

Minutes - NPC Exec Meeting – Wednesday October 11th, 2023

Purpose of the Meeting: Monthly Exec meeting
The meeting was called to Order: Wednesday at 7:06 PM.

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

1) Lyle E was asked to chair the meeting. The meeting was called to order by Lyle – We confirmed that we had a quorum, so the meeting proceeded.
- Lyle E welcomed the NPC exec in attendance and thanked them for attending

2) MINUTES OF PREVIOUS MEETING:

Moved by Caron U and seconded by John E that the minutes of the Sep 13th, 2023, meeting be adopted as circulated. Motion Passed.

3) CORRESPONDENCE: MONTE N

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

4) TREASURER'S REPORT: LYLE E

Results for the Month of September 2023

- Revenue of \$3,608.45 included 90-minute tournament revenue of \$1,293.58, \$1,972.89 for play sessions, membership fees of \$300.00, and other income of \$41.98
- Expenses in the month totaled \$7,975.57 and included \$380.18 for tournament expenses, \$6,605.71 for gym rentals (gym rentals included OW for Sept \$1,299.55, OW for Oct \$2,915.23 and SD#68 for the 2023/24 contract \$2,390.93), \$433.76 for training costs and supplies (G Fardy gym rental \$262.59) and \$171.17 for the Oct Referee Clinic, \$417.62 for pickleballs and supplies (\$236.11 coordinator kits, \$63.31 OW open house brochures, \$168 for Club logo and a \$50 credit for the sale of some pickleballs to a member) and \$138.30 for software and banking fees (CourtReserve \$119.77, Pickleball Brackets \$12.08, Banking Fees \$6.45).
- Net Loss in the month was \$4,367.12

Results for the 9 months ended September 30, 2023

- Revenue of \$43,968.46 included \$26,255.53 for play sessions, tournament revenue of \$11,444.89 membership fees of \$2,807.78, training revenue of \$3,060.00, merchandise sales of \$60.00 and other income of \$340.26.
- Expenses for the period were \$42,672.75 which was mainly for OW gym rentals of \$28,849.11, tournament expenses of \$8,172.35 and balls and supplies were \$2,073.08 (Director retirement gifts \$300, balls \$1,205.33, supplies \$567.75). Bank, website and software fees totaled \$1,104.45
- The Net Profit for the 9-month period was \$1,295.71 The Net Profit dropped this period as it includes OW gym rental for October of \$1,299.55 and payment of the SD#68 gym rental for 2023/24 of \$2,390.93
- 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 \$1,694.25, Net Profit \$519.43
- Fun in the Park 90 minute outdoor tournament (Revenue \$1,293.58, Expenses \$630.18, Profit \$663.40). Note: all expenses have not been recorded yet.
- Cash in the bank is \$24,912.03 and cash in Stripe was \$844.82 for total cash of \$25,756.85 Cash is down \$4,199.58 from last month and is entirely due to paying the Oct OW gym rental fees and SD#68 gym rental for the 2023/24 contract period which totaled \$5,306.16 for both rentals).
- Lyle E Moved to accept the Treasures report and this was seconded Ruth D
- Motion Passed

Membership

- Total Members in good standing increased by 11 in September. Of the 5 members currently suspended, 2 are due to not having a current membership with PCO and 3 are due to having no pickleball experience. See the breakdown for memberships below:

Membership:	
Members in Good Standing	306
Members Restricted - not current PCO/PBBC Members or Need Introduction to Pickleball	5
Subtotal	311
Members Suspended - Membership fees not paid in full	0
Total	311
Active Guest Memberships	0

Other

- Forming a Society – phone meeting with the lawyer on October 5. She wasn't a lot of help but suggested that the simplest thing to do was to use the model bylaws as provided by the province. I compared the model bylaws to our existing bylaws and most of the items are covered by our current bylaws except our current bylaws go into more detail which probably isn't necessary. After discussion with Deb it was decided that we would file the model bylaws at this time to form the Society as the deadline to complete the application is October 11th. Other things the lawyer mentioned was that you form the society first before passing any resolutions. The resolution for our existing Club only needs to state the members of the existing Club become members of the Society. Secondly the assets of the Club can be transferred to the Society through a general covenant and the society passes a resolution to accept the assets. The paperwork and fees to form the society have been submitted and the Society is now active. The Incorporation Number is S0078966 Business Number is 72294 8817 BC0001. I have provided Parks and Recreation with our Society number and we are now getting the reduced rates for our gym rentals (\$41.68/hr + taxes vs \$44.60/hr plus taxes).
- Next steps:
- Schedule a special meeting of the Board on Oct 27th at 3:00 PM to:
- Present a resolution that the current active members of the Club become active members in good standing with the Society.

- Present the financial statements for the 9-month period ending September 30, 2023
- Present a resolution that the funds in the Club's bank accounts will be transferred to the Society for use by the Society for pickleball operations.
- Setup gaming bank accounts before the end of the year

5). SUBCOMMITTEE REPORTS:

A. Court Director: Gary R

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 look into the availability of other schools....

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

Status –

ACTION: Gary to contact City to book 10th Annual NPC Indoor Tournament for next year – July 13, 8:00 am to 7:00 pm and July 14, 8:00 am to 6:00 pm; Once booked to let Caron know so she can let PBBC put dates into their calendar.

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

- Portable Nets retrieved from Senini; not labeled; floor savers attached by session participants first night;
- Tournament Date policy transferred to City Liaison Committee;
- Space Availability Report delivered to Play Session Committee
 - 30 new session dates & times between Sept. 26 and Dec. 22 added to club regular sessions;
 - Club accepted time slots self-sourced by Sandra Bassett; Sandra volunteered to Coordinate Ladies 3.0+ sessions;
 - PSC deciding format for additional session dates;
- R/R Generator distributed to Coords.
- 5/15 Coordinator Kits distributed to Coordinators;
- PBC Med Policy & Incident Report Form distributed to Coords; highlighted hard copy in Coord Kits;
- AED & Staff contact number location pointed out to Coordinators;
- AED & CPR training offered to Coordinators & Executive; John E. to arrange training time;
- There is no AED @ ICE;

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

Meeting scheduled for Sep 21 was postponed by the City, not rescheduled as yet Wayne to reach out to city (Charlotte in H2 October)

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

Ratings Committee

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

- Nothing to report

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

ACTION: John E will call a meeting for October 17th at 1300 hours

F. New Member Liaison: John E, Ruth D
Good inflow of new members

G. Training Director: Caron U., John E.
Nothing to report

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

CourtReserve

No report

PCO Memberships

No report

Pickleball Brackets

Setting up fall sessions, need to ensure that new members know that they can sign up as 2.5
(Who is doing this?)

Facebook

ACTION: Deb to send photos to Wayne for to post on Facebook

6) OLD BUSINESS

- a. **Website Update** - the website has been updated
- b. **Action** – Wayne O to review changes against list of required changes

b. Coordinators Kits

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 - Complete

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: Complete.

*****Status:** Deb has paid on behalf of the club for the logo created by Seneni. We have taken our business to "5 Star" - just waiting for prices - Harvey is creating a catalogue and site for membership to shop.

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

Assigned to: Monte N

Delivery Date: Will await Monte's return

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

Status – **Completed**

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

***Status: To date John E has taken over the role as coordinator for the CPR/AED course for members - we have had a good reply from the coordinators and exec. members, that are interested in taking this course. John to pursue a date through St. John Ambulance for the course - only 18 members can attend.

Action – Wayne to ask the city if they know of a CPR/AED trainer

f. Pacific Assistance Dogs Society (PADS)

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 Gary was not able to do this due request denied by city

Action- Wayne to add to city meeting agenda

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- Completed

Action – Lyle to set up a special meeting to move the NPC to a society

g. PBBC August meeting overview -

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,

Status - Completed

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

Status: The membership has received the invite - we have 12 members ready to participate at this event. Harvey will be hosting this event, room and gyms are secured, equipment for classroom session is ready, participants have been informed with regards to expectations, homework and coming prepared to play and referee. Thank-you card and gift card for Elizabeth and Rick as a thank-you purchased.
Completed

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.

Action: Lyle to add “for members only” to the webpage. **Status** – Webpage is not published yet. Still waiting for member to contact us to get started on page.

e. There was a suggestion that we might want to sell the pickleball machine to the Nanoose Club. Significant discussion ensued. Eventually, we agreed to keep the machine and to not offer it for sale.

8) **ADJOURNMENT:** As there was no further business the meeting adjourned at 7:52 PM
The next meeting will be held on November 8th at 7PM