



Board of Directors  
Minutes  
December 3, 2024, 16h00

Attending : Maurice Belliveau, chair      Mireille Lanouette, secretary  
              Denis Ross, GM                      Gerry Williamson  
              Gil Mulligan                         Jennifer Huntsman  
              Garry Uhl

Excused:        Monique Brennan                      Linda Williams

Opening of the meeting at 16:15

**1. Adoption of December 3, 2024, Agenda**

Moved by Gill, seconded by Garry that the agenda be adopted with the addition of  
5.2 Member special request.  
5.3 Update on vision session  
5.4 Feasibility study  
5.5 Major tournament  
Motion carried.

**2. Adoption of November 5, 2024, meeting minutes**

Moved by Gerry, seconded by Mireille that the minutes of the November 5, 2024, be adopted as circulated.  
Motion carried.

	Discussion	Motion (when required)	Follow -up by
<b>3. GM report</b>	<p>a-<u>Carpet cleaning</u>: A professional carpet cleaning is proposed after the curling tournament. A quote of \$600 + taxes has been received by the GM.</p> <p>b- <u>Policy Development and Review Process</u>: This policy describes the way the club will develop and standardize its policies and review process.</p>	<p>a-Moved by Gil, seconded by Garry to have a company clean the carpets within the quote received. Motion carried.</p> <p>b-Moved by Gerry, seconded by Mireille that the Policy Development</p>	Denis

	<p>-<u>Website</u>: Denis described the changes proposed to the site. It is also suggested that Big Bright Sun be approached to help us migrate to the Pickleball Canada platform.</p> <p>- <u>Facebook</u>: Nick Nachiu will manage this venue and with Denis they will identify at least 2 messages per week</p> <p>c- - <u>Membership registration and fee</u>: A consensus is obtained to move this process through Pickleball Canada, ensuring our members are registered with them, easing payment and report creation. The annual fee would cover the 4% fee of PCO. The fee increase will be determined at a later date as we have no renewals in January and February.</p> <p>d-<u>Purchase of cabinets</u>: These cabinets will allow safer storage of our equipment, supplies and documentation currently kept at the member's house.</p> <p>e-<u>Rating system</u>: The current system has reached its potential and created some frictions. After reviewing what other clubs are doing the GM is proposing to use the D.U.P.R. system which has been used successfully elsewhere. After discussion it is agreed to move with the step 1 of the proposed process as per Annex A of the GM's report.</p>	<p>and Review Process be adopted. Motion carried.</p> <p>c- Moved by Garry, seconded by Jenn that we use PCO for registration and that we cover their 4% service fee. Motion carried.</p> <p>d-Moved by Gerry, seconded by Gil that the cabinets be purchased for a total cost of \$600.</p> <p>e-Proposed by Garry, seconded by Gil to use D.U.P.R. and that members be informed of the change.</p>	
<b>4.0 Old business</b>			
4.1 Court surface	<p>Samples were requested to ensure we had the proper colors. These were received and approved. Following this, the order was made. The company requires 60 days to deliver the product so it should be installed in February.</p>		Denis

4.2 Non-disclosure agreement (NDA)	Review of the document is done. Copies will be distributed for signature by the board members.	Moved by Gerry, seconded by Garry that the Confidentiality Agreement be accepted as presented. Motion carried	Gerry
4.3 Conflict of interest policy	Some modifications and clarifications are proposed.	Moved by Gerry, seconded by Garry that the policy be approved as amended. Motion carried.	Denis
4.4 Policy on external instructors	Two policies are presented and discussed: - Club training for members - Outside trainers for members  The training director is responsible to ensure those policies are applied.	Moved by Garry, seconded by Gil, that the Club training for members policy be approved as amended. Motion carried.  Moved by Garry, seconded by Gerry that the Outside trainers for members policy be approved as amended. Motion carried.	Garry
4.5 Training survey	The survey has been sent out to 51 participants. We are now waiting for their responses.		Garry and Monique
4.6 Court access 4.6.1 Empty courts in bubbles  4.6.2 Early access at 05:30	Options are discussed to ensure maximum use of courts, and increase access for day time training. The discussion for the use of courts policy is postponed to another meeting.  Discussion with the curling club will occur after their national tournament for the possibility of having early access.		Denis  Maurice et Denis
4.7 Yearly budget proposal from social committee	This discussion is postponed as Linda is absent.		Linda

4.8 Accountant to get in touch with Paul Gaudet regarding financial audit	To be done		Jennifer
4.9 Disciplinary and corrective action policy	The new version has been distributed for information and reflects the changes that were requested at the last meeting, when the policy was approved. It now needs to be translated and distributed.		Denis
<b>5.0 New business</b>			
5.1 Wait list management	After discussion, we will keep the waitlist active, even though it is currently at 290. It is mentioned that an maximum number of members to operate a club is around 73 per court and we are currently at 64 .		Mireille
5.2 Member special request	Will bring a draft policy for injured members at December 9 meeting and provide feedback to the member accordingly.		Mireille Denis
5.3 Update on vision session	Will be postponed to get a facilitator, probably in January		Maurice
5.4 Feasibility study	Moe provides an update on this subject lead by the City of Moncton.		
5.5 Major tournament	Our club is exploring opportunities to host pickleball events next year.		
<b>6. Committee reports</b>			
6.1 Finance	November financial statements are not available yet.		Linda
6.2 Membership	Members will have their expiry dates extended by a month starting March 2025 before being notified, due to the closure. All new expiry dates are now entered in the members list. There is the potential of 1 renewal in December and none other before March.		Mireille
6.3 Communications	No report		Monique
6.4 Marketing & Sponsorship	No report		Gil
6.5 Social	No report		Linda
6.6 Scheduling	No report		Denis
6.7 Training	Schedule for new training sessions is proposed. Discussion around fees associated with training begins but no consensus is reached at this time. This subject will be on the December 9 meeting agenda		Garry
6.8 Facilities and Ambassador	This is now under Denis's responsibility and included in his report if relevant.		
6.9 Health and Safety	No report		Jennifer
6.10 Governance	No report		Gerry

**Adjournment** proposed by Mireille at 20:00.

Special meeting December 9, 09:00, location to be determined.

Next regular meeting Tuesday January 7, 2025 , 10:00 , at Pickleball Moncton