

Minutes - NPC Exec Meeting – Thurs. Feb. 15/24

Revision date: Feb. 22/24 (K. Brunt)

1) CALL TO ORDER:

The meeting was called to Order: Thurs. Feb. 15/24 at 7:02 PM.

Purpose of the Meeting: Monthly Exec meeting

Present: Deb M, Lyle E, Harvey H, Monte N, Ruth D, Gary R, Wayne O, Kim B, Caron U, Sally M

Regrets: John E

- Deb announced the passing of Tim Loewen
- Deb welcomed new Exec. Members Sally and Kim

2) REVIEW/ADOPT MINUTES OF PREVIOUS MEETING:

- **M/S (Deb/Harvey): that the minutes of the Jan. 10th, 2024, meeting be adopted as circulated. MOTION CARRIED.**

3) CORRESPONDENCE: (Monte N.): Inquiries and correspondence in Jan/Feb included inquiries regarding lessons, a number of inquiries about orientation sessions, several rating inquiries, waitlists, buy/sell ads, the AGM and many about apparel. There were also several inquiries about the difficulty in getting into sessions. There were also inquiries from two people/couples about joining the club as new members.

3a) SPECIAL ITEM: (Deb)

Meeting Format

- meetings are one hour or less
- Kim B will send out a request for agenda items and directors reports for that month one week in advance;
- reports are expected back in within two/three days so Kim can resend completed agenda back to Exec.
- to be read prior to meeting. - (keep reports to basics) - exec. gets to read prior to meeting and to formulate questions - no surprises.
- if you do not send in a report - you have nothing to report - PASS.
- new items/agenda modifications will be asked for at beginning of meeting for agenda - please speak up then.

4) TREASURER'S REPORT: Lyle E.

Treasurer's Report – MTH of January 31, 2024

Results for the Month ending January 31, 2024

- Revenue of \$6,700.03 included:
 - Play Sessions: \$3,951.63
 - Membership fees of \$4,233.79,
 - Bank interest of \$42.36
 - Ball machine rental of \$20.00.
 - Merchandise sales were \$1,016.38.
- Expenses recorded in the month included:
 - Gym Rental: \$3,306.39

- Pickleballs and supplies: \$0.00
- Bank/Website/ Software costs: \$66.25 (PBB \$62.50, Bank Fees \$3.75).
- Merchandise for resale costs were \$47.61 We are showing a reported profit of \$968.77 but cost of purchasing the last order has not been received yet.
- Major Purchases were \$0.00.
- The Net Profit for the period was \$3,279.78
 - Cash in the bank is \$30,646.19 and cash in Stripe was \$2,100.45 for total cash of \$32,946.64.

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- **M/S (Wayne/Kim): that the Treasurers Report be accepted as read. MOTION CARRIED.**

5) SUBCOMMITTEE REPORTS:

A. Membership:

Lyle: One member payment pending

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

- CourtReserve
- **M/S (Gary/Harvey): that the option be invoked to use text notifications on court reserve for waitlisted members.**
 - Rationale (Gary): responses typically come more quickly from texts than emails; likely increase costs but within the 500 total cap for the fee of US\$20/mo,
 - **DISCUSSION:**
 - Members may get annoyed at excess texts; John phones around if a space becomes available; could go either way, but maybe not worth the extra cost;
 - We would get both text and email then?
 - Yes
 - Sounds like way more text messages will be required than originally estimated.
 - Looks like it will send text even if in the session (in addition to the original reservation/payment).

- Motion tabled to end of meeting; subsequently tabled indefinitely pending further review of the ability to use texts only to notify waitlisted players that they can attend the session.

- **MOTION TABLED**

- PCO Memberships
 - Lyle: Account credit option coming as well as a new dashboard
 - **DISCUSSION:**
 - Will this slow down the process of getting registered for a session (as it is a matter of seconds before they get filled)?
 - No, this is part of the 15 minute time allowed for finalizing and paying for registration for a session.

C. Court Director: Gary R

- New limited series, one-off & specialty sessions added for March
- No new gym time offered from SD 68
- Continuing to monitor space availability for OWCC; The only extra time that is available through March is Saturday evening
- Have not received response to Spring & Summer Gymnasium Booking Request; April 1- Aug. 31, 2024 (OWCC) as of this writing:
 - We have requested two early morning sessions, Tuesday and Thursday, two evening sessions, Monday and Friday, an additional gym time on Sundays as well as our two gyms on Saturday from OW for the Spring and Summer. The Monday and Thursday morning, The Tuesday and Friday evening and the Sunday morning sessions are in addition to our regular Monday, Wednesday, Thursday and Sunday sessions.
 - I recommend that we keep our Sunday afternoon Advanced and our Thursday afternoon 3.0+ Brackets time slots through the summer and convert them to another format when Harvey and Sue take their summer leave. We have to keep in mind that we may have to find time for the Novice Brackets and Recreational at ICE when the SD68 contract expires for the summer.
 - I am hoping that if we can establish a regular and stable presence with a larger piece of the gym time pie that OW will look more favourably on our request for a significant amount of gym time for the Fall and Winter '24-'25.
- Six new Relief Coordinators added to group - Jeff Bellinger, Shirley Woyke, Barbara Christie, Norah Curtis, Marianne Myers and Cindy Ponse; Jeff, Shirley and Barbara fully oriented

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

Minutes – City of Nanaimo & NPC Meeting – February 2, 2024

Purpose of the Meeting: Continuing Discussions with Charlotte Davis of The City of Nanaimo & NPC (Nanaimo Pickleball Club)

Present: Charlotte Davis, Peter Entwhistle, Lyle Evans, Caron Usher,

Regrets: Dave Eaton, Deb Marshall, Wayne Overton

Discussion Items:

- 1) *We have some questions around the \$518K allocated for 8 pickleball courts at Beban:*
 - a. *What is included in the deliverables for the \$518K, are there drawings of proposed location and construction? **Feb 2 Update:** I have a photocopy with the proposed location. The project is going out to tender shortly with a list of must-haves and nice-to-haves. Scope of project will depend on the received proposals that come back from tender. Peter Entwhistle is the project engineer for the City. He has asked for our input on must-haves and nice-to-haves by Feb 14th before the proposal goes to tender.*
 - b. *Why only 8 courts for such a large amount of \$\$.* **Feb 2 Update:** *No specific details provided. There is an opportunity for future expansion but for the first phase, it is anticipated the 8 courts will take the full amount of the budget without the inclusion of many of the nice-to-haves.*

- c. Will the City ensure the aspects of good construction such as alignment of courts, fencing/cross fencing, lighting, washrooms, wind screens, permanent nets or temporary, adequate parking, will the courts be covered? **Feb 2 Update:** The courts will not be covered. The city will be working with a sports professional for design and construction with input from the Club. Peter has asked the Club to provide him with must haves and nice to haves which will be considered for inclusion in the tender. As an example, Peter was suggesting a 6-foot perimeter fence and we suggested it should be 10 feet to avoid balls going into the parking lot and also so the wind screens could be attached to something. Washrooms, fountains, windscreens etc are dependent on costs after the must haves are addressed.
- d. What is the exact location of the 8 courts in Beban Park? **Feb 2 Update:** The courts are located across the roadway from the East Section of the tennis courts. If you drive in from the south of Beban, the existing pickleball courts are on the right. The road then turns left and the new courts will be on the right hand side.
- e. What will happen to the existing dedicated and temporary courts already in place? Ideally they do not get reverted to tennis courts or at least keep the pickleball lines in place. **Feb 2 Update:** The plan is for the existing courts to remain. Charlotte would like to see the other 2 shared courts converted to full time pickleball which would be 8 courts in the existing location. There is money in the budget to do this year with expected completion at the end of August. Discussions still need to be had with tennis but Charlotte expects this to happen due to the high use of the west section by Pickleball.
- f. What is the timeline for the build? **Feb 2 Update:** the new 8 courts are expected to be completed by Jan 2025 and the conversion of existing tennis courts by the end of August 2024. There will then be 16 courts at Beban.
- g. What will happen to the existing courts at Beaufort and what is the timing there if any change? **Feb 2 Update:** the courts at Beaufort will remain in place until the 8 new courts are constructed. Beaufort will not be affected by the conversion of any tennis courts at Beban in 2024.
- h. Is this phase 1 of more future construction...such as adding washrooms and more courts in the future? **Feb 2 Update:** construction will include the must haves if within the \$518K budget and whatever nice-to-haves that can be included in the budget. Future spending will depend on budgets.
- i. Might it be possible for the pickleball community to raise funds for more courts at this location in the future? **Feb 2 Update:** Short answer is yes. If we want to fund raise for more courts now, fund raising would have to be aggressive as there is a short window before the construction tender goes out in Feb

2) Thank you for the heads up re Christmas closing at Beaufort

3) Hoping for an update from Charlotte re the following notes from our last meeting on October 27, 2023

- a. Continuing prospects for a complete conversion to 10 courts at Beban – our biggest opportunity – how do we progress this? What would be the timeline of decision to allocate \$\$\$
- o The City is very aware of this opportunity. At present, the City is in talks with Tennis Canada to see if there is an opportunity to develop that location into a combined Tennis and Pickleball hub. There isn't a clear timeline but talks are progressing and a clearer timeline will likely be available in 6 months or so. Items being considered are seasonal dome, storm, electricity and sewer considerations as well as washrooms. **Feb 2 Update:** talks with Tennis continue but noting further to add at this time.
- b. Thoughts on 55+ games coming to Nanaimo in 2025 – will need access to 20 courts
- o Again, the city is very aware of the opportunity and potential requirements for the 55+ games and has a dedicated team working to that end and is looking at opportunities with Beban to address the 55+ games. There is an opportunity for a person or persons from the NPC to work with the Senior Games City Team and we agreed to support that.
- o **Feb 2 Update:** No further update from what is noted above.
- c. Noting harassment of players at Beban by neighbours.
Nothing further to be done here, we just made Charlotte aware. Complete
- d. Similarly, harassment of pickleball players at Beban by tennis players- they seem to prefer the pickleball courts
- o Nothing further to be done here, we just made Charlotte aware Complete
- e. Do you know the uptake of net sign outs at Beban?

- Charlotte did look into the uptake numbers and the sign out register suggested 2-4 times/day which is a better than expected result Complete
 - f. We have noted new increased hours of usage at Beaufort – what is the story there?
The signs are standard city park signs and should not have been posted there. Charlotte made a note and will address that. Complete
 - g. Status of new surface and lines @ Harewood
 - The courts are being resurfaced and Charlotte would like us to visit and assess the courts once the work is completed. We are happy to do so. We noted that there have also been glare issues (hopefully gone with the new surface) wind, storage and the issue with kids hanging around the courts. **Feb 2 Update:** The work is scheduled to be completed by the end of August. The surface is being ground down and will be something like a sandpaper surface (gritty) and not a smooth surface as it is now. There are test patches there now if we would like to go and look. We did mention our other concerns about sun, wind. They are aware of this and something that could be considered in the future. There are no pickleball lines planned with this refinishing, but they could be added later. Only lines will be lacrosse and basketball with the refinishing.
 - h. Possibility of reduced rates at Harewood
 - Charlotte agreed to look into this. **Feb 2 Update:** Not discussed.
 - i. Status of signage and possible conversion of courts at May Richard Bennett
 - The city sees this as a real opportunity as the courts are under utilized. We noted that the existing courts are unsafe due to root damage. Charlotte said that these courts could be a good interim step before the Hub is in place. She will look into seeing if the washrooms could be made available and will look at the possibility of resurfacing the courts. It is likely that permanent pickleball court sand lines would be added before the surface is redone due to the cost involved. **Feb 2 Update:** Charlotte expects that 1 of the courts will be converted to 2 pickleball courts this spring. The other court will likely remain a tennis with pickleball lines. We also suggested adjustable nets on the tennis court so it could be lowered for pickleball.
 - j. Consideration of a court at Groveland Park
 - This will not be pursued due to the proximity to residential community and limited result (one or two tight courts) for the effort Complete
 - k. Status of lacrosse box possible being converted to pickleball
 - There is the possibility of one or two lacrosse boxes being converted for the 55+ games. **Feb 2 Update:** Likely not needed with the Beban courts being developed by 2025.
- 4) Possibility of wind screens at Departure Bay and at Bennett
- This will be looked at, the problem is vandalism as we are seeing at Beban. We also discussed that this could be an area where we could “partner” with the city and to help pay for wind inhibitors. **Feb 2 Update:** Not being considered at this time due to cost, theft and damage. Also fencing needs to be reinforced to prevent damage. Maybe something the Club would like to consider. Suggested we contact Grey River netting in Campbell River for prices. Peter E will provide us with the dimensions of the court for the size of the netting.
- 5) Need help booking Oliver Woods for April 20, 2024 for Pacific Assistance Dogs Society, Nanaimo Pickleball Tournament in July and Mexican Madness in September
- Wayne to get exact dates to Charlotte and she will assist with booking the courts.
 - **Feb 2 Update:** Completed - The dates have been secured.
- 6) Possibility of conversion at Departure Bay and Bennett
- As discussed, these are being considered. **Feb 2 Update:** Departure Bay – Unlikely to convert remaining tennis court as they would like to keep some tennis at this facility. Pioneer Park – Plan to convert 1 tennis court to 2 pickleball courts by this spring as mentioned above.

- **DISCUSSION:**

- City appeared amenable to most items discussed; fundraising or grants will be required to cover shortfall; window of opportunity between June and Aug.; results in Dec.
- If we get 50% of that, are we sure to get the project?

- No – full application process still needs to be undertaken. Nanoose Club has achieved funding for an AED machine under this umbrella.
- If we did get a grant, perhaps the Beban Golf Course would be a better location to store the AED machine.

E. Club Ratings: Lyle E., Deb M., Gary R.
Nothing to report.

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

- HARVEY: Jan 15th - Introduction to Pickleball presentation given to 12 - 7-8 year old girls from Second Chase River Sparks (formerly Brownies) by Deb and Harvey. Very interesting age but they were very attentive group for 2 hours!!!
- Feb 5 was a Pro D Day for SD68 at Dover Bay. Our club taught 2 sessions of 'Teaching the Teacher' for 2 hours each. 33 teachers/staff participated in total. These sessions were instructed by club members Caron, Sally, Pauline, Deb and Harvey. The teachers were taken through drills/skills/resources and games which could be utilized in their classes. They were also supplied with a generic Lesson Plan for 3 days in the PE classroom.
- The next day NPC was contacted about an Instructional Pickleball presentation tentatively scheduled Hammond Bay school April 29 all school staff (about 20 participates).
- Last week 80 paddles donated to five high schools last week with great response. We do need 15 more paddles if possible this year. There is one high school that is without new or used club donated paddles. I miss counted schools on the first round.... Left out Wellington Secondary School!
- 4 new nets donated to SD68 through the 2 grants (Selkirk Sports - half price on 32 paddles and nets, Pickleball BC - \$500) and a donation from NPC of \$1500.
- Criminal record check completed and handed in to SD68 Community Schools. This will enable members to work with students. Deb, Caron and Harv are members who have completed this process at this time. More members will be given the opportunity to assist in presenting to youth in Nanaimo. This SD68/NPC Partnership will give the club not only wonderful PR but also provide additional opportunities to rent SD68 gyms for our members.

G. Play Session Director: John E., Gary R., Caron U., Deb M
DEB: a number of one-offs coming in March; hopefully to go smoothly.

H. New Member Liaison: John E, Ruth D
Nothing to report.

I. Training Director: Caron U., John E.
Nothing to report.

J. Facebook: Wayne O.
Nothing to report.

6) OLD BUSINESS:

- **Apparel (Harvey)** - The apparel order should be arriving in Nanaimo in the next week or two. Clothing will be packaged and distributed with the help of members.
 - HARVEY: latest order arrived today (Feb. 15). Will be sorting and bagging immediately and then notifying after final count.

- **CPR/AED Training (Deb):** Session was held Feb. 1/24 at Beban Park; 20 members attended. Session leader was Calvin Beuerlein. Three hours of information, dialogue and practical experience using the dolls and AED machine. Great session!
 - **DISCUSSION:**
 - Should we be offering this to the general membership?
 - Paid by Club?
 - Maybe co-paid by Club and member.
 - Maybe stick with frequent players only and not all casual attendees. Maybe just make sure all coordinators and substitutes are trained.
 - How about another session in a few months and have members pay 2/3?
 - Still think we should concentrate on coordinators and substitutes; maybe a smaller (1/4 of cost) subsidy?
 - Agree that we should hand select rather than offer to all members.
 - Generally agreed that maybe we can revisit annually and discuss proportional subsidies at that time.

- **Coordinators containers:** Just received the logo stickers from John; they look great!. Question: Do we want to buy plastic containers instead of the bags for the coordinator kits (bags are not large enough and very expensive)?
 - **DISCUSSION:**
 - Should we buy boxes for 10 or so coordinators?
 - Have been telling coordinators to buy what they need from the Dollar Store and then submit receipts for reimbursement; we have stickers to provide to new coordinators.
 - Some find plastic totes cumbersome – Sue has been using a reusable grocery bag.
 - Coordinators have the choice to purchase what is needed or use what they have on hand. Issue resolved!!

7) NEW BUSINESS:

- **Brackets signup (Ruth D.):** Sue Newell is asking if we could require all new members to the club to sign up for pickleball brackets, not just under 3.0s, as people arrive at her bracket session on Thursdays and they are not signed up for brackets.
 - **DISCUSSION:**
 - Is Sue supposed to be chasing down folks that haven't yet signed up for brackets; people coming that aren't signed up and she has to spend time helping them sign up; can we not just ask new members to sign up?
 - Who checks to see if they are on brackets?
 - 2.5 and under (Novices) are currently required to sign up for brackets, but 3.0+ are not
 - Coordinators job is to show 2.5 and under how to sign up; or if 3.0+ and not signed up,
 - People are having trouble signing up and end up not playing brackets sessions.
 - Linking with a Club seems to be the glitch for most folks; some do not ever want to play other than as a Novice and so maybe we shouldn't make it a requirement
 - We have done a good job of getting novices up and running on brackets; we should tell Sue to continue to advise folks that they are required to sign up if they plan on playing a brackets session
 - **ACTION ITEM: Ruth to contact Sue to advise her of our discussion.**

- **Protective Eyewear (Harvey):** Subcommittee meeting is scheduled for Tuesday Feb 13. Members of the executive will be in attendance.
 - **DISCUSSION:**
 - Safety glasses available for trial or those that forget their own.
 - Are over-glasses Safety lenses available for trial?
 - No universal type of these available.
 - Draft policy just says eye protection required; if they are okay with their regular glasses being sufficient, they would not require additional over-glasses protection.
 - The draft is a way to get things started; it reads as follows:
 - **Protective Eyewear Policy (Draft)**
 - ***The Nanaimo Pickleball Club (“The Club”) is committed to the health, safety and well-being of our members during play sessions. Of particular concern are injuries to the eyes caused by the ball or paddle. To this end, the Club mandates that all players must wear some form of eye protection when playing in Club events.***
 - ***Preferred eye protection includes:***
 - ***Safety glasses or other eye protection such as those used in pickleball, squash or racquet ball.***
 - ***Regular eyeglasses are acceptable but not preferred.***
 - ***If a playing member does not have eye protection or refuses to wear eye protection they will not be permitted to play. Repeated offences may result in the suspension of the member’s membership until they comply with this policy.***
 - ***This policy comes into effect on ~~April 1, 2024~~ (to be revised to Mar. 31/24).***
 - Don’t think regular glasses are sufficient protection
 - FYEye said most glasses are designed to stop lenses from popping inward
 - One lady had the lens drop straight down after being struck.
 - Next steps are to have the coordinators have protection on hand; need guidelines on how to proceed; we have a line on some plastic glasses; we have a donation of cleaner and case so they don’t get scratched; policy comes into effect March 31/24 (not Apr. 1 to avoid perception this is an “April Fools” announcement).
 - Will this also be implemented for tournaments we host?
 - Believe so.
 - There is a problem forcing people to do things without any real motivator other than our comfort level.
 - Duncan has play where it is required by the coordinator; trial versions of protection will be available from coordinators; this is a good way to protect members.
 - The game has changed; lots more smashing, especially from young players that hit hard; if we can prevent one injury, it is worth the effort of adopting this policy.
 - May get minor amount of pushback, but will probably be generally accepted.
 - We have the month of March to implement; coordinators need to let us know if we have non-compliance, but it shouldn’t fall to them to enforce; the Exec. will follow up with the player in these instances.
 - We should all spread the word that this is coming down the pipe.
 - Unanimously agreed that we move forward and start the process to implement this policy.
 - **ACTION ITEM: Harvey to spread the word that we are moving forward with this policy.**

- **Portfolio Assignments: Review of Positions and possible sharing of duties (Deb):**

Treasurer - Wayne

Secretary - Kim

CourtReserve –Lyle Would like to pass this along to someone else as he may not continue after this year.

DEB: Anybody?

MONTE: How much time involved.

LYLE: This is a pretty good time commitment; daily – 15 to 30 minutes; more during renewal time; 1 to up to 5 or 10 hrs weekly;

MONTE: Train me up and I'll give it a try

DEB: Much appreciated

Membership – Lyle Totally tied to the CourtReserve folio.

Pickleball Brackets –Ruth Okay to continue

PCO Memberships –Lyle As above; tied to CourtReserve

Software Managers: Lyle As above; tied to CourReserve

Court Director – Gary Robbins (bookings) and Lyle Evans (contract management) LYLE: Should fall to Treasurer

One off/Special Session Coordinator – John

DEB: Anybody want to take this on? (the silence became deafening.....)

City Liaisons – Lyle Evans, Wayne Overton, Dave Eaton, Caron, Deb Okay to continue

Youth Program Leaders – Harvey Hall, Deb Marshall Okay to continue

New Member Liaison – John Not available for comment

New Novice Member Liaison - Ruth Okay to continue

Correspondence Director – Monte N Okay to continue

Training/Orientation Director – Caron Usher Would like to give it up as gone much of summer; no takers

Social and Special Events Coordinator - Sally

Tournament Directors - Caron Okay to continue

Facebook Page/PR – Wayne Okay to continue

Club Ratings - Lyle, Gary, Deb Harvey

Grant Proposal Prep. – Kim

Fundraising – Caron

- **Executive Housekeeping (Deb):**
 - a) Executive set up in the mail system
 - **ACTION ITEM: Harvey to be added to allow access to the Club's email**
 - b) New executive - you will need a photo and a bio to add to the website - please take a look at other bio's to get an idea of what is posted.
 - **ACTION ITEM: New NPC Exec members (Kim and Sally) – to write brief bios and provide a pic to Wayne for posting on NPC website by the end of Feb.**

8) ADJOURNMENT/NEXT MEETING:

- DEB: The 1st Thursday of each month is proposed to be set as Exec. Meetings; next meeting to be Mar. 7/24.
- Meeting adjourned; 8:30 pm

OFFLINE DISCUSSION FOLLOWING THE MEETING:

- Lyle to send Kim links on Capital Grants (BC Gov't; June to Aug. window?); also City Grant application process; City will get back to us on our Wish List; quotes will be required if not provided by the City. **DONE**
- Monte and Lyle will need to get together and get Monte set up as Administrator where he doesn't currently have priviledges (e.g. Pickleball Canada). Afternoons during the week work better for Monte.