

NPB Exec Meeting Minutes – Tuesday September 13th, 2022

Purpose of the Meeting: Monthly Exec meeting

The meeting was called to Order: Tuesday September 13, 2022, at 7:04 PM. The meeting was a virtual meeting using an application called Zoom.

Present: Lyle E., Gary R., John E., Harvey H., Wayne O, Cecil BW.

Regrets: Deb M., Anna E., Caron U., Susan M.

1) HARVEY H CHAIRED THE MEETING IN DEB B'S ABSENCE – WE RECONFIRMED THAT WE HAD A QUORUM SO THE MEETING PROCEEDED

2) MINUTES OF PREVIOUS MEETING:

Moved by Gary R seconded by Cec BW that the minutes of the August 9th. 2022 meeting be adopted as circulated. Motion Passed.

2) CORRESPONDENCE:

Welcome to Susan Morgan as newly appointed executive member to NPC, as Director of Correspondence

3) TREASURERS REPORT: LYLE

Financials

Results for the Month of August 2022

- a. Revenue of \$1,475.14 is made up of tournament income of \$1,179.35, play session revenue of \$127.64, Training revenue of \$35.00 and membership fees of \$125.00
Most of the Club Play session revenue has not been transferred to our bank account from Stripe.
 - Tournament revenue was \$1,000.35 for 90 Minute Tournament and \$179.00 for Mexican Madness.
- b. Expenses in the month were \$1,586.57
 - The OW gym rental was \$928.36 and tournament expenses were \$496.53
 - Fees \$61.58 in the month were for CourtReserve \$49.35, PBB \$8.48 and Banking Fees \$3.75
- c. Net Loss for the month was \$111.43 which is related to the timing of transfers of revenue from Stripe for Club play.

Results for the 4 months ended August 31, 2022

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- d. Revenue of \$22,025.69 included \$14,287.24 in tournament fees, \$6,735.97 for play sessions and membership fees of \$900.00
- e. Expenses for the period were \$20,139.32 which is mainly for Tournament expenses of \$12,113.79, OW gym rentals of \$7,000.19. Balls and supplies amounted to \$615 and was \$315 for balls and \$300 for retiring director gift cards. Costs for our CourtReserve, PBB and Banking Fees were \$410.34.
- f. Net Profit for the 3-month period was \$1,886.37
 - Tournament Status:
 - i. Charity Tournament – Total revenue of \$6,432.04, expenses \$32.04 and donation to UkraineAid \$6,400 Profit =\$0
 - ii. Indoor Tournament – Total Revenue \$4,332.79, Expenses \$4,724.89, Net Loss (\$392.10).
 - iii. Mexican Madness – Total Revenue \$2,522.06, Expenses \$956.86, Profit \$1,565.20. All expenses have not been incurred yet.
 - iv. 90 Minute Tournament – Total Revenue \$1,000.35, Expenses \$0, Profit \$1000.35
- g. Cash in the bank is \$22,638.51 and cash in Stripe was \$1,181.42 for total cash of \$23,816.93

Membership Fees for 2023

- h. For New Members joining the Club after September 1, the fees be set to 50% of the current fee or \$12.50. The membership would be valid until December 31, 2022. If they renewed their membership for 2023 before December 31, 2022 the fee would be \$8.50 to renew for 2023.
- i. For Renewing members who renew for the 2022 year the fee would remain at \$25. If they renew for 2022 and then renew for the 2023 year before December 31, 2022 the 2023 fee would be \$8.50

Membership

- Members in good standing increased by 8 in August. See the breakdown for memberships below:

Membership:	
Members in Good Standing	212
Members Suspended - not current PCO/PBBC Members	1
Subtotal	213
Members Suspended - Membership fees not paid in full	0
Total	213

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Active Guest Memberships	0
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Moved by Wayne O seconded by Gary R that the financial report as presented by Lyle E. be adopted as presented. Motion Passed.

PCO Membership

- As of August 31, 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.
- j. Court Reserve*
- CourtReserve is in the developing league play stage within their platform. More on this when it is released.
 - Lyle advised that there was an added feature that would allow for members to invite guests and that we might want to consider adding this feature in the future. Harvey H. commented that releases would be required in the event that we brought the guests feature to NPC.
- k. Pickleball Brackets*

4). SUBCOMMITTEE REPORTS:

a. *Court Director: Gary R.*
For Sept. 13/22

GaryR. Indicated that he will not be able to attend in-person meetings between Oct. 9 to approximately Jan. 9; he will be in southern CA; but that he will continue to attend electronic meetings.

Gary R also discussed that it was possible that Monday September 19, 2022 would see closure of Oliver Woods and that he would monitor that situ and ensure that refunds were processed as appropriate.

Court Director

- Sessions entered on CR;
- Website & Calendar updated;
- Dave E. to substitute for Sue N., Sept. 8-22;
- Will keep two courts for Novice players on Saturday
- Sundays, Sept. 18 - Oct. 30 are offering a sophisticated and comprehensive program of events;

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- Drafting directive to Coordinators and Relief Coordinators recommending to accommodate Novice players where possible;
- Will continue C.D. duties electronically;
- Susan Morgan will coordinate Sat. session in my absence;
- John E. will hold club balls and portable nets in my absence;

As a special note I would like to inform the executive that I will be volunteering at the 2022 USA Pickleball National Championships being held at the Indian Wells Tennis Garden, Indian Wells, CA, Nov. 5 -13, 2022. I am on the Net and Court Checker Crew, 1st shift and the second shift of the Player Check-in Crew, Sa, M, W, F & Su.

Action Item: Check with City Recreation Booking regarding Wed. and Thurs. booking ending earlier in Mar.

- Assigned to: Lyle – I contacted Parks and Recreation and had the contract revised end the Wednesday and Thursday Sessions at the end of March 2023
- Due date – September 2022 - **Complete**

Action Item: Written procedures for coordinators in case of absence

- Assigned to: Gary – Gary R. advised that he has spoken to all coordinators and ensured that they had full understanding of requirements. He will ensure that he is available for any future support that they may require. As such, he felt that written procedures were not required. Discussion ensured and we agreed to support Gary's position.
- Delivery Date: September 2022 - **Complete**

Action Item: List of relief coordinators

- Assigned to: Gary
 - Delivery Date: September 2022
- b. *City Liaison:* Wayne O., Lyle E., Dave E., John D.

Action Item: Check with City in Fall - New Council - Development of Sports Hub

- Assigned to: Wayne O/John D
- Delivery Date: January 2023 – We noted that this is ongoing and is not expected to move forward until there is a fall election for mayor and council.

c. *Club Ratings:* Lyle E., Deb M., Gary R., John E.

Action Item: New policy to be posted on our website:

- Assigned to: Lyle Evans
- Deliver Date: August 31, 2022- **Complete**
- The new policy has been posted on the website. The ratings committee met to discuss the PBB ratings for the 2-month period ending August 31 2022. One novice player achieved the 3.0 level and was contacted to move up which he has done. A couple 3.0+ players have achieved a higher rating but as per our policy we will leave it to them to ask the committee for a ratings review. There are still some questions

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on how we would apply the policy in certain situations that we will discuss at our next meeting (ie how many games one has to play in PBB, if member self-assesses at a higher rating in PBB than in CourtReserve. John E asked to be removed from the committee which we will accommodate.

d. Software Managers: Lyle E., Gary R., Harvey H., Wayne O.

Action Item: Managers to meet for next session on software - learning and organization of responsibilities.

i. Assigned to: Lyle Evans/Wayne/Gary/Harvey. (Harvey is now setup with rights on the website)

- a. Delivery Date: No later than September/22 So far, the availability of members to participate in a zoom call has been limited so nothing has happened. Going forward, when an update is being done, I will schedule a zoom meeting and I will review the process with those who can attend. Dave E is coordinating Thursday's sessions in Sue's absence. I setup the league and reviewed the process with Dave. Dave held the first session and schedule the round robins and entered the scores in PBB.
- b. We agreed that Wayne O. would work with Lyle E. to take over some website maintenance duties (and to cross train), Harvey H agreed to work to become familiar with PB Brackets and GaryR agreed to do the same on CourtReserve.
- c. Cec BW. Suggested that we reach into the membership to see if there was (1) some expertise that we could tap into and (2) possibly offload some duties that were currently being handled by directors.

e. *Youth Program: Harvey H., Deb M.*

- Harvey and Deb continue this fall to present a 3 day instruction package to schools and students as part of a BC Pickleball grant from January 2022. Two schools and 3 classes were visited after Covid restrictions were relaxed in the Spring 2022. Lesson plans were left with the teachers at each of the schools. Information posters were delivered to schools in August this year to explain and promote the program. We are awaiting invitations to schools for this coming fall. No response as yet.

Pro D Day October 24, 2022 - we have secured Barsby Sec. HS gyms free of charge for a planned 2 x 2 hour sessions for students to learn and play Pickleball. We have also secured Dover Bay HS for the February Pro D Day for the very same program. Cost to the students yet to be determined if any. Advertising will follow for parents very soon. No contract yet from the school but it is expected that there will be no cost for the courts. We are actively looking for volunteers for the youth program.

Professional Development Day instructional training for teachers is being proposed

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for the February PRO D day. Teachers will be sent out posters to advertise the event through SD 68 Pro D website in the coming months. We will be asking some of members for assistance for these events.

f. *Play Session Director: John E., Gary R., Caron U., Cecil BW.*

Action Item: Group to meet to establish play session format

- i. Assigned to: John E, Gary R, Caron U, Cecil BW. (Harvey is now setup with rights on the website)
- ii. Delivery Date: September/22 – Meeting was set up for immediately following the exec meeting.

New Member Liaison: Cecil BW. Since our last meeting on August 9th we have had four new members:

- Joel Tougas(2.5) - attended the most recent Intro session run by caron
- Bob Maltby(2.5) - no response to my email and call
- Wendy Riding (2.5)- made contact and she will get signed up shortly
- Janet Mirau(3.0) - played as a 3.5 in our Mexican madness tournament. No response to my email and call
- Jason Simard(2.5) - not sure if he's taken the intro session, no response to my email and call

Attached is my latest follow-up letter that I send out from the Club's email account to all new members. I'd appreciate it if the exec. team would review it for errors or omissions, thanks. There is a good process in place and it seems to be working well.

f. Training Director: Caron U., John E.

Action Item: Next Orientation Session - Caron will contact participants, and look for coaches to support

- iii. Assigned to: Caron
 - a. Delivery Date: August 26/22 – To be carried forward to next meeting.
 - b. Cec BW indicated that the sessions put on by Caron U, Deb M and Cec BW. Were well attended and seemed to be very successful

Action Item: Brainstorm ideas of a League format for Sunday time slots

- g. Assigned to: Harvey
- h. Delivery Date: August 20, 2022 - **Complete**
- i. Club Play
 - a. Sunday OW Pickleball Sept 18 & 25 are entered into Court Reserve. These days are set up as progressive drills and game actives working on:
Serving Up the Perfect Sequence - Serve, ROS and Third Shots followed by about 1:15 of round robin play thinking of the Perfect Sequence.
Getting Out of a Pickle - Using defense as an offense followed by about 1:15 of

round robin play emphasizing using some Defense methods.

Oct 2, 16, 23, 30 is scheduled for a league of 5 teams of 4 players each. The ratings of all players may not add to more than 14.0 using NPC ratings. Other details were sent to executive members and are on the website in detail. All of these events will be put out to the membership very soon. Thanks to the committee for all the ideas brought forward for the Sunday activities and league. Deb, Murray, Caron and John.

- b. Harvey advised that relevant information had been placed on our website and information had been sent by email to the membership. It was too early to measure response just yet.

- j. Item 6 – Pursuing Parks Support: - Lyle - This item was completed at our last meeting. Awaiting to hear back from Parks and Rec whether the Introduction to Pickleball will be offered in the Spring Activity Guide. No response received as yet. Lyle E. indicated that Lee McDonald had also approached the city and had heard nothing back.

- k. Ball Machine Rental Person
 Cec dropped the ball on moving this forward after the new proposal to offer intro sessions with the machine for members, hosted by experienced club members. (I had a planned medical procedure in addition to some corporate priorities in my company that cropped up). I'm thinking we should get that letter out right away, once we nail down who's doing what in these sessions, whether they will be indoor or outdoor and what the fee will be.
 Here is the essence of the email I circulated to the exec. on Aug. 29th:
 "Proposal - the club sends an email out to all members offering the demo sessions and seeks participation from members who have interest in or have mastered certain kinds of shots to participate in the demos and make it inclusive and fun. I'll draft the email for your review prior to sending.
 Please come forward if you'd like to help us and feel free to choose a shot you'd like to demonstrate with the machine, if interested.
 As examples:
 - a. 1. Forehand
 - b. 2. Backhand - I'm thinking Dave Eaton is the master of this one
 - c. 3. Block
 - d. 4. Third shot Drop
 - e. 5. Offensive Drop (otherwise known as "The Murray" - we thought we would ask Murray Sergeant to demo this one.
 - f. 6. Service return

If the exec. are supportive of the idea Cec and Deb will collaborate and run these sessions.

What we need from you is two things;

- a) Agreement - assuming we have participants sign waivers(if we don't already have one) is there any opposition to the idea? We agreed that waivers were not required as all members had already signed waivers.

b) Volunteers - are you interested in helping out with any of these particular shots/sessions? Cec BW. Is looking for volunteers to support the program and he agreed to ask "the two Murrays" to volunteer.

If we can't get the ball into sessions organized right away then a simple letter to all members promoting the rental of the machine should go out.

- i. Attached also is a DRAFT letter to the exec. team regarding renting out the machine. You'll note that I've suggested we rent it for \$15/session vs. the current \$10/session - I feel \$15 is more appropriate and it encourages 3 or 4 players to plan a session
Cec - Discussion on this matter ensued. We agreed to leave it at \$10/session until uptake increased.

5)) OLD BUSINESS

a) *Mexican Madness - August 27, 2022*

Mexican Madness went off without any major concerns - food was great - lot's of games

Action Item: Contact Courtenay club in pursuit of tournament check list

- i. Assigned to: John D
- ii. Delivery Date: Oct 11,2022 - Gary R. agreed to take on this action item and to report back at our next meeting.

Action Item: Recruiting person of interest as tournament director

- i. Assigned to: Executive Members
- ii. Delivery Date: Work in Progress

Action Item: Pursuing Parks support - Lyle to follow-up with Jeff and Deb to contact Activity Director.

- i. Assigned to: Lyle Evans/Deb
- ii. Delivery Date: **Complete, waiting to hear from the city.**
Jeff of Nanaimo Parks and Rec. has contacted Lee - he is interested in an orientation for adults to be offered out of Oliver Woods through Parks.

Lyle has sent a letter requesting for sessions to appear in Spring catalog - this will occur in November

6) NEW BUSINESS:

a) **Action Item:** Define the NPC Mission Statement

- i. Assigned to: Deb-A group of 5 executive members met today to brainstorm what our mission/vision should look like for the NPC. The meeting was productive as well as team building. We are sorry that others could not attend but...minutes from the meeting will be compiled within the week and sent out to all executive members so you can feel the inclusion and plan to be part of the next meeting to develop our mission statement.

ii. Delivery Date: No later than **October 11, 2022**

b) Regional Meeting - Sept. 7 - Deb

Thank-you to all of those executive members that attended the Regional meeting.

There were 18 people in attendance - from Victoria to Comox.

Discussion topics included: PBC - what it is doing for members, waivers - insurance concerns,

use of public facilities on island, programs used in different communities, costs incurred or not,

PCO - bylaw recommendations, Ratings, Policies in general coming from PBC.

There was a lot of discussion amongst those that attended on these issues.

Thank-you to Gary for providing the refreshments and lunch - great job.

The meeting wrapped up at 3 o'clock moving to the courts for some great pickleball games.

An email went out to every executive member of NPC with the notes from the Regional Meeting.

After reading if you have any questions or inquiries please refer to anyone of the 6 members that attended. Lyle advised that we should review the policies that were discussed at that meeting and if we had any feedback, we should revert (to Deb M) within the timeline that was required by the BC Pickleball exec.

c). Numbers of Novice players increasing - need of courts? - Deb/Gary

Discussion ensued on this matter. It was apparent that with a large increase in the number of novice players, it was getting more difficult to monitor their progress on a timely basis (as only one court was allocated to the novice group). Gary R. was exploring options to get effective ratings on a more timely basis. Gary R will report back at our next meeting.

Action Item – Gary R – To report on actions taken to improve timeliness of assessment for novice players – Timing October 11, 2022

d) Increasing the cost for players taking the Introduction to Pickleball session? – Discussion ensued on this matter. Following discussion there was a motion to: Increase the cost for Pickleball intro sessions to \$25 for non-members and \$10 for members. Motion was passed unanimously.

e) Possible to put a better map of Beaufort Courts location on Website? – Deb

f) A Myles Parsons (Seniors Hockey league) and others are working to form a Nanaimo Sports Council..the idea is to promote all sports in the area – Parksville to Chemanius. Other cities have worked this model to their advantage...he mentioned Kamloops and Langley. He indicated that indigenous groups are on board including one who is running for city council, as is VIU, Hockey, Soccer, lacrosse and he is looking to onboard Pickleball, Badminton Tennis and eventually ensure that all sports are represented. He will invite us to future meetings, and I will look to city liaison team to participate and to report back to the executive.

g) Our Gmail account – Lyle

Club Gmail Account

- I reviewed some options regarding our gmail account to make it more transparent as to who is active in our account. There are two options.

The first option is to add your personal email account to our gmail – see configuration below.

Grant access to your account:

(Allow others to read and send mail on your behalf)

[Learn more](#)

Add another account**Mark as read**

- Mark conversation as read when opened by others
- Leave conversation unread when opened by others

Sender information

- Show this address and the person who sent it ("sent by ...")
- Show this address only (nanaimopickleball@gmail.com)

- From my understanding, if we setup our gmail account this way, I think the cons outweigh the pros.
 - Con - If our account gets hacked, the hacker will also have access to the personal email accounts that we have added.
 - Pro - Configuration - The conversations could be left as unread by those who logon as themselves. Only the Director who logs on as the Club would have access to mark conversations as read.
 - Pro/Con - emails sent by account holders would be identified by name: eg from: nanaimopickleball@gmail.com (sent by LCE (or whatever name you have attached to your personal email)).
 - Con - is this the same as setting up your own personal email accounts into one email then all your personal email could be coming through the Club? This would have to be tested.

The second option is to create a Business email account for the Club.

- Business Gmail is a Gmail account that you pay for. Some features are - each director could have an email account like lyle.evans@nanaimopickleball.com. It also allows you to make voice or video calls with Google Meet or Google Chat and to share files and tasks.
- Pricing appears to be between US\$6 – US\$25 per month per user depending on the features. There might be some free software for non-profits but we would have to contact google for pricing.

Pros/Cons

- Pro – Emails would be personalized and associated with the Club. We would have to decide whether to use our names or positions for emails.
- Pro – could eliminate our need for zoom and save some dollars (\$224 annually).
- Con – cost unless it was free. Apparently, the free version may not have some of the features we would want - like video calls and chat.
- Con – more sophisticated and need someone to manage it. Becomes more difficult as Executive directors step down to find someone interested in doing this.
- Pro/Con – do we want our names sent out with emails.

What are we trying to Fix?

- I think our biggest issue is Directors logging into the Club email account and reading email but not marking the email as unread if he is something they are not handling. This results in emails going unanswered or not answered in a timely manner.
- If a Director is responding to an email to label the email with his name so the Correspondence Coordinator knows it has been dealt with.

Current Solution:

- We have recently changed the Club email password and have only given it to a few Directors to access.
- The Correspondence Coordinator will ensure that all emails are labelled with the Director responsible and notify them they have an email to deal with.

Recommendation:

- Since we have just implemented a new procedure, I recommend we try this solution for several months to ascertain if it has resolved our issues. If it hasn't or the Club wishes to investigate some of the features of a Business Gmail account, we could do a more in-depth review at that time.
- Discussion ensued on the above matter. In the end, we agreed to accept Lyle E's recommendation and to see how the recent changes are working before we make additional changes to our Gmail account process.

7) ADJOURNMENT:

As there was no further business the meeting adjourned at 8:10 PM. The next meeting will be Tuesday, October 11th at 7 PM.