

## **NPC Exec Meeting – Thurs. Mar. 13/25**

*Adopted Minutes (Apr. 10/25)*

*Purpose of the Meeting: Monthly Exec. meeting*

**ATTENDEES:** Deb M., Kim B., Shirley W., Donna P., Glynis D., Wayne O., J.C. D., Charles K., Sally M.

**REGRETS:** Harvey H., Chris B.

**1) CALL TO ORDER:** 7:01

**2) AMENDMENTS TO DRAFT AGENDA FOR THIS MEETING:** None

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

***M/S – Wayne/Charles: to adopt the minutes of the Feb. 6/25 minutes as presented: CARRIED***

**4) CORRESPONDENCE:** (Glynis) Be sure to label your name if you respond to a question; if you just read one, don't forget to reset any messages opened as "unread".

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

### **Results for the Month of February 2025**

- Revenue of \$5,753.64 included:
  - Play Sessions: \$4,301.29
  - Training Revenue: \$490.00
  - Tournament Revenue: \$52.34
  - Membership fees of \$390.00
  - Other Income – of \$520.01, \$500 Grant, \$20 Stipend – Safety Glasses,
- Expenses of \$ 4,923.06 recorded in the month included:
  - Gym Rental: \$3,494.00
  - Tournaments Cost:
  - Training Costs: \$325.00
  - Pickleball, Supplies, Miscellaneous: \$117.59 Gift for Retiring Director
  - Major Purchase: \$ \$847.35 – Nets, Harewood & Holy Trinity
  - Bank/Website/ Software costs: \$139.12 - CR\$93.12, Society Fees \$40.00, Bank Fees \$6.00.
- Net Income (Loss) for the period was \$830.58

### **Results for the 2 Months ending February 28, 2025**

- Revenue of \$12,922.60 included:
  - Play Sessions: \$9,660.25
  - Training Revenue: \$490.00
  - Tournament Revenue: \$52.34
  - Membership fees of \$2,100.00
  - Other Income – \$620.01 - \$90 Stipend – Safety Glasses, \$30 Machine Rental, \$500.00 Grant, Interest \$.01
- Expenses of \$ 9,224.19 recorded in the month included:
  - Gym Rental: \$6,705.24
  - Tournaments Cost:
  - Training Costs: \$325.00
  - Pickleball, Supplies, Miscellaneous: \$900.01 Gifts for Retiring Directors
  - Major Purchase: \$ 847.35 – Nets for Harewood & Holy Trinity
  - Bank/Website/ Software costs: \$446.59 - CR\$195.26, PBB \$39.88, Zoom 4144.45, Bank Fees \$12.00, Society Fees \$55.00
- Net Income (Loss) for the period was \$3,698.41

**M/S – Wayne/Kim: to adopt the financial report as presented: CARRIED**

**6) COMMITTEE REPORTS:**

**A. Membership: (Wayne)**

Total members in good standing on February 28, 2025, was 310. We currently have 6 active guest memberships.

Members in Good Standing	310
Members Suspended - not current PCO/PBBC Members (1) and have not played before (2)	
Subtotal	310
Members Suspended - Membership fees not paid in full	
<b>Total</b>	<b>310</b>
Restricted Members	
Active Guest Memberships	6

**B. Software, File Repository, etc.: (Charles)**

- **Software:**
  - DUPR is in test phase (more details from DUPR committee)
  
- **CourtReserve:**
  - New updated app, loads faster with a cleaner user interface but no new functionality changes
  - Text & Push Notifications – (option under consideration):
    - Push Notification - Enabling this add-on will give us the ability "push" notifications to our staff and players.
    - Text Alerts - Enabling this add-on will give us the ability to send TEXT alerts to our staff and players.
  - Note: In order to receive notifications, players/staff will have to "allow" notifications from CourtReserve.
  - We send about 800 systems emails per month. Enabling Push & Text notification
    - \$15 per month function fee
    - \$5 for additional push & text notification (up to 1,000 messages)
    - \$20 USD per month option
  - All current system-generated email notifications (e.g., new player registrations, cancellations, players coming off the waitlist) can also be sent via push and text notifications if these features are enabled in our CourtReserve account.
  
  - A push shows up on your screen vs. regular email;
  - We can control who can send texts (Coord., Administrator, Sub-Administrator); some flexibility on who can text.
  - Note:
    - By default members are in; but you can opt out.

- Coordinators could need some training

Discussion:

- A letter should go out to members to let them know it's coming and they can opt out
- A test of a few coordinators on the Exec. should happen first
- Texts can be sent to whatever individual or group (e.g. by rating) who gets messages

**ACTION ITEM: Charles K. will write something up re: timeline and how to roll out this process.**

**C. Court Director:** (Charles)

- The Play session committee has begun working on the spring programming (starting in April). It will be built in CR and released towards late March.
- Lots of sessions coming up (170 at this point for the next 3 months) once Exec. gives final approval the sessions will be posted.

**D. City Liaison:** (Wayne)

- **FROM FEB. 6 MEETING:** Additional mats on the wall: there was some discussion on this, and Charlotte has taken this under advisement and suggested that we speak to Laura Clarkson at Oliver Woods.
- **UPDATE:** No follow-up yet; if someone else wants to take this on, please do so. Wayne back Apr. 7 and will attempt to contact Laura then.

Next meeting with the city will be held on April 25<sup>th</sup>.

We will attend with a hard quote for lighting for this meeting

**E. Rating Committee:** (Kim, etc.)

- **Rating committee revamp:**
  - A review of the roles and responsibilities of the Rating Committee has been prepared by Deb; this document is available in the Club file Repository.
  - Current members of the committee are: Kim B. (Director), Dave E., Megan M, Donna P., Harvey H. , Deb M. Charles K. (Court Director) provides Tech. and Stat. support.
  - Deb and Harvey will remain as the key stickhandlers in the transition to DUPR.
- **Request for rating increase opportunities from 3.0 players:**
  - The committee met on Mar. 6 to address ongoing requests from 3.0 members to access opportunities to increase their rating to 3.5.
  - Potential options for Club members to increase their ranking from 3.0 to 3.5 include spring session Club DUPR play (under consideration; details to follow), DUPR play outside of NPC sessions (i.e. within other clubs, local outdoor play, or play in which our members have agreement with their partner and opponents to call a DUPR-recorded game), tournaments, and private assessments.
  - While DUPR will be our prime source of info. for rating players in the future, we are currently exploring options to provide a 3.0 to 3.5 Challenge-Up session in the relatively short term.
  - However, due to limited resources (person-power and court time) it is unlikely that this initiative will be able to be repeated enough times to fill the demand for all members wishing to access this type of opportunity. As a result, we are asking all members to have patience as the DUPR system rolls out.

- Previous Challenge Up Sessions were: \$20 for challengers and \$3 for benchmark players; it is proposed that this same fee schedule will be used in the Mar. 31 session (income = \$196; rental cost for OW = \$154 so we won't lose money on this initiative).

**F. Junior/Youth Program:** (Harvey and Deb)

- **Junior Program Grants:**

- Paul Klan from Cinnabar Valley Elementary School asked to be sponsored by NPC. He applied for and received a \$500 grant from Pickleball BC. NPC sent him information for BC/Canadian Pickleball nets and paddle purchase sites. He may be asking for a donation from the club to offset costs of their purchase. I would like to move that the NPC supports his efforts with \$350.00 for the cost of one net. He has also made a grant proposal to Royal Canadian Legion Branch 256, for their help as well.
- A request was made that a more formal letter be asked from Mr. Klan
- There was also a question about the cost per net as it seemed higher than in the past?
- How many nets in total were recently purchased and where did they go?
- Harvey also submitted a Donation Proposal to Legion Branch 10 on behalf of SD68 for the purchase of 3 good quality portable nets and 2 sets of 24 paddles \$3,413.76. If successful this equipment will be circulated to requesting schools by the district and stored at 2 different schools

**G. New Member Liaison:** (Shirley)

- 10 total new members (7 full year, 3 short term; 3 male, 7 female)
- 2.5 rated: 4
- 3.0 rated: 2
- 3.5 rated: 3
- 4.0 rated: 1

**H. Training Director:** (Harvey and J.C.)

- **Introduction to Pickleball for the general public.**

- *Deb, Harvey and Kim presented to 8 newplayers.* This first session was completed at Holy Trinity Christian Church on two Thursday nights (7:30 -9:30 pm). Three participants have so far joined the club. A second session to 6 players is now in progress and started Mar. 6, ending Thursday Mar.13th. There are no current requests for the Introduction to Pickleball. If there is a person who has an interest in running this program further please let Harvey know. I will be seeking a person to take over and would be willing to assist in offering all training to setup and lesson plans for this fun opportunity.
- *A great 2-page introduction has been prepared.*
- *QUESTION: Is Level 1 training (intro. To Pball; Level 3 = competitive) available to any of us (with the Club covering the cost)?*
- *Several courses are available*
- *\$289/person is the cost (1 webinar and 1 day training)*
- *Don't want to get into the business of training trainers*

**I. Facebook:** (Wayne) – A creeper has appeared on our site; was unable to block him; help request to FB went unanswered. Will monitor to make sure he doesn't reappear.

**J. Apparel:** (Harvey) Nothing to report.

**K. Grants/Funding Proposals:** (Kim and Harvey)

- Pickleball BC Annual Grant allowance of \$500/yr. successfully obtained by Harvey for 3 nets
- Legion – Harvey has prepared a draft application to the Legion as follows:
  - 6 Apex Pickleball Portable Nets @\$239 = \$1,434.00
  - 6 Head Portable Pickleball Net System-Oval Tube Frame @\$269 = \$1,614
  - GST @ 5% \$152.60; PST (BC) @ 7% \$213.63; TOTAL CAD \$3,418.13

**L. Tournaments:** (Chris & Caron)

- Sept. 5 & 6 is Paddles in the Park

**M. Coordinator Locator:** (Donna)

1. Completed a survey to understand how Coordinators are scheduling (complete results in Attachment #1):

- 15 out of 25 Coordinators responded. Likely we have 15 active Coordinators. Will call each Coordinator who has not volunteered to determine if they want to remain or be replaced.
- Challenging to determine how to schedule similar skill levels without an unbiased system.
- Standardize how we schedule the various sessions we offer so that players understand what they are registering for and they have a satisfactory session.
- Create specific social sessions and competitive sessions to meet the various goals of the players in the Club.
- It will be important to share with the Coordinators the outcome of the survey and messaging about the changes we are making.

2. Completed Coordinator Job Description - we are providing clarity as to the tasks involved. The description can be found in the File Repository in CourtReserve.

3. Completed an Orientation Guide for the Coordinators who are new to CourtReserve. The document can be found in the File Repository in CourtReserve.

**N. Play Session Committee:** (Harvey, Deb, Donna & Charles)

- Spring programming for OW in progress
- Harewood trail run was a success, and we received positive feedback. We are now looking for information about the availability and clarification on some facilities-related issues.
- Holy Trinity Church deal still pending

**O. Website:** (Wayne)

- Need the Paddles in the Park dates: Sept. 5/6
- Need bios for some of our new directors & officers please.
- Deb's question re: membership has webpage on CourtReserve been changed, any other areas need updated? This has been completed.

**P. Social & Media Coordinator:** (Sally) Nothing currently occurring; when our tournament season starts it will pick up.

**7) OLD BUSINESS:**

**A. 55+ Games:** (Harvey, Deb)

Dave provided the following info.:

- Up to 350 BC pickleball players will be coming to Nanaimo.

- Tournament Director officially on the job early next week
- Registration opening date was moved to April 1st because of some software issues
- Pickleball leads all sports in volunteers registered!
- Anyone who volunteers can also play pickleball in the tournament – we will work with their schedule to make sure it works out well.
- I am working on equipment needs right now, with nets and balls being the key issues. I may purchase the 9 needed nets and 100 balls, then offer the nets to Games registrants after the event at a discounted price to help keep our costs down.
- If NPC could loan nets to the games, that would be very much appreciated and would make this aspect much simpler

#### QUESTIONS FOR DAVE:

- How many nets needed and at what locations? (Dave answered this - he said 9 nets and they were to go to the tennis courts as additional playing space or he may need them at Harewood if it rains.
- SALLY: If the games need to buy nets and they are willing to sell them to the membership at a discount could the club have first dibs on the purchase of nets for the youth program? Also, if we loaned them our nets to use during the games it might 'butter them up' a little when it comes to giving us priority to purchase.
- Indoor options in addition to OW? Harewood?? Schools under consideration???
- Does Dave know how many teams they are going to take in each category for the games - will there be a cap per division?

#### B. Membership Age Requirement: (Deb)

##### FROM THE FEB. 6/25 MEETING:

*M/S: Deb/Harvey: That persons must be 16 years of age or older to join the NPC. CARRIED.*

##### FROM THE FEB. 6/25 MEETING:

**ACTION ITEM:** Wayne to update the website and Charles to amend the CourtReserve front page to reflect this age requirement.

**STATUS: COMPLETED**

#### C. AED/CPR Training (Deb)

AED Training - we still need about 6 more people to take the training; Donna to get coordinators to spread word at sessions; also need someone to help with the evening.(April 29) e.g. prep of room, intro of speaker, snacks, thank-you at end - card and cheque for speaker.

- Zoom meeting is coming up next week with Coordinators to discuss this topic.
- J.C. has offered to help Deb with the details outlined above
- Training will be free to all attendees

#### D. Awnings/Tents: (Sally)

- 3 sponsors already on board; awaiting response from one other
- Side walls to be covered by a sponsor
- Banner with our logo and the sponsor's logo is under preparation and will also be covered by a sponsor
- A portable podium is under consideration as well
- \$500 each for the 4 sponsors; we are under our approved budget for Club costs

**E. Housekeeping Items: (Deb)**

**FROM THE FEB. 6/25 MEETING:**

**ACTION ITEM – All New Exec. Members:** Provide a photo and short bio.to Wayne for posting to our website.

**STATUS:**Nearly done.....

**F. “Pickle for Hunger – 2025” (Deb)**

- Nov. 15; charity tournament; 90 minute play; 4 different events over 4 hr.

**G. What's App: (Deb)**

**FROM THE FEB. 6/25 MEETING:**

**ACTION ITEM:** Charles to report back to the Exec. on the findings from this ad hoc committee on their recommendation.

**STATUS:**See below: Attachment #2

**H. Harewood Covered Courts: (Deb)**

**I. Crosscourt in Nanoose: (Deb)**

- Cross Court at the meadows - applied for 2 sessions (5 courts - 2 hours) in mid-September; Mondays (pm) and Wednesdays (am). These sessions will vary every 3-4 weeks for varied play.
- Private courts to be built in Nanoose in August '25;
- Indoor; old Rose’s farm on Hwy. at top of Nanoose Hill
- 5 courts for 2 hrs 2X per week have been booked by our Club
- No need to be a member to play with the club in their 2 sessions during initial start-up - Crosscourt has expectations that our members will eventually become members to play in club rented court time.

**J. Membership Opportunities: (Deb)**

**FROM THE FEB. 6/25 MEETING:**

**Action Item:** Wayne to modify the website to better highlight membership opportunities.

**STATUS:DONE**

**K. Guest membership policy review/Purposed policy discussion: (Harvey)**

- Not considered an issue; no further action required.

**8) NEW BUSINESS:**

**A. DUPR Rating System** - As a result of the loss of Pickleball Brackets software. Deb, Lyle and Harvey have been working with DUPR officials in Texas to fine tune the use of the Dynamic Universal Pickleball Rating (DUPR) system for the club. This system is widely used around the world for all types of play(tournaments, court allocation in private clubs and rating for club players.)

-We have rolled out 2 test club groups thus far. Friday and Monday night at ICE for 2.5 level of play.

- Instructions were sent out to players the week of their session.
- An introduction session to the system was presented.
- Players need to make up an account with DUPR if they did not have one from a previous tournament.
- They then had to join the Nanaimo Pickleball DUPR Club (link/claim?).
- They then scored round robin games in this case and scores were entered by NPC executives to start their rating process.
- Members will need to play and record many games to make their rating RELIABLE. More on this or Deb can explain.

We are still ironing out uses of not only DUPR as DUPR does not have the ability to setup leagues. A highly recommended free software that will allow us to run leagues, round robins and other type of events where we may have used Pickleball Brackets in the past is an app called SWISH. We are testing it as well . It would involve a download for all members and coordinators that would allow us to enter play from DUPR leagues, ladders, and King's Courts type play. This could then be run by all of Donna's coordinators. It links to DUPR and uploads game scores to DUPR in real time. This is in app format; the computer format is for running tournaments.

#### DISCUSSION:

- How long to be up and running? Very tough to answer; maybe up to 2 years.
- How many spring sessions will be DUPR? Approx. 50:50 split in the number of sessions that are DUPR vs. others. We will see what participation in these sessions is and adjust mid-season as deemed necessary

## 9) GOOD OF THE ORDER:

### Housekeeping: (Deb)

- Mexican Madness - helpers in the am and closing of day – duties.  
Dee and Ronnie still looking for some help in running this event; please show up about 8:30
- Leaf Blower - Murray S  
**ACTION ITEM:** Kim to ask Randy Noble if he can still run the lost and found lockup box (will check to confirm if he has keys and/or does he know who else might also have keys) as well as can he take on the leaf blower duties.  
  
**STATUS: COMPLETED** (Kim spoke to Randy on Mar. 26; he has keys to the lockup and said that Lyle, Anna, Pete and Tim were the only other people that he knows that had keys. He is willing to continue to 'oversee' the box. Also confirmed that there is no leaf blower in the lockup box – said they typically use one that is borrowed from the Golf Course. Deb spoke to Randy on Apr. 5 and asked him if he was OK with having the leaf blower and taking it home because it needs to be recharged. He said that would be OK. Kim has emailed Murray and will facilitate the transfer of the Club's leaf blower to Randy.)
- Meeting Venues: A request to meet in person about every 3 months or so; maybe a meeting room rather than a patio setting.  
  
**ACTION ITEM:** Sally to look into venues to have in-person meetings every few (3 or 4?) months in a meeting room.



## 10) NEXT MEETING/ADJOURNMENT:

**Next meeting: Thurs., Apr.10; 7:00 pm start**

**Adjournment:** 8:17 pm

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**Attachment #1:** pdf of "Coordinator Survey Results Summary" by Donna P. circulated prior to meeting.

**Attachment #2:** *Summary of findings from the WhatsApp sub-committee – Charles K.*

**Topic:** WhatsApp - Should the Club utilize this platform to communicate and organize outdoor play sessions?

**Recommendation:** Do not proceed as a tool to communicate and do not organize outdoor play sessions.

**Overview:**

The Play Committee met on February 13<sup>th</sup> to discuss the probability of utilizing WhatsApp to communicate and organize outdoor play at Beban. The meeting's purpose was to determine if this platform would support the goals of the Club.

In short, we determined we did not have control over the public courts so that we could schedule play. Beban Community League is a first-come first-serve public option whereby you do not have to be a member of the Club to play. This alone provided the greatest weight to our recommendation.

Without control of the courts, we are not able to charge a fee to guarantee play time. Aside from this challenge, we would require a coordinator to oversee play. Currently Coordinators have an incentive to organize and without this it could be more difficult to find people to oversee sessions.

We discussed the APP's benefit for the purpose of general communication and do believe it would be quick communication and assuming members had notifications on it would get the information out rapidly in comparison to emails. We looked at the complexity of communication and social media and felt we would need a moderator. When reading the WhatsApp "Nanaimo Pickleball Meetups" it did have messages about play opportunities, but it also had very random messages such as "is anyone going to Calgary I need something brought back". We felt with 300 members texting it could become hectic; members could potentially turn off notifications due to the disruption.

One Committee member had experienced the ideal situation whereby a Club does use WhatsApp for communication, and it made sense and was a useful tool for them. This Club on the mainland had total control over the outdoor courts.

We found that organizing an outdoor court without control and guarantee play times would make it counterproductive to the Club's goals. We also found that as a communication tool it did not provide greater benefits to our members. Overall, we would like to explore other communication avenues that CourtReserve could provide for indoor play only.