

NPC Exec Meeting – Thurs. May 8/25

Adopted Minutes

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

REGRETS: None!!

1) CALL TO ORDER: 7:08

2) AMENDMENTS TO DRAFT AGENDA FOR THIS MEETING: None

3) REVIEW/ADOPT MINUTES OF PREVIOUS MEETING:

Clarification of City Liaison discussion in Apr. 10/25 minutes re: mats on the wall at OW; Wayne clarified that our Club had indicated that if there was an insufficiency of funds to cover the entire cost of this project to please contact us and we might be able to help (rather than completely abandon this initiative).

M/S – Kim/Donna: to adopt the minutes of the Apr. 10/25 minutes as presented: CARRIED

4) CORRESPONDENCE: None

5) TREASURER'S REPORT: (Wayne)

Results for the Month of April 2025

- Revenue of \$5,699.49 included:
 - o Play Sessions: \$5,119.48
 - o Training Revenue: \$0.00
 - o Tournament Revenue: 0.00
 - o Membership fees of \$570.00
 - o Other Income – of \$10.01, \$10 Machine Rental, \$.01 Interest
 - Expenses of \$ 5,520.55 recorded in the month included:
 - o Gym Rental: \$3,729.60
 - o Tournaments Cost: \$0.00
 - o Training Costs: \$0.00
 - o Pickleball, Supplies, Miscellaneous: \$770.00 - Pickleballs
 - o Major Purchase: \$ \$796.66 - Paddles
 - o Bank/Website/ Software costs: \$224.29, CR\$170.81, Bank Fees \$6.00, NameCheap 47.48
 - ***Net Income (Loss) for the period was \$178.97***
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Results for the 4 Months ending April 30, 2025

- Revenue of \$26,437.60 included:
 - o Play Sessions: \$18,728.46
 - o Training Revenue: \$490.00
 - o Tournament Revenue: \$3,439.12
 - o Membership fees of \$3,120
 - o Other Income – \$660.02 - \$120 Stipend – Safety Glasses, \$40 Machine Rental, \$500.00 Grant, Interest \$.02

- Expenses of 20,793.26 recorded in the month included:
 - o Gym Rental: \$14,384.04
 - o Tournaments Cost: \$2,004.19
 - o Training Costs: \$325.00
 - o Pickleball, Supplies, Miscellaneous: \$1,670.04, \$900.01 Gifts for Retiring Directors, \$770.00 Pickleballs
 - o Major Purchases: \$1,644.01, \$ 847.35 – Nets \$847.35, \$796.66 Paddles
 - o Bank/Website/ Software costs: \$766.01 - CR\$455.20, PBB \$39.88, Zoom \$144.45, Bank Fees \$24.00, Society Fees \$55.00, NameCheap \$47.48

• **Net Income (Loss) for the period was \$5,644.34**

M/S – Wayne/Harvey: to adopt the financial reports as presented: CARRIED

6) COMMITTEE REPORTS:

A. Membership: (Wayne)

The total number of members in good standing on April 30, 2025, was 344.
We currently have 3 active guest memberships.

Members in Good Standing	344
Members Suspended - not current PCO/PBBC Members (1) and have not played before (2)	
Subtotal	344
Members Suspended - Membership fees not paid in full	
Total	344
Restricted Members	
Active Guest Memberships	3

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

• Software:

DUPR started roll out at the end of Feb 2025; sessions from March 1 to May 1

- o 2.5 = 26 / 59%
- o 3.0 & 3.5+ = 15 / 34%
- o 4.0+ = 3 / 7%
- o Total DUPR sessions - 44 / 33% of total sessions

• CourtReserve:

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

STATUS: Completed; see below:

We're ready to test the Push and Text notification function.

Here are the steps for our test:

Phase 1: We'll initially roll out the Push and Text notifications only to Executives and Coordinators. During this phase, we'll continue receiving all system-generated regular emails, such as session registrations, cancellations, and withdrawals. We'll also receive Push and Text notifications for these emails. Additionally, we can test text each other to ensure the functionality works well.

Phase 2: To enable Coordinators to text members, we'll need to enable the Push and Text functions for a selected group of members.

Phase 3: If all goes well, we'll roll out the Push and Text notifications to all members.

Question: Is it worth saying that this is planned and call for cell #s of folks who haven't yet provided them?

Yes – Charles will draft something and send it to Donna to be part of the Weekend Update.

- We now have direct connect for all credit card processing with Stripe through CourtReserve; this resulted in some saving on processing fees. Thanks to Wayne for making this happen.

C. Court Director: (Charles)

- Play Sessions (Mar. 1 to May 1)
 - 2.0 & 2.5 = 45 / 34%
 - 3.0 & 3.0+ = 59 / 45%
 - 3.5 & 3.5+ = 18 / 14%
 - 4.0+ = 8 / 6%
 - Mexican Madness & CPR/AED = 2 / 2%
 - 3.0, 3.0+, 3.5 & 3.5+ = 77 / 58%
 - Total Sessions = 132
- Members (as of May 3)
 - 2.5 = 97 / 28%
 - 3.0 = 127 / 37%
 - 3.5 = 80 / 23%
 - 4.0+ = 41 / 12%
 - Total = 345
 - 3.0, 3.5 = 207 / 60%
- Members to Sessions
 - 2.5 Novice - 97 members (28%) / 45 sessions (34%)
 - 3.0 & 3.5 - 207 members (60%) / 77 sessions (58%)
 - 4.0+ - 41 / 12% / 8 sessions (6%)

D. City Liaison: (Wayne)

By any measures, a “good” meeting with the City on April 25, 2025. Thanks to JC, Caron and Dave for attending. Some highlights:

- City is still looking to close the courts for 2 weeks to (1) resurface the courts, (2) install bleachers, wind screens, and shoe cleaners. Will look for a “good weather” 2-week window.
- City will consider two signages, (1) notice of impending two week closure and (2) actual notice when courts will close.
- Signage re: AED and washrooms has been done. (It was noted at the meeting that an AED sign is present on the courts; Wayne will follow up to confirm whether or not washroom signs are in place.)
- City will look at speed signage for dust control
- Still not “sold” on Harewood; glare, temp lines, and having to pay and set up nets. Continuing to look at options for permanent courts there.
- Caron, JC and I will give Centennial building a trial. JC gave an update that spring/summer availability has likely already been filled; perhaps only fall/winter available? JC will try and confirm

whether the building is workable as an indoor venue, as well as whether or not the City can commit to providing time for us to rent it.

- City is looking for financing for more padding along east and west walls at Oliver Woods
- City will look into lighting options; it is premature for us to get quotes. Also, advance quotes would eliminate vendor from bidding.
- Next meeting will be June 20th at 9 AM

E. Rating Committee: (Kim, etc.)

- Five Novice players that were still on our books as being rated 2.0 have had their Club rating adjusted to 2.5. This will allow them to take part in 2.5+ DUPR sessions to get them up and running in that rating system.
- There is a concern about new players not really ready to play at the 2.5 level (Lee's "not ready for Rec. Play" assessment); don't really have the capacity within the Rating Committee to view every 2.5 rated new member, but perhaps we can observe where an issue has been raised?
- A meeting of the Rating Committee in the near future will occur to discuss the above issue as well as a more structured way of assessing self-ratings of new members (while we eagerly await news on when we might be able to use DUPR ratings to help determine Club ratings for all members).
- Re: new members that may not be ready for Club play:
 - Not likely that Lee will graduate folks that aren't ready.
 - Perhaps we can provide a checklist that will tell us if the new members can do the basic skills and know the rules?
 - The main concern is people that have taken a 1/2 day orientation or played for a while and believe they are ready for Club play. It is not realistic for 2.5 players to have to teach the game to new players that have not had sufficient training to be prepared for Club play
 - Perhaps a list of questions could be asked to determine whether basic skills have been acquired and an understanding of the rules of the game exist. Maybe this could be asked on the application sheet that we use for people when signing up for membership?

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

- May 5, SD68 School Pro D Day, was a busy day for Volunteers at NPC. NPC was asked to present teacher pickleball workshops at Rock City, Seaview, Cinnabar Valley and Park Avenue Elementary Schools. The wave is building.
- We had a team with Murray Carver, Deb, Caron Knight, Sally, Kim, J.C. and Harvey split up over the district for a number of approximately 2-hour sessions.
- That brings the elementary instructional school count to about 7 out of 28 elementary schools.

Q: Could we more involve Secondary schools by proactively offering what we can do in a Pro D session? A: Perhaps in the fall.

There was some discussion about moving into more of the elementary schools, as we have basically offered all high schools our program. It is the Elementary Schools that are interested in pickleball at this time. This is perhaps something that someone (Harvey?) could look into in September??

G. New Member Liaison: (Shirley)

11 new members; DUPR checks being done (some have no interest in signing up for DUPR).

H. Training Director: (Harvey and J.C.) Nothing to Report

I. Facebook: (Wayne) Nothing to Report

J. Apparel: (Harvey)

- Deb: When is a good time for next order? Perhaps closer to Christmas, starting in Nov.? Samples are available but no inventory on hand.

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

- Deb: Grants - I know that Nanoose received a major grant for the building of their new courts as did Parksville for the revamping of theirs? Perhaps we can contact Ken Collingwood? Wayne will try and determine who got this funding.
- PBC Annual Grant was increased to \$1,000 per year. As a result, Harvey's successful application on behalf of Cinnabar Elementary School will now receive an additional \$500.

L. Tournaments: (Chris & Caron)

FROM DEB:

- Nanaimo Indoor 11th Annual Tournament: July 12/13. The committee met last week to discuss the tournament and to start managing some of the bigger roles and tasks that need to be looked at early in the game.
- Volunteers will be called upon very soon - so if possible please plan on attending this club sponsored event to help. Sally will be calling for volunteers very soon. We are looking for a printer to use on this weekend- if anyone has one to lend we thank-you in advance.
- We now have a donation letter (**SEE ATTACHED DOCUMENT**) if you are able to send this out or appeal to a few friends the value of donating to a worthy cause please let us know and we will send you the letter - we are looking for cash and for prize donations. SUGGESTIONS: 1) We are not a Society where tax receipts can be issued. 2) Chris will provide some editorial suggestions to Donna on condensing the length of the letter. 3) Will also include the info.about the donation letter in our Newsletter.
- Wayne will draw up a budget for the tournie.
- Food - we will need someone to look after the purchase and delivery of the snacks for the day. No volunteers identified for this task.
- Photographer - Shirley has been looking for a photographer - any ideas? Looking for a Club member to take this on - perhaps Greg E.?
- Charles to bring a printer for our tournament.
- Sally to bring cables/router/hub - Monarch 1 is wired for internet access (same room we used last year).

M. Coordinator Locator/Newsletter: (Donna)

- The nice weather is creating a challenge in getting Coordinators to commit to full sessions. To address this matter we have added two more volunteers to coordinate sessions. Moreover, we are trying to sub with players who are registered in a session. Lastly, we are being extra accommodating with our Coordinators so they don't feel stuck coordinating a session that lasts a month or longer.
- Looking for feedback on this letter.....

N. Play Session Committee: (Harvey, Deb, Donna & Charles). Meeting happening after this Exec. Meeting.

O. Website: (Wayne) Nothing to Report

P. Social & Media Coordinator: (Sally)

- Deb notes that the Dance/Fundraiser has been cancelled (cost of live and prohibitive).

Q. NEW: Safety & Fair Play Committee, and Discipline Committee (Deb et al.)

- See attached Respectful Play – Code of Conduct document; exists/attached and on our website.
- Court Etiquette - new poster to be approved for members - possibly have members see/read prior to joining club - maybe still have on wall of every session?
- **Agreed by Exec.:** That the Conduct and Ethics Policy & Incident Report documents will be added to our Policy Section on the website, and that the link to these should be on posters that are displayed during play sessions.
- The Code of Conduct is already in our policy section - The Respectful Play will become a wall poster for all Coordinators (Donna to provide).
- There is a QR code attached for members to contact the Club President (copy of both of these can be found in the Coordinators file on website)
- The Code of Conduct (Condensed version to go into Waiver for new members; Charles offered to make this happen.
- A pdf booklet/"Welcome Kit" to send to all new members is also suggested.
- It could be added to our Assumption of Risk document that new members agree to at sign up, but likely won't be read?

ACTION ITEM: Wayne, Donna and Harvey will assist Deb in finalizing formatting of these documents and making them available to members.

7) OLD BUSINESS:

A. 55+ Games: (Harvey, Deb)

- KIM: Dave provided an update that went out in a recent Membership Newsletter; nothing new to report at this time but the Executive will be kept informed as new info becomes available.

B. AED/CPR Training (Deb)

- The training was well attended - all feedback was very positive - same theme from most participants was that it was a lot of material in a very short time; this was just a refresher - it would be nice to be reminded/informed once a year but.....we try to introduce to new members each year - train the masses. Is there something online we could share with our members as well each year as a refresher?
- Perhaps we can put a link to a refresher video on AED/CPR on our website? Deb to investigate further.
- AED reminder that one is at Beban (kept inside of the golf "Pro Shop" – Donna to put this into the Newsletter.

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

STATUS: Of the 28 Elem. Schools in the District, 10 have them; all High Schools have them as well as Trained Safety Officers.

C. Awnings/Tents: (Sally)

- Some issues with the first draft; it has gone back for revision.
- E-transfers from and to us are preferred as we get charged for each cheque issued and/or received.

- **NOTE: SINCE THIS MEETING WE LEARNED THAT PRICES WERE HIGHER THAN ORIGINALLY ESTIMATED. WE WILL NEED TO CONFIRM THAT THE INCREASED PRICE IS STILL ACCEPTABLE AT OUR UPCOMING (JUNE 12th) MEETING).**

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:Done!!

E. DUPR Rating System: (Deb and Harvey)

DEB:

- DUPR - June schedule and where we are at.....

HARVEY:

- April meeting we had 138 members sign in to NP DUPR Club.
- May - 178 members in NP DUPR Club
- Of those 178 members, almost 1/2 (80) now have a Reliability Rating of 60% or higher. They range from 2.55 to 4.70 as follows:
 - < 2.99 9 players
 - 3.00 - 3.99 57 players
 - > 4.00 14 players
- 345 - 178 = 167 do not have a DUPR Club Account.
- Coordinators Meeting following this meeting where details will be provided

F. Sports Medicine Doc/Injury Prevention Session: (Harvey) See attached Bio.

- May 28 will be the first event – 50 to 60 can attend; will happen in the afternoon – details to follow.
- In lieu of payment he's asked that we make a donation to a cause; Harvey suggests a Food Bank so we can ask attendees to bring a non-perishable item or cash donation.

G. Session Concerns (e.g. players not showing up for play sessions and players coming in late with no notice to coordinator): (Deb)

- Dealt with under Code of Conduct

8) NEW BUSINESS:

A. Volunteer Day (Deb)

- need someone to take charge; coming up Dec. 5th
- Donna has offered to take this on: JC offered to help; Charles to look into booking both gyms for a 2 to 3 hr timeframe; perhaps in the evening to accommodate working folks; Sat. (Dec. 6) gym time may be easier to find.
- Christmas Party – Dec. 13 preferred date; both gyms, kitchen and Monarch Room needed; 2 hrs in the gym (1 to 3 pm), 1 hour in Monarch Room afterwards (2:30-4:00). Charles to look into booking.

B. Membership (Deb)

- Almost at 350 members - do we need to Cap Membership?
- Previously capped it in Sept. and then re-opened in Jan. to allow time to account for members that are not renewing.
- Decision made to keep an eye on things; we had 380 members at the end of 2024 so we still have a bit of breathing time.

- Snowbirds may not leave in the numbers they have in the past due to the current political climate.

9) GOOD OF THE ORDER/HOUSEKEEPING ITEMS:

10) NEXT MEETING/ADJOURNMENT:

Next meeting:

IN PERSON!! Thurs., June 12; 7:00 - 9:00 pm Thurs., Oliver Woods (Hemlock Room)

Adjournment: 8:32 pm