

## Draft Minutes - NPC Exec Meeting – Wednesday December 13th, 2023

Purpose of the Meeting: Monthly Exec meeting

The meeting was called to Order: Wednesday at 7:05 PM.

Present: Deb M, Lyle E, Harvey H, John E, Monte N, Caron U,

Regrets: Wayne O, Ruth D, Gary R

1) Deb M called the meeting to order, and we confirmed that we had a quorum, so the meeting proceeded.

- Deb M welcomed the NPC exec in attendance and thanked them for attending

- Deb M asked for any new items to be added to New Business

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

Moved by Caron U. and seconded by Monte N. that the minutes of the Nov 9th, 2023, meeting be adopted as circulated. Motion Passed.

### 3) **CORRESPONDENCE:** Monte N.

Deb M. expressed the concerns from a member that the club is putting out too many emails. The executive has resolved to limit the amount emails where possible. Phoning or texting individuals if able and filter the emails by group or levels so emails do not go out to all members unnecessarily. It was agreed to table this until next month in order to develop some procedures on how to deal with this issue.

Monte N.

Inquiries and correspondence in Nov/Dec were about lessons, memberships, ratings, leagues, apparel, and payments. There were also inquiries from seven people about joining the club as new members. I was away part of the month and Deb kindly filled in for me.

### 4) **TREASURER'S REPORT:** Lyle E

#### **Results for the Month ending November 30, 2023**

Revenue of \$5,083.89 included \$3,533.22 for play sessions and membership fees of \$225.50, bank interest of \$42.17 and apparel sales of \$1,283.00.

Expenses recorded in the month included \$3,075.29 for gym rental, \$324.94 for prizes and trophies related to the October 90-minute tournament \$30 for the purchase of Balls and \$110.25 for software fees and \$100.00 for Society filing fees. No expenses have been incurred for the apparel sales at this time.

The Net Profit for the month was \$1,443.40

Cash in the bank is \$30,073.13 and cash in Stripe was \$2,340.88 for total cash of \$32,424.01.

**Nanaimo Pickleball Club**  
**Statement of Income and Expenses**  
**October 5 2023 - December 31 2023**

|                       |   |                      | Date      | Bank      | PayPal/<br>Stripe | Total Cash        |
|-----------------------|---|----------------------|-----------|-----------|-------------------|-------------------|
| <b>Income:</b>        | Members in Good Standing  | 340                  | 31-Dec-22 | -         | -                 | -                 |
|                       | Membership Dues:  | \$481.00             | Jan       | -         | -                 | -                 |
|                       | Play Sessions   | \$6,930.22           | Feb       | -         | -                 | -                 |
|                       | Tournament Income   | \$0.00               | Mar       | -         | -                 | -                 |
|                       | Training Revenues   | \$0.00               | Apr       | -         | -                 | -                 |
|                       | Merchandise Sales   | \$1,283.00           | May       | -         | -                 | -                 |
|                       | Other (Interest, Pickleball Tutor, Other)                                   | \$70.40              | Jun       | -         | -                 | -                 |
|                       |   |                      | July      | -         | -                 | -                 |
|                       | <b>Total Revenue:</b>   | <b>\$8,764.62</b>    | Aug       | -         | -                 | -                 |
|                       |   |                      | Sep       | -         | -                 | -                 |
| <b>Expenses:</b>      |   | <b>(Profit/Loss)</b> | Oct       | 28,629.73 | 1,056.75          | 29,686.48         |
|                       | Rentals - Oliver Woods, Island Connect, Exec Mtgs                           | \$3,075.29           | Nov       | 30,073.13 | 2,340.88          | 32,414.01         |
|                       | Pickleball Canada memberships   | \$0.00               | Dec       | -         | -                 | -                 |
|                       | Tournaments/Mex Madness Expenses:   | \$324.94             |           |           |                   |                   |
|                       | Training Costs and Supplies   | \$0.00               |           |           |                   |                   |
|                       | Merchandise for Resale  | \$0.00               |           |           |                   |                   |
|                       | Pickleballs, Supplies, Other  | \$30.00              |           |           |                   |                   |
|                       | Bank/Website/Software   | \$210.26             |           |           |                   |                   |
|                       | Major Purchases   | \$0.00               |           |           |                   |                   |
|                       | <b>Total Expenses:</b>  | <b>\$3,640.49</b>    |           |           |                   |                   |
|                       |   |                      |           |           |                   |                   |
|                       | <b>Remuneration Paid to Directors and Highly Paid Employees/Contractors</b> |                      |           |           |                   | <b>\$0.00</b>     |
|                       |   |                      |           |           |                   |                   |
|                       | <b>Net income:</b>  |                      |           |           |                   | <b>\$5,124.13</b> |
|                       |   |                      |           |           |                   |                   |
| <b>Bank Account:</b>  | Beginning bank balance - Oct 4 2023   | \$0.00               |           |           |                   |                   |
|                       | Add Member Contributions:   | \$24,949.00          |           |           |                   |                   |
|                       | Add net income:   | \$5,124.13           |           |           |                   |                   |
|                       | <b>Ending bank balance - Oct 31 2023</b>                                    | <b>\$30,073.13</b>   |           |           |                   |                   |
|                       | (Balance includes \$0 GIC)  |                      |           |           |                   |                   |
| <b>Bank Accounts</b>  | Checking Account  | \$ 11,247.61         |           |           |                   |                   |
|                       | Savings Account   | \$ 18,825.52         |           |           |                   |                   |
|                       | GIC (\$)  | \$ -                 |           |           |                   |                   |
|                       | <b>Total in Bank</b>  | <b>\$ 30,073.13</b>  |           |           |                   |                   |
| <b>PayPal Account</b> |   | \$ -                 |           |           |                   |                   |
| <b>Stripe Account</b> |   | \$ 2,340.88          |           |           |                   |                   |
| <b>Total Cash</b>     |   | <b>\$ 32,414.01</b>  |           |           |                   |                   |

**Notes:**

- |   |            |
|---|------------|
| 1) Remuneration paid to Directors or Employees                              | \$0.00     |
| 2) Net Income for the 27 day period ending October 31, 2023 - Profit/(Loss) | \$5,124.13 |
| 3) Amount of financial assistance provided by the Society                   | \$0.00     |
- 2) Tournaments:

|   |          |
|---|----------|
|   | 0.00     |
|   | 0.00     |
| - 90 Min Indoor tournament (prizes, trophies) | (324.94) |
|   | 0.00     |

**Nanaimo Pickleball Club  
Statement of Income and Expenses  
November 30 2023**

Members 16

Income

**Nanaimo Pickleball Club  
Balance Sheet  
As at November 30, 2023**

|   |             |  |             |  |  |
|---|-------------|--|-------------|--|--|
| Training Revenues                         | \$ -        |  |             |  |  |
| Merchandise Sales                         | \$ 1,283.00 |  |             |  |  |
| Other (Interest, Pickleball Tutor, Other) | \$ 42.17    |  |             |  |  |
| Total Revenue:                            | \$ 5,083.89 |  | \$ 5,083.89 |  |  |

Expenses:

|  |             |               |              |              |
|--|-------------|---------------|--------------|--------------|
| <b>Assets</b>                                  |             | (Profit/Loss) |              |              |
| <b>Cash in the Bank</b>                        |             |               |              | \$ 30,073.13 |
| Rentals - Oliver Woods, Island Connect, Exec N | \$ 3,075.29 |               |              |              |
| Pickleball Canada memberships                  | \$ -        |               |              |              |
| <b>Total Current Assets</b>                    | \$ 324.94   | (324.94)      |              | \$ 30,073.13 |
| Tournament/Mex Madness Expenses:               | \$ -        | 0.00          |              |              |
| Training Costs and Supplies                    | \$ -        |               |              |              |
| <b>Total Assets</b>                            | \$ -        | 1,283.00      |              | \$ 30,073.13 |
| Merchandise for Resale                         | \$ 30.00    |               |              |              |
| Pickleballs, Supplies, Miscellaneous           | \$ 210.26   |               |              |              |
| Bank/Website/Software                          | \$ -        |               |              |              |
| Major Purchase                                 | \$ -        |               |              |              |
| <b>Members Equity</b>                          |             |               |              |              |
| Total Expenses:                                | \$ 3,640.49 |               | \$ 3,640.49  |              |
| <b>Members Equity - Oct 4, 2023</b>            |             |               | \$ 24,949.00 |              |
| <b>Members Contribution</b>                    |             |               | \$ 5,124.13  |              |
| <b>Net Income / (Net Loss)</b>                 |             |               | \$ 1,308.57  |              |
| <b>Members Equity - Nov 30, 2023</b>           |             |               |              | \$ 30,073.13 |

Caron U. Moved to accept the Treasurer's report, seconded by Harvey H.  
Motion Passed

## **Membership**

Total Members in good standing at the end of November were 340. Of the 4 members currently restricted, 2 are 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>340</b> |
| Members Suspended - not current PCO/PBBC Members     | 4          |
| Subtotal   | 344        |
| Members Suspended - Membership fees not paid in full |            |
| Total  | 344        |
| Active Guest Memberships                             | -          |

## **Software Managers Report** - Lyle E, Harvey H, Gary R, Wayne O, Ruth D **CourtReserve**

Membership renewal for 2024 is now open. Renewal is \$12.50 if renewed prior to December 31, 2023 and \$25.00 if renewed on January 1 or later.

As of December 8, 2023 - 110 members have renewed their membership for 2024.

I have sent out a reminder email to all members on December 9th and I will send out another reminder later in December.

I have removed the COVID waiver from CourtReserve.

## **PCO Memberships**

Most members have renewed their PCO membership before renewing their Club membership, I have only had to remind a few members. I have removed the waiver regarding COVID from the PCO website.

## **Membership Renewal**

Just a reminder that your 2024 Nanaimo Pickleball Club Membership renewal for 2024 will be open starting on December 1, 2023. If you renew your membership prior to December 31, 2023 the renewal fee is \$12.50.

If you renew on January 1, 2024 or later the renewal fee is \$25.00. Don't forget to renew your Pickleball Canada Membership (PCO) for 2024 prior to renewing your Club Membership. If you have renewed your PCO membership through another Club you will still need to associate your membership with Nanaimo.

Please ensure you complete this important step to avoid any interruption in your Nanaimo Pickleball Club

membership, as it is a requirement to be a member of the Club. Full instructions of the process and steps will be emailed to all active members when the membership is open to renew.

5). **SUBCOMMITTEE REPORTS:**

A. **Court Director:** Gary R

New sessions added for winter;

Monitoring space availability for more gym time; Gymnasium Booking Request, OWCC,

| DAY & DATE   | GYM (√ one)  | TIMES<br>include your set up/take down            | NOTES |
|--|--|---|-------|
| <b>Monday</b><br>Start date <u>April 1</u><br>End date <u>Aug. 31</u>    | Gym 1 <u>either Gym 1 or 2;</u><br>Gym 2 _____<br>Gyms 1 & 2 _____ | Start <u>10-12pm; &amp;</u><br>End <u>6-8pm;</u>  |       |
| <b>Tuesday</b><br>Start date <u>April 1</u><br>End date <u>Aug. 31</u>   | Gym 1 <u>either Gym 1 or 2;</u><br>Gym 2 _____<br>Gyms 1 & 2 _____ | Start <u>8-10am; &amp;</u><br>End <u>6-8pm</u>    |       |
| <b>Wednesday</b><br>Start date <u>April 1</u><br>End date <u>Aug. 31</u> | Gym 1 <u>either Gym 1 or 2;</u><br>Gym 2 _____<br>Gyms 1 & 2 _____ | Start <u>10-12pm; &amp;</u><br>End <u>6-8pm;</u>  |       |
| <b>Thursday</b><br>Start date <u>April 1</u><br>End date <u>Aug. 31</u>  | Gym 1 <u>either Gym 1 or 2;</u><br>Gym 2 _____<br>Gyms 1 & 2 _____ | Start <u>8-10am; &amp;</u><br>End <u>1-330pm;</u> |       |
| <b>Friday</b><br>Start date <u>April 1</u><br>End date <u>Aug. 31</u>    | Gym 1 <u>either Gym 1 or 2;</u><br>Gym 2 _____<br>Gyms 1 & 2 _____ | Start <u>8-10am; &amp;</u><br>End <u>6-8pm.</u>   |       |
| <b>Saturday</b><br>Start date <u>April 1</u><br>End date <u>Aug. 31</u>  | Gym 1 _____<br>Gym 2 _____<br>Gyms 1 & 2 <u>X</u>                  | Start <u>3-530pm;</u><br>End _____                |       |
| <b>Sunday</b><br>Start date <u>April 1</u><br>End date <u>Aug. 31</u>    | Gym 1 <u>either Gym 1 or 2;</u><br>Gym 2 _____<br>Gyms 1 & 2 _____ | Start <u>9-11am; &amp;</u><br>End <u>2-430pm.</u> |       |

**Please complete all pages of this document and return to Oliver Woods Community Centre:  
6000 Oliver Road, Nanaimo, BC, VTR 6T6 / email gail.johnson@nanaimo.ca**

Spring/Summer (April 1- Aug. 31, 2024) submitted; Request Form attached.

ACTION: requested position on evening gym time w/l from SD68, Gary may also want to check about nets to see if we can use the school nets.

Status: waitlist for school gym time;

ACTION: Gary to contact City to book 10th Annual NPC Indoor Tournament for next year – July 13, 8:00 am to 7:00 pm and July 14, 8:00 am to 6:00 pm; Once booked to let Caron know so she can let PBBC put dates into their calendar This has been passed on to the City Liaison Committee who has submitted the request to the City.

Status:The City has confirmed our Indoor Tournament for July 13/14 but our September date for Mexican Madness is not available. The City provided alternative dates and after discussion we Dee we would like to schedule Mexican Madness for August 31st.

ACTION: Gary to contact the City for firm up August 31st for Mexican Madness.

ACTION: Caron can now contact PBBC and put dates into their calendar even though they have not been confirmed. If the dates change, we can then notify PBBC.

Status: Complete

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

Have asked Charlotte (twice) about signage at Beaufort and to help us understand why the courts were closed at 3PM on Nov 11<sup>th</sup>. No response yet.

- The city has advised us that 8 new outdoor pickleball courts at Beban Park has been put before Council for the 2024 budget. If approved, 8 courts would be built at Beban Park in 2024 and the Beaufort courts would be converted back to tennis. The final budget should be approved by mid-January 2024.
- The liaison group is planning another meeting with the City in early January.

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

There were a couple members who qualified to move after the last meeting was scheduled. Next meeting will be scheduled in January.

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

Action: Harvey to put an email out to all club members asking if they have any experienced paddles to donate to a school pickleball program. Status: 42 paddles have been collected for donation. Donations to be given to 2 high schools John Barsby Secondary HS and Ladysmith Secondary HS of 16 paddles each. School District 68 staff, School Admin, Teachers and students were on hand for the presentation of paddles and balls to each of the schools. Pictures were taken and will be forwarded to Deb for our use.

Paddle Grant from Selkirk Donating 3000 paddles USA & Canada - An application was submitted for a grant to the Selkirk sport company on behalf of one of the schools. Our application was accepted and 4 X \$80 paddles and a Demo Pack (not sure what comes with a Demo Pack) were awarded to the school. The club would be responsible for payment of shipping costs from the US of \$25.00 in total.

Motion: Harvey Moves the NPC pay shipping costs of \$25.00 (US) for delivery of such paddles to be donated to the schools.

Seconded: John Motion Passed

Discount Paddle Offer with Selkirk Growth Program -As part of the award of Free Paddles, Selkirk is offering a one time discount of Nexus paddles normally retails for \$49.99 for \$20.00 (US ) each. At the same time Selkirk Pro Nets were offered at 1/2 price for \$75.00 (US). Also I have written Selkirk to ask them if this is in US or Canadian Funds.

Motion: John: Move the Club purchase 2 class set of paddles for donation to 2 more high school programs to total of approximately \$1000.00 (Can) and 4 Selkirk Pro Nets (\$75.00) (US) to an approximate \$500.00 (Can). Nets will be donated to SD68 high schools for use to be shared among all the high schools. Nets and Paddles will be the property of SD68.

Moved by John Seconded: Caron Motion: Passed

An opportunity to do a pickleball education session for the Chase River Embers. 13 - 7&8 year olds. This will be set up for mid-January.

**E. Play Session Director:** John E., Gary R., Caron U., Deb M  
Nanaimo Pickleball Club Winter Fun in the Gym  
December 17th, 2023.

Time : 2:00 - 4:15 pm. Challenging Skills and Games - FUN Play  
(Social 4:30 – 6:30)

All members are invited to the social gathering in the Monarch Room at Oliver Woods after the play session.

Format: We will have 45 minutes of skills and games involving those that have signed up

The last half of the play session will be a ladder play - rules to follow.....

Dress: **Christmas** attire - be your jolliest!!!

Bring a good attitude and something non-perishable for the food bank.

Status: we need support from the membership for this evening of fun....

**F. New Member Liaison:** John E, Ruth D

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

**H. Facebook:** Wayne

Continuing to post pictures as received on Facebook. We were asked by Cedar pickleball group (Stephanie Nash) to post a supportive post re additional courts being provided by the RDN and the post was added to the NPC Facebook site. Also received some inquiries re where to play and how to join and I responded to those. One club member reported that she thought that the time on CourtReserve was out by two minutes as when she tried to log on there was a two-minute time difference from her source. I responded that I had just booked a spot and noted no time difference. Wasn't really resolved but I left it at that.

**I. Important Dates in 2024**

The Club is currently working with Parks and Recreation to secure the following dates for our tournaments and events in 2024. These dates are still tentative until we receive confirmation from the City.

- PADS – Saturday, April 20, 2024. 8:00 am to 4:00 pm at Oliver Woods
- 10th Annual Indoor Tournament – Saturday and Sunday July 13th and 14th 2024 at Oliver Woods
- Mexican Madness – Saturday, August 31, 2024. 8:00 am – 5:00 pm at Oliver Woods

Oliver Woods Closed for the Winter Holiday

Reminder: that Oliver Woods Community Center hours vary throughout the Christmas Holidays.

December 25-26 - CLOSED

December 27-30 - OPEN until 8:00 pm

December 31 - CLOSED

January 1 - Monday CLOSED

January 2 - Tuesday OPEN 10 - 4:00 PM

**J. Nanaimo Pickleball Club Play and Inclement Weather Conditions:** Please let coordinators know - reminder

On days when the club has a session at Oliver Woods and the weather is questionable - and we (executive) have received a notice from Parks and Recreation that Oliver Woods will be cancelling their public sessions or closing their venue due to inclement weather - we will notify the coordinator of that session and send an email to all members that the session has been cancelled.

All members that have signed up for that session, will get a full refund to their account. -The Executive will try to attempt to send an email in an acceptable amount of time prior to cancelling the session. Members are asked to frequently check their emails if there is a possibility of unsafe driving conditions. Members are encouraged to cancel their registration if they feel at all hesitant about attending a session due to the weather situation.

Action: Gary to review the Inclement Weather Policy with the coordinators

## 6) OLD BUSINESS

a. Action –Website needs to be updated with the new Society Bylaws.

Status:Complete

b. Coordinators Kits

StatusComplete

c. Apparel

The November order was well received. There are a couple things to sort out from the Nov. order with Five Star. The Apparel page on NPC website is hidden at this time until it can be updated with new colors for the new year.

Our next order may offered early in the new year. Again we will need a minimum of 24 items to be silkscreened to place the order. We will also be able to offer dark colors to the members in the new year.

If you have any questions please contact NPC through our email.

d. Coordinate Exec Members Name Tags

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

Status: Hold - still looking for something of value at a good price

e. CPR/AED Training - Deb

CPR - we have a possible teacher for the CPR course that we would like to offer to coordinators and executive members. We would need to rent a room at OW - for approx. 20 people - and space to move around for the same number. Time projection would be sometime in January, during the evening for approx. 2-3 hours. I am looking for support from the executive to move forward with this offering an honorarium for the instructor.

Motion: An honorarium of \$1000.00 to be given to the instructor of the course for use in the schools environmental program. Also a \$200.00 gift certificate to be given to the instructor for his/her generous time.

Moved: Deb Seconded Harvey

Motion: Passed

f. Pacific Assistance Dogs Society (PADS)

Action – Gary has put in a booking request for this event. Both Gyms

Status: Wayne has provided dates to Charlotte, and she will assist. The date has been confirmed by Parks and Rec.

g. PBBC meeting overview - None this month

h. Buy and Sell page on our website. I have made contact with Larry and the Buy and Sell page is now live on our website with one posting. Emails from participants will be addressed to the NPC and forwarded to Larry. He will arrange contact information between the seller and buyer.

Status: Complete

i. New Society

Society – Wayne and I met with the Royal Bank and created a new account that meets the criteria to allow us to apply for Provincial capital grants. The last step to complete is requesting checks for this account if we obtain approval for any provincial capital grants.

Status - Complete

j. Nanaimo Pickleball Annual General Meeting

The Nanaimo Pickleball Club 2023 Annual General Meeting will be held on Saturday, January 27, 2024, at 11:00 AM via Zoom.

The AGM Agenda will be sent out within the next few weeks. If you are planning to attend the AGM, we ask that you logon to CourtReserve and go to Jan 27th on the calendar to register, this will assist the Executive in knowing the number of members to expect.

The Zoom invite will be sent out to all members January 27th by 9:00 AM.

Status: All acting executive members at this time have let their names stand for 2024 - Lyle will be putting his name in as a Director at Large and Wayne has put his name forward as Treasurer for 2024. Kim Brunt has put his name forward as Secretary.

Just an FYI - New members putting their names forward for executive positions will need to prepare an overview of their leadership qualities for directorship positions for the membership to read prior to the AGM.

k. Emails to be monitored and a possible email procedure to be followed to decrease the amount of emails to be sent out.

7) NEW BUSINESS ITEMS:

a. Passwords: Lyle discussed a concern regarding being the only gatekeeper of all the passwords for all software programs, accounts, Society information. Lyle suggested another member of the Executives should have access to the password file as a backup. Harvey agreed to take on this role.

Action: Lyle will send a password protected file to Harvey as a backup in case the Executive needs access to Sites and Lyle isn't available.

Status: Complete

b. Vacation: executive members are asked when planning a vacation please arrange for another executive member to fill in for them in their absence. Also inform the president of your absence.

c. Protective Eye Wear - Harvey H

There is a concern with members eye safety and their lack of proper eye protection. It was discussed that Costco now has 2 sets of good quality eye wear in stock and Ono Safety has a number of different sets that are economical.

Action: Deb M. will contact Pickleball BC and ask if there are any clubs that have mandated protective eye wear and how it was implemented. This will be tabled to the next meeting for further discussion and to develop a policy if we decide to move forward with this requirement.

Status:

d. What age can people can join our club? - John E

Action: John E will contact Kelowna Pickleball Club and ask how they include the junior players in their club programs and come back with his report at the next meeting.

Action: Deb will contact Pickleball BC and ask if they know of other Clubs who include junior players in their club and provide information to John.

Status: Tabled to the next meeting in January for further discussion.

e. Waitlists - Lyle

Most of our sessions continue to have waitlists. I believe the solution to mitigate the waitlists is to book more gym time. I believe we are booking everything available that Oliver Woods is offering us that is at least 2 hours in duration so we need to pursue more gym time with the schools which may require the purchase of more portable nets. Another option is to restrict members' booking of courts to a maximum of 3 bookings per week. Based on the review I have done this will only have a minimal impact as we don't have many members booking more than 3 sessions per week. Since the beginning of the year only 5 members have booked an average of 2+ courts per week but no members have booked an average of over 3 per week. This is based on a 47-week view but I'm sure there are members that may book 3 or more on any given week but on average it is below 3. We have just over 200 members that book an average of less than 1 session per week.

Action: The executive will investigate the possibility of the addition of drop-in sessions for recreational purposes in the spring with the use of schools and Oliver Woods.

8) ADJOURNMENT: As there was no further business the meeting adjourned at 8:54 PM. The next meeting will be Wednesday, January 10th at 7:00 PM via Zoom.