

NPC Exec Meeting – Thurs. May 2/24

DRAFT MINUTES (revised: May 9/24)

Purpose of the Meeting: Monthly Exec meeting

ATTENDEES: Deb, Lyle, Harvey, Kim, Wayne, Monte, Sally, John, Gary, John, Ruth
REGRETS: Caron

1) **CALL TO ORDER:** 7:01 (Pres. Deb chairing)

2) **AMENDMENTS TO AGENDA FOR THIS MEETING**

3) **REVIEW/ADOPT MINUTES OF PREVIOUS MEETING:**

M/S (Ruth/Wayne) that minutes be adopted as presented – Carried

4) **CORRESPONDENCE:** (Monte)

Inquiries and correspondence in April consisted of inquiries regarding lessons & orientation sessions (7 inquiries). There was two guest membership inquiries. There was an inquiry about novices wanting more recreational times instead of bracket sessions. There were three technical (CourtReserve) issue inquiries and two payment issue inquiries. The Boys & Girls Club and the Long Lake Chateau inquired about setting up beginner sessions for their members.

Action item from pervious meeting: - Monte to send the relevant emails to Caron for her follow-up.
Status: Completed

5) **TREASURER'S REPORT:** (Wayne)

Treasurer's Report – Month End: Apr. 30, 2024

Results for the Month ending April 30, 2024

• **Revenue of \$6,023.36 included:**

- Play Sessions: \$3,278.20
- Membership fees of \$435.00,
- Other Income - Bank interest of \$42.66, and Machine Rental of \$30
- Training Revenues of \$480.00
- PADS Receipts of \$1,737.50

• **Expenses of \$ 4,862.98 recorded in the month included:**

- Gym Rental: \$3,151.03
- Pickleballs and supplies: \$689.39 (Nets 635.84, Safety Glasses 53.55)
- Bank/Website/ Software costs: \$232.19 (PBB \$103.84, CR 84.95, NameCheap 43.40, Bank Fees \$9.75).
- PADS Court Costs Paid \$700.22, Balance Owing to PADS \$1,737.50.

○ **The Net Income for the period was \$1,160.38**

Results for the 4 Months ending April 30, 2024

• **Revenue of \$22,684.79 included:**

- Play Sessions: \$16,461.11
- Membership fees of \$2,232.50,

- Other \$717.30 (Bank interest of \$167.30, PBBC School Grant \$500.00, PB Machine Rental \$50.00)
- Merchandise sales were \$1,036.38.
- PADS Receipts of \$1,737.50

• **Expenses recorded for the period included:**

- Gym Rental: \$14,685.13
- Pickleballs and supplies: \$1,820.32 (Safety Glasses & Pickle Balls & Nets)
- Bank/Website/ Software costs: \$728.64 (CR \$237.88, PBB \$284.66, Society Filings \$55.00, Bank Fees \$27.33).
- 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 \$61.12
- Major Purchases were \$0.00.

○ **The Net Profit for the 4 months ended April 30, 2024 was \$2,245.44**

○ **Cash in the bank is \$29,811.85 and cash in Stripe was \$1,892.87 for total cash of \$31,704.72.**

- Lyle and Wayne met with the bank to try and get better interest rates on our accounts; bought a quickly redeemable GIC (4.0%) that will increase our annual revenue by about \$500.
- A savings on our transaction fees was negotiated with Wayne (10 free per month; \$6/mo) for a saving of about \$5/month.

M/S (Harvey/Monte) that the report be accepted as presented – Carried

6) SUBCOMMITTEE REPORTS:

A. Membership: (Wayne)

Total Members in good standing at the end of March were 328. The change from last month is that we had 8 renewals and 9 new members. Currently 1 member is restricted as he has not paid the Club membership dues and we have one member one has deceased. See the breakdown for memberships below:

Membership:	
Members in Good Standing	328
Members Suspended - not current PCO/PBBC Members	1
Subtotal	329
Members Suspended - Membership fees not paid in full	1
Total	330
Active Guest Memberships	1

B. Software Managers & Rating Report – May 2024 (Lyle)

Software Managers: Charles K, Lyle E, Harvey H, Gary R, Wayne O, Ruth D

CourtReserve (Lyle)

- **New Feature:** Audit logs will now capture and detail the reasons why a member was skipped during the Auto Register From Waitlist process for an event. This gives system users the ability to easily track

if an Event Restriction prevented registration to an event.

- 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 from last meeting: 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.

STATUS: 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 asked that John/Ruth contact these new members to determine if there are any issues or if they need assistance.

Action Item: Ruth and John to follow up with these members to ask why.

UPDATE: Ruth has connected with 2 of the 3 members who have not joined any sessions since signing up and gained some good insights; this info. has been passed along to Orientation-of-new – members expert Caron.

- The inclement weather notice will be removed from the registration confirmation until the winter season. In its place a safety and etiquette statement will be added.

The possibility of asking these questions of existing members was discussed.

Action Item: Harvey and Lyle will design a section on the InCognito form ASAP to ask these questions of existing members.

C. Court Director: (Gary R)

- Spring/Summer sessions set up on CourtReserve;
- All summer sessions extended to last week in August;
- Website updated;
- Preparing Gymnasium Booking Request for Fall & Winter;
- Refunds - Charles Ku is now processing member refund requests; this has reduce Gary's workload

The possibility of refunding all cancellations (within 24 hrs) was discussed; if sick or injured, full refund except for \$1 processing fee already happens; we have a clear policy on refunds on our website that appears to be working well and our refund process is already quite liberal as long as a valid reason for cancelling is provided.

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

- \$518,000 available for 8 new courts at Beban; a successful bidder has not yet been chosen.
- Bids process closed Apr. 30; several weeks needed to select the successful contractor.
- We will be advised by the City if any of our requests may not be able to be met under the existing funding. We may be able to provide additional funds through fundraising to get these additional items addressed.

Action Item: Wayne to contact City re: storage of Beban AED machine in the Golf Club

Minutes – City of Nanaimo & NPC Meeting – April 12, 2024
(provided by Wayne)

Purpose of the Meeting: Continuing Discussions with Charlotte Davis of The City of Nanaimo & NPC (Nanaimo Pickleball Club)

Present: Charlotte Davis, Pete Entwistle, Lyle Evans, Caron Knight, Dave Eaton, Wayne Overton

Discussion Items:

1) Any questions on our responses to questions from Peter Entwistle? Not at this time, RFP closes at the end of April 2024. Update - Pete expects to conduct reviews and to clarify issues and will reach out to us as this process progresses. He will include us in the overall acceptance process and if necessary, we will then be able to fund raise for additional items. Pete will send us out a copy of the RFP.

2) Would be helpful to understand what items on the “good to have list” were not included in the RFP so that we can consider fundraising for some of those items. Update - As noted above, Pete will keep us posted as to what is included and what if anything is excluded.

3) We would like to discuss the 2-day closure at Beaufort over the Easter long weekend.
a. Might reduced hours have been considered? Update -Charlotte is aware that the council made the decision but pointed out that this matter had led to the approval of the \$518K spend for new courts at Beban.

4) Ongoing items from our last meeting on February 2 nd , 2024

a. Any update on conversion of existing two tennis courts at Beban? Update - A public process will be initiated this year whereby a notice will be posted about converting the remaining courts at Beban to pickleball and to convert courts at Pioneer as well. Depending on the response, it is likely that all of the courts could be converted this year. Questionnaire will be on-line and City representatives will be at the following locations for public input and feedback. April 20 – 11 to 2 at Oliver Woods, April 23 from 6:30 pm to 8:00 pm at Oliver Woods, April 25 from 12-2 at Beban Park. Charlotte will send us a link to the questionnaire. Decisions on conversions will take into account responses from the questionnaires but will not be based solely on them.

b. Thoughts on 55+ games coming to Nanaimo, any update on necessary courts access?. Update - As noted above, if the remaining courts at Beban are converted then we will have 16 courts plus Oliver Woods which will be sufficient for the games. Charlotte suggested that if we wanted to get involved we could talk to Diana Johnston (former councillor) and Maria Smith (City). Their offices are located at the old visitor center.

c. Status of new surface and lines @ Harewood – still on track for end of August? One of our members noted that no surface work appears to have been completed. Update -

Still on track for the end of August.

d. Possibility of reduced rates at Harewood. Update- Doesn't think this is possible as rates are set by Bylaw.

e. Status of signage and possible conversion of courts at Pioneer Park

Still on track to convert one court in the Spring? Update - See note above about the public process.

5) If we can get a grant for an AED device, could it be stored at the Golf Clubhouse? Update- Charlotte will ask the lessee if he is willing to store the AED device in the clubhouse and will let us know.

6) NPC has made it a policy that protective eyewear be worn in club play. Should the city do the same with their play sessions? Update - There was some discussion on this, and Charlotte has taken this under advisement and suggested that we speak to Laura Clarkson at Oliver Woods about this.

7) Possibility of wind screens at Departure Bay and at Bennett

Update - Suggested we contact Grey River netting in Campbell River for prices. Peter E will provide us with the dimensions of the court for the size of the netting.

E. Club Ratings: (Lyle)

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. The session is scheduled for May 19 and will be open to the first 4 qualified novice members who sign up. A notice will be sent to the novice group after the May Board meeting.

Criteria to qualify challenge:

a. Must have played a minimum of 50 games in Pickleball Brackets and attained a 2.65 rating at some time in Pickleball Brackets; or

b. If a member has played more than 100 games in Pickleball Brackets but feel that they are at the 3.0 level.

- A series of 8 games with same opponents and partners will be played in round robin play; charge of \$20 to challenge will be invoked to cover court rental costs.
- The first 4 that meet the criteria for the challenge will be signed up; a list of others trying to sign up will be kept for priority consideration in future sessions.
- Lyle will send out all the criteria for a final review to the Ratings Committee.
- A similar challenge to allow movement from 3.0 to a higher level is under consideration.

F. Youth Program: (Harvey)

SD68 Community Schools (SD68 CS) commitments / rewards (may fit under Play Session area??)

Jody Melson our SD68 CS contact person is now based out of NDSS. We had a brief meeting on Friday morning at 12:15 . She is ecstatic of our offer to assist freely in as many Summer Camps as possible for this coming July / August. Maximum 6 camps.

The mostly morning camps are 3 days in length 1.5 hours each. Tue-Thurs. Pickleball instruction will be provided by club members with completed Criminal Record Checks (CRC). We have a few members already stepping forward to assist/lead. Dates are being established by SD68. All camps will be in elementary schools. (one camp may be on outside courts - Uplands School). Max of 12 students will be allowed per session. If there is not enough interested a session, it will be cancel by the Friday before the camp and the club contacted.

In return Jody is going to propose NPC will be offered Monday ICE, Tuesday Park Avenue Elementary School, Wednesday McGirr Elementary and Friday ICE (All 6-8:00) for No Charge. If we accept Play Session Committee can assume the dates will start in September and end in ????. I suggested that the dates not start until October buy she informed me if we do not use if it is fine and better to secure the days or they may get booked by others.

Monday April 29 Deb and Harvey presented a Pickleball Pro D to Ecole Hammond Bay Elementary Staff. Being a newly renovated school, instruction on existing equipment use and set-up, age appropriate pickleball instruction for their students and personal growth was given.

A call for volunteers for the summer program was sent out by Harvey to the Exec. on May 2/24; will also send to general membership as well if additional volunteers are needed.

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

H. New Member Liaison: (John E, Ruth D)

I. Training Director: (Caron U., John E.)

Caron now doing orientation sessions.

J. Facebook: (Wayne)

One inquiry was received about how to begin playing PB and after some back and forth, she was to Lee MacDonald for lessons following which she says she will join our club.

K. Apparell: (Harvey)

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

UPDATE: 25 Shirts for the volunteers will be ordered (\$17 ea.; total cost <\$500); \$17; Aquablue colour; logos will be on them; they will be turned in after the event for washing and use at subsequent events.

Action Item: Harvey to order shirts ASAP for upcoming Nanaimo Tourney.

L. Grants/Funding Proposals: (Kim):

a. City Funding (no specific application deadline):

Action Item from last meeting: 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

STATUS: City application completed but awaiting mandatory "Certificate Of Good Standing Request" from Province (Registry Services).

b. Provincial Funding (application deadline May 31):

Funding for 3 nets; details of net types received from Harvey; will need some rationale/details bullets to complete the application.

6 new nets are needed for Elementary Schools.

Action Item: Kim to apply for all 6 nets, some paddles and balls from the Province (need to dig more; 2 threads exist; Lyle has the details; Prov. Capital = cost sharing; outright grants through the Gaming Branch). Will run the applications by Lyle and Harvey for review when completed.

PICKLEBALL BC GRANTS (\$500 max.) - Harvey: Schools are in desperate needs of affordable paddles; Pickleball Depot offers a bulk buy for Elementary Schools; 2 models available; 24 USAPA approved paddles are available for a bulk buy of \$39 ea. if 24 are ordered; Ecole Elementary Hammond Bay school has \$300 available. Proposal is that we will make the purchase and then apply for grant but cost share with the school (Total cost approx.. \$530; school pays \$300, we pay the rest).

Point of info: Costco has package of 2 paddles with balls for \$80, but it is unlikely that PBC will fund such a purchase.

Action Item: Harvey to apply for the PBC grant, order the 24 USPA approved paddles and propose a cost sharing arrangement with the school.

7) OLD BUSINESS:

A. Protective Eyewear: (Deb)

Action Item from last meeting: Add a line on our membership application form about our policy related to mandatory use of Protective Eyewear. **Status: Completed – see statement below.**

• 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)***

The 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).

B. Novice Tournament (John)

Action Item: – John E to look at the one-off sessions for novices and let us know if one of those could be used to host a novice tournament.

8) NEW BUSINESS:

A. Safety and etiquette: (Deb)

Posters are being prepared to remind folks about some of the basic must-dos for coordinators to post and point out at each session.

B. Assign Club Liaison for 55+ Games if not already assigned (Gary)

No request has come from the 55+ Games organizers yet, but the City has suggested we get involved; we should talk to Diana Johnston and Maria Smith whose offices are at the Rest Area at the junction of Northfield Rd. and the bypass. Anna Edgar may be the Coordinator for Pball for these games, but it may mostly be automated at this point.

Action Item: Wayne and Lyle speak to the City reps. about our involvement in the 55+ Games

C. Recommend purchase of 6 new portable nets by fall - if Harvey doesn't have this item in his report regarding the schools (Gary)

See above for discussion on this item.....

D. New Proposed Policy – Member Use of NPC Designated Junior Paddles (and possibly nets) (Harvey)

- The NPC Executive will authorize the use of Pickleball Paddles (Nets?) purchased by grants and NPC funds only to persons in the non-profit educational use of this equipment. Persons requesting the use of this equipment will do so for non-personal financial gain (help with this wording is needed)

Rationale - with more and more instructors starting up personal instructional businesses, the wear and tear on paddles (nets?) are not accounted for. At \$50 a paddle for replacement of 16 paddles is a lot of Club money.

Action Item: Harvey and Lyle to work together to formalize wording on this initiative.

E. Practice Balls (Deb) - Purchase of 50 outdoor practice balls for rental to members.

- Separate from the ball machine; different colour than normal to distinguish them (pink, purple, orange, etc.); Franklin X are \$280 for 100 balls
- Rental cost = ? \$20? Broken balls?
- This could be a topic for further discussion by a committee with a report on the proposed details at another meeting; Deb to do some research on costs, types of balls, etc. and will send out an email on her findings.

May 3/24 update on this topic: Deb sent out an email to Exec. Members with a proposal on how this could work. Excerpt (with slight edits) from that email as follows:

- **Full day rental of 50 balls is \$10**
- **We buy the dark orange or pink...Mark them up well with a big black 'NPC'.**
- **Borrower may have up to 3 broken balls but broken balls must be returned at the end of day. (As we all know, these balls have a shelf life and at some time we are going to see a lot of breakage.)**
- **Broken/lost balls over 3 are \$3 each to be reimbursed by the borrower.**
- **Bucket needs to contain a total of 50 balls upon return whether broken or good; borrower is charge \$3 each for any # less than 50.**
- **Before and after the rental, the balls would be counted with the renter.**
- **We purchase 100 balls - will need excess balls to replenish the supply to 50.**

Payment is done by e-transfer to the club prior to rental. We could do a ball rental Cognito form with all this information as well as name of renter, dates they want to rent etc. similar to the ball machine rental. Lost balls can be paid for by e-transfer or we can charge their CR credit card on file. This would be explained in the rental agreement. Another option is to create this on court reserve for every day of the week and then a member just rents the days he wants and pays through CR. Broken balls would be charged to their CR account.

A couple of suggestions that arose from the above proposal:

- You can only have 2 buttons on the home page. If that's the case, maybe we change the book a session button to the ball rental button? (Lyle)
- Maybe follow the exact same process as the machine rental...starting with another button on our website? Then, follow the directions from there. (Wayne)

F. National Pickleball Day: August 10th (Deb): Would like to put a celebration together for this day similar to the event that Mill Bay put on; idea is to start recruiting members to step up and put on the tournie.

Perhaps put it out to the general membership to see if someone wants to run with this.

Something at Beaufort with drinks or snacks?

OW not avail. for Aug. 10 due to Mexican Madness tournie.

G. PADS review

This will likely be an annual event.

Caron identified some issues from this year's event

- Sign up was confusing (maybe don't use CourtReserve; event "Full" notice turned people away)
- No table of items for sale
- Not as much gym time; perhaps just make it a half-day event.
- Members enjoy 90 minute tournies - this may be a good way to offer to all members different levels and a bit of competition

H. Nanaimo Tournament

July 13/14; currently identified on Pickleball BCs list of events.

Executive Members asked to keep this date on their calendars as we will need all hands on deck for support to host tournament.

Caron will be calling a meeting very soon for organization.

FYI - John Davis (former executive Secretary is now serving as a Director at Large for PBBC as an assistance to transition PBC to a new technology platform.

9) ADJOURNMENT/NEXT MEETING:

Next meeting to occur Thurs., June 6, 7:00 pm start.

Meeting adjourned 8:39 pm.