

NPC Exec Meeting – Thurs. Apr. 10/25

Adopted Minutes

ATTENDEES: Deb. M., Harvey H., Kim B., Wayne O., Sally M., J.C. D., Charles K., Chris B., Glynis D., Donna P.

REGRETS: Shirley W.

1) CALL TO ORDER: 7:02 pm

2) AMENDMENTS TO DRAFT AGENDA FOR THIS MEETING: None

3) REVIEW/ADOPT MINUTES OF PREVIOUS MEETING:

M/S – Wayne/Kim: to adopt the minutes of the Mar. 13/25 minutes as presented: CARRIED

4) CORRESPONDENCE: (Glynis) Getting the hang of it; otherwise, nothing to report.

5) TREASURER'S REPORT: (Wayne)

Results for the Month of March 2025

- Revenue of \$7,815.51 included:
 - Play Sessions: \$3,948.73
 - Training Revenue: \$0.00
 - Tournament Revenue: \$3,386.78
 - Membership fees of \$450.00
 - Other Income – of \$30.0, \$30 Stipend – Safety Glasses,
- Expenses of \$ 6,048.52 recorded in the month included:
 - Gym Rental: \$3,949.20
 - Tournaments Cost: \$2,004.19
 - Training Costs: \$0.00
 - Pickleball, Supplies, Miscellaneous:
 - Major Purchase: \$
 - Bank/Website/ Software costs: \$95.13 - CR\$89.13, Bank Fees \$6.00.
- Net Income (Loss) for the period was \$1,766.19

Results for the 3 Months ending March 31, 2025

- Revenue of \$20,738.11 included:
 - Play Sessions: \$13,608.98
 - Training Revenue: \$490.00
 - Tournament Revenue: \$3,439.12
 - Membership fees of \$2,550.00
 - Other Income – \$650.01 - \$120 Stipend – Safety Glasses, \$30 Machine Rental, \$500.00 Grant, Interest \$.01
- Expenses of 15,272.71 recorded in the month included:
 - Gym Rental: \$10,654.44
 - Tournaments Cost: \$2,004.19
 - 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: \$541.72 - CR\$284.39, PBB \$39.88, Zoom \$144.45, Bank Fees \$18.00, Society Fees \$55.00
- Net Income (Loss) for the period was \$5,465.40

CLARIFICATION FROM HARVEY: Nets purchased were replacements for the ones at ICE

M/S – Charles/Harvey: to adopt the financial report as presented: CARRIED

6) COMMITTEE REPORTS:

A. Membership: (Wayne)

Total members in good standing on March 31, 2025, was 325. We currently have 6 active guest memberships.

Membership:	
Members in Good Standing	325
Members Suspended - not current PCO/PBBC Members (1) and have not played before (2)	
Subtotal	325
Members Suspended - Membership fees not paid in full	
Total	325
Restricted Members	
Active Guest Memberships	6

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

- **Software:**
 - DUPR rollout continues.
 - We're facing some challenges in linking member DUPR accounts with NPC accounts.
 - PCO Membership: There's nothing new on this front.
- **CourtReserve:**
 - There are no new updates to the CourtReserve systems; new update coming next month; stay tuned.

FROM PREVIOUS MEETING:

- 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.

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.

STATUS: Lyle and Charles have discussed it; there is a way we can control – players vs. staff can be selected as to who gets push messages. It's not all or nothing; an update will be available for the next meeting.

C. Court Director: (Charles)

- Oliver Woods: We've secured an additional 16 sessions from April to June. 8:15 to 10:30 pm on Wed. evenings and seem popular; there is even a waiting list for this session.
- *One-Off Events*: We're working on several special events and will announce details once the dates and times are confirmed.

D. City Liaison: (Wayne)

- Next meeting with the city will be held on April 25th (at Bowen Complex)
- East/west wall padding; City very interested in getting this safety issue addressed; Wayne made tentative offer that we might be able for top up funding for this project.

E. Rating Committee: (Kim, etc.)

Request for rating increase opportunities from 3.0 players:

- A "Trial 3.0 to 3.5 Challenge Up Session" was held on Mar. 31.
- Eight 3.0 Challengers (selected from list of members who expressed in writing as long as Nov. '24 and opportunity to attend this event) and twelve 3.5 Benchmark players attended.
- 5 Challengers moved to 3.5; 3 did not.
- Kudos to the Benchmark players who endured 14 games with only 2 minutes between each game and a single 10 minute break at the halfway point.
- Much prep. work, court time, and physical effort by Benchmark players to only run 8 Challengers through this process; I do not believe this should be a recurring process to determine ratings of members wishing to 'move up'.
- Many questions have been received from the remaining 120+ 3.0 players about when the next of these events will take place; I have been saying that we will be relying on DUPR as the primary means of determining player ratings in the future.

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

- **Junior Program Grants:** Paul Klan from Cinnabar Valley Elementary School will receive funds (\$300) to complete his project (thank you NPC for your support for this program)
- **Junior Program Grants** - 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. The Legion approved \$500.00 and at this time I am looking for direction from the executive. One set of average paddles is \$687.20 CAD Plus Tax. The idea is to have these paddles available to schools for borrowing. They could be possibly be housed at Caron Knights Granddaughter's school for signing out by other schools. I will work with the district office and the school to see if that would be possible.
 - **DISCUSSION:** 16 paddles would be a minimum to supply a school, with the proviso that these would be made available to other schools as well. Perhaps store with a particular school for use (2 weeks perhaps) and then be subsequently shared among other schools. Some concerns about the logistics of sharing these paddles between schools; how is the

info. made available about the fact that these resources are available. Perhaps we can let somehow let schools know this is an option; Newsletter among Elementary schools likely doesn't exist (it doesn't for High Schools)

M/S – Harvey/Kim: To top up the \$187.20 cost to purchase 16 paddles for use by numerous elementary schools within the District. CARRIED (one opposed)

G. New Member Liaison: (Shirley)

- 16 new members (2 short term, 14 regular)
 - 7 male, 9 female
 - 2.5= 9 members
 - 3.0= 4 members
 - 3.5= 3 members

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

- **Introduction to Pickleball for the general public (Harvey):** Deb, Harvey, Kim, (Karen, Susan and Lori from the 2.5 group) presented to 14 new players in 2 X 2 hour sessions. 3 players have joined the club.

I. Facebook: (Wayne) Nothing to report.

J. Apparel: (Harvey) Nothing to report.

K. Grants/Funding Proposals: (Kim and Harvey) Nothing to report.

L. Tournaments: (Chris & Caron) Deb: Lyle, Caron and Deb met recently; a meeting will be called soon by Caron. QUESTION: What are the dates for Nanaimo tournament? A: They are listed under Pickleball BC schedule.

M. Coordinator Locator: (Donna)

- On March 25th we met with the Coordinators to share survey result and to talk about solutions that we were being implementing. We share that we are moving to DUPR, scheduling changes, provided a job description and CourtReserve Orientation. Then on March 31st the Executive met with the Coordinators to go into more depth about their responsibilities related to DUPR. A request for a video of our DUPR rollout presentation has been received.
- On April 6th Sally, JC, Deb and Donna created a weekend update. The purpose of the newsletter is to provide reminders and information as well as highlight sessions that are still available in the upcoming week.

COMMENT: Sunday recap seems like a very good idea.

N. Play Session Committee: (Harvey, Deb, Donna & Charles) Nothing to report.

O. Website: (Wayne) Nothing to report. Harvey has already added a lot of info. about DUPR onto our Club's website.

P. Social & Media Coordinator: (Sally) Nothing to report.

7) OLD BUSINESS:

A. 55+ Games: (Harvey, Deb)

QUESTIONS FOR DAVE FROM MAR. 13/25 MEETING:

- 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? (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.) Dave thought this was a good idea but the Games folks will have final call on this.
- Indoor options in addition to OW? Harewood? Schools under consideration? ANSWER: Just Harewood covered lacrosse box being considered at this point.
- Does Dave know how many teams they are going to take in each category for the games - will there be a cap per division? ANSWER: Dave doesn't know the answer to this at this time.

B. AED/CPR Training (Deb)

- Training is on April 29 at Oliver Woods in the Tree Frog room from 6:45 - 9:00 pm. We are still short 5 people or so;
- need the Exec. to chat people up about the importance of this program; we need to fill it for obvious reasons.
- I am looking for support from the executive to move forward with offering an honorarium for the instructor.
- JC has offered to provide some cookies as well as introduce and thank the instructor at the event; also to quietly circulate a Thank you note during the session.
- Info. will be circulated on or about April 14 and then again on the day before.
- QUESTION: Can we put up a poster at the Beban Courts saying there is an AED at the Golf Course, and that a course is coming up? Good idea; Wayne to follow up on this initiative.
- Do we offer this to the general public? We are already full with members at this point, so maybe not at this time.
- QUESTION: Do all elementary schools have AEDs? Perhaps we could provide the opportunity for training to go along with the equipment we are providing them?
- Wayne notes that we are moving away from cheques; he prefers to use a gift card for the \$200 personal payment (which he will take care of). \$1,000 honorarium to be paid to Ladysmith SD? (Harvey to confirm this).

ACTION ITEM: Chris to find out about the availability of AEDs in elementary schools.

M/S: Deb/Kim: That an honorarium of \$1,000.00 be given to the instructor of the course for use in their school's environmental program, and a \$200.00 gift certificate be given to the instructor for his/her generous time. CARRIED

C. Awnings/Tents: (Sally)

- This is taking a lot longer than originally thought; a few more steps required. Sally will store the tents. Money has been received from one of the sponsors; others will review the proofs and then provide the required funds.
- Would also like to pursue getting some kind of podium; nothing lightweight found; perhaps we can ask woodworking members to build us 3 boxes – to be put into the next Weekend Update (we will pay for materials).

D. 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; only one outstanding.

E. DUPR Rating System – (Deb and Harvey)

- **Harvey:** Dynamic Universal Pickleball Rating (DUPR) system is a week into full swing. Snags were/are as predicted. Making accounts in DUPR seemed relatively painless, it was/is the joining the Nanaimo Pickleball DUPR Club(NPDC). Charles has helped with the process of joining for a number of players - thank you. Last week we had 65 members in NPDC, Tuesday 138.

8) NEW BUSINESS:

A. Sports Medicine Doc/Injury Prevention Session (Harvey)

- Would like to offer services to NPC to run an Injury Prevention session (possibly outside in May?). A local Dr.of Chiropractic; works at an athletic injury facility; does injury prevention presentations to local groups; provides info. re: exercises, etc.; he has seen a number of Pball injuries and wonders if there is a want or need for this.
- Is there a charge? No. This could be done outside; he is available Mon. mornings and Wed. evenings; perhaps this is something for May once we have completed the AED training. BUT: we have heard that the Beban courts may be closed in May due to surface refinishing. Won't need access to actual Pball courts and there always seems to be spare tennis courts at Beban where we could do this in May. Harvey to look further into making this happen.

B. Tournament Play (Deb)

- Glasses are already mandatory for all participants; do we make glasses mandatory for all referees when on the courts? This needs to be in our supporting info. for upcoming events, so we need to decide. QUESTION: Are glasses mandatory for BC 55+ Games? Deb will find this out.
- UPDATE:
 - 55+ games eye wear ruling; as of Jan. 21/25 says:
 - "Removed strong recommendation to wear protective eyewear - follow Pickleball Canada/USA International Rule Book, Pickleball Canada or Pickleball Canada or local club policies."
 - Dave has said that so far it is "strongly recommended" - Dave is pushing for mandatory....
- In the past we have had youth play in our indoor tournie - when accompanied by adult/parent. Our mandatory age for club membership is now 16:

- will we allow youth under the age of 16 to play in our tournie?
- many youth are not rated as of yet - how do we know what level of play they will best fit into?
- QUESTION: would these Juniors have a DUPR rating? Not necessarily a requirement yet.
- **General agreement is that we should limit our tournaments to 16+ year-olds.**

C. Session Concerns: (Deb)

1.) **Players not showing up for play sessions - coordinators are disappointed as are players when members just decide to not show up to a session without notice.**

- **Process:** Coordinator phones missing person while at gym; then starts phoning players on waitlist.
- Especially hard if the session is a specialty session like Kings Court, Ladders, etc.
- Coordinator must make contact with missing person and get the reason for the no show
- Let Charles and Deb know - Charles will not refund if excuse is not valid
- Suggested course of action:
 - first offense: a warning - on record - no refund
 - second offense: letter written - loses one week of signing up privileges and also no refund
 - third offense: letter written - loses 2 weeks of play - no refund.
- Notice to be sent out to membership with reasoning behind new procedure for "No-Shows"

2.) **Players coming in late with no notice to coordinator**

- I wonder if the members are aware that they can email or phone prior to session and ask coordinator to give them a bye first game? How do we get this message out?
- Notice same as above - explain to members why late shows slow down start to games; ask the person if they are going to be knowingly late to inform coordinator and they will arrange schedule so late person sits first game.

3.) **Code of Conduct / Fairness of play**

- Would like to establish a better Code of Conduct re: maturity of behaviour of players. Committee should be established.
- Safety and Etiquette Signs - must be posted when playing in a session - please ask or make sure that the coordinators are posting these posters.....great for coordinator and players to refer to when there is a problem. Committee should be formed to adapt poster to the times.
 - Agreement reached that we establish a Committee to look further into the above bullets: Chris, Donna, and Charles offered to become members of this Committee.
 - No code of conduct currently exists for new members; just a waiver that is signed.

This new committee will be identified as the "Safety and Fair Play Committee". This committee will be added to our list of groups for monthly updates in our agenda and minutes.

4.) **Disciplinary Committee needs to be established (separate to above Committee)**

- Complaints file – need a secure place to store complaints
- Sally, Chris, Deb and Harvey to form this committee.

- Secure Google Drive should be used to store info. related to the details undertaken by this Committee.

This new committee will be identified as the “Disciplinary Committee”. This committee will be added to our list of groups for monthly updates in our agenda and minutes.

9) GOOD OF THE ORDER:

Housekeeping: (Deb)

- Leaf Blower for Beban Courts:

ACTION ITEM (From previous meeting): 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 (Randy indicated that 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. He also agreed to take on the task as “keeper of the leaf blower” – i.e. taking it home to keep it charged, etc. Kim delivered the Club’s Leaf Blower to Randy on Apr. 11)

- 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.

STATUS: Country Grocer has a room that we could rent but perhaps we could do this once every 3 months at OW – Charles to confirm the cost and availability (7-9 pm; June, August and Nov.).

- **Executive Purpose:** (Deb) When members of the Exec. are approached by Club members, please do not suggest that any policies or recommendations are your own, but rather only pass along information that you should identify as “coming from the Club’s Executive”; don’t take anything on personally; if you don’t already have a clear idea of the position of the Executive on a topic, offer to run things by the group so that you don’t get put on the spot.
- **Dance Fundraiser:** (Deb) A fundraiser dance has been proposed by a member to generate funds for lights at Beban; this member requested a connection with the Executive’s Social Coordinator; Sally offered to connect with them and offer to put a blurb in the Weekend Update that will ask for volunteers who would directly contact the member who is proposing this event and/or their designated coordinator.

10) NEXT MEETING/ADJOURNMENT:

Next meeting: Thurs., May8; 7:00 pm start

Adjournment: 8:28 pm