

## [NPC Exec Meeting Agenda – Wednesday July 12<sup>th</sup>, 2023](#)

**Purpose of the Meeting:** Monthly Exec meeting

The meeting was called to Order: Wednesday at 3:03 PM.

**Present:** Deb M, Caron U, Gary R, Ruth D, John E, Lyle E, Monte N,

**Regrets:** Wayne O, Murray S, Harvey H

**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.

- Welcome back to Lyle and Wayne from holidays.
- Deb also thanked Ruth for taking last months minutes and getting them circulated.

**ACTION:** Wayne – Please make sure last month and this months minutes are posted to the website.

- Wayne was absent for this meeting – Monte volunteered to complete the minutes for July.

**2) MINUTES OF PREVIOUS MEETING:**

**Moved by** Caron and seconded by Lyle that the minutes of the **June 14, 2023**, meeting be adopted as circulated. Motion Passed.

**3) CORRESPONDENCE: MONTE N**

Correspondence responses varied from people new to the sport to experienced people moving into the area from different parts of the country. There were also inquiries due to a temporary glitch in CourtReserve. I also had inquiries about people wanting to know where there are places to play drop-in and where the courts were in Nanaimo. There was also an inquiry from Young Professionals of Nanaimo event on July 30 about renting paddles. The inquiries regarding new people to the sport were encouraged to take an orientation through the Club or the City or inquire about lessons through Lee or Pete & Anna.

**4) TREASURER'S REPORT: LYLE**

Results for the Month of June 2023

- The treasurer was on vacation in June and no deposits were made or revenue recorded. Bank interest in the month was \$38.49
- Expenses in the month totaled \$2,342.37 and included \$2,264.83 for gym rentals and \$77.54 for software and banking fees (CourtReserve \$56.31, Pickleball Brackets \$13.28, Banking Fees \$5.55).
- Net Loss in the month was \$2,303.88

Results for the 6 months ended June 30, 2023

- Revenue of \$19,937.32 (no revenue was recorded in June as the treasurer was on vacation) included \$17,393.42 for play sessions, membership fees of \$1,772.78, training revenue of \$490.00, merchandise sales of \$60.00 and other income of \$221.12.
- Expenses for the period were \$21,159.33 which was mainly for OW gym rentals of \$18,742.19, tournament expenses of \$329.35 and balls and supplies were \$1,390.46 (Director retirement gifts \$300, balls \$990.33, supplies \$100.13). Bank, website and software fees totaled \$697.33
- The Net Loss for the 6-month period was \$1,222.01
  - 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)

- 2023 Indoor Tournament - Total Revenue \$0.00, Expenses \$35.69, Net Loss \$35.69
- Cash in the bank is \$22,394.31 and cash in Stripe was \$11,042.93 (mainly tournament fees and play session revenue) for total cash of \$33,437.24

**Membership**

- Total Members in good standing increased by 15 in June. Of the 10 members currently suspended, 1 is due to not having a current membership with PCO and 9 are due to having no pickleball experience. See the breakdown for memberships below:

<b>Membership:</b>	
<b>Members in Good Standing</b>	<b>271</b>
Members Suspended - not current PCO/PBBC Members	10
Subtotal	281
Members Suspended - Membership fees not paid in full	0
Total	281
Active Guest Memberships	1

**ACTION:** Lyle to send a list of names to be sent to Deb who will be putting a group together for an indoor orientation session.

**CourtReserve**

- Lyle informed the group that a few mor systems may be coming into play ie. In Beta testing

**ACTION:** Lyle was asked to put together a description of new systems for discussion at next executive meeting.

**Pickleball Brackets**

- Focus in the month of June and in July is the 2023 Indoor Tournament.

**PCO Memberships**

- Nothing to report.

**Ratings Committee**

- Nothing to report.

**ACTION:** Next meeting to be held at the beginning of August

## Facebook

- No report

## 5). SUBCOMMITTEE REPORTS:

### A. Court Director: Gary R

- SD 68 is not accepting new requests for pickleball groups. There is concern regarding scuffing and potential damage to the gym floors.
  - In addition, SD68 does not allow tape to be used on our gym surfaces to line the courts. It is challenging to regulate that tape is not used when there is not a custodian on-site on a regular basis.
  - SD68 may look into reviewing this in the future; however at this time we ask that participants continue to play outdoors or find a facility that permits pickleball.
  - SD68 will keep our request on file in the case where this decision is reversed.
  - "Thanks so much for this info, Gary. I've compiled this, as well as the message from Harvey, into one email to send to our Operations Manager.  
I have all of your contact information on file and I'll be in touch if the Department decides to reopen our Gyms for new pickleball rental requests.  
Please don't hesitate to reach out if you have any questions in the meantime."
- Have contracted for new sessions in August -
  - Friday, Aug. 4, 11, 18 & 25, Gym 1, 615-815 pm;
    - Dave E., Coordinator,
    - Reset end date of Friday session to Aug. 25, and
  - Thursday, Aug. 3, 17, 24 & 31, Gym 1, 1-3pm,
    - Coordinator required.
- I have trimmed our Fall & Winter session request to two hours except for Thursday Brackets, Saturday (two gyms) and Sunday Advanced.

My analysis suggests that two hours and twenty participants provides the optimum playing experience for the membership.

- I have asked for a two hour evening session every weekday also. I suspect that this policy on the part of SD68 may drive many of the self-organized groups back to club sessions.
- No response from OW yet;
- Practice sessions went well. Recommend thought be given to planning these ahead of time for the next tournament season.
- Mexican Madness date confirmed - Sat. Aug. 26;
- Set this date as an exception date for our Sat. sessions;
- Kudos to Coordinators for their diligence in keeping me aware of when they need relief and to the Relief Coordinators for their responsibility in attending to the sessions that they have agreed to relieve.

B. City Liaison: Wayne O., Lyle E., Dave E., Caron U  
Nothing To Report

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

- Nothing to Report at this time

**ACTION:** CourtReserve is developing a DUPR rating system. When this is operational Lyle will review with the rating committee to see if this is something the Club should implement.

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

- Nothing To Report at this time.

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

- Nothing to Report at this time

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

Completed - to be continued in September for one off sessions and play dates.

**ACTION:** John: Date to meet has been changed to August.

G. New Member Liaison: John E, Murray S

**ACTION:** Ruth has volunteered to be the New member liaison for the interim until Murray returns

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

A concern with regards to people asking for orientation for July - September. Too hot outside at this time to use courts - morning and evening

times are too busy - do we need to move inside? Lee has a number of orientation sessions occurring in the fall - what should we do for now????

**ACTION:** Deb will receive a list of pending names from Lyle and caron – session will be set up during the Thursday Club session in August. Deb to send letters out to potential new members for Orientation session indoors at Oliver Woods. Gary and Lyle will help set up the court and payment. Deb will be looking for help on the day of the session.

## 6) OLD BUSINESS

**a.** 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- with going away for a month, I simply did not get to this, my regrets, I will undertake to pick this up in July

**Unfortunately, I now have to be away in July, need to hand this off or push likely into September**

**b.** 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.

- We talked about a first aid kit if someone is injured. Was stated that the equipment room has a first aid kit if needed.

**c.** 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.

Monte has contacted Senini Graphics. They have produced a logo which we have asked for changes on.

We are waiting on second so we can present to membership to see if a new logo will be accepted.

Once the logo is decided (new or old) we will move forward with apparel...

**ACTION:** Monte to send new logo to executive for thoughts?

**d. 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

Cutting Edge in Parksville is the supplier we used in the past. Comox uses the same supplier and charges members \$15 if they want a name tag. If we are close to a new logo it would make sense to incorporate that onto the nametags or use our old one. Price of name tags are \$7.99 each and \$2.25 each for the magnetic backing. Aluminum face plates rather than the plastic we used in the past. Aluminum is thinner/lighter - may be more secure on clothing?

**ACTION:** Name tags will be offered to all members once the new logo has been chosen by membership.

## 7) NEW BUSINESS ITEMS:

A) Paula Flemming contacted the club asking for support with a women's health and wellness group called "Healthy Role Models". Caron and Deb met with Paula - and discussed the possibility of supporting a group of ladies to the orientation of pickleball. Paula to get back to us in the fall.

B) Tournament Update - Caron and Gary

Overview was given with regards to the volunteers filled, registration closed and full with people on the waitlist, refunds for extra lunches completed. Meeting time for Saturday will be 7:30 am to prepare for the start of the event.

C) Mexican Madness - update on where we are at for dates?

The tournament has been set for August 26, 2023. Lyle will be the contact between Dee/Ronnie and the Club. Both gyms have been secured from 8:00 am to 5:00 pm. Volunteers will need to be put into place for the event.

D) Medical Reporting - from Walter PBBC - we need to embrace this policy as do all of our coordinators. We will also need a person to gather and correlate all medical reports so they can be followed up on properly.

-Coordinators - please let all coordinators know that there is a first aid box in gym A's equipment room.....

We will put these reports into new coordinators kits and give instruction in the fall as to how any injury is to be dealt with.

E) Pickleball Session(s) with Greg Frady.

**ACTION:** executive in agreement to offering sessions for our membership. Gary to send one off times to Deb who will help coordinate these sessions through Murray S and Greg Fady.

More information to come.

F) Young Professionals – Deb spoke to Mandy Colford with regards to borrowing paddles and balls for a group that will meet at the end of July.

G) Change in meeting time?

This was discussed and we found that this week's change in time was due to everyone being busy and prepping for the upcoming tournament – Regular date and time should be fine.....

Second Wednesday of the month at 7:00 pm

**8) ADJOURNMENT:**

As there was no further business the meeting adjourned at 4:14 PM. The next meeting will be Wednesday, [August 9th](#) at 7 PM via Zoom.