



## Board Minutes July 4, 4pm, 2023

<b>In attendance:</b>	Gerry Williamson Linda Williams Denis Ross Garry Uhl Andrea Boucher Diane Gagnon Peter Korecki Gill Mulligan Maurice Belliveau
<b>Regrets:</b>	Renée Blanchard Thelma Cassidy
<b>Presiding:</b>	Maurice Belliveau
<b>Board meeting secretary (notes):</b>	Moe for this meeting

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
	<b>Welcome all</b>		
4:00-4:05	<b>Adoption of July 4<sup>th</sup> agenda</b>  <b>Add:</b> Surplus money. We have roughly \$60K. What if we put \$50K in a saving account that earns a little interest but does not lock it in. (1 minute)	Moved: Pete  Seconded: Gerry Motion Carried: Yes	
4:05-4:10	<b>Adoption of June 19<sup>th</sup> minutes</b>	Moved: Gerry  Seconded: Linda Motion Carried: Yes	N/A
4:10-4:15	<b>Pickleplanner</b> Recommendation from accounting to subscribe to an annual fee of \$486. U.S (roughly \$651.24 Canadian). This has been reviewed by the Scheduling committee who intend to keep using the system for the up-coming year.	Moved: Gerry  Seconded: Pete Motion Carried: Yes	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
	(Invoice attached <b>Appendix A</b> ) <b>Motion:</b> That we pay an annual fee to Pickleplanner at the next opportunity.		
4:15-4:20	<b>New season registration</b> When do we want to start selling for the new season? (The yearly membership)  Consensus: 1) First offer to existing winter and summer member; 2) Date: Promote a membership drive September 1, 2023. 3) Members get first pick in September for an October 1st start date First 350 guaranteed, then waiting list. 4) Open for new members if we have room in October 1st.	Moved:  Seconded: Motion Carried:	Moe to prepare memo.
4:20-4:20	<b>Lease:</b> Review of lease draft: Moe and Pete have reviewed the new lease (received June 3) and have requested a few minor edits/clarifications. We hope to have a new lease to review and share for our next board meeting.	Moved:  Seconded: Motion Carried:	Report at next meeting (Moe and Pete)
4:20-4:25	<b>Heating/cooling</b> (standing item). Move to Facilities <b>Courts:</b>  <b>Lounge:</b>		
	<b>Committee Reports</b>		
4:25-4:30	Finance: Treasurer June 2023 Balance Sheet and Income Statement attached ( <b>Appendix B</b> ) Any Question/Comments?  <b>Consensus:</b> That Linda and Moe work with Paul (Bookkeeper) and the Bank to come back with recommendations.	Moved:  Seconded: Motion Carried:	Moe/Linda to speak to Paul and Bank for recos to bring back to the board.
4:30-4:55	<b>Membership</b> Update from Diane G. (We need to recognize that this is a big file and may need additional help) 1) We'd like one spot on the website for new members. Diane G. to send info to Garry and Moe.	Moved:  Seconded: Motion Carried:	
4:55	<b>Membership Comms and Marketing</b> 1) Website: Looking for people to input their ideas on what we need. (E-mail to Moe) a) Board members to send suggestions to Moe by July 14th.	Moved: Gerry  Seconded: Motion Carried:	a) Board b) Moe c) Gerry and Pete

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
	b) Moe to look at getting designer going. c) Gerry and Pete to get quotes for backend web person. 2) Send a note to all members that there's new e-mail and not to use Diane. 3) Set up e-mail for Membership.		2) Moe 3) Moe
4:55-5:00 If needed	<b>Social:</b> Nothing to report at this time	Moved:  Seconded: Motion Carried:	
5:00-5:25  5:25-5:35	<b>Scheduling</b> 1) Phil and Denis to review and seek input on two draft proposals. (Attached Appendix A) <b>Motion:</b> That we go forward with the White schedule as presented in appendix C with the following modifications: - Workday evening sessions are 4-6pm, 6-8pm and 8-10pm - Friday's 4-6 open/reserve, 6-8 open/reserve, 8-10 open/reserve. ----- 2) Pickleplanner (Registration issues: Denis) <b>a)Consensus:</b> Denis to set guidelines for use of Pickleplanner to share with members. <b>b) Consensus:</b> If you show up to a session that is not at your skill level, (Group) and there's courts empty simply need to ask and get groups permission.	Moved: Pete  Seconded: Gerry Motion Carried: Yes  ----- Moved:  Seconded: Motion Carried:	2- a) Denis/Phil b) Denis/Phil c) Moe to send out to membership
5:35	Training <b>Consensus:</b> When will we start the Sunday morning for beginners? Yes. (Moe to send all inquiries for beginner play to Gary. )	Moved:  Seconded: Motion Carried:	
5:35-5:50	Health, Safety and Facilities Pete to bring forward updates, options and considerations. <b>Motion A:</b> Motion to invest up to \$800 tax in on fans for the Courts.  See report attached.	Moved: Pete Seconded: Gil Motion Carried: Yes	Pete
5:50-5:55	<b>Governance</b> <b>Director's terms.</b> Report/recommendations: Gerry	Moved: Gerry  Seconded: Linda	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
	<b>Motion:</b> That Renee and Andrea serve the one-year term: Denis, Diane Gil 2 year and Pete and Gary three years.	Motion Carried: Yes	
	<b>Next Meeting:</b> Tuesday the 8 <sup>th</sup> at 4:00pm		Moe to send it out on Outlook.
	<b>Adjournment</b>	Time: Linda @ 5:56pm	

Appendix below



**Appendix A:**

## **Pickle Planner Subscription for Moncton thru July 2024**

Invoice #000259

July 2, 2023

<b>Pickle Planner subscription for 6 courts with custom subscription pricing.</b>	<b>\$486.00</b>
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<b>Subtotal</b>	<b>\$486.00</b>
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<b>Total</b>	<b>\$486.00</b>
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### **Attachments**

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## Appendix B:

### Pickleball Moncton Inc.

#### Balance Sheet

As at June 30, 2023



<b>Assets</b>	
<i>Current Assets</i>	
Cash	\$68,744.57
Accounts Receivable	-
HST Receivables	446.86
<i>Total Current Assets</i>	<u>\$ 69,191.43</u>
<i>Fixed (Long-Term) Assets</i>	
Fixed Assets	-
<i>Total Fixed Assets</i>	<u>\$ -</u>
<b>Total Assets</b>	<b><u>\$ 69,191.43</u></b>
<b>Liabilities and Owner's Equity</b>	
<i>Current Liabilities</i>	
Accounts payable (note 1)	\$2,690.00
HST Payables	1,353.11
Receiver General payable	-
Unearned Membership Fees	-
<i>Total Current Liabilities</i>	<u>\$ 4,043.11</u>
<i>Owner's Equity</i>	
Retained earnings prior year	\$49,498.02
Retained earnings	15,650.30
Other	-
<i>Total Owner's Equity</i>	<u>\$ 65,148.32</u>
<b>Total Liabilities and Owner's Equity</b>	<b><u>\$ 69,191.43</u></b>

Note 1 - 269 Key Fobs Deposits @ \$10 (to be reimbursed upon the return of key fobs)

# Pickleball Moncton Inc.

## Income Statement

As at June 30, 2023



### REVENUE

Membership Fees	\$18,900.00	
Grants	-	
Donations	-	
Sponsorships	-	
50/50 Ticket Sales	(20.00)	
Drop in Fees	52.16	
Rebate From Pickleball NB	-	
Locker Rentals	43.48	
Other Income (note 1)	-	
Clothing Sales Commission	-	

<b>TOTAL REVENUE</b>	<b>\$18,975.64</b>	<b>\$18,975.64</b>
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### EXPENSES

Rent	\$2,075.00	
Key Fob System	-	
Material & Supplies	66.58	
Key Fobs	618.75	
Advertising & Promotions	160.00	
Repair and Maintenance	187.50	
Accounting & Legal Fees	-	
Interest and Bank Charges	16.50	
Heating	-	
Food	\$171.01	
Office Supplies	30.00	
Other	-	

<b>TOTAL EXPENSES</b>	<b>\$3,325.34</b>	<b>\$3,325.34</b>
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<b>NET INCOME</b>		<b>\$15,650.30</b>
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## Appendix C:

Seven points we kept in mind while formulating these two versions;

- Membership didn't complain much about the actual schedule but obviously a face lift was necessary to reflect our actual situation and for the future.
- Numbers of members, 190 to date, and estimating 300 + members next season.
- Maximise the use of the first session of the day.
- Maximise the use of courts during evenings.
- Shorten sessions to two hours each.
- Taking into consideration the fact that more retired players use reserve sessions and more workers use the Open sessions during evenings.
- Special events , introduction and training requested by members.

Schedule (Blanche) starts at 7 a:m, but the full session is 8 to 10. After that, every sessions are two hours long, except at 4 p:m which will be 1.5 hrs session followed by one 2 hrs session and the last one being from 7:30 til 10 p:m. The 1.5 hrs session came out at our BOD meeting including bubbles and reservations at different days. Having the last session starting at 7:30 would probably be more attracting to members. We added Intro and training session from 8 to 10 a:m every Sunday. We added Single and team play during the weekend. The special events slots provides flexibility for members to have in house tournaments or other activities depending on the demand.

Schedule (Bleue) starts the same way followed by two hours sessions all the way to 10 p:m. We have Reservation and Open play every evenings (Members don't care about everyone skill level in Open play) This way, it seems, we offer more flexibility to our working and retired members during morning and evening play in any given day. We added Intro and training session from 8 to 10 a:m every Sunday. We added Single and team play during the weekend. The special events slots provides flexibility for members to have in house tournaments or other activities depending on the demand.

Please keep any suggestions for our next meeting unless you cannot attend the meeting. Discussions through emails could become very complicated.

Thanks

Phil and Denis

# White

	Monday / Lundi	Tuesday / Mardi	Wednesday / Mercredi	Thursday / Jeudi	Friday / Vendredi	Saturday / Samedi	Sunday /Dimanche
7 - 8	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve
8 - 10	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Introduction - Training (4-5-6) Reservation / Réserve
10 - 12	(6) Advanced / Avancés	(6) Intermediate/Intermédiaire	(6) Inter/Adv Inter/Avancés	(6) Inter/Adv Inter/Avancés	(6) Advanced/Avancés	(6) Advanced/Avancés	(1-2-3-4-5-6) Inter/Adv
12 - 2	(6) Intermediate / Intermédiaire	(6) Inter-Adv Inter/Avancés	(6) Intermediate/Intermédiaire	(6) Advanced / Avancés	(6) Intermediate / Intermédiaire	(6) Inter/Adv	(6) Intermediate/Intermédiaire
2 - 4	(6) Inter/Adv - Inter/Avancés	(6) Advanced / Avancés	(6) Advanced / Avancés	(6) Intermediate/Intermédiaire	(4-5-6) Inter/Adv Inter/Avancés	(1-2-3) Open / Ouvert Possible Special Event to 10 p.m	(1-2-3) Open / Ouvert Possible Special Event to 10 p.m
4 - 5:30	(6) Intermediate/Intermédiaire	(6) Reservation / Réserve	1-2-3 Inter/Adv - Inter/Avancés	(6) Reservation / Réserve	(4-5-6) Advanced / Avancés Possible Special Event to 10 p.m	(1-2-3) Open / Ouvert (4-5-6) Single / Simple	(4-5-6) Team play / En équipe (1-2-3) Open / Ouvert
5:30 - 7:30	1-2-3 Inter/Adv - Inter/Avancés	(6) Reservation / Réserve	(4-5-6) Advanced / Avancés	(6) Reservation / Réserve	(6) Intermediate/Intermédiaire	(4-5-6) Reservation / Réserve (6) Reservation / Réserve	(4-5-6) Reservation / Réserve (6) Reservation / Réserve
7:30 - 10	(4-5-6) Advanced / Avancés	(6) Reservation / Réserve	(6) Intermediate/Intermédiaire	(6) Reservation / Réserve	1-2-3 Inter/Adv - Inter/Avancés	(6) Reservation / Réserve	(6) Reservation / Réserve
	<b>DEFINITIONS / DÉFINITIONS</b> (1-2-3) = Courts # 1, 2, and 3 (4-5-6) = Courts # 4, 5, and 6 (6) = Courts # 1,2,3,4,5 and 6	Open/Ouvert = Open to all age, gender & skill level. Play all Ouvert à tout, âge, genre, niveau. Joue tous le monde		<b>CÉDULE BLANCHE</b> Optimise the first session Limit reservation to two evening	Two hours sessions Limit the others to three evening Eliminate the Open every night	Option of special events	
				Before and after lunch time	Good time after work		

# Blue

	Monday / Lundi	Tuesday / Mardi	Wednesday / Mercredi	Thursday / Jeudi	Friday / Vendredi	Saturday / Samedi	Sunday /Dimanche
7 - 8	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve
8 - 10	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserve	(1-2-3) Introduction - Training (4-5-6) Reservation / Réserve
10 -12	(6) Advanced / Avancés	(6) Intermediate/Intermédiaire	(6) Inter/Adv Inter/Avancés	(6) Inter/Adv Inter/Avancés	(6) Advanced/Avancés	(6) Advanced/Avancés	(1-2-3-4-5-6) Inter/Adv Inter/Avancés
12 - 2	(6) Intermediate / Intermédiaire	(6) Inter-Adv Inter/Avancés	(6) Intermediate/Intermédiaire	(6) Advanced / Avancés	(6) Intermediate / Intermédiaire	(6) Inter/Adv	(6) Intermediate/Intermédiaire
2 - 4	(6) Inter/Adv - Inter/Avancés	(6) Advanced / Avancés	(6) Advanced / Avancés	(6) Intermediat / Intermédiaire	(4-5-6) Inter/Adv Inter/Avancés	(1-2-3) Open / Ouvert Possible Special Event to 10 p.m	(1-2-3) Open / Ouvert Possible Special Event to 10 p.m
4 - 6	(6) Reservation / Réserve	(6) Reservation / Réserve	(6) Reservation / Réserve	(6) Reservation / Réserve	(6) Reservation / Réserve Possible Special Event to 10 p.m	(6) Reservation / Réserve	(4-5-6) Single / Simple (6) Reservation / Réserve
6 - 8	(6) Open / Ouvert	(6) Open / Ouvert	(6) Open / Ouvert	(6) Open / Ouvert	(6) Open / Ouvert	(6) Reservation / Réserve	(6) Reservation / Réserve
8 -10	(6) Reservation / Réserve	(6) Reservation / Réserve	(6) Reservation / Réserve	(6) Reservation / Réserve	(6) Reservation / Réserve	(6) Reservation / Réserve	(6) Reservation / Réserve
	<b>DEFINITIONS / DÉFINITIONS</b> (1-2-3) = Courts # 1, 2, and 3 (4-5-6) = Courts # 4, 5, and 6 (6) = Courts # 1,2,3,4,5 and 6		Open/Ouvert = Open to all age, gender & skill level. Play all Ouvert à tout, âge, genre et niveau. Joue tout le monde	<b>CÉDULE BLEUE</b> Two hours sessions Optimise the first session Use of 7 time slots	Full reservation from 4 to 6 and 8 Full Open 6 - 8 p.m Single & Team play on weekend	to 10 p.m every day Training & Intro Sunday morning Room for special Events	
				Before and after lunch time	Good time after work	Full Open 6 - 8 p.m	

## Appendix D

### Health/Safety & Facilities Report (Report to BOD July 4<sup>th</sup> 2023)

#### Health & Safety

- **Floor Adhesion.** Monitored daily for the past 8 days. Pleased to report excellent playing conditions.
- **Incident Reports.** May 4<sup>th</sup>, fractured arm and wrist. Cause listed potential wet spot. June 13<sup>th</sup>, twisted knee (pre-existing condition) no cause listed.  
**NOTE: Incident Reports must be filed with Pickleball Canada within 7 days maximum of the incident to ensure we file in a timely manner) We will strive for 5 days filing.**
- **AED Signage,** In place as committed at our previous BOD session. (approx. Cost \$39.00)
- **Fans for Air Circulation.** At this meeting the BOD approved a maximum spend of \$800.00. Fans will be purchased and installed immediately if electrical outlets support positioning
- **CPR/AED Course.** Researching cost and scheduling. Suggest Pickleball Moncton Members receive 50% discount augmented by the club. Thoughts? Board has requested details of cost and timing but in principle are in agreement.

#### Facilities

- **Second Fob'd Security Door.** Do we require a second security point? Your thoughts please? Do we wait for a Moncton Curling Club decision? Agreed that we wait for Curl Moncton's decision, but will secure the budget costs for positioning the second door complete with Fob controlled access.
- **Change Room Facility.** Idea brought forward by a member to add a chair & curtain at the locker square space. Thoughts? Better solution was enhancing the washroom with a small table.
- **Water Fountain/Bottle refill station.** Sourcing various brands and costs and will report back within one week. Preference is not the large jug option, but the plumbed and refrigerated option. BOD agreed and we shall now secure costs of purchasing the unit and "tapping" into the plumbing. Before we proceed, we will require approval from Curl Moncton.
- **Carpet Cleaning.** Will require much dryer weather, so probably will not occur until late Sept/early October.
- **Lease Status.** Moe and I met July 3<sup>rd</sup> and completed our "Red Line" reply to MCC. Moe will continue as our Negotiator. I will contribute behind the scenes. Moe to submit our reply once I have positioned our inclusions. Great progress which is close to an agreement.

Respectfully Submitted

Pete Korecki, Chairperson.

Pete Korecki

Chair, Health/Safety & Facilities