

## NPC Exec Meeting Minutes – Wednesday August 9th, 2023

Purpose of the Meeting: Monthly Exec meeting  
The meeting was called to Order: Wednesday at 7:03 PM.

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

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 attending

**ACTION:** - Wayne - Please make sure last months and this month's minutes have been posted to site.  
Done – By Lyle – Thank you

2) MINUTES OF PREVIOUS MEETING:

Moved by Wayne O and seconded by Lyle E that the minutes of the July 12th, 2023, meeting be adopted as circulated. Motion Passed.

3) CORRESPONDENCE: MONTE N

Inquiries in the last month were down from the previous month's period, i.e., people new to the sport to experienced people ranging from moving into the area from different parts of the country and local people, as well as inquiries about people wanting to know where there are places to play drop-in. There were eight new inquiries by people new to the sport, no inquiries by people claiming to be experienced pickleball players, and one inquiry about short term play, i.e., drop-in play to date.

4) TREASURER'S REPORT: LYLE E

### Results for the Month of July 2023

- Revenue of \$12,933.57 (revenue from June and July) included tournament revenue of \$7,942.63, \$4,343.61 for play sessions, membership fees of \$530.00, training revenue of \$80.00, and other income of \$37.33
- Expenses in the month totaled \$6,692.36 and included \$5,518.57 for tournament expenses, \$1,225.43 for gym rentals, \$68.36 for software and banking fees (CourtReserve \$54.39, Pickleball Brackets \$8.72, Banking Fees \$5.25) and a credit of \$120 for balls used in the tournament.
- Net Profit in the month was \$6,241.21 which was mainly from Club Play sessions as June revenue was not recorded until July and profit from the tournament of \$2,424.06
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### Results for the 7 months ended July 31, 2023

- Revenue of \$32,870.89 included \$21,737.03 for play sessions, tournament revenue of \$7,942.63 membership fees of \$2,302.78, training revenue of \$570.00, merchandise sales of \$60.00 and other income of \$258.45.
- Expenses for the period were \$27,851.69 which was mainly for OW gym rentals of \$19,967.62, tournament expenses of \$5,847.92 and balls and supplies were \$1,270.46 (Director retirement gifts \$300, balls \$870.33, supplies \$100.13). Bank, website and software fees totaled \$765.59
- The Net Profit for the 7-month period was \$5,019.20
  - 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 \$7,942.63, Expenses \$5,554.26, Net Profit \$2,388.37
- Cash in the bank is \$28,635.22 and cash in Stripe was \$1,006.89 for total cash of \$29,642.11

**Other**

- Approved Club policies have been emailed to Wayne for posting on our website. We should familiarize ourselves with these policies as some will be relevant to the coordinators. Once the policies are posted I can send an email to Club members advising them they have been posted and to review them.
- **ACTION:-** Wayne to post policies on the NPC Website and to let exec members know when completed
- The rates for OW gym rental have now been posted on the City website. We are currently classified as a ‘private’ renter. I noticed the rents for a non-profit society are now over \$4 lower than what we can rent for. I have started the process to register the Club as a Registered Society. This process will take about a month to complete but once registered, I figure (back of envelope) that we will save over \$2,000 a year in rental costs.

**Membership**

- Total Members in good standing increased by 15 in July of which 8 were new members and 1 is a renewing member. Of the 4 members currently suspended, 1 is due to not having a current membership with PCO and 3 are due to having no pickleball experience. See the breakdown for memberships below:

<b>Membership:</b>	
<b>Members in Good Standing</b>	<b>286</b>
Members Suspended - not current PCO/PBBC Members	4
Subtotal	290
Members Suspended - Membership fees not paid in full	0
Total	290
Active Guest Memberships	0

**ACTION:** Lyle to send a **list of remaining members who still need to take the introduction to Pickleball to Deb.**

**5). SUBCOMMITTEE REPORTS:**

**A. Court Director: Gary R**

- Fall & Winter sessions contracted;
  - Coordinators in place;
  - have requested space availability report for more regular sessions and one-off spots for speciality play;
- Requested time at Island ConnectEd School;

- Coordinators and type of play TBD;
- F/U re: contract for ICE & other schools available;
- will set up CR and update website over the remainder of the month;

**ACTION:** Gary to follow up with the School Board with regards to Island connect, and the availability of other schools....

Gary may also want to check about nets to see if we can use the school nets.

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

Deb updated the group re meetings with Dave E and Charlotte (of the City of Nanaimo). They discussed, amongst other things, the issue that the 2025 senior games will be held in Nanaimo and that Pickleball facilities are quite lacking.

**ACTION:** - Deb to write Charlotte and ask about potential net issues at Beban Park

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

### **Ratings Committee**

- The committee met on Aug 1 and:
- Is developing a process to evaluate players who have self-assessed at a 3.0 level or higher.
- Agreed to accept rating assessments by Lee MacDonald up to and including 3.5
- Revised the rating policy to include rating assessments by Lee MacDonald up to and including 3.5
- Moved 3 players to a higher CourtReserve rating based on our rating policy.
- **ACTION:** Lyle - Next meeting to be held at the beginning of August – **COMPLETED**

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

○ For the Junior program- Home schooling group at OW would again like to again borrow some paddles for their PE program. I informed them that we would look at our schedule but certainly be about to accommodate them during the school year. They are looking to borrow over a 3 week period.

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

Meeting to be set for early July to establish the 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

F. New Member Liaison: John E, Murray S

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

If Orientation sessions are going to be held indoors at Oliver Woods - it is strongly recommended that only 4 players be registered per event.

Six new players on one court was too many for the two hour session.

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

The Orientation to Pickleball was hosted indoors at Oliver Woods on August 3, 2023.

Murray C was so kind to take lead on this session with Murray S support. We used court one during club play and had 6 new players take the session. After speaking with trainers and the players the class was a success.

We will be collecting names and hoping to offer another class later in August if the interest is there.

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

### **CourtReserve**

CR has introduced the role of Coordinator which empowers us to designate Sub-Admins with specialized event management responsibilities. As a Coordinator, event editing, viewing, and registration permissions can now be narrowed down to specific events. By assigning this role, you can ensure that the right individuals have the authority to oversee specific events. There have been some issues with this new role and CR is currently investigating.

- New (Tags). With Tags (event) you can take event organization and discovery to the next level. By sub-categorizing your events and associating them with additional categories, both administrators and members can effortlessly search, filter, and locate events that align with their specific interests and needs. To see this on your mobile device, click on sessions → lists → filter and you will see a listing of the various tags.
- **ACTION:** Lyle asked to put together a description of new systems for discussion for next executive meeting.
- **ACTION -** Lyle: CourtReserve is developing a DUPR rating system. When this is operational Lyle will review with the rating committee to see if it is something the Club should implement.

### **Pickleball Brackets**

- **ACTION** – Ruth to contact Lyle to assist with showing new member how to join NPC.

### **PCO Memberships**

- Nothing to report.

### **Facebook**

- **Action** – Wayne to contact Mary N to post tournament pictures on NPC Facebook page

## **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-

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.

c. Apparel

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

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

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

e. 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 –Gary & Deb please let all coordinators know that there is a first aid box in gym A's equipment room..... this will be added to our meeting with coordinators early in the fall.

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.

**ACTION:** - Gary to email blank copies of medical reports to coordinators with information to complete forms in the case of an incident. If there

is an incident the reports can be sent to Deb (right away). With insurance/medical concern there is a very brief amount of time to get the paperwork into the right hands.

f. 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 to coordinate these sessions through Murray S and Greg Frady.

More information and times to come.

A letter of interest was sent out to members in regards to the interest of the clinic. Good response received - we were able to host 3 sessions for varying levels on 2 days - August 8-9. Overall, the clinics were a success - we hosted members from novice ` 4.5

Good news, Greg Frady has now joined the NPC as a member of the club. We are glad to have Greg as a member of the club..

7) **NEW BUSINESS ITEMS:**

A) CPR/AED training sessions – Oceanside Pickleball Club

B) Discussion as to whether all coordinators should take the training....and others??

**ACTION** – Deb M will pursue with Oceanside Pickleball and with Art Cochrane including room rental.

B) Refereeing Clinic- Setting up a refereeing clinic in fall.

**ACTION-** Deb will research and see what can be set up

C) PADS AND PBBC HAVE JOINED TOGETHER FOR AN EVENT

Pacific Assistance Dogs Society (PADS) breeds, raises and trains fully certified assistance dogs. Service (mobility & PTSD) and hearing dogs provide life-changing independence to those with disabilities, while accredited facility dogs work with community professionals, such as teachers, RCMP and psychologists to help support healthy communities. PADS is Canada's first and longest standing accredited member of Assistance Dogs International.

Pickleball BC and PADS signed a collaboration agreement last week – to host a super sized pickleball Event.

The general plan is 'tournaments' in every location throughout the Province, all happening the same day. In other words - a series of events all part of one large Event.

The chosen date is April 20, 2024.

I would like commitment emails by August 14 please.

You / your Club would be responsible for securing venues, establishing basic fee structures, and 'day of' facilitation. The individual events are expected to be very simple – not requiring 50 or 100 volunteers but maybe 5.

An official announcement – media, dogs, players etc. is planned for Aug 23. The more committed clubs the larger the impact etc. etc.

**ACTION-** Caron U to run with this opportunity.

**ACTION** – Gary to request court availability for this activity

Note for group – lets think of what we can do for National Pickleball Day next year

Note for the group - a reminder that the next PBBC meeting will be next Tuesday, August 15th - zoom invite will be sent.

Good to have our executive attend in strong numbers.

8) ADJOURNMENT: As there was no further business the meeting adjourned at 8:22 PM. The next meeting will be Wednesday, September 12th at 7 PM via Zoom.