

NPC Exec Meeting – Thurs. June 12/25

Adopted Minutes (July 10/25)

ATTENDEES: Deb M., Sally M., Glynis D., Donna P., Charles K., Shirley W., Kim B.

REGRETS: Harvey H., Chris B., J.C.D., Wayne O.,

1) CALL TO ORDER: 7:04

2) AMENDMENTS TO DRAFT AGENDA FOR THIS MEETING: Vendor item added under New Business

3) REVIEW/ADOPT MINUTES OF PREVIOUS MEETING:

M/S – Kim/Donna: to adopt the minutes of the May 8/25 Exec. meeting as presented: CARRIED

4) CORRESPONDENCE: (Glynis): Nothing to report.

5) TREASURER'S REPORT: (Wayne)

Results for the Month of May 2025

- Revenue of \$5,137.55 included:
 - o Play Sessions: \$4,150.05
 - o Training Revenue: \$0.00
 - o Tournament Revenue: 0.00
 - o Membership fees of \$180.00
 - o Other Income – of \$807.50, Interest on GIC
 - Expenses of \$6,776.98 recorded in the month included:
 - o Gym Rental: \$3,856.83
 - o Tournaments Cost: \$25.00 (Brackets Charge for Tournament)
 - o Training Costs: \$1,150.00 (AED Training \$1,000 & Injury Prevention Donation \$150)
 - o Pickleball, Supplies, Miscellaneous: \$461.04 – Transfer to Cinnabar School \$300, Coordinator Supplies \$112.47, Other Supplies \$48.57
 - o Major Purchase: \$ \$1,276.621 – Tent & Awning \$3,491.61 less \$2,215.00 sponsors (note a \$500 donation has not yet cleared the bank)
 - o Bank/Website/ Software costs: \$7.50, CR\$0.00, Bank Fees \$7.50
 - ***Net Income (Loss) for the period was (\$1,639.43)***
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Results for the 5 Months ending May 31, 2025

- Revenue of \$31,575.15 included:
 - o Play Sessions: \$22,878.51
 - o Training Revenue: \$490.00
 - o Tournament Revenue: \$3,439.12
 - o Membership fees of \$3,300.00
 - o Other Income – \$1,467.52 - \$120 Stipend – Safety Glasses, \$40 Machine Rental, \$500.00 Grant, Interest \$807.52
- Expenses of 27,570.24 recorded in the month included:

- o Gym Rental: \$18,240.87
- o Tournaments Cost: \$2,029.19
- o Training Costs: \$1,475.00
- o Pickleball, Supplies, Miscellaneous: \$2,131.05, \$900.01 Gifts for Retiring Directors, \$770.00
- Pickleballs, \$300 Cinnabar, \$112.47 Coordinator Supplies, Other \$48.57
- o Major Purchases: \$2,920.62, \$ 847.35 – Nets \$847.35, \$796.66 Paddles, Tent & Awning Net of Sponsors \$1,276.61
- o Bank/Website/ Software costs: \$773.51 - CR\$455.20, PBB \$39.88, Zoom \$144.45, Bank Fees \$31.5, Society Fees \$55.00, NameCheap \$47.48

• ***Net Income (Loss) for the period was \$4,004.91***

M/S – Kim/Donna: to adopt the financial reports as presented: CARRIED

6) COMMITTEE REPORTS:

A. Membership: (Wayne)

- The total number of members in good standing on May 31, 2025, was 350; active Guest Memberships: 4

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

- **Software:**

Our Annual Tournament site is now up and running on Pickleball Tournament.com. Registration is open from June 14 at 6:00 p.m. until July 3 at 8:00 a.m. We will conduct a simulation test sometime after June 15, using some registration information to test the system.

People can register without a DUPR rating as long as they have a profile in the system and have provided a defensible self-rating. ***There is no minimum Reliability score for the DUPR rating under which you enter.***

ACTION ITEM: Charles to talk to Tournament Committee to ask that they clarify the wording around the “within 0.5” of the level they are registering in.

- **CourtReserve:**

Push & Text function - testing has been going well with a group of 10 players, some members of the Executive & Coordinators. So far, no surprise. Next step: release test to all Executive members; follow by general release to all members. Maybe a concern about multiple notices going out to members

The Assumption of Risk waiver and the Code of Conduct are now combined into one document. This document will be used on the new member application form and for in all the session registration.

C. Court Director: (Charles)

June 1 to August 31 Play Sessions:

- We have added 114 sessions in CourtReserve
- Dupr session - 42 (37%)
- Supr-Dupr - 8

- Novice - 13
- 3.0+ - 19
- Open Skills - 30
- Annual Tournament - 2
- Before 9:00 am or start after 5:00 pm - 51 sessions (45%)

D. City Liaison: (Wayne)

- Next meeting was scheduled for June 20th at 9 am; since I'll be away, I will move this back to July.
- DEB: Wayne to speak to Janelle re: padding on walls at OW; who should pay since this is a safety issue (OW liable - not NPC)?
- The Exec. is of the opinion that this is a safety issue and should be paid by OW; likely to be the case as we only offered to help with payment if funds were not available.

E. Rating Committee: (Kim, etc.)

- A meeting of the Rating Committee was held on May 21. A somewhat more structured way of assessing self-ratings of new members was discussed and agreed upon:
 - Most new members are self-rated at 2.5 – single assessment that confirms this will typically suffice;
 - A checklist could be developed and added to the new member application that will tell us if the new members can do the basic skills and know the rules; DEB TO HELP
 - For new members with a self-assessment >2.5 – a min. of viewing by 2 assessors: if agreement with self-rating occurs, assign the member that in CourtReserve; if different from self-assessment, view 3 times; if assessors disagree, discuss issues and/or have another assessment;
 - Accepting DUPR as a rating for new members was discussed, but we're likely not their yet as evidenced by how beginning players playing amongst themselves can develop "unreliable Reliability" scores and ratings; and
 - Questions for the subsequent meeting with our DUPR rep. were also discussed.

F. Junior/Youth Program: (Harvey and Deb) Nothing to report.

G. New Member Liaison: (Shirley)

- 6 New Members (4 at 2.5; 2 at 3.5)

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

I. Facebook: (Wayne) Nothing to report

J. Apparel: (Harvey) Nothing to report

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

Deb:

- Ken Collingwood re: City grant for courts and field - Wayne to pursue
- Kim is able to take this off Wayne's plate; Deb to send Kim the info.

L. Tournaments: (Chris & Caron)

Deb:

- Wayne has provided a budget – thanks Wayne!!
- Pick up of sandwiches - approx. 10:30 Sat and Sunday - need a volunteer for both days
- Food list to JC once numbers have been confirmed

Sally:

- Volun-telling of the helpers for the tournament.
- Could need up to 24 shifts (16 people?) to cover the Admin. Desk
- Other duties (Trixie's etc.) Sally to look into and develop a specific number of required volunteers.

Chris:

- *Donations* – I have received approximately 14 various prize donations including a donated Printer from Staples to use at the event (yours to keep). We only use a printer once per year at these tournaments; rather than risk drying ink and storage issues, Charles has offered to use his home printer; the donated printer will instead be used as a prize at the event. There has been very little response from the blanket email asking for prize donations in the works. I am waiting for response from 3-6 other potential prize donors which I am following up with. I have dropped off an additional 15+ letters to follow up on. **UPDATE FROM CHRIS:** Just secured a case of Bananas and a case of granola bars for the food selection at the tournament. (We will need to confirm with Chris what a case of granola bars constitutes.)
- *Podium Project* – We will have the Podium ready for June 24th/25th. The cost is in line with earlier email (\$350). We will require someone to pick up the completed Podium boxes and deliver to the location for it to be painted, numbered. I believe we have a member who has offered a place to do that. Sally has the paint. Address for painting is required. I will confirm Podium pick up address.
- Any questions? Please send them along via email.
- All receipts need to be forwarded to Wayne for payment.
- Thank you's (Kim to write) will be distributed to all parties

ACTION ITEM: Kim to write Thank you's to all parties that assisted in this project; Sally to provide names and emails for these folks.

- Robin Pederson will paint them.
- Tents and podiums will be stored at "Team McNabb's" building in Lantzville; Robin will be asked to take the painted podiums there for storage.
- Kim offered to deliver the podiums to the OW and then back to Lantzville for the tourney.

M. Coordinator Locator/Newsletter: (Donna)

- Working with Charles and the Coordinators to test the new email and push text functionality. We have refined the list of Coordinators to "active" and "recently active". We have removed the Coordinators who have not been active for sometime and shown no interest in coordinating. At the end of May we asked the refined list of Coordinators to play with the new feature and they will provide us feedback the second week of June.
- Working with Deb, Harvey, Charles and Shirley to provide more direction to the Coordinators on how we manage DUPR game ties (thanks for Harvey) and ensuring that DUPR games are initialled prior to inputting scores into DUPR.
- Late August is when we need to coordinate fall/winter Coordinators (boxes come in, etc.)

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

O. Website: (Wayne) Nothing to report

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

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

FROM PREVIOUS MEETING:

- 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.

STATUS: Completed

6) OLD BUSINESS:

A. 55+ Games: (Harvey, Deb)

- Any updates available from Dave? Dave had nothing to report at this meeting but noted that there will likely be much more info. available as the Games date approaches.

B. AED/CPR Training (Deb)

- Spoke to Calvin - very busy, but will forward a few videos for us to post ASAP.

C. Awnings/Tents: (Sally)

- There is a 'tent party' with our sponsors and helpers on June 16, 6:30 pm at Team McNab's warehouse to 'build' and unveil the tents; bring your play gear; Club to cover player costs for that evening.
- Tents have arrived and are at Sally's; to be moved to Team McNab's warehouse.
- Cost to the Club after sponsor payment will be within \$30 of the original estimate.

D. Housekeeping Items: (Deb)

- JC to report back about the Beban building re: courts
- Dates to book:
 - Dec. 5th - Volunteer Day - Donna/JC
 - Dec. 13 - Xmas Party - Kitchen - 2 gyms (2:30 - 4); Monarch room (3:30 - 5:30)
- RE: photographer Greg

- Shirley: Photographer came and took photos and was happy with the results; done on a volunteer basis; appreciation for Greg needs to be determined for presentation after the tournament.

E. DUPR Rating System: (Deb and Harvey)

- A Google Meet session was held on Wed May 28 with Nicolas (DUPR Account Manager for NPC), Deb, Donna, Charles, Shirley and Harvey
- Major concerns of the meeting were dealing with inflated ratings with a number of NPC members. Nicolas asked the club to forward names of the club members who would benefit from having the analytics group of DUPR have a look at their patterns of game play / opposition and partners.
- The club sent out an email to all DUPR players informing that DUPR was to look at a number of players who may have ratings that are not in line with their level of play in the club. The club is in the process of sending a list small list player to DUPR through Nicolas to check on their ratings.

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

- On Wed., May 28, Dr. Joe Foglia gave an excellent presentation to approximately 20 Club members of commonly seen injuries from Pickleball. He used these injuries to suggest preventive measures the players could use to reduce injury, speed healing and stay in the game longer with less down time. Although the number of participants was low, questions and comments from the members demonstrated a total interest in the subject area. The presentation lasted approximately 1 hour with some questions following the session. Dr. Foglia asked that if we were to pay for his service he would like the money to be donated to a charitable organization. Nanaimo Loaves and Fishes Food Bank was chosen and participants were asked to donate with a non-perishable food item. Also \$160 dollars were donated to the food bank. \$150 direct deposit from the club and another \$10.00 from one member and an unknown amount from another.

8) NEW BUSINESS:

- A. Vendors** – We have been contacted by a water enhancing company to set up a table at our tournament; OW allows a vendor to attend the tournament; decision made to let these folks know that we are too far down the road to sort things out for this year's tournament, but well worth considering for future events.

9) GOOD OF THE ORDER: Kim: Discretionary spending limit should be discussed at the next meeting.

10) NEXT MEETING/ADJOURNMENT:

- Next meeting will be July 10, 7 pm; Zoom invite to follow. (Aug. 14 will be another in-person meeting; will need a computer in the room for Kim to join by Zoom (or have someone else take minutes).
- Adjourned: 8:48 pm