

Minutes - NPC Exec Meeting – Thurs. April 4/24

Purpose of the Meeting: Monthly Exec meeting

1) CALL TO ORDER: 7:01 pm

Exec. Members present: Deb M, Gary R., Wayne O., Harvey H., Monte N., Sally M., Caron K.
Exec Members Absent: Ruth D, Kim B, Lyle E, John E

2) REVIEW/ADOPT MINUTES OF PREVIOUS MEETING:

Monte H moved that the minutes of the previous meeting be accepted as circulated. This was seconded by Sally M - CARRIED

3) CORRESPONDENCE:

Monte summarized his correspondence report, there were 13 inquiries and one request to host a table at our tournaments (Wildewood Health)

Action: - Monte to send the relevant emails to Caron for her follow-up

4) TREASURER'S REPORT: (Wayne)

Treasurer's Report – Month Ended March 31, 2024

Results for the Month ending March 31, 2024

- Revenue of \$4,604.389 included:
 - Play Sessions: \$4,259.47
 - Membership fees of \$305.00,
 - Other Income - Bank interest of \$39.82,
- Expenses of \$ 6,220.35 recorded in the month included:
 - Gym Rental: \$5,273.61
 - Pickleballs and supplies: \$879.77 (Safety Glasses for coordinators)
 - Bank/Website/ Software costs: \$66.97 (PBB \$58.72, Bank Fees \$8.25).
 - Major Purchases were \$0.00.
- The Net Loss for the period was \$1,615.96

Results for the 3 Months ending March 31, 2024

- Revenue of \$16,641.43 included:
 - Play Sessions: \$13,182.91
 - Membership fees of \$1,797.50,
 - Other \$644.64 (Bank interest of \$124.64, PBBC School Grant \$500.00, PB Machine Rental \$20.00)
 - Merchandise sales were \$1,016.38.
- Expenses recorded for the period included:
 - Gym Rental: \$11,534.1
 - Pickleballs and supplies: \$1,130.93 (Safety Glasses & Pickle Balls)
 - Bank/Website/ Software costs: \$339.33 (CR \$152.93, PBB \$180.82, Society Filings \$55.00, Bank Fees \$17.55).
- Merchandise for resale costs were \$1,224.73 We are showing a reported loss of \$208.35. The total merchandise program for 2023/24 generated a profit of \$41.12

- Major Purchases were \$0.00.
- The Net Profit for the 3 months ended March 31, 2024 was \$1,085.06
- Cash in the bank is \$28,651.47 and cash in Stripe was \$1,546.19 for total cash of \$30,197.66.
- Action” Item - Wayne noted that the bank costs were quite pricey and that we might possibly be able to earn a higher rate of interest on the savings account. He agreed to pursue these opportunities and to report back at the next meeting.

Sally M moved that the financial report be accepted as presented. This was seconded by Monte H. CARRIED

5) SUBCOMMITTEE REPORTS:

A. Membership: (Wayne)

. Total Members in good standing at the end of March were 311. Currently 1 member is restricted as he has not paid the Club membership dues. See the breakdown for memberships below:

Membership:	
Members in Good Standing	311
Members Suspended - not current PCO/PBBC Members	1
Subtotal	312
Members Suspended - Membership fees not paid in full	1
Total	313
Active Guest Memberships	1

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

- **CourtReserve** (Deb) (Lyle)
- Charles Ku has agreed to take on the day to day management of CourtReserve. Charles has an IT background and ran an IT service company to hotels in Vancouver, I have had two training sessions with Charles and he has picked it up very quickly. I’m conversing with Charles on a regular basis as items come up in CourtReserve but he is doing all the hands on work. Charles is a welcome addition to the running of CourtReserve

Action Item: Add a line on our membership application form asking new members if they are available to volunteer to help with any of the various tasks involved in running the club.

The following lines have been added to our membership signup sheet in CourtReserve:

- Would you consider volunteering/helping in our tournaments, other social events, or committees of the Club? (Y/N)
- Do you have any skills that could assist the Club in its operations? (eg. Medical background to assist in CPR/AED training, IT experience to assist in the various software the Club manages, legal (able to provide occasional legal advice, financial/accounting, Other. If so, please provide details in box below.
- At some time in the future, would you consider being a member of the Club Executive? (Y/N)

A number of new members have been with the Club for over a month and have never signed up for a session. I have requested that John/Ruth contact these new members to determine if there are any issues or if they need assistance.

- **PCO Memberships**

C. Court Director: Gary R

- all Spring & Summer sessions are on CourtReserve;
- unformatted sessions referred to Play Session Committee;
- I need to update our club website;
- Glasses policy appears to be accepted without complaint;
- two new Coordinators oriented and supplied;
 - 7 Coordinators;
 - 19/20 Relief Coordinators oriented and supplied;
- Coordinator required for Ladies, May 21 - June 18;
- Dave E. volunteered to Coordinate 3.5+ Ladder Play, Thursdays, 1-330pm, May 9-June 27 and Summer Tuesday Evenings;
- Megan M. has volunteered to Coordinate an evening session in the Fall/Winter as well as her Tuesday morning session;

The NPC Exec Committee may send me any questions that may arise from this report.

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

- Wayne has advised that the NPC eyeglasses policy, the request for an AED to be stored in the golf clubhouse and the gently conveying of the concern re the Beaufort closure over Easter have been added to the agenda for the next meeting with the City on Apr. 12th

E. Club Ratings: (Lyle)

REPORT:

Ratings Committee:

The next meeting will be scheduled sometime in May. Meanwhile, we continue to respond to members requests for changes in their ratings and have a process to monitor New Member's performance based on their self-rating.

The ratings committee would like to have a Challenge-Up session for novice players who meet the criteria and would like to challenge up to the 3.0 Level.

Action: Gary to book a 2 ½ session (preferred) as soon as possible after the April 20th PADS session to hold this event. The ratings committee will organize the event.

F. Youth Program: (Harvey)

REPORT: Juniors - No report at this time

PADS - Meeting March 28 and where are we at - Caron / Harvey

Protective Eye Wear - Report Harvey to combine at the end with Debs report on adding to

Paddles for Donation and PR campaign - Harvey

Beaufort closure and future notices from the City - Group discussion - Meeting April 5?

Court Reserve Email Distribution Person - Harvey

SD 68 evening court times available. How did we get this? - Harvey

Cost. \$0.00 Why? What do we do with this? Novice play? League for 4-6 weeks same players?

Junior program start?

List of gyms and times etc to follow

Pickleball courts are 20' * 44' So most 3 courts. / Need to think about nets/ Check for visible badminton lines/ room behind courts will be limited (ICE gym example)

Tuesdays:

- Bayview (unavailable on April 9th, May 14th & June 11th) – 366 sq. m. / 50ft x 78ft
- Cedar Elementary (March 26th, April 2nd, 9th and 16th only available from 5pm – 7pm. As of April 23rd, available whole evening) – 568 sq. m. / 82ft x 75ft
- Cilaire – 392 sq. m. / 86ft x 50ft
- Forest Park – 350 sq. m. / 85ft x 49ft
- Frank J Ney – 378sq. m. / 78.75ft x 52.5ft
- Ladysmith Intermediate – 359 sq. m. / 68ft x 50ft
- McGirr (available as of April 23rd) – 372 sq. m. / 79ft x 50.5ft
- Mountain View (March 26th, April 2nd, 9th and 16th only available from 5pm – 7:30pm. As of April 23rd, available whole evening) – 391 sq. m. / 80ft x 50ft
- North Oyster – 386 sq. m. / 83ft x 49ft
- Park Avenue – 391sq. m. / 84ft x 50ft
- Pleasant Valley (unavailable May 28th) – 360 sq. m. / 78ft x 50ft

Wednesdays:

- Bayview – 366 sq. m. / 50ft x 78ft
- Cinnabar Valley – 378 sq. m. / 51ft x 78ft
- Frank J Ney – 378sq. m. / 78.75ft x 52.5ft
- Ladysmith Intermediate – 359 sq. m. / 68ft x 50ft
- Ladysmith Primary – 377 sq. m. /50ft x 36ft
- McGirr (available as of April 24th) – 372 sq. m. / 79ft x 50.5ft
- Pauline Haarer (available until 7:30pm on April 3rd, 10th and 17th, then opens up to full availability as of April 24th. Unavailable on May 8th) – 368sq. m. / 50ft x 46ft & 50ftx 32ft
- Pleasant Valley (only available until 7:30pm) – 360 sq. m / 78ft x 50ft

Thursdays:

- Cedar Elementary – 568 sq. m. / 82ft x 75ft
- Cinnabar Valley – 378 sq. m. / 51ft x 78ft
- Park Avenue – 391sq. m. / 84ft x 50ft

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

H. New Member Liaison: John E, Ruth D; nothing to report.

I. Training Director: Caron U., John E.;

J. Facebook: (Wayne) – Nothing to report

K. Apparel: (Harvey)

Action Item: Sally will talk to Harvey and come up with a list of items to have on hand

L. Grants/Funding Proposals: (Kim):

Action Item: Kim will look into making this application (for an AED) and Wayne will bring up this item at the next meeting with the City on Apr. 5

Wayne – item has been added to the agenda for the next city meeting (April 12th)

6) OLD BUSINESS:

- New NPC Exec members to write brief bios and pics to Wayne for posting on NPC website (Done by Kim; Sally's is currently under construction) – Still OS

7) NEW BUSINESS:

- Protective Eyewear: (Deb)

Action Item: Add a line on our membership application form about our policy related to mandatory use of Protective Eyewear.

(Lyle)

- New Line on Membership form. I acknowledge and understand that eye protection is mandatory and must be worn at all Club play sessions and tournaments (for details, see policy on Club Website). (Y)
- Eyewear policy has been added to the welcome letter all new members receive and should be reiterated in the initial contact of new members by the member liaison committee (John and Ruth).
- Tournaments: Jude Staffanson request for a Novice Level Tournament – discussion ensued on this item
Action Item – John E to look at the one-off sessions for novices and to let us know if one of those could be used to host a novice tournament.
- Medical Incident Reports – **was there an action item here?**
- Harvey indicated that after a positive response from donated paddles, the school district had donated some free gym time to the club. The sub-committee will look for a “best use” for this free court time. For the next paddle donation, we will arrange for some press so as to get some positive PR from this exercise.
- Sally M has been trained up on court reserve and will be able to coordinate messages crafted by others to our membership.
- **I had a note for someone to ask if a table could be set up outside of the courts for our PADS tournament...who is doing that?**

8) ADJOURNMENT/NEXT MEETING:

Meeting adjourned at 8*:06 pm

Next meeting to occur Thurs., May 2, 7:00 pm start.