

**Nanaimo Pickleball Club**  
**Annual General Meeting (via Zoom)**  
**January 24, 2026 –10:00 am start**

**Minutes**

*(Draft – Jan. 24/’26 – for adoption at 2027 AGM)*

1. Call to order – Deb: *Meeting called to order at 10:01 am.*
2. Quorum confirmation/attendance report – Kim: *Confirmed; 19 attendees.*
3. Welcome to all members and guests, introduce Executive – Deb
4. Review/Adoption of the agenda

**M/S Dave/Charles - To accept the agenda as presented. Carried**

5. Adoption of the Minutes of the Jan. 25/’25 AGM – Kim

**M/S Kim/Sally that the minutes of the 2025 AGM be accepted as presented. Carried**

6. President’s Report – Deb

*It’s time to celebrate and thank all the volunteers who have done so much for the Club. Participation and assistance very much appreciated. The Board is relied on to move the Club in the right direction and all input from the general membership is welcomed.*

*Board members are thanked for the many achievements in 2025. Enhanced quality and quantity of play opportunity was a key goal and that has been achieved.*

*Our combined strength makes us what we are, and we were blessed with so many volunteers this year; as a result, we held many successful events.*

*Committee directors were a great cast and the year has been very eventful. An overview from each of our committee representatives is provided in the attached reports.*

*We are committed to building on our momentum; please dialogue with us and we will do everything in our power to explore any new or changes in activities the Club might be able to undertake.*

7. Treasurer's Report – Wayne

**M/S Kim/Lyle Accept Treasurer's report as presented. Carried**

8. Committee Reports (see attached):

- *Court Director & Court Reserve – Charles*
- *Membership & Software – Charles*
- *Court Coordinator Locator & Weekend Update Newsletter – Donna*
- *Correspondence – Glynis*
- *Grants & Funding Proposals – Harvey*
- *Play Sessions – Harvey*
- *Junior Program – Harvey*
- *Training – Harvey*
- *Apparel – Harvey*
- *New Member Liaison – Shirley*
- *Ratings – Kim*
- *2025 55+ BC Games – Dave*
- *NPC Website – Wayne*
- *NPC Facebook Page – Wayne*
- *City Liaison & NPC Facilities – Wayne*
- *Social & Events - Sally*

9. Old Business – *None*

10. New Business – *None*

11. Departing Directors messages – Deb

*Three Exec. members are stepping down (Sally, JC, and Chris). Very high praise for your contributions and we are hopeful that you will continue your assistance in the future.*

12. Election of officers for the coming year – Dave Eaton. *See attached Appendix 3 for results of the election of the 2026 Board of Directors.*

13. Good of the Order – *Deb is retiring as President, and on behalf of the entire Club, Harvey expressed his sincere thanks to Deb for the endless time and effort that she has committed to making the NPC the successful organization that it has become. Thank you so much for your service Deb!!*

14. Adjournment – **Move to adjourn: Kim – Carried. Meeting adjourned 10:47 am**

*Thank you for your support of the club and for attending!*

## SUPPORTING DOCUMENTS FOR NPC 2026 AGM

### APPENDIX 1 2025 TREASURER'S REPORT (Wayne Overton)

#### Results for the 12 Months ending December 31, 2025

---

- **Revenue recorded in the period was \$75,601.17 and included:**
  - \$44,740.29 for play sessions
  - \$17,480.88 tournament revenues

#### \$6,042.50 membership fees

- \$4,792.24 training revenues
- \$815.00 revenues from merchandise for resale
- \$1,730.26 other includes -\$120.00 Stipend re safety glasses, \$500.00 grant, \$1,050.26 bank interest earned and \$60 ball machine rentals

- **Expenses recorded in the period were \$66,618.23 and included:**

- \$41,964.57 for gym rentals
- \$10,271.27 tournament costs
- \$4,771.40 Training costs and supplies
- \$1,224.73 Merchandise for resale
- \$4,825.79 Pickleballs, Supplies and Other includes, \$1,490.00 Balls, \$282.45- nets, \$232.46- Christmas party and volunteer events, \$100.00- donation to McNabb Family, \$350.00 Podium Construction, \$300.00 Cinnabar, \$271.21 coordinator supplies, \$900.01- gifts for retiring directors, \$142.37- repairs to pickleball machine, \$507.29 – 55+ games. \$250.00 Club Banner \$1,864.58
- Bank/Website/ Software costs include \$385.14 Zoom, CourtReserve \$930.58, \$39.88 -Pickleball Brackets, \$313.99 Site123, \$78.50 Banking Fees, \$55.00 Society Filings, \$14.01- Cognito, \$47.48 -Namecheap
- \$2,920.62 Major Purchases were \$847.35 – Nets, \$796.66 – Paddles, \$1,276.61 – Tent & Awning net of Sponsors

**o The Net Profit for the year was \$8,982.94**

**o Cash in the bank and deposits is \$38,574.51 and cash in Stripe was \$1,493.99 for total cash of \$40,068.50**

---

## **APPENDIX 2**

### **COMMITTEE REPORTS**

#### **Court Director / CourtReserve**

**Charles Ku**

2025 focused on two strategic goals: modernizing club communications and implementation of DUPR rating system.

#### ***CourtReserve & System Infrastructure***

- System Modernization: Successfully transitioned the membership to the new CourtReserve "Modern Dashboard" mobile app to improve user workflow.
- Dupr Rating system: Successfully interface deployment between CourtReserve & Dupr rating system, which allows continuous update on player's Dupr rating.
- Communication Upgrade: Conducted pilot testing of Push and Text notification functions with a group of coordinators and executives. Fully released these features to the entire membership in July 2025, allowing for real-time alerts on session availability and waitlist updates.
- Policy Integration: Combined the "Assumption of Risk" waiver and "Code of Conduct" into a single digital document within the registration flow to streamline new member applications.

#### ***Venue & Session Management***

The Play Session Committee, we continue to secure additional facilities & play opportunities for our members.

***Session Management:*** continue to strive for best utilization with limited space allocation for play opportunities

#### ***Key Data & Trends (Year-over-Year)***

1. Growth & Engagement: Even with new facilities like Aspengrove school & Cross Court our play opportunities are still not meeting the rapid growth in demand which confirms by how many sessions have waitlist
  - Total Sessions Offered: Increased 32.4% (from 521 in 2024 to 690 in 2025).
  - Total Event Registrations: Increased 26.6% (from 10,055 to 12,727).
2. The adoption to DUPR: We moved rapidly on the adoption of DUPR rating system.
  - 2025: 23% of all annual sessions were DUPR-rated.
3. Evolving Membership Skill:

- The "Intermediate Growth": Our 3.0–3.5 rated player base grew by 7.5% and is now the largest segment of the club (approx. 36%).

#### 4. Why DUPR Matters (Validation):

A data comparison of members holding both old "Club Ratings" and new DUPR ratings confirmed the necessity of the switch. The old "3.5 club rated group" contained players ranging from 2.7 to 4.3 DUPR. The move to DUPR was essential to ensure fairer, competitive play that the old club resting could not provide.

---

### **Membership & Software**

**Charles Ku**

- Rating Systems: Since DUPR is now the official rating system for our club, we have begun requiring all new member must have a DUPR account.
- Tournament Support: Another successful 2025 Annual Tournament Managed "Paddles in the Park" registration via Cognito Forms, achieving high engagement across Men's, Women's, and Mixed divisions.
- Platform Costs: We are monitoring a potential price increase for the CourtReserve platform in the coming year to ensure future budget alignment.

#### Outlook & Challenges for 2026

- Primary Challenge: Indoor venue capacity vs. surging member demand.
- 2026 Goal:
- Play sessions Alignment: Ensure our session mix DUPR vs. Non DUPR are aligned with our member skill population.
- New members application & current membership renewal process - Roll out new 1-stop registration & renewal membership purchase processing through PCO system

### **Acknowledgements**

Special thank you to Lyle for always being there to help me with his wealth of experience & knowledge & Shirley for stepping in a year ago, take over membership management & help me with our annual membership renewal. *Moving to a 'one-stop shop' model is a key goal to simplify the process in the year ahead.*

---

### **Court Coordinator Locator / Weekend Update Newsletter Author**

**Donna Poburan**

2025 was a busy year building programs to support the Coordinators to continue to organize great sessions for our members.

We developed an orientation program that new Coordinators are provided. This program included a job description, procedures and an overview of the CourtReserve mobile and desktop functionality. The PowerPoint of this program stored on the NPC website.

In an effort to increase communication and provide timely information, a group email for Coordinators was created. The email was particularly helpful as the Club transitioned to DUPR and updated policies such as Code of Conduct and Respectful Play. We held three Zoom meeting in 2025 to talk about, the integration of DUPR, implementation of Respectful Play Policy and a new procedure on organizing DUPR sessions.

The Coordinators were offered AED training that would support them should there be an incident at OW and also during social play at Beban.

In late spring a NPC newsletter was launched. The Weekend Update was established in an effort to reduce the number of emails sent to the membership and to ensure consistent messages were being communicated to Coordinators and Players. The newsletter format has morphed a bit to meet various club needs including a section which provides basic pickleball rules.

In September and October, we refreshed the Coordinator's kits primarily with balls and cold packs.

On December 6th we held our Volunteer Appreciation Event. We played for two hours and ate cake!

At the start of the year, we had 28 Coordinators and ended the year with 26 Coordinators. It was an extraordinary year as a result of the dedication and commitment of the coordinators. We are grateful to these volunteers!

---

### **Correspondence** **Glynis DiGeorgio**

Correspondence involves responding daily to all inquiries through our club email in a timely, clear and polite way. Questions that I was not able to answer would be redirected to the appropriate person. Most inquiries were about joining the club, beginner and orientation lessons and generally about where and how to start playing. The screening of new members is an important piece to maintain a level of play in the club that is fun for everyone. With the addition of our DUPR rating, there has been an uptick in requests for rating changes that were directed towards the rating committee. Other inquiries have been regarding rental of ball machine, buy and sell items, tournament reminders, guest memberships and alternate places to play for non-members.

---

## **Grants and Funding Proposals**

### **Harvey Hall**

- The PBC Annual Grant was increased to \$1,000 per year. As a result, the Club's successful application on behalf of Cinnabar Elementary School received an additional \$500.
- A grant was applied for in conjunction with Rutherford Elementary School; \$1,000 was received for the purchase of paddles.
- A draft application to the Legion for \$3,418 was prepared for the purchase of portable nets.
- There are a number of Rotary Clubs in Nanaimo that might also be pursued as a possible funding source.

---

## **Play Session Committee**

### **Harvey Hall**

Deb, Charles, Shirley, Donna & Harvey worked on this activity.

The Play Session Committee meets throughout the year working with session offerings from Nanaimo Parks and Recreation throughout the season. Only 4 regular offerings throughout the season were given to NPC this year. This is down from 7 regular session from past years.

Throughout the year liaison (Charles) received a list of cancellations from Nanaimo R & P and we hold a meeting to check for desirable sessions for NPC. Send back to the city our list of appropriate session times. A theme must be assigned for each session, level of play, and number of players appropriate for the session. Charles/Shirley then loads the request into CourtReserve and a cost for the member is calculated.

The club also has rented two evenings at Aspengrove School starting in September through to January this year. These were Tuesdays and Thursdays 7:00 to 9:00pm. Cost here is a bit more expensive but the facility is good for 4 indoor courts. At this time we do not have availability to the school past January. Trinity Church gym was also utilized for few sessions early in the year. Cost was a bit more expensive for 2-3 courts for 2 hours.

Cross Court at Arbutus Meadows - Meeting with the owners in 2023 NPC was given a choice of times and booking opportunities. It also allowed us to book multiple courts at the same time for the club's use. After a few 3-4 months of booking courts for lessons and bookable courts by members, the club release 2 of the 4 courts it was booking. Court surface quality, lighting and visibility challenges at different times of the day were reasons given for the lack of membership use. It is hoped that the inadequacies will be addressed for future NPC bookings.

---

## **Junior Program**

### **Harvey Hall**

Deb & Harvey worked on this activity.

A team of NPC members represented the NPC at the February 3 Professional Development Day at Dover Bay. These were full sessions touching some 32 teachers. (some were unable to attend because of snow fall) Physical Health and Education teachers and regular classroom teachers. Educators are provided with a 3-day lesson plan & drills to introduce pickleball to their classes.

For 2026, we have been asked to submit a two 2-hour sessions proposal to Kwám kwúmstuxw í nučam̓atstuxw (kwam-kwam stooch e natsamak stooch) Day, taking place on April 27, 2026 at Dover Bay Secondary School in Nanaimo.

The club would really like to directly support junior pickleball players in Nanaimo but because of lack of indoor facilities there is little court time available for this venture during the winter months. Perhaps Arbutus Meadows will develop into a junior training facility in this time. Now that we have 8 new outdoor courts at Beban this could also be a possibility in the Spring/Summer/Fall.

December was Paddle Donation Month. As of Christmas Day the club has collected over 48 paddles towards the goal of 112 paddles for the donation of 7 elementary schools.

---

## **Training**

### **Harvey Hall**

Deb, Harvey and J.C. worked on this activity.

The club, in accordance with its mission statement has added a training component in 2026 as a result of a new facility rental at Nanoose (CrossCourt) and Aspengrove. We have offered Josh Struthers (a qualified Pickleball Level 1 instructor) the opportunity to instruct members of the club. He at present time is working on Thursdays for 2 hours with 8 players on 2 courts. This is proving highly successful with the members of the club.

Trinity Church was also utilized for 4 sessions of Pickleball Orientations early in the year.

Josh also conducted one Orientation session which was also met with warm reception this year.

---

**Apparel****Harvey Hall**

Harvey, Sally & Deb worked on this activity.

Dec 18 an order was submitted to 5 Star Embroidery in Nanaimo. The committee offered 3 products at this time, Bucket hats, Hoodies and Waffle shirts all embroidered by 5 Star. 17 member orders were placed. Delivery is expected for Mid-January.

---

**New Member Liaison****Shirley Woyke**

When a new member registers, I receive an email alerting me. I check each member to see if they have completed both Pickleball Canada registration and DUPR. I email, text or phone to provide assistance to help the new member to complete. Once all steps are completed, I provide an email to help the new member register for court reserve. If the member is under 3.0, an assessment letter is sent to the member to gauge their skill level. This letter is reviewed by our Ratings Committee and a rating is then provided. For all new members with a self rating above 3.0 and without a DUPR of 80% reliability, I provide a conditional rating and provide a letter explaining the conditional status.

---

**Ratings Committee****Kim Brunt**

2025 was a busy year for the NPC Ratings Committee, and I thank my fellow committee members Megan, Deb, Harvey, Donna and Charles for making the job much easier than it might have been. Shirley was extremely helpful in rolling out the changes that we have instigated, especially for new members as they navigate our performance-based rating system.

We held several “Challenge Up” sessions in the first half of the year to address members’ desire to have an objective means of assigning Club Ratings. However, the person-power required to conduct these sessions – along with the loss of Pickleball Brackets as a means of determining appropriate rating levels – made it clear that it was time to adopt a new system. The wholesale move of the vast majority of the world’s pickleball organizations to DUPR (Dynamic Universal Pickleball Rating) as the primary means of assigning ratings was the final piece of the puzzle we needed to develop the current system.

To that end, a new Ratings Policy was developed for the Club in the fall of 2025 that embraces a “two-rating” system of both DUPR scores and Club Ratings. This move has not been without its hiccups, but using DUPR as a primary way to fairly assign Club

Ratings is clearly the best way to move forward on this matter, and we look forward to realizing the benefits of the changes we have put in place in the years ahead.

*We don't currently have a way to 'automatically' increase a member's Club Rating – we rely on players to contact us when they have met the criteria for an adjustment as a result of their DUPR rating as per the Ratings Policy. It was pointed out at the meeting that this is not likely common knowledge among Club members and suggested that a reminder of this in an upcoming edition of the Weekend Update Newsletter might be worthwhile.*

---

## **2025 55+ BC Games Recap**

**Dave Eaton**

It's been a few months since the games wrapped and the incredible workload that such an event creates is in the past. While most of us were able to watch tremendous pickleball skills and in many cases, play in the competition and often WIN A MEDAL, in many ways, our incredible volunteers were the stars of the show. We asked our club for volunteers in late 2024, and within a couple of weeks, dozens had already committed. That number grew to over 60, almost all members of our club, by the time the Games started we had more than any of the other 23 sports involved.

A simple thank you doesn't seem enough, but please know that your contributions were greatly appreciated. Some of you jumped in for specific jobs while others attended planning meetings, spent lots of time preparing for the event, then worked as many as 45 hours from Wednesday to Saturday! Wow!!!

If Nanaimo gets to host the 55+ Games again in the future, you can bet the Nanaimo Pickleball Club members will be there, front and centre, pitching in and getting it done in style!

*A snack table at the facility was not provided by the 55+ Games organization, so the NPC stepped up and populated a very successful snack table at the games that was greatly appreciated!!*

---

## **Nanaimo Pickleball Club Website**

**Wayne Overton**

The Club's website is maintained by Wayne Overton and contains a lot of information including news, play locations, club policies and bylaws, minutes of executive meetings, tournament information, event pictures, links to membership and guest memberships and a whole lot more. Annual costs to maintain the site are \$314.

---

## **NPC Facebook Page**

**Wayne Overton**

The Club's Facebook page where traffic is relatively light is maintained by Wayne Overton. Most inquiries are from visitors in our area wanting to know where they could play some pickleball, where they might get some lessons and how they could join the club. I also like to post pictures of events and to let our members know about things that are happening in our pickleball community. If the opportunity arises I post the occasional bit of humor (pickleball related) that I happen across. Always looking for suggestions for posts relevant to our pickleball community.

---

## **City Liaison / NPC Facilities**

**Wayne Overton**

The NPC City Liaison group (Dave Eaton, JC Dayne, Caron Knight, Wayne Overton) met with the city of Nanaimo several times in 2025. The focus of this group is to support improved access to quality playing facilities in Nanaimo and to provide a strong pickleball presence with the City of Nanaimo recreation team.

**Areas of focus in 2025 were:**

- Successful delivery of 55+ games - Complete
- More play time at Oliver Woods - Continuing
- Possible play at other facilities – Harewood, Centennial Building – Continuing only for Centennial
- Resurfacing of courts at Beban - complete
- Improved signage at Beban re AED machine and washrooms at golf course clubhouse - complete
- Safety padding on west wall at Oliver Woods
- Additional security at Beban after nets were vandalized – City does not want to move forward on locked gates so no further security measures will be installed.
- Court Lighting for more play time at Beban - continuing
- Additional pickleball courts at Beban - continuing
- Additional garbage cans at Beban and the addition of recycling bins - complete

**Areas of focus for 2026 include:**

- More play time at Oliver Woods
- Centennial building possibilities
- Safety padding on west wall at Beban
- Court lighting for more play time at Beban
- Court lighting for more play time at Beban

- Additional courts at Beban
- Additional windscreens at Beban
- Painting of bleachers at Beban (to reduce glare)
- Installation of a practice wall at Beban

---

## **Social / Events**

### **Sally Morten**

We had many events in 2025 for which we asked our members to volunteer their time, and you certainly came through!

We had the Nanaimo Indoor Tournament in July, our annual 'Paddles in the Park' 90 Minute Tournament in early September, the BC 55+ Games, Mexican Madness, the first annual Pickle for Hunger, and finally, on December 29<sup>th</sup>, the NPC Groovy Winter games.

All of these events require volunteers in the planning stages, and MANY more on the day. We are never short of members who are happy to step up and help make these events happen for the rest of us.

In order to show our appreciation and celebrate these members, we help our Volunteer Appreciation Event on December 6<sup>th</sup>. We played pickleball, ate cake, then played some more!

Thank you once again for all that you do! We have an amazing community of supportive and helpful people and it made my job as Volunteer 'Wrangler' an easy one for the last two years.

---

## **APPENDIX 3** **ELECTION OF OFFICERS & DIRECTORS**

### **2026 Election of Officers and Directors – Nanaimo Pickleball Club**

At each Annual General Meeting, the members in attendance vote for Directors and Officers for the coming year. Our bylaws call for a minimum of 3 and a maximum of 11 Directors and Officers to serve on our Board of Directors.

The following members have allowed their name to stand for Officers for 2026. Nominations will also be taken from the floor on the day of the meeting.

#### **1. For President**

- *Megan Mitchell (Nominee)* – ***Elected by acclamation***

#### **2. For Vice President**

- *None – this position will remain vacant for the time being.*

#### **3. For Treasurer**

- *Wayne Overton (Incumbent)* – ***Elected by acclamation***

#### **4. For Secretary**

- *Kim Brunt (Incumbent)* – ***Elected by acclamation***

#### **5. For Directors at Large**

- *Charles Ku (Incumbent)*
- *Glynis DiGeorgio (Incumbent)*
- *Donna Poburan (Incumbent)*
- *Shirley Wolke (Incumbent)*
- *Harvey Hall (Incumbent)*
- *Stephanie Nash (Nominee)*
- *Mike Smith (Nominee)*

***No additional nominations for Directors at Large; all of the above elected by acclamation.***

## **APPENDIX 4**

### **BIOS FROM NOMINEES FOR THE EXECUTIVE OF THE NPC**

#### ***Megan Mitchell (Nominee for President)***

Pickleball has been a fairly recent addition to my life. I have played for 3 years – all as a member of the Nanaimo Club which has been a wonderful place to meet people and share in the spirit of play.

Participating in sport has always been something I have enjoyed, which included competing at the National level for New Zealand in volleyball.

My background is in the field of physiotherapy. My life experience has been owning a small business and working in the roles of management and financial controller for the past 30 years, along with raising 4 daughters.

Over the last 3 years of playing pickleball, I have participated in various tournaments and played at several clubs. During this time, I have observed how pickleball is being supported in other communities. I hope to bring this knowledge and experience to the Executive to support members, and to further advance the Club's relationship with the City of Nanaimo.

---

#### ***Stephanie Nash (Nominee for Director at Large)***

Thank you for the opportunity of letting me put my name forward as a member at large for the Nanaimo Pickleball Club.

I walked on to my first pickleball court 3 years ago, my love for the game was immediate, I couldn't get enough of it!

With a heavy sports background, as an athlete, coach, and team manager I immediately sprung into action, this inclusive, fun, community building sport had my heart, I wanted everyone to have an opportunity to play!

Since my introduction to pickleball:

- I started volunteering with the RDN, by facilitating PB sessions.
- Advocating for abandoned outdoor tennis courts at the Cedar High School to be repurposed for PB - this project is now in its final approval stage with the RDN and SD 68
- I took my level 1 PB coaching certification in order to volunteer hosting "Learn to Play" sessions for the RDN.
- I also took a position of sitting on the RDN Parks and Rec Committee.
- I have also started hosting my own Pickleball sessions for the local Cedar pickleballers.

This past year I have taken on more substantial volunteer opportunities with NPC, shadowing the NPC Tournament Director for the NPC indoor Pickleball Tournament, stepped in to the role as Medals Coordinator for the 55+ games, took on my first Tournament Director position while working collaboratively to create and host the NPC Pickle for Hunger, and rounded out the year volunteering on hosting the Groovy Games for the year end NPC fun session.

All these experiences have led me to this next stage of my journey. I hope to work closer with the NPC executive as an official member of the team, supporting play opportunities for all levels of play and ages.

I am eager to jump in wherever needed to assist in making the 2026 season a successful one, in any capacity.

If it's for pickleball, "I'm always in!"

Thank you for considering me for one of these positions.

See you on the court!!

Stephanie Nash

---

### ***Mike Smith (Nominee for Director at Large)***

Just as a bit of background:

- I spent 33 years working for CIBC, the last 20 years as a District Manager or District Vice President. In this capacity I lead and managed all CIBC branches on Vancouver Island north of the Malahat.... and after that I led all CIBC branches in Northern BC/Yukon/Northwest Territories and Nunavut.
- I have also held the role of VP for 4 years at Tall Timbers Holiday Park at Sproat Lake where we own a membership. In this capacity our committee managed all the affairs of the Recreational Park.
- I was also a committee member for 4 years on our 10-person Retiree Advisory Committee for CIBC. This was a national position that advocated for CIBC Retirees within our company.
- I am currently the President of the CIBC Retiree Club for Mid- and North Vancouver Island.

I would be interested in the Director role as I really enjoy playing pickleball and I appreciate the work that the Executive is doing. And therefore, I would like to help out in any way that I can.

Cheers, Mike