

## NPB Exec Meeting Minutes – June 14, 2022

### Purpose of the Meeting: Monthly Exec meeting

The meeting was called to Order: Tuesday June. 14th at 7:02 PM. The meeting was a virtual meeting using an application called Zoom.

**Present:** John Davis, Lyle Evans, Gary Robbins, Deb Marshall, John Emmons, Cecil Baldry-White, Wayne Overton, Caron Usher, Anna Edgar

**Regrets:** Harvey Hall

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### 1) MINUTES OF PREVIOUS MEETING:

Moved by John Davis, seconded by Gary Robbins that the minutes of the May 2022 meeting be adopted as circulated. Motion Passed.

### 2) ITEMS BROUGHT FORWARD FROM MINUTES:

There was no business brought forward from the May Minutes, as there were no identified action items.

### 3) TREASURERS REPORT:

#### a. *Financials*

#### Results for the Month of May 2022

1. Revenue of \$3,597.31 is made up of play session revenue of \$3,170.00 and membership fees of \$425.00
2. Memberships fees are recording in the month they were purchased but the cash could still be in the Stripe account which impacts on the revenue allocated to play sessions in the month.
3. Expenses in the month were \$2,891.96.
4. The OW gym rental was \$2,735.27
5. Fees \$156.69 in the month were for CourtReserve (\$45.10), Pickleball Brackets (\$107.84) and Banking Fees (\$3.75).
6. Net Profit for the month was \$705.35
7. Need to update banking signing authorities at RBC. I will be removing Michele Ney and Susan Newell and would like to add Deb Marshall and Wayne Overton.

## MONTHLY EXECUTIVE MEETING MINUTES

8. Cash in the bank was \$21,475.49 and in the stripe account was \$6,084.07 for a total of \$27,541.56. The stripe account is mainly for the Charity Tournament and the Club Annual Indoor tournament.

*b. Membership*

- Members in good standing dropped by 37 in May, the start of the new fiscal year. See the breakdown for memberships below:

<b>Membership:</b>	
<b>Members in Good Standing</b>	<b>191</b>
Members Suspended - not current PCO/PBBC Members	0
Subtotal	191
Members Suspended - Membership fees not paid in full	0
Total	191
Active Guest Memberships	0

*c. PCO Membership*

- Nothing new to report

*d. Court Reserve*

- CourtReserve is increasing the price from \$25US to \$35US effective June 1 2022 Although they have increased the price they have now included Attendance Tracker (\$15) and Player Matcher Maker (\$25) at no cost.
- Attendance Tracker – If we wish to track trends on who is playing and how often we could activate this feature in June. Might provide us with some insight on who the frequent players are.

#### 4). SUBCOMMITTEE REPORTS:

*a. Court Director*

- As there was no incumbent Lyle submitted an interim report. Most of our current sessions are undersubscribed. If the Sunday session continues to be undersubscribed, it may have to be cancelled for the summer.
- Action Item: Determine whether to cancel Sunday Sessions
  - i. Assigned to: John Davis
  - ii. Delivery Date: No later than July 12. 2022

*b. City Liaison*

- John Reported that the meeting, previously scheduled with Parks, Rec & Culture was re-scheduled until June 22<sup>nd</sup>. A new report has surfaced within

the city addressing “Sports Tourism”. This report, in conjunction with the Reimagine Nanaimo City Planning report strongly supports the concept of our request for a multi-racquet sports “Hub” at Beban Park.

c. *Club Ratings*

- Rating reviews will be conducted every 8 weeks based on current ladder schedule, previously done every quarter.
- The current committee is comprised of Lyle Evans, John Davis, John Emmons, Deb Marshall and Gary Robbins. The latter four being current court coordinators.
- Action Item: Establish & convene first meeting
  - i. Assigned to: Lyle Evans
  - ii. Delivery Date: No later than July 12, 2022

d. *Pickleball Brackets*

- Nothing new to report

e. *Junior Program*

- Nothing new to report

f. *Play Session Director*

- Nothing new to report

g. *New Member Liaison*

- Nothing new to report

h. *Harewood Lacrosse Box*

- Nothing new to report

**5) OLD BUSINESS**

a. *Mexican Madness*

- Lyle Evans is producing the poster and is supporting Dee and Ronnie Pitcher who are running this event.
- The Gym rental will start at 9:00 AM, while the kitchen and meeting rooms will be booked for 8:00 AM.
- Action Item: Lyle to contact OW to change the rental contract for the gyms
  - i. Assigned to: Lyle Evans
  - ii. Delivery Date: No later than June 30, 2022

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b. *July Tournament*

- The Major indoor tournament is set for July 2-3 at Oliver Woods
- There have been 30 people volunteer to help with the event.
- This will be the last tournament that Nancy Stern will direct. A new director needs to transition in. It need not be a member of the executive.

c. *Introduction to Pickleball*

- Initially being investigated by former director Sue Newell.
  - Likely to follow the old model where Parks & Rec establish the session and register participants with Lee Macdonald directing and volunteers from the club assisting.
  - Action Item: Confirm lead to be taken by Parks & Rec.
    - i. Assigned to: Lyle Evans
    - ii. Delivery Date: No later than July 12. 2022
    - iii. Note.: Lyle has spoken to Jeff Speed and is awaiting a reply.
- d. *Ukrainian Aid Tournament*
- Anna Edgar is running this event. Originally scheduled for June 4, it has been re-scheduled for June 18 at Pacific Shores Resort.
- e. *Ball Machine*
- Approval was given for John Davis to enter into discussions with the OPC to try and sell our machine. Asking price is \$1100.00 and includes a number of balls.
  - Action Item: Meet with OPC and offer sell ball machine
    - i. Assigned to: John Davis
    - ii. Delivery Date: No later than July 12. 2022
- f. *Rating Policy*
- Lyle will revise the rating policy to change the review period from quarterly to every 8 weeks.

**6) NEW BUSINESS:**

a. *Portfolio Assignments.*

The following Positions were filled:

- Court Director – Gary Robbins (bookings) and Lyle Evans(contract management)
  - Play Session Coordinator – Gary Robbins
  - City Liaisons – John Davis, Lyle Evans, Wayne Overton, Dave Eaton
  - Youth Program Leaders – Harvey Hall, Deb Marshall, Caron Usher
  - New Member Coordinator – Cecil Baldry-White
  - Correspondence Director – John Emmons
  - Software Managers – Lyle Evans, John Davis, Gary Robbins and Wayne Overton
  - Training Director – Caron Usher, John Emmons
- b. *Executive all set up in mail system*
- c. *Monthly Meeting time and place*
- Meetings will be held on the second Tuesday of the Month

- Conducted via Zoom
- d. *Pickleball apparel*
  - Supply issues and delivery are erratic thus affecting cost. No apparel is being considered because of this uncertainty.
- e. *Personal Information on CourtReserve*
  - Effective June 18<sup>th</sup>. the club will publish a membership directory using CourtReserve which will show the member name and email address. The roster report is for member use only. Each member has the ability to opt out and not have their profile information contained in the report.
- f. *Ratings committee -to be formed*
  - Members of the ratings committee to include Lyle, Evans and three of the current court coordinators.
- g. *Retiring Director appreciation.*
  - A standard is required in order to avoid any apparent conflict of Interest.
  - Retiring executive serving one year will receive a \$50.00 gift certificate. A retiring executive of more than 1 year (2 full or more years) will receive a gift certificate in the amount of \$100.00

## 7) ADJOURNMENT:

As there was no further business the meeting adjourned at 8:47 PM. The next meeting will be Tuesday, July 12<sup>th</sup>.