of these supplies or services, except when donated supplies are sold when the amount received is recorded as revenue.

## 4. 2020 FUND

On August 18, 2006, the Association established a permanent endowment fund (the “2020 Fund”) under the management and direction of the Vancouver Foundation. The purpose of the 2020 Fund is to support the maintenance, development, and enhancement of amateur and recreational squash in British Columbia. The 2020 Fund periodically distributes available income to the BC Amateur Sport Fund (“BCASF”) which may then grant funds to the Association.

At March 31, 2024, the value of the 2020 Fund was \$523,794 (2023 - \$494,685). During the year ended March 31, 2024, the Association received total distributions from BCASF for the 2020 Fund of \$22,110 (2023 - \$20,661). At March 31, 2024, 2020 Fund income of \$12,105 (2023 - \$11,576) was available for distribution.

## 5. DEFERRED CONTRIBUTIONS

The Association received the following externally restricted contributions during the year ended March 31, 2024:

- A Community Gaming Grant from the Gaming Policy and Enforcement Branch of the Government of British Columbia (the “Gaming Branch”), which is restricted to member services, player development and coaching and officiating programs.
- Funding from ViaSport British Columbia (“ViaSport”), which is restricted to activities promoting participation in squash and athlete development.
- Donations from individuals and other organizations through the BC Amateur Sport Fund (“BCASF”). The funds active during the years ended March 31, 2024 and 2023 include the 2020 Fund (see Note 4), Building the Future Fund, and Gudewill Fund. Criteria for the BCASF Fund expenditures are set forth by Squash BC and approved by the BCASF.
- Funding from the BC and Canadian Jesters, which is restricted to the development of post-secondary school programs.
- Other contributions restricted to use for specific programs or events occurring subsequent to the end of the fiscal year.

# B.C. SQUASH RACQUETS ASSOCIATION

## Notes to Financial Statements March 31, 2024

### 5. DEFERRED CONTRIBUTIONS (Continued)

Externally restricted contributions are deferred and recognized as receipts when eligible expenditures are incurred. The changes in deferred contributions during the fiscal year ended March 31, 2024 are:

<b>Source of Externally Restricted Contribution</b>	<b>Deferred Contributions March 31, 2023</b>	<b>Restricted Receipts</b>	<b>Eligible Expenditures</b>	<b>Deferred Contributions March 31, 2024</b>
Community Gaming Grant	\$ -	\$ 26,000	\$ 26,000	\$ -
ViaSport – Rally Together Program Grant	31,380	-	31,380	-
ViaSport – 2023 BC Championships	4,000	-	4,000	-
ViaSport – 2024 BC Championships	-	4,000	500	<b>3,500</b>
BCASF – 2020 Fund	-	22,110	22,110	-
BCASF – Building the Future Fund	9,500	100,000	103,500	<b>6,000</b>
BCASF – Gudewill Junior Program	-	3,000	3,000	-
BC and Canadian Jesters	-	7,500	4,578	<b>2,922</b>
Nanaimo Hospitality Association – 2024	-	-	-	-
BC Squash Championships	-	7,500	810	<b>6,690</b>
Canadian Tire Jumpstart – Wheelchair Squash pilot program	-	9,100	1,302	<b>7,798</b>
Other contributions	500	1,000	1,000	<b>500</b>
	<b>\$ 45,380</b>	<b>\$ 180,210</b>	<b>\$ 193,180</b>	<b>\$ 27,410</b>

Eligible expenditures for deferred contributions as at March 31, 2024 are expected to be incurred during the next fiscal year.

### 6. UNEARNED FEES

During the year ended March 31, 2024, the Association collected \$10,765 in competition and league fees for events held subsequent to the year end (2023 – \$11,644).

### 7. REMUNERATION PAID TO EMPLOYEES OR CONTRACTORS

In accordance with the regulations of the Societies Act, British Columbia, the Association is required to disclose the number of employees or contractors who received remuneration of \$75,000 or more during the year, and the total amount paid to such employees or contractors. During the year ended March 31, 2024, one employee or contractor of the Association was paid total remuneration of \$75,000 or more (2023 – one employee or contractor paid \$75,000 or more). Total remuneration for all employees or contractors paid \$75,000 or more for the year ended March 31, 2024 was approximately \$89,600 (2023 - \$85,000).

### 8. FINANCIAL RISK MANAGEMENT

The Association's activities expose it to financial risks which include credit risk, interest rate risk and liquidity risk.



# B.C. SQUASH RACQUETS ASSOCIATION

Notes to Financial Statements

March 31, 2024

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## 8. FINANCIAL RISK MANAGEMENT (continued)

### Credit Risk

Credit risk is the risk of a financial loss if the counterparty to a financial instrument fails to meet its contractual obligations. The Association is exposed to credit risk from cash and cash equivalents and amounts receivable. Cash and cash equivalents are held on deposit at an insured financial institution in British Columbia and are not considered subject to significant credit risk. Amounts receivable consist of outstanding collections for membership and other fees from associated organizations and individuals and are expected to be collected within the next operating cycle.

### Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will affect the fair value or future cash flows of the Association's financial instruments. The Association may be exposed to interest rate risk from time to time as a result of holding fixed rate term deposits. The Association considers its exposure to interest rate risk to be minimal as investments are short-term and highly liquid. Reasonably possible changes in interest rates over the next fiscal year would not have a material impact on the Association.

### Liquidity Risk

Liquidity risk is the risk that the Association will not be able to meet its financial obligations as they come due. The Association is exposed to liquidity risk from accounts payable and accrued liabilities which are due within the subsequent operating period and manages liquidity risk through annual budgeting and ongoing monitoring of cash flows from operations.

The Association has set aside an operating reserve to address unforeseen liquidity events. During the year ended March 31, 2024, the Association increased its operating reserve by \$5,000 to \$33,500 (2023 – increased by \$5,000 to \$28,500) as part of the Association's overall strategic plan.

The Association has an unsecured line of credit of up to \$10,000 available to meet short-term cash demands. No amounts were drawn on the line of credit during the years ended March 31, 2024 and 2023.