

## NPB Exec Meeting Minutes – July 12, 2022

### Purpose of the Meeting: Monthly Exec meeting

The meeting was called to Order: Tuesday July 12<sup>th</sup> at 7:07 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 Anna Edgar that the minutes of the June 2022 meeting be adopted as corrected and circulated. Motion Passed.

### 2) ITEMS BROUGHT FORWARD FROM MINUTES:

The following action items were brought forward action items.

- Action Item 1: Determine whether to cancel Sunday Sessions
  - i. *Re Sunday Sessions*
  - ii. *Assigned to: John Davis*
  - iii. *Delivery Date: No later than July 12, 2022*
  - iv. *Outcome: Due to lack of attendance the Sunday sessions have been cancelled for the summer*
- Action Item 2: *Establish & convene first meeting – Ratings Committee*
  - i. *Re Player Ratings*
  - ii. *Assigned to: Lyle Evans*
  - iii. *Delivery Date: No later than July 12, 2022*
  - iv. *Outcome: Lyle conducted the first meeting on July 11<sup>th</sup>. After looking at the suggested self-rating changes it was determine that more work needs to be done on the process document. For example; “how fast can a player move up 2 or 3 steps” or “how many games recorded in pickleball brackets are required before the ratings are actionable.” and importantly “should the committee respond only to requests from players to review their rating?”*

- Action Item 3: Lyle to contact OW to change the rental contract for the gyms
  - i. *Re Mexican madness*
  - ii. *Assigned to: Lyle Evans*
  - iii. *Delivery Date: No later than June 30, 2022*
  - iv. *Outcome: Lyle has confirmed the hall rental and paid the \$500 booking fee. This will show up in the financial reports.*
- Action Item 4: Confirm lead to be taken by Parks & Rec.
  - i. *Re Introduction to Pickleball*
  - ii. *Assigned to: Lyle Evans*
  - iii. *Delivery Date: No later than July 12, 2022*
  - iv. *Note.: Lyle has spoken to Jeff Speed and is awaiting a reply.*
  - v. *Outcome: Still awaiting word from Parks and Rec.*
- Action Item 5: Meet with OPC and offer sell ball machine
  - i. *Re sale of ball machine*
  - ii. *Assigned to: John Davis*
  - iii. *Delivery Date: No later than July 12, 2022*
  - iv. *Outcome: OPC no longer is actively looking at such a purchase.*

### 3) CORRESPONDENCE:

- Steve Deakin sessions to be held in Duncan this August - message to members sent
- Letter from member concerned Senior Games Pickleball in 10 year increments - unlike most other sports....
- Deb responded - sport still in its infancy - more players sign up - more categories

### 4) TREASURERS REPORT:

#### ➤ Financial

#### ✚ Results for the Month of June 2022

- Revenue of \$13,311.58 is made up of tournament income of \$10,921.08, play session revenue of \$2,062.55 and membership fees of \$325.00
  - Tournament revenue was \$6,432.04 for the Charity tournament and \$4,442.99 for the indoor tournament.
- Expenses in the month were \$13,704.17.
  - The OW gym rental was \$1,979.86 and tournament expenses were \$11,118.46
  - Balls and supplies - Balls were \$315 in the month and retiring director gift cards were \$200

## MONTHLY EXECUTIVE MEETING MINUTES

- Fees \$90.85 in the month were for CourtReserve \$41.02, PBB \$46.08 and Banking Fees \$3.75
- **Net Loss** for the month was **\$392.59** of which \$197.38 related to tournaments.

### ✚ Results for the 2 months ended June 30, 2022

- Revenue of \$16,908.89 included \$10,921.08 in tournament fees, \$5,232.55 for play sessions and membership fees of \$750.00
- Expenses for the period were \$16,596.13 which is mainly for Tournament expenses of \$11,118.46 OW gym rentals of \$4,715.13. Balls and supplies amounted to \$515 and was \$315 for balls and \$200 for retiring director gift cards. Costs for our CourtReserve, PBB and Banking Fees were \$247.54.
- Net Profit for the 2-month period was \$312.76
  - Tournament Status:
    - Charity Tournament – Total revenue of \$6,432.04, expenses \$32.04 and donation to UkraineAid \$6,400 Profit =\$0
    - Indoor Tournament – Total Revenue \$4,489.04, Expenses \$4,181.20 Profit \$307.84. All expenses have not yet been recorded and I expect we will lose \$500-\$750
    - Mexican Madness – Total Revenue \$0, Expenses 505.22, Loss \$505.22. Registration opens on July 1.
- Cash in the bank is \$21,064.90 and cash in Stripe was \$678.29 for total cash of \$21,743.19

### ✚ Membership

- Members in good standing increased by 13 in June. See the breakdown for memberships below:

<b>Membership:</b>	
<b>Members in Good Standing</b>	<b>203</b>
Members Suspended - not current PCO/PBBC Members	1
Subtotal	204
Members Suspended - Membership fees not paid in full	0
Total	204
Active Guest Memberships	0

### ✚ CourtReserve

- CourtReserve has updated the look and feel of the mobile app to be more aligned with the laptop view.

- Player Matcher Maker feature was featured on a webinar and will be released July 19. This feature is only available with the use of reservations which we currently don't use. We basically have some of the player match maker functionality in the way we setup our events.

✚ PCO Memberships

- As of June 30, 2022, there was 1 member who has not renewed their PCO membership, and their membership is suspended in CourtReserve. We have been trying to contact this member to assist them but to no avail.

5). SUBCOMMITTEE REPORTS:

b. *Court Director*

- Action Item: Gary has cancelled Sunday sessions but will continue with sessions on Monday, Wednesday and Saturdays for now.
  - i. Assigned to: Gary Robbins
  - ii. Delivery Date: No later than July 15. 2022

c. *City Liaison*

- John Reported on the meeting that was conducted on June 22<sup>nd</sup>. The racket sports facility at Beban Park is now part of the City planning document that was generated by the Reimagine Nanaimo group. No action will be taken on items in the plan until the new City Council is set in the early winter. That body will set the financial plan and budget for the next five years. A council that is not sympathetic to our sports will likely exclude that expenditure from being part of the budgeted items.
- Lyle reported that the city would be very interested in hosting the Easter Seal charity event. Parks and Rec are prepared to allow longer term booking periods (up to a year) for special events such as our annual tournament and events such as the Easter Seal tournament.
- Wayne Overton prepared a record of the meeting and has circulated it now to the executive.

d. *Club Ratings*

- The first meeting was conducted on July 11<sup>th</sup>. Lyle reported that more refining is required on the policy (see action item 2 on this subject).

e. *Pickleball Brackets*

- Our recent indoor tournament was scored using this software. This incurred a cost of approximately \$200.00

f. *Junior Program*

- The International Program has decided to cancel the PB session for their Japanese students due to their need to focus on the English language.

- g. *Play Session Director*
  - Nothing new to report
- h. *New Member Liaison*
  - Nothing new to report
- i. *Web Site Admin*
  - John Davis will arrange to have the WEB site administrator authority transferred from his ID to Lyle's.
    - *Action Item 2:* Transfer authority from J. Davis Account to Lyle Evans.
      - *Re: Recent resignation*
      - *Assigned to: John Davis*
      - *Delivery Date: ASAP*
- j. *Harewood Lacrosse Box*
  - This subject was brought up by Art Groot at the recently convened meeting on June 22<sup>nd</sup>. They are aware of the issues we had presented and are addressing, specifically the surface issues.

## 6) OLD BUSINESS

- a. *Mexican Madness*
  - Registration opened July 1<sup>st</sup>. The ladies' side has filled and there is a small waiting list. There are still a few spots open on the Men's side.
- b. *July Tournament*
  - The Major indoor tournament set for July 2-3 at Oliver Woods was a great success Results can be seen in the Pickleball Brackets system.
  - Pictures and results will be inserted into the club's WEB site.
- c. *Introduction to Pickleball*
  - This session has been set for July 15<sup>th</sup>. Caron Usher is leading way with actions required by our club. There are 12-15 expected participants. Many have their own paddles, but we will provide paddles to those who don't.
- d. *Ukrainian Aid Tournament*
  - The event was held on Saturday June 18<sup>th</sup>. The weather cooperated and the event was a great success. In all we were able to donate about \$6,400 cdn. To the Red Cross for Ukrainian relief.
- e. *Ball Machine*
  - *No agreement has been reached to sell the machine. Cecil will contact John Yim to pick up and store the machine for now. Cecil will also manage the checkout and usage. Lyle will update the WEB site to reflect this.*
- f. *Rating Policy*
  - *(Previously address).*

**7) NEW BUSINESS:**

- a. John Davis has resigned as club secretary. He will stay on in support of the rating committee and the technical committee. He was thanked for his service over the past few years.
  - Action Item 1: Identify a new Secretary for the club
    - i. *Re: Recent resignation*
    - ii. *Assigned to: Deb Marshall*
    - iii. *Delivery Date: ASAP*
- b. Confirmation of Roles
  - Each newly appointed chair was polled to ensure they understood and were happy with their roles on the executive team. All responded in the affirmative.
- c. Meeting efficiency was addressed by Deb Marshall
  - Each member has been requested to submit their reports, in writing, 3 days ahead of the meeting so all members of the exec can read prior to the meeting.
  - The agenda will be published 1 week prior to the meeting. Any changes to the agenda should be made as soon as possible.
  - John Davis suggested each report (where applicable) have an executive summary followed by any relevant material in a detailed section. Discussion should be limited to specific details as might be necessary
- d. Keys to Beaufort Park Locker
  - Apparently there were 15 keys distributed for our locker at Beaufort Park. It is not known who has these keys, however it may be important to maintain a list. Nonetheless it was determined not to take on the effort of tracking them down.

**8) ADJOURNMENT:**

As there was no further business the meeting adjourned at 8:30 PM. The next meeting will be Tuesday, August 9<sup>th</sup>.