

## **NPC Exec Meeting Minutes – Thurs. Sept. 5/24**

*Purpose of the Meeting: Monthly Exec meeting*

**ATTENDEES:** Deb M., Harvey H., Gary R., Wayne O., Lyle E., Caron K., Monte N., Charles K., Ruth D., Sally M., Kim B. (scribe)

**Regrets:** John E.

1) **CALL TO ORDER:** 7:03 with President Deb M. in the Chair.

2) **AMENDMENTS TO AGENDA FOR THIS MEETING:**

Two items to add to New Business:

- Ongoing discussion item alternative (Harvey)
- Possible protest of premature closure of Beaufort Courts (Kim)

3) **REVIEW/ADOPT MINUTES OF PREVIOUS MEETING:**

**M/S Accepted as presented – Caron/Kim - Carried**

4) **CORRESPONDENCE:** (Monte)

Inquiries and correspondence in Aug/24 consisted of an inquiry regarding Paddles in the Park and an inquiry from the Vernon Pickleball Club regarding our Club's experience with eyewear. There was seven out of town inquiries on where to play in Nanaimo, two billing inquiries, seven people that were new to pickleball asking how to get started in the sport, one skills and drills inquiry and two inquiries regarding apparel. There were also day-to-day Club business emails.

5) **TREASURER'S REPORT:** (Wayne)

### **Results for the Month ending August 2024**

- Revenue of \$8,129.45 included:
  - Play Sessions: \$2,806.32
  - Training Revenue: \$1,622.88
  - Tournament Revenue: \$3,628.93
  - Membership fees of \$60.00,
  - Other Income - Bank interest of \$11.02,
- Expenses of \$ 5913.38 recorded in the month included:
  - Gym Rental: \$1,488.01
  - Tournament \$1,849.4
  - Pickleballs: 877.46
  - Training Costs: 1,575.06
  - Bank/Website/ Software costs: \$123.45, CR \$77.92, PBB \$15.47, Zoom 24.06, Bank Fees \$6.00.
- Net Income for the period was \$2,215.77

### **Results for the 8 Months ending August 31, 2024**

- Revenue of \$53,246.95 included:
  - Play Sessions: \$29,612.87

- Membership fees of \$2,787.50,
- Other \$1,651.67, Bank interest of \$264.67, PBBC School Grant \$1,000.00, Paddles cost reimbursement \$357, PB Machine Rental \$30.00
- Merchandise sales were \$1,036.38.
- Training Revenue of \$3,054.04
- Tournament Revenue (PADS) \$1,737.50 & NPC \$9,795.18, Mexican Madness \$1,689.78, 90 Minute \$1,939.15
- Expenses of \$46,120.97 recorded for the period included:
  - Gym Rental: \$26,685.88
  - Training Costs \$2,835.37
  - Pickleballs and supplies include, \$2,939.00, Safety Glasses \$242, Balls \$1,647.76, Nets \$636, Criminal Background Checks \$150.48
  - Bank/Website/ Software Costs Include, CR \$458, PBB \$396, Society Filings \$80, Bank Fees \$46, NameCheap \$43
  - Merchandise for resale costs were \$1,224.73
  - Major Purchases were \$1,872.94, Pickleball Paddles \$1,073.86, Volunteer T-Shirts \$476, Balls for Rental, \$323.08
  - Tournaments (PADS) \$2135.22 & NPC July \$5,279.09, Mexican Madness \$1,637.66, 90 Minute \$1,935.3
- The Net Profit for the period was \$7,125.98
  - Cash in the bank is \$32,476.62 and cash in Stripe was \$957.17 for total cash of \$33,433.79.

**M/S Accepted as presented (with slight modification reflected above as provided by Wayne on Sept. 8/24) – Wayne/Lyle; Carried**

## 6) SUBCOMMITTEE REPORTS:

### A. Membership: (Wayne)

Total Members in good standing at the end of August was 351. In August, 2 new members joined our club. We currently have 2 active guest memberships. Currently 1 member continues to be restricted.

<b>Membership:</b>	
<b>Members in Good Standing</b>	<b>351</b>
Members Suspended - not current PCO/PBBC Members (1) and have not played before (2)	1
Subtotal	352
Members Suspended - Membership fees not paid in full	
Total	352
Active Guest Memberships	2

**Note, 2 new members in the month and there are 2 active guest memberships.**

**B. Software Managers & Rating Report:** (*Software Managers:* Charles K, Lyle E, Harvey H, Gary R, Wayne O, Ruth D)

**CourtReserve:** (Lyle)

- **Options for new pricing plan of CourtReserve:**

**Action Item from previous meeting:** A committee should be formed to investigate the various options and bring a proposal(s) back to the Executive for consideration. This should be done no later than Sept so it provides time to integrate into another system if that is the option.

**STATUS:** Committee meeting is scheduled for Sept 16th to review findings and provide a recommendation for the **November** Board meeting.

**C. Court Director:** (Gary R)

- Facility Use for OW received Aug. 6; What we have been awarded is -
  - Saturday: 3-5:30 pm; one gym only;
  - Monday: 10:45-1 pm; and
  - Tuesday: 7:30-9:30 am.
- Added dates that were omitted from the contract over holiday period to extend regular recurring M, Tu & Sa sessions;
- Added significant number of limited series to complement the Fall regularly recurring session; these are being released on CR as the play format is determined and Coordinators are found;
- The RDN does not have indoor court facilities that they rent/book out. They do run indoor pickleball sessions through the fall/winter/spring but those sessions are held at facilities held by SD69 and the Town of Qualicum.
- Mexican Madness, March 15, both gyms, Monarch 2 and the kitchen from 8-5.
- Issue with gym entry time; Coordinators and members will be advised.
- **Gary will present to the President in time for discussion and implementation before our next Executive Meeting, a proposal to reorganize the Play Session Committee under the direction of the Court Director.**

**Discussion:**

- **Should be able to walk into courts at OW exactly at the start of the time of rental; maybe early entry prior to start time if the gym is not being used, but there is a need to check with the custodial staff – even if the gym is empty; if the previous user is not vacating on time, the custodial staff should be asked to move them out.**
- **Why the reduction in court time availability? It appears that increased numbers of bookings by OW for public use.**
- **Use of kitchen during tournament bookings; still clarifying that if both gyms are booked we get access to the kitchen but may have to share if another group has booked one of the gyms.**
- **Date of the July 2025 tournament will be July 12/13; both gyms, the greeting room, kitchen, and upstairs rooms should be booked; tentative times will be 8-6 on Sat., 8-5 on Sun.**

**Action Item:** July 2025 indoor tournament dates (July 12/13) to be booked in OW by Gary.

- **Lack of indoor court time may affect membership**

- This could be a good topic to discuss with the City; communication with the City has been challenging (e.g. early closing of Beaufort, etc.). Good lines of communication currently in place with Peter P.; Oct. 4 is the next meeting with the City.

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

**From Wayne:** I have been trying for a few months now, without success, to re-start the regular meetings with the City team. I found out yesterday that our main city contact has been away due to a family issue. She is back now, and wants our next meeting to be on October 4. The new courts are progressing well, on time and appear to be on budget. We did get the surprising news that Beaufort would close early (Sep 16th) so that the posts could be re-purposed at the Beban location. The engineer on the project is being very good at keeping us briefed as to the progress on the project. I missed the last meeting at the site but Caron and Dave attended and I will attend next Tuesday September 10th.

**E. Club Ratings:** (Lyle, Gary)

*From Lyle:*

**Ratings Committee:** Next meeting will be held late September.

- Novice Challenge-Up was held on August 18 th with Kim B as coordinator with support from Dave E. The outcome was 2 of the 4 novices were successful at the challenge and were moved to the 3.0 rating. Kim can provide a further update at the meeting.
- Is there an Executive member will to coordinate a Challenge-Up session for the 3.0's to move to 3.5? If there is, maybe we could schedule something for the Fall session. Depending on demand, we should schedule a novice challenge up in the next couple of months – maybe at least 1 per quarter. Perhaps we should have one Executive member responsible for setting up all the challenge-up sessions?

**DISCUSSION:**

- If we continue to do these Challenge Up sessions, should it possibly run under the Program Committee?
- This is an extremely labour intensive process to determine ratings: can't we just use Pickleball Brackets?
- The way we run our bracket sessions is not the proper way to assess folks, so not really fair to only use ratings determined by PB.

**F. Youth Program:** (Harvey)

***Summer Partnership Program SD68 Community Schools***

- This program was an overall success. 5 sessions in 5 different locations (indoors & 1 outdoor). We had 10 active club volunteers with 5 others in the wings ready to help out. Although we had fewer students than expected the program was very well received by students and parents alike. We hope to continue this next year if possible. SD68 Community Schools have went through some restructuring this summer. This also gave us the time to check out other locations for suitable booking sites. Many thanks to:
  - Deb, Pauline, Caron, Stephanie Nash, Lyle, Murray C, Patty T, Sally, Anna, Pete K, Megan, Dave E, Lynn Brown, John E.
- We are waiting for final contact confirmation from SD68 on dates and times which are free to us. Currently as it stands, as a results bookings for 2024/25 are as follows. The committee will be assigning these dates to CR starting very soon.
- Island ConnectEd: Mondays & Fridays from 6pm – 8pm, September 9th – May 2nd 2025 (option to extend into mid-June if you wish)

- Park Avenue: Tuesdays from 6pm – 8pm, April 1st – June 10th 2025 (instead of an April 22nd start date)
- McGirr: Wednesdays from 6pm – 8pm, April 23rd – June 11th 2025
- We have also asked the SD68 Facility Booking person Brianna Day if there are time slots available for additional rent in case we feel the need for more court time.
- We have 2 of 5 sessions completed for the summer of a successful program. I would like to thank Deb, Caron and Murray for their 100% excellent work on their sessions. From what I saw, kids went away with a smile on their faces and new skills and friends.
- Tuesday August 6-8 is our next session at North Oyster Elementary School hosted and lead by Megan and Stephanie.
- Tuesday August 13-15 will be at Uplands Elementary School outside tennis courts weather permitting lead by Anna, Pete and Lyle.
- The last session will be August 20-22 lead by Dave and Harvey at Brechin Elementary School.

### **International Student Pickleball for SD68**

- At this point we are on hold for introduction to Pickleball for the International Student program in the fall. The district group is very aware of our services and will be booking schools and/or courts if they are able to fit into their program.

DISCUSSION; contracts still outstanding; 4 nets now available for school use.

**G. Play Session Director:** (John E., Gary R., Caron U., Deb M.)

**H. New Member Liaison:** (John E, Ruth D)

- Ruth: Only a couple of new players in the last month.

DISCUSSION: What is the minimum age to join our club?

**Action Item: (Deb) – Review previous meetings notes to confirm.**

**STATUS: From Deb following the meeting:** "This is the last entry of our executive meeting in the January 2024 minutes. It would appear that there was no further movement on this topic of discussion? If anyone can find any further documentation please provide it to the rest of the group for confirmation."

**b. What age can people 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: Complete. Youth play -Walter's response - as a drop in or part of regular programming - most places treat them like adults (and they soon become better). Now - most are probably 12 or older. Significant discussion ensued on this topic. The executive agreed to ask a committee to review this matter and to revert to the board with a recommendation. John E agreed to chair the committee. Action – John E to start a committee to review the age limits for joining the NPC.**

It is thought that a committee may have been put together to decide.....

**I. Training Director:** (Caron U., John E.)

**J. Facebook:** (Wayne)

A quiet month with only a few queries from guests to Nanaimo about where to play.

**K. Apparell:** (Harvey)

Starting - possibly late September - a fall order will be considered for the club. I will be looking for assistance for selection of clothing types, order collection (online) and distribution of apparel.

**L. Grants/Funding Proposals:** (Kim):

- **City Funding (for AED at Beban):**

**Action Item:** Kim to connect with Ms. Davis and provide an update at the next Exec. Meeting.

**STATUS:**

- On Sept. 4/24, Charlotte Davis provided the following in an email: *"We just decided to purchase one instead of providing a grant. I ordered it at the start of the summer. I will check in with progress on if we have received it or not and get back to you."*

- **Provincial Funding (for 6 nets, 24 paddles, and 50 balls):**

**STATUS:**

- Results of this funding application are not expected until September 2024. Kim will follow up prior to our next Exec. Meeting

**M. Tournaments:** (Caron):

National Pickleball day next year is Aug. 18/25.

**7) OLD BUSINESS:**

**A. Assign Club Liaison for 55+ Games if not already assigned** (Gary)

**Action Item from May Exec. Meeting:** Wayne and Lyle speak to the City reps. about our involvement in the 55+ Games

**STATUS:** To be discussed at the next City meeting.

**B. New Proposed Policy – Member Use of NPC Designated Junior Paddles (and possibly nets):** (Harvey)

**Action Item from a previous meeting:** A draft policy was sent out to Exec. members at the beginning of the June 6 meeting; please review and get your comments back by June 9<sup>th</sup>.

**STATUS:** Carried Forward to Sept. Exec. Meeting.

We purchased a variety of equipment; the hope is that money-generating activities do not use this equipment for lessons etc., but loan of the equipment

**C. Novice Tournament** (John)

**Action Item from May Exec. Meeting:** John E. to look at the one-off sessions for novices and let us know if one of those could be used to host a novice tournament.

**STATUS:** Carried forward to Nov. Exec. Meeting

Discussion:

- Lack of available gym time will be a challenge.
- Perhaps around Christmas?
- Perhaps only a 90 minute tournament.
- Gary will look for available gym time.

**D. Medical Protocols and Forms: (Deb)**

**Action Item:** Wayne to post the new policy on our website; Gary to make copies of the new protocols and injury forms and provide them to all Court Coordinators.

**STATUS:** Revised Medical Reporting Policy posted on our website by Wayne on Sept. 8/24.

**DISCUSSION:**

- Our policy is Club-specific.
- Caron: A slight injury incident happened today (Sept. 5/24) but forms were not available.

**E. Lost and Found Box at Beaufort: (Harvey)**

Originally the club did buy a box for the Beaufort courts but because it was not cemented down it was stolen from the area. Since then the city has purchased and cemented a box in the area that it sits today. I understand at that time there were a number of keys made so people could access what was in it.

Box was nearly full when last checked; moving to Beban presents a wrench in the works; perhaps we need to send out periodic reminders that people should check for lost items.

**DISCUSSION:**

- Box will be moved to Beban (where it will need to be cemented in place); Wayne will bring this up at the next meeting with the City.
- Still some confusion if the box is ours or the City's; there are approx. 8 keys out there; the key for the squeegee is on a magnetic key holder under the bench; things might change when the courts move to Beban; perhaps we need to wait and find a "regular" at the new courts who might take on management of the box?

**F. Hearing Impaired Group: (Deb)**

**Action Item:** Deb to reconnect with this group and act as the coordinator for an 8-week program at one of our Elementary Schools.

**STATUS:** Still need to find out about school gym availability; carried fwd. to Nov. meeting.

**F. Pickleball Session(s) with Greg Frady: (Deb)**

Once again the clinics put on by Greg Frady were very successful. We had 16 at our 3.0 level and 12 at our 3.5+ level. Harvey and Deb will be hosting at least one if not two clinics for the 2.5 Novice players on August 25th.

**G. Request from Member – Fund Raiser Dance: (Deb)**

**Action Item:** Deb to contact Bill and let him know that we appreciate the offer but are currently committed to other activities including funding applications and the opening of the new outdoor courts at Beban.

**STATUS:** Contact was made with Bill G. Just waiting to hear from the City Committee where things are with in the development of the new Pickleball venue? Suggested to Bill that as soon as we hear what extra's we are going to need at the new venue - we can then put together a committee to discuss fund raising direction .Meeting established - I believe we are going to need to do some fundraising; when I say we - the public sector that uses this venue. I have sent an email to Bill saying that a committee needs to be established as we may have 1-3 years to fundraise and that we will move forward from there. I have asked Bill to be a part of that group.

## 8) NEW BUSINESS:

### A. Invitation to Parks and City Council – orientation (Deb)

- Opening of the new courts; perhaps invite Parks & Rec and/or City Council to participate in an intro to Pball session?

### B. Ongoing discussion item alternative (Harvey & Charles)

- A draft ocument of items that are done/under development that is “updatable” is being worked on by Charles;
- Google Doc keeps things ‘on the same page’; also looking at Drop Box Paper; idea is to make things accessible and avoid endless emails.

## DISCUSSION:

- Every time something is updated, an email goes out to let all users know that a change has been made.
- When might this be used? Sorting out some items results in endless emails, much of them printed out; this could give us a current, updated status of items and ongoing issues as changes are made.

**Action Item:** Charles to dig a little deeper and provide a possible option using a test group (Harvey, Deb, Sally)

### C. Possible protest of premature closure of Beaufort Courts (Kim)

- The possibility of a protest was asked about by Kendall Hanson (Chek 6 News); the Exec. has not heard of any such protest; Kim will get back to Kendall to advise him that we don't know of any such protest, and that he rationale for the early closure is to give the contractor time to retrieve and use the posts from Beaufort at the new courts at Beban. (STATUS: Done Sept. 5/24)

## 9) GOOD OF THE ORDER:



- **FROM DEB: Reminder** - When you are going to be away for an extended time from your duties, please let Deb/Harvey know of your dates away and who will be taking on your responsibilities.

**10) ADJOURNMENT/NEXT MEETING:**

Adjourned 8:14 pm.

**Next meeting: Thurs. Nov. 7, 7:00 pm start.**