

## Minutes - NPC Exec Meeting – Wednesday September 13th, 2023

Purpose of the Meeting: Monthly Exec meeting  
The meeting was called to Order: Wednesday at 7:02 PM.

Present: Deb M, Gary R, Ruth D, Lyle E, Harvey H, John E, Caron U  
Regrets: Wayne O, Monte N.

1) DEB M called the meeting to order – We reconfirmed that we had a quorum, so the meeting proceeded.

-Deb M welcomed the NPC exec in attendance and thanked them for attending

2) MINUTES OF PREVIOUS MEETING:

Moved by Lyle and seconded by John that the minutes of the Aug 9th, 2023, meeting be adopted as circulated. Motion Passed.

3) CORRESPONDENCE: MONTE N

Inquiries in the last month (between our Aug Executive meeting and now) were down from the previous month's period, mostly local people new to the sport. There were six new inquiries by people new to the sport and one inquiry about levelling up without being assessed or working oneself up through brackets (he just figured he was good enough to be a 3.0). There were several other miscellaneous inquiries pertaining to Mexican Madness.

Lyle wanted to remind any new members that sign up after Oct 1 is a benefit for new members.

Action: Lyle to send Deb information of what the difference is in cost registering before and after Oct 1

4) TREASURER'S REPORT: LYLE E

### Results for the Month of August 2023

- Revenue of \$7,489.12 included tournament revenue of \$2,208.68, training revenue of \$2,490.00 (Greg Frady \$2,400 and Introduction to Pickleball \$90), \$2,545.61 for play sessions, membership fees of \$205.00, and other income of \$39.83
- Expenses in the month totaled \$6,845.49 and included \$1,944.25 for tournament expenses, \$2,275.78 for gym rentals, \$2,040.00 for training costs and supplies, \$200.46 for software and banking fees (CourtReserve \$54.91, \$133.00 for Society Name, Pickleball Brackets \$6.40, Banking Fees \$6.15) and \$385 for Supplies (balls).
- Net Profit in the month was \$643.63

### Results for the 8 months ended August 31, 2023

- Revenue of \$40,360.01 included \$24,282.64 for play sessions, tournament revenue of \$10,151.31 membership fees of \$2,507.78, training revenue of \$3,060.00, merchandise sales of \$60.00 and other income of \$298.28.
- Expenses for the period were \$34,697.18 which was mainly for OW gym rentals of \$22,243.40, tournament expenses of \$7,792.17 and balls and supplies were \$1,655.46 (Director retirement gifts \$300, balls \$1,255.33, supplies \$100.13). Bank, website and software fees totaled \$966.15

- The Net Profit for the 8-month period was \$5,662.83
  - Tournament Status:
    - 90 Minute Indoor Tournament (Oliver Woods) – Total Revenue \$0.00, Expenses \$293.66, Net Loss \$293.66 (Tournament was rescheduled to Jan 2023 from December 2022, revenue and some costs were incurred in 2022). Overall, the tournament had a Net Profit of \$66.25)
    - 2023 Indoor Tournament - Total Revenue \$7,937.63, Expenses \$5,554.26, Net Profit \$2,383.37
    - Mexican Madness (Revenue \$2,213.68, Expense \$1,944.25, Net Profit \$269.43
- Cash in the bank is \$29,279.15 and cash in Stripe was \$677.28 for total cash of \$29,956.43

**Membership**

- Total Members in good standing increased by 9 in August of which 6 were new members, 2 were renewing members and 1 came off the restricted list. Of the 3 members currently suspended, 1 is due to not having a current membership with PCO and 2 are due to having no pickleball experience. There was 1 Guest Membership in the month. See the breakdown for memberships below:

<b>Membership:</b>	
<b>Members in Good Standing</b>	<b>295</b>
Members Restricted - not current PCO/PBBC Members or Need Introduction to Pickleball	3
Subtotal	298
Members Suspended - Membership fees not paid in full	0
Total	298
Active Guest Memberships	1

**ACTION:-** Wayne to post policies on the NPC Website and to let exec members know when completed -  
**Status -** Completed This should be moved to another section as it is not part of the treasurer’s report.

Moved to accept the Treasures report Lyle seconded Deb

5). SUBCOMMITTEE REPORTS:

A. Court Director: Gary R  
 PADS & PBC

- OW has pencilled us in for April 20, 2024, both gyms;
  - (Gail, Facilities Clerk) will have to speak with the coordinator and manager to make sure that she hasn’t over stepped on something else;
  - OW is not booking the spring/summer as yet.

Requested Mexican Madness pencilled in for Sept. 21/24;

SD68(Island ConnectEd,(ICE))

- Contracted Monday and Friday evenings to first week in May;
  - First Monday of Novice play Sept. 11 was cancelled as the nets were at the printers.
  - Must use Badminton NVZ line;
  - Club portable nets;
  - Coordinators in place;
    - Arranged two keys for Coordinators;
    - The principal of ICE will allow us to store our nets in the equipment room on site regarding
- We are on the waiting list to use other schools in the district;

Fall & Winter sessions contracted;

- Coordinators in place;
- Fall & Winter sessions on CR & website;
- Space Availability analysis being distributed to Play Session Committee for review and action;

Med Info Kits in the works;

Susan Morgan has offered to assist me with the CD duties while I am away in the Fall.

I have tagged Sandra Bassett as the CD understudy.

**ACTION:** Gary to book the courts for our Nanaimo Tournament – Dates July 13/14, 2024 8:00 am to 8:00 pm. Once booked to let Caron know so she can let PBBC put dates into their calendar

**ACTION:** Gary to follow up with the School Board with regards to Island connect, and the availability of other schools....

Gary may also want to check about nets to see if we can use the school nets.

**Status** – Completed use of nets in ICE

B. City Liaison: Wayne O., Lyle E., Dave E., Caron U

**ACTION:** - Deb to write Charlotte and ask about potential net issues at Beban Park

**Status** - Dave and I spoke to Charlotte - hoping that with time all will work itself out.

People are taking nets out - so far seems to be working for players. Next meeting Sept 21, 2023.

C. Club Ratings: Lyle E., Deb M., Gary R.

#### **Ratings Committee**

- The next meeting will be scheduled for Saturday, Sept 16

D. Youth Program: Harvey H., Deb M.

Home schooling group are borrowing 20 paddles for the month of October. They will be signing a borrowers agreement for the paddles. They will be using them once a week for 3 weeks.

E. Play Session Director: John E., Gary R., Caron U., Deb M

Gary has broken down any sessions that the city is offering for the committee.

**ACTION:** John - Committee will meet Oct. 15 at 4:00pm

F. New Member Liaison: John E, Ruth D

G. Training Director: Caron U., John E.

**ACTION:** Deb will receive a list of pending names from Lyle and Caron - session will be set up during the Thursday club session time in August. Deb to send letters out to potential new members for an Orientation session indoors at Oliver Woods. Gary and Lyle will help to set up court and payment. Deb will be looking for help on day of session.

**Status - Orientation** - John Yim and Gary hosted our last orientation for 3 players at Oliver Woods on August 19th .

I understand it was accepted graciously and those taking it have pursued avenues for lessons to further their journey in Pickleball. Parks and Recreation are now hosting orientation to pickleball lessons throughout the fall/winter schedule.

H. Software Managers – Lyle E, Harvey H, Gary R, Wayne O, Ruth D

### **CourtReserve**

- **Updated Email Templates:** CR just released a new email template design that is cleaner cut and tailors more to our brand. Colors will be pulled from our member portal, and we also display footer links for our social media links. I haven't seen what this looks like yet.
- **Member Portal – My Bookings:** My Events will now be directed to the My Bookings page. This newly updated design allows players to see their upcoming reservations and events in a list form, similar to the Event list. Members will be able to choose what they want to see by type, and also filter by date allowing members to easily keep track of their upcoming reservations and events!
- **Ineligible Tag on Events:** When registering players for an Event on the Admin side a new INELIGIBLE tag will display next to the player's name if they do not meet something about the Restrictions set for the event. Clicking the tag will display the reasons the player does not meet the restrictions. There is also a Sub-Admin setting for this that will prevent system users from registering players for events that they do not meet the criteria for.
- **COMING SOON!**
  - DUPR Integration
  - Pickleball Leagues - Open Beta
  - New Member Mobile App Home Dashboard
  
- **ACTION:** Lyle asked to put together a description of new systems for discussion for next executive meeting. – **Status** - Completed
- **ACTION** - Lyle: CourtReserve is developing a DUPR rating system. When this is operational Lyle will review with the rating committee to see if it is something the Club should implement.
- **Status** – As noted above, DUPR is coming soon.
- **Action:** League play and DUPR is now live. Lyle will test out and report back to the rating committee. The cost for league play is \$1 per player per session (calendar month). This could be a consideration to replace Thursday Bracket play.
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### **PCO Memberships**

- Nothing to report.

### **Pickleball Brackets**

- **ACTION** – Ruth to contact Lyle to assist with showing new member how to join NPC
- **Completed.**

## Facebook

- **Action** – Wayne to contact Mary N to post tournament pictures on NPC Facebook page
- Status** – Mary N to step away for a period of time and Wayne to be Facebook page administrator until she returns.
- ACTION: Deb to send photos to Wayne for placement on Facebook**

## 6) OLD BUSINESS

a. Website Update - the website needs to be updated - we need two volunteers to go through website and make suggestions to update.

**Action:** - Review entire website and update as necessary

Assigned to: Wayne O, Lyle E, Monte N

Delivery Date: Complete

**Status** – Wayne, Lyle and Monte held a meeting on Zoom and reviewed the entire website whilst making a list of necessary and suggested changes. Lyle has made the identified changes and outstanding is a final review. Thank you Lyle!

b. Coordinators Kits

**Action:** make coordinator kits

Assigned to: Deb M, Caron U

Delivery Date: Kits will be ready and prepared for a meeting for Gary when he meets with all coordinators in late August.

**Status** - Kits and first aid bags are prepared – have to order bags for coordinators - Material to be given to Gary for his Coordinator meeting. All coordinators need to forward all incidents to Deb. Deb will send to PCBC.

**Action:** - Gary to email blank copies of medical reports to coordinators with information to complete forms in the case of an incident. If there is an incident the reports can be sent to Deb (right away). With insurance/medical concern there is a very brief amount of time to get the paperwork into the right hands.

**Status** -

c. Apparel - Lyle suggests that we pay for the logo by Seneni Graphics so we can legally use on the logo on our website. Perhaps we can get a credit back for the logo purchase when we put in our first order with the company.

Action: Deb to discuss with Seneni during Monte's absence as well as discuss availability of wider selection of colors.

**Action:** seek out dealers and decide on new apparel as well as look into a new logo for the club.

Assigned to: Monte, Ruth, Deb

Delivery Date: To report back to the Executive by next meeting or sooner.

**Completed:** Monte has met with Seneni Graphics and has a logo and basic order is being reviewed.

**Action:** Monte has set up the design and pricing of various apparel with Seneni Graphics. Committee is in final negotiations with the company on colors.

d. **Action:** Coordinate Exec Members Name Tags

Assigned to: XXXX (Was Murray S).

Delivery Date: **How about Monte?**

**Action:** Name tags will be offered to all members once the new logo has been chosen by membership.

Status – Suggested to wait until we have our new logo to continue the process.

Still in progress.

f. Pickleball Session(s) with Greg Frady.

**Action:** - executive in agreement to offering sessions for our membership. Gary to send one off times to **Deb** who will help to coordinate these sessions through Murray S and Grag Frady.

**Status** - Complete. The session was well received.

g. **Action** – Deb M will pursue CPR/AED training with Oceanside Pickleball and with Art Cochrane including room rental.

**Status - CPR/AED:** We met with Art Cochrane who will no longer be our instructor for this course. I have sent an email to OPC requesting to speak to their instructors (of which we share equipment with) but they have asked us to look elsewhere as they do not want to step

on the toes of the trained CPR people. I have been to St. John's and they have said that for \$45 per person they will offer a 3.5 hour course to a group anywhere from 8-18 in attendance. You will leave trained and sporting a certificate. We were very fortunate in the

past to have the expertise of Art being a trained facilitator....I am still looking for someone that could possibly become our club trainer.

St. John's First Aid may be looked at for training. Our goal is to train our Court Coordinators with the CPR/AED

**ACTION:** Caron to look into an instructor from the ferry staff. Deb is still pursuing other instructors.

Though we are unable to find an instructor, we (the executive) will ask our coordinators to take a course through St. John's.

Action: Gary to poll the coordinators and subs who would be interested in CPR/AED training if it was offered by the Club

h. Pacific Assistance Dogs Society (PADS)

Pickleball BC and PADS signed a collaboration agreement last week – to host a super sized pickleball Event.

The general plan is 'tournaments' in every location throughout the Province, all happening the same day. In other words - a series of events all part of one large Event.

The chosen date is April 20, 2024. Court has been booked by Gary. I would like commitment emails by August 14 please.

You / your Club would be responsible for securing venues, establishing basic fee structures, and 'day of facilitation. The individual events are expected to be very simple – not requiring 50 or 100 volunteers but maybe 5.

An official announcement – media, dogs, players etc. is planned for Aug 20. The more committed clubs the larger the impact etc. etc.

**Action-** Caron U to run with this opportunity.

**Status** - Caron waiting for more information to progress further.

Walter is working on a much expanded information letter to be included with our Sep 15 newsletter copy.

The event is to be hosted in April 20 of 2024 - more information coming soon.

**Action** – Gary has put in a booking request for this event.. Both Gyms

**Status** – completed

### **Forming a Society**

**Action** – Lyle to contact a lawyer (with Wayne) and to discuss how best to proceed with forming an Ordinary Society. If necessary, approval to spend up to \$2,000 for legal consultation.

**Status-** Forming a Society – no call back from lawyer referral which offers 15 minutes free consult, lawyer suggested by Vaughn A does not do societies, but the lawyers assistant said to try Ramsay. I along with

Wayne had a call with a local lawyer (Heather White) from Ramsay Lampman Rhodes on Wednesday, Sept 6. We discussed our situation with her, and she felt we were on the right track. She said she would review our documentation to ensure there is no significant errors or emissions and review the proposed resolution to be presented to our current members. There are no issues with setting up the Society before we present any resolutions to our members. She said she would get back to us within 3 weeks to review the documentation. The cost would be \$500+ depending on the complexity.

**i. PBBC August meeting overview - Next scheduled meeting : September 12 at 7 pm**

No one attended the meeting last night. Lyle mentioned he could have attended but thought Deb was attending. Deb will send out the minutes to the Executive when received.

Mexican Madness Overview – If someone who attended could give the group an overview?

Handled well. Sponsors were very cordial. Perhaps invite them back. Also invite equipment promoters.

**7) NEW BUSINESS ITEMS:**

**a. Officiating Training - October 19th - 12 - 3:30 pm (only 10-12 participants)**

Rick Folk and his wife Elizabeth will be facilitating this session. There are no real costs - Rick will submit mileage to PBC - Pickleball Depot is sponsoring our Officiating Training.

We will need an overhead, computer and a cord to project the PowerPoint Presentation (on PCO website under Officiating) to project so all participants to see. The classroom session is only an hour long, then the plan would be to head out to the courts. Each participant would get a chance to referee a match with Rick/Elizabeth present to help them along. While not refereeing participants will be playing as their colleagues' referee - All will be active. into the gym.

**Actions:** Advertise and set up registration - Deb and Lyle

Send out information – members names should be passed to Deb for collection and a meeting will be set up or a decision to be made before October.

Equipment set up and take down in classroom - Harvey

Nets and Balls put up and supplied -

Coffee and treat for classroom session -

Card and gift certificate for Rick and Elizabeth from club – perhaps a gift card – worth \$150 was discussed,

**Action:** Deb doing the advertising with Lyle and make up a sign up on Cognito Forms, Deb to ask if they have a computer with HDMI

**b. National Pickleball Day - August 8, 2024 - mark on calendars - committee formed for special day events (membership?)**

**c. Vacant Executive Seat – NOT sure we want to put this in right now, but Deb will be collecting names of possible candidates.**

**d. Website for selling used pickleball equipment – Lyle is waiting to hear back from a member about working on the clubs website.**

**e. Action:** Lyle to add “for members only” to the webpage.

**f. Fun (Paddle) in the Park (90 Minute Tournament) for 55+ players. Must be 55 by 12/31/23.**

**When:** Friday, September 22, 2023

**Where:** Beaufort Outdoor Courts (Parking is off Chelsea Cr)

**Cost: \$40 per team per event.** Only 1 person from the team needs to register and pay for both team members.

**Events:** There is a maximum of 12 teams per event.

Registration - 8:30 am at Beaufort

Ladies Doubles - 9:00 am start

Mens Doubles - 11: 00am start

Mixed Doubles - 1:00 pm start

**Registration:**

**- registration opens Sept 8th at noon**

8) ADJOURNMENT: As there was no further business the meeting adjourned at 8:53 PM. The next meeting will be Wednesday, October 11th at 7 PM via Zoom .