



Board of Directors

Minutes of November 5, 2024

In attendance: Maurice Belliveau, chair
Denis Ross, GM
Monique Brennan
Gerry Williamson

Mireille Lanouette, secretary
Garry Uhl
Linda Williams
Jennifer Huntsman

Regrets: Gil Mulligan

Opening of the meeting at 10:00

1. Adoption of November 5, 2024, Agenda

Moved by Gerry, seconded by Garry that the agenda be adopted as circulated.

Motion carried.


A special welcome is given to our new General manager, Denis Ross.

2. Adoption of October 1st, October 6, October 8 and October 25, 2024 meeting minutes

Moved by Gerry, seconded by Garry that the minutes of the October 1st, October 6, October 8 and October 25, 2024 meetings be adopted as circulated.

Motion carried.

	Discussion	Motion (when required)	Follow-up by
3. Old business			
3.1 Atlantic's Tournament			
3.1.1 Debriefing meeting	Denis will get the comments and work on a planning document to be used in the event of a future similar event to be organized by Pickleball Moncton.		Denis
3.1.2 Recognition of volunteers	Lyne Haché-LeBlanc is now the Chair of the social committee. Volunteers were thanked by the chair by email shortly after the tournament.		
3.2 Court surface	Blue courts, green surroundings and blue outside layout is presented and recommended.	Moved by Gerry, seconded by Garry to approve the proposed	Maurice

		<p>color and layout scheme.</p> <p>Motion carried</p>	
<p>3.3. Curling event</p> <p>3.3.1 Alternate options</p> <p>3.3.2 PBM equipment storage</p>	<p>Garry has collaborated with the north end YMCA and they will offer some pickleball times in November for their members. This information will be provided to our members.</p> <p>Gil provided a list of things to do to prepare for storage. Denis will ensure everything is done on time with the help of volunteers.</p>		Denis
3.4 Board roles and responsibilities	<p>GM role vs board role: will need to be defined further during the following months.</p> <p>December 10 is proposed from 9:00 to 12:00 to continue the strategic planning.</p>		Monique
3.5 Meeting format	Will no longer be limited to two hours. The GM will attend the board meetings but a short in camera session without the GM will occur at the end of each meeting.		Maurice
4. New business			
4.1 Non-disclosure agreement	Deferred to the next meeting		Gerry
4.2 Is it a conflict of interest if a board member is hired and paid to offer training elsewhere?	<p>Anything outside the club is <u>not</u> considered as a conflict of interest.</p> <p>Taylor academy training - purchased by the club no conflict when delivered by PBM's instructors. Other options are discussed but the need for criteria on which to base the discussion are considered necessary, therefore it is considered to table the decision until we have a policy.</p>	<p>Motion to establish a conflict-of-interest policy and review this subject at that time moved by Mireille, seconded by Linda.</p> <p>Motion carried.</p>	Monique
4.3 Wait list and 506 club	This subject is put on hold based on our current efforts to recruit new members.		
4.4 How to handle requests for private	Suggestion: A policy to go through the list of our instructors should be implemented, and these should be offered through our reservation's times.		Garry and Denis

lessons offered at the club?	To get outside paid instructors they must have their own insurance and be certified as instructors. A policy will be developed to clarify the process.		
4.5 Photocopying machine	The photocopier will be removed as it is not functioning and is no longer considered up to date by the technician. Also, we have a laser printer available.		Denis
4.6 Survey for Sunday training participants	A survey would be great to get feedback from the participants and use it to further improve the training program. Should charge for the next program.		Monique and Garry
4.7 Court entry etiquette	A complaint from the 3.0-3,5 group was received stating that advance level players walk into courts ahead of their time without asking and some people feel intimidated. A communiqué to remind people about where to wait and when to enter the courts will be issued. A policy on how to use empty courts within bubbles will be developed as there are challenges when people want to come to practice in the daytime. Request to have early access to the courts at 5:30AM, is discussed and will be implemented if we get permission from the curling club.		Monique and Denis Denis Denis will advise the Curling club and adjust the schedule accordingly
4.8 Instructors reimbursement	Pickleball Moncton will reimburse instructors that take and pass Pickleball Canada instructor training courses. The instructors will serve as an instructor at Pickleball Moncton for the following: Level 1 training Instructor will serve a minimum of 1 year, after they passed the course Level 2 training Instructor will serve a minimum of 2 years, after they pass the course, Level 3 training Instructor will serve a minimum of 3 years, after they pass the course, If Instructor does not meet the commitment, the instructor will repay the fee.	Motion moved by Garry, seconded by Gerry. Motion carried.	
4.9 Social club expenses and budget	Linda gave 400\$ to the social club used mostly for decorations that will be reused in the future. \$170 donations to the food bank from the 50/50 plus food brought in by the participants were donated.		

	<p>A Christmas party will be difficult to organize as we reopen in mid-December. The committee will look at other options.</p> <p>A yearly budget to be submitted by the social committee for their activities is proposed.</p>		<p>Linda</p> <p>Linda</p>
4.10 Drop-in fees and how to deal with it, and issues (out of town)	<p>Consensus: Guest fees/drop-in fees should be through e-transfers not cash so we can track them. People in our region for a limited time (such as work related) who want to play can pay a nominal fee for that period. These occurrences should be limited and not affect our membership.</p> <p>Local guests can come twice for free if sessions are not full.</p>		Linda
4.11 Accountant to get in touch with Paul Gaudet regarding audit compilation	Have not gotten in touch yet. This financial review should be done ASAP before the accountants get busy with year-end reviews from their other clients. Jennifer will contact the accountant.		Jennifer
4.12 Disciplinary and corrective action policy	<p>De-escalation should help avoid using this policy, understand why this behavior occurred and encourage change.</p> <p>It is suggested that one step be removed (written warning) and that a statement allowing bypassing some steps in special circumstances be added.</p> <p>Adding a distinct complaint mechanism prior to this process is recommended, in a distinct policy.</p>	Monique moves approval of this policy with the suggested changes, seconded by Gerry . Motion carried.	Monique
4.13 Exit survey	Board members agree with the exit survey process but considering the amount of work required to do this, the timing to conduct this and other current priorities it is agreed to postpone this at a later time.		
5. GM report	<p>Denis provides an update of the many items he is working on since becoming the GM such as upgrading our wifi, outdoor lighting in the parking lot, moving registrations and other lists to the Pickleball Canada website, policies to be drafted, ...</p> <p>A \$1400 budget is approved for the GM to get a computer and relevant accessories. Approval of \$350 is also provided to buy 500 laminated sheets for membership id cards with emergency contact information.</p> <p>A designated area in the courts is discussed to honor one of our top members for services rendered to the club.</p>	<p>Motion to allocate \$1400 for the purchase of a computer for the GM moved by Maurice, seconded by Monique. Motion carried</p>	Denis

6. Committee reports			
6.1 Finance	<p>The financial statements are reviewed.</p> <p>It is suggested that we ask our accountant to develop a yearly budget with expenses categories now that we have a financial history to better track our activities.</p>	<p>Moved by Gerry, seconded by Linda that the financial statements be approved. Motion carried.</p>	Linda and Denis
6.2 Membership	<p>The report is presented. Membership is back up to its limit after recruiting over 50 members in the last couple of weeks, from the wait list. Discussions about membership limits and profile of members is postponed to the strategic planning session.</p>		
6.3 Communications	<p>A draft communication plan is presented by Monique, but discussion is postponed to the strategic planning session.</p>		
6.4 Marketing & Sponsorship	No report		Gil
6.5 Social	Refer to 4.9 section		Linda
6.6 Scheduling	No report		Denis
6.7 Training	No additional discussion arising from the report.		Garry
6.8 Facilities and Ambassador	No report		
6.9 Health and Safety	No report		Jennifer
6.10 Governance	No report		Gerry

7. Adjournment at 13h15

Next meeting Tuesday December 3rd, 2024, at **16:00** at a location to be determined.