

## NPC Exec Meeting Minutes – Wednesday May 10<sup>th</sup>, 2023

### Purpose of the Meeting: Monthly Exec meeting

The meeting was called to Order: Wednesday May 10<sup>th</sup>, 2023, at 7:01 PM.

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

**Regrets:** None

**1) DEB M CALLED THE MEETING TO ORDER,** – We reconfirmed that we had a quorum so the meeting proceeded. Deb M welcomed the NPC exec in attendance and thanked them for joining the meeting.

### **2) MINUTES OF PREVIOUS MEETING:**

**Moved by** Harvey H and seconded by John E by that the minutes of the April 12, 2023, meeting be adopted as circulated. Motion Passed.

### **3) CORRESPONDENCE: MONTE N**

Deb shared some correspondence with the exec. regarding a club in Vancouver asking for feedback on being charged monies for using a public facility. Correspondence was sent to the City Liaison group to answer.

### **4) TREASURERS REPORT: LYLE**

#### **Results for the Month of April 2023**

- Total **Revenue** in the month was \$4,021.49 which included membership of \$180.00, Session charges of \$3,567.83, training fees of \$225.00, bank interest of \$28.66 and pickleball machine rental of \$20.00.
- Expenses in the month totaled \$2,696.70 and included \$2,210.11 for gym rentals and \$150.86 in fees for CourtReserve \$61.86, Pickleball Brackets \$42.92, Domain Name \$42.33, Banking Fees \$3.75. Pickleballs and supplies were \$335.73, Pickleballs \$235.73 and gift cards for retiring Directors \$100.00
- Net Profit in the month was \$1,324.79.

#### Results for the 4 months ended April 30, 2023

- Revenue of \$16,830.62 included \$15,007.38 for play sessions, membership fees of \$1,472.78, training revenue of \$225.00 and other income of \$125.46.
- Expenses for the period were \$15,370.19 which was mainly for OW gym rentals of \$13,567.02, tournament expenses of \$293.66 and balls and supplies were \$983.77 (Director retirement gifts \$300, balls \$620.73, supplies \$63.04). Bank, website and software fees totaled \$525.74

- The Net Profit for the 4-month period was \$1,460.43
  - 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 \$25,126.25 and cash in Stripe was \$981.35 for total cash of \$26,107.60
- Moved by Gary R and seconded by Ruth D that the financial report as presented by Lyle E adopted as presented. Motion Passed.

### Membership

- Total Members in good standing increased by 7 in April. 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:

<b>Membership:</b>	
<b>Members in Good Standing</b>	<b>251</b>
Members Suspended - not current PCO/PBBC Members	3
Subtotal	254
Members Suspended - Membership fees not paid in full	0
Total	254
Active Guest Memberships	1

### PCO Memberships

- Nothing to report.

### Facebook

- Mary, who had agreed to take over the management of Facebook from Dave has subsequently declined. Back to square one on finding a replacement to Dave.
- We have a new volunteer Mary Newman who will take over the Facebook page maintenance. Wayne will reach out to Mary and will, in future, forward relevant items to her for posting on Facebook.

## 5). SUBCOMMITTEE REPORTS:

### A. Court Director: Gary R

- Facility Fall/Winter Requests due by June 16;

- Will recommend Fall/Winter sessions to and request input from Executive, Coordinator and Relief Coordinators regarding those recommendations;
- Play Session Directors will have access to the recommendations as they are part of the above noted group;
- Saturday, Gym 1 - 3.0+;
- Saturday, Gym 2 - Novice;
- Novice Recreational Court;
- Reset Sunday Advanced Session to 3.5+ Session;
- 10 different Spring and Summer sessions;
  - May have to look at cancelling some;
- Will update CR Home Page;
- Will update Tournament page;

**Action Item:** John E to set up a meeting inclusive of Gary R, Caron U, Deb M, and Murray S  
i. Assigned to: John E

- ii. Delivery Date: Prior – **Within the next two weeks**

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

Deb M, Lyle E, Caron U and Dave Eaton attended a meeting with the city to discuss opportunities with Beaufort. City staff agreed to set up regular quarterly meetings. Lyle and Caron updated the group re the meeting that occurred with the City of Nanaimo. The question was posed as to whether the executive was supportive of spending club funds for various pickleball opportunities in Nanaimo. Significant discussion ensued. The executive agreed that we will move forward with discussions with the City and once the opportunities/requests are clearer, the City Liaison team will bring the discussions back to the executive.

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

- Changes made to rating policy to include accepting pickleball brackets tournament rating if 20 or more tournament games have been played and spelling correction. Updated policy has been posted on our website.
- Developed a procedure to follow-up on new members self-rating. Gary to receive copies of all new members and will advise court coordinators to welcome them as well as monitor their on-court performance.
- Still in search of someone to do Certified Ratings Assessments.
- 6 members were moved to higher skill levels in the last review session.

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

Nothing To Report

**Pickleball Brackets**

**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 – **Completed - Ruth has updated the leagues to be single round robin formats, win by 2.**

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

Harvey is in the process of completing a poster to go out to all elementary schools offering possible training for students in the fall.

Included with that training will be the possibility of training to the teachers and a youth camp.

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

Meeting to be set for early July to establish type of sessions to be offered in the fall.

**Action:** Send out a meeting invite to all exec so they can participate in the programming discussion.

Assigned to: John E

Delivery Date: Before next meeting

*G. New Member Liaison: John E, Murray S*

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

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.

**Completed**

Caron U advised that 2 future training sessions have been set up, May 17th and 27th and so far 7 and 5 persons have signed and paid for these two sessions respectively.

## 6) OLD BUSINESS

- 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 – **Completed, letter sent out Mid-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.

Please see attachment for overview of questionnaire sent out to past non-renewing members.

- 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 - **Outstanding**

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.

Deb asked if anyone was opposed to this group spending a bit of monies to complete the kits - Deb and Caron will inform the Executive of monies spent.

**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:** To seek out dealers and decide on new apparel as well as look into a new logo for the club.

Assigned to: Monte, Ruth, Deb

Delivery Date: To report back to the Executive by next meeting or sooner.

**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.

**Still in progress**

## 7) NEW BUSINESS ITEMS:

**Action:** Lyle to send out current version of updated policies to all executive members.

Members to review and revert with suggested changes by May 24<sup>th</sup>.

Assigned to: Lyle E to send out and Exec to respond.

Delivery Date: By May 24<sup>th</sup>

Deb M advised that the next Pickleball BC's meeting will be held on June 13th and encouraged all execs. to attend if possible.

## 8) ADJOURNMENT:

As there was no further business the meeting adjourned at 8:17 PM. The next meeting will be Wednesday, June 13th at 7 PM via Zoom.