

NPC Exec Meeting Minutes (Draft) – Wednesday April 12th, 2023

Purpose of the Meeting: Monthly Exec meeting

The meeting was called to Order: Wednesday April 12th, 2023, at 7:02 PM.

Present: Deb M, Lyle E, Harvey H, Caron U, Gary R, Wayne O, Murray S, Ruth D, Monte N,

Regrets: John E

1) HARVEY H STARTED THE MEETING ACTING AS CHAIR UNTIL DEB M joined the meeting – We reconfirmed that we had a quorum so the meeting proceeded. Harvey H welcomed the NPC exec in attendance and thanked them for joining the meeting.

2) MINUTES OF PREVIOUS MEETING:

Moved by Lyle E and seconded by Ruth D by that the minutes of the March 14, 2023, meeting be adopted as circulated. Motion Passed.

3) CORRESPONDENCE: MONTE N

Nothing to Report

4) TREASURERS REPORT: LYLE

Results for the Month of March 2023

- Total Revenue in the month was \$8,608.06 which included membership fees for February and March, Session charges for February and March of \$7,870.95 and bank interest of \$27.83.
- Expenses in the month totaled \$4,906.29 and included \$4,529.63 for gym rentals and \$367.38 in fees for CourtReserve \$126.11, Pickleball Brackets \$92.52, PCO special assessment \$100.00 and Banking Fees \$48.75 and supplies for \$9.28
- Net Profit in the month was \$3,701.77 as revenue was from February and March but the gym rentals were only for March as February gym rental was reported last month.

Results for the 3 months ended March 31, 2023

- Revenue of \$12,809.13 included \$11,439.55 for play sessions, membership fees of \$1,292.78, and other income of \$76.90.
- Expenses for the period were \$12,673.4+ which was mainly for OW gym rentals of \$11,356.91, tournament expenses of \$293.66 and balls and supplies were \$648.04 (Director retirement gifts \$200, balls \$385, supplies \$52.04). Bank, website and software fees totaled \$374.88
- The Net Profit for the 3-month period was \$135.64
 - Tournament Status:
 - 90 Minute Indoor Tournament (Oliver Woods) – Total Revenue \$0.00, Expenses \$293.66, Net Loss \$293.66 (Tournament was rescheduled to Jan 2023 from December 2022, revenue and some costs were incurred in 2022). Overall, the tournament had a Net Profit of \$66.25)

- Cash in the bank is \$23,751.96 and cash in Stripe was \$1,501.56 for total cash of \$25,253.52

Moved by Lyle E and seconded by Wayne O that the financial report as presented by Lyle E adopted as presented. Motion Passed.

Membership

- Total Members in good standing increased by 13 in March. Of the 3 members currently suspended, 1 is due to not having a current membership with PCO and 2 are due to having no pickleball experience. See the breakdown for memberships below:

Membership:	
Members in Good Standing	244
Members Suspended - not current PCO/PBBC Members	3
Subtotal	247
Members Suspended - Membership fees not paid in full	0
Total	247
Active Guest Memberships	0

PCO Memberships

- Nothing to report

Oliver Woods user rates – Lyle E, reviewed the rates charged by Oliver Woods and noted with the last increase in rates we are losing money on the (Thursday ladders/Sundays). Oliver Woods has proposed to increase the rates in September and recommended that we review the rates again at that time and make any rate changes at that time.

5). SUBCOMMITTEE REPORTS:

A. Court Director: Gary R

- New Relief Coordinator, Sandra Bassett; Please acknowledge her willingness to volunteer her services to the membership when you see her.
- Coordinator Orientation Kit: I am developing a folder of material for new relief coordinators. The present folder contains Training Notes for Coordinators, developed by Lyle, my additions to those notes and two Brackets R/R templates. I will add more material as that is developed.

- Novice League: Consideration of a Novice League has been dismissed as too laborious and costly for the benefit achieved. We will continue to enter game scores on PB as we have done since the start of this program.
- Novice Recreational & Novice Brackets: Consideration is being given to designating certain courts/sessions to Novice Recreational play. This will be distinguished from Novice Brackets play in that the participants will play the usual R/R games but the scores will not be entered on PB for rating purposes. We are hearing that some Novice members are interested in only recreational play. Some courts may be designated 50/50 N. Rec. & N. PB play. Novice Brackets will indicate courts where the game scores will be recorded and entered on PB.
- Saturday, Gym 1 Coordinator (may be) required May 13 onwards. John E. has requested to give up this duty after he completes his session of Ladies & Mens 3.0-3/5 tournament play. I say 'may be' because I am considering putting together a cooperative of Megan M., Monte N., Jude S. & Sandra B. to coordinate the two gyms. Megan is the regular coordinator in Gym 2 and Monte, Jude and Sandra expect to play the Saturday afternoon session regularly. Thank you John for your consistent contribution to this session since the start.
- Saturday, Gym 1, Novice Recreational & Novice Brackets: Consideration is being given to establishing Gym 1 as a completely Novice Gym. The contemplation is to create two Novice Recreational courts and two Novice Brackets courts in the one gym or maybe 2, 1 & 1 50/50. Gym 2 courts would be designated as all 3.0+ courts.
- Session Cancellation Protocol: I would like to recommend that I be given the authority to cancel any session that shows less than break even or viable registrations two weeks in a row for the rest of the Spring and Summer. We are heading into more reliable weather and our waiting lists are declining already.
- Our core M, W & Sa. sessions will be the exception to this protocol. These sessions will be cancelled only in extreme circumstances and with the concurrence of Deb and Lyle.
- Waiting List Etiquette: I am developing a Waiting List Etiquette that I am thinking of sending out at the start of each season starting in the Fall. We have had a few experiences recently where Coordinators have tried to fill the courts at the last minute only to find that the member was not available because they were out shopping, biking or skiing. We appreciate the diligence of the members in putting their names on the waitlist so that we can survey the demand for the session but we would ask that the member remove their name from the waitlist when they know for sure that they are not available to play to save the Coordinator the annoyance and frustration of contacting a member only to find that they are no longer able to play.
- Fall & Winter Sessions: Consideration is being given to having a session on every day of the week and including at least one early morning (8-10) and one evening (6-8) session. This would include M, W, Th. (Brackets), Sa. (two gyms), Su. (Advanced) with an early morning and/or early evening on Tu. & Fr.. Consideration is being given to requesting everything that we would like. We are learning that we are better off to ask for more and take what we can get then cancel the undersubscribed session when we have tested demand.

B. *City Liaison*: Wayne O., Lyle E., Dave E., Caron U

Reached out to the city for a follow up meeting on March 23rd. No response yet. Will follow up at the city requested meeting on April 13th

C. Club Ratings: Lyle E., Deb M., Gary R.

Action Item: Lyle E will arrange a meeting at the beginning of May with the Executive group to discuss ratings and what changes we may want to make going forward.

Lyle sent the meeting notes out on March 28th.

More will be forthcoming from the previously referred to brackets meeting that Lyle E will call.

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

CourtReserve

- Lyle advised that there were several new features available on the app.
 - (1) Auto refunds are possible but likely won't work for us due to the complex nature of our refund policy
 - (2) Play organization is available and does what brackets and court coordinators do for us
 - (3) There is a membership status report which gives an nice summary
 - (4) Court coordinators can add players from a waitlist and can notify players via an email

Pickleball Brackets

Have arranged 2 training sessions with Ruth D and she is picking up the functionality of the software very quickly.

Lyle also spoke about other possible configurations of brackets and potential changes to our usage model. Discussion ensued following which it was agreed that Lyle would set up a separate meeting to discuss options and potential changes to our applications.

Action Item: Arrange for a meeting with all executive and Sue Newell to discuss possible changes to our brackets application

i. Assigned to: Lyle E

ii. Delivery Date: Prior to next NPC Exec Meeting

E. Youth Program: Harvey H., Deb M.

Junior Pickleball

Deb and **Harvey have** come to an end of the spring season for working with schools to increase the interest and experience of pickleball in the senior high schools. Although the Pro D Day of teaching 20 teachers was very successful, we only had a couple call outs for school visits after that time.

Next year we plan on focusing on upper elementary schools with short introductory programs. Until there is a dedicated facility where regular sessions can be setup for juniors i feel we will have a tough time making up a junior program work to its fullest. This program would best run over the course of the year as an indoor activity. This is only my feeling at this time and I would like to hear others opinions on the subject.

F. Play Session Director: John E., Gary R., Caron U., Deb M

Group will meet in August to discuss play sessions and include Harvey H & Murray S

G. New Member Liaison: John E, Murray S

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

4 Dates have been set (orientation sessions) for May, correspondence to be sent to potential participants.

Actions: Send an info letter to Wayne for posting on website. Deb will prepare a letter for Caron's distribution. Wayne to post info on website.

Monte to send names of new pickleball inquiries looking for orientation directly to Caron.

Caron to contact participants with information and help them register for a session.

6) OLD BUSINESS

a. Meeting Date to be set for tournament committee – Complete

Caron will be setting up a follow up meeting

b. Executive all set up in mail system - need to delete a few names and add others...

- Completed

d. Facebook Page:

Action: All exec – to recommend names to take over Facebook page maintenance

When: By next meeting.

Completed: Lyle and Dave have conversed with new member (Mary Ross) to take over the Facebook page

- Wayne O will work with Mary Ross to coordinate website and Facebook posting and to provide executive oversight on Facebook page

e. Photos/Bios

Action: New NPC Exec members – to write brief bios and pics to Wayne for posting on NPC website

Delivery Date: Within next 14 days.

Completed and website has been updated – thanks to our new members who submitted pics and bios

7) NEW BUSINESS ITEMS:

From Deb:

a. Ball Machine - Cecil will continue to manage the ball machine - Murray S will manage while Cecil is on holiday (mid May thru June). Cecil has written a new information letter to membership re: rental of ball machine - letter to be sent out.

Action: – Send out new letter to membership

Assigned to: Deb M

Delivery Date: In April

b. Member Retention Survey - Thanks to those that offered suggestions and to Lyle for helping format the survey. Survey has gone out to past members - completion date is April 14/23.

c. Website Update - the website needs to be updated - we need two volunteers to go through website and make suggestions to update

Action:- Review entire website and update as necessary

Assigned to: Wayne O, Lyle E, Monte N

Delivery Date: By End of May

Coordinators Kits - proposal that we make kits for each coordinator (balls, sanitizer, timer clock, set of designated round robins to be used)

we would meet with all coordinators early September to discuss format to be used during play - more structure given to coordinators

- easier for membership to follow if we are all doing the same.

Action: make coordinator kits

Assigned to: Deb M, Caron U

Delivery Date: Kits will be ready and prepared for a meeting for Gary when he meets with all coordinators in late August.

Apparel - it seems like a good time to think about club apparel - sell at our tournament/take orders from the club.

Action: Coordinate Exec Members Name Tags

Assigned to: Murray S.

Delivery Date: Murray will get some quotes and timelines about ordering for our next meeting.

Action: Ask Brenda to coordinate apparel

Assigned to: Gary R.

Delivery Date: By next meeting

Lyle advised that the new balls that we ordered had arrived and that he would collect them and get them to Gary.

8) ADJOURNMENT:

As there was no further business the meeting adjourned at 8:25 PM. The next meeting will be Wednesday, May 10th at 7 PM via Zoom.