



Board meeting agenda August 6, 2024

In attendance:	Gerry Williamson Denis Ross Monique Brennan Peter Korecki Maurice Belliveau Mireille Lanouette Garry Uhl Gill Mulligan Jenifer Huntsman Linda Williams
Regrets:	
Presiding:	Maurice Belliveau
Board meeting secretary (notes):	Mireille Lanouette

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
	Welcome all		
4:00	Adoption of August 6, 2024 agenda	Moved:Linda Seconded: Gil Motion Carried:Yes	
4:05 4:05	Adoption June 6, 2024 meeting minutes	Moved:Linda Seconded: Garry Motion Carried:Yes	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
4:05- 4:10	<p>Is the first Monday of the month at 4:00 still good?</p> <p>Consensus: The first Tuesday of the month at 10:00am will be our new time for our monthly meetings.</p>		
4:10- 4:10	<p>Atlantic's Update: Full report with financial outcome prepared for September meeting</p>		
4:10- 4:10	<p>Meeting with City of Moncton Reps Nothing new to report at this time.</p>		
4:10- 4:15	<p>Court Surface Verbal update (Pete)</p>		
4:15- 4:30	<p>In camera session (Private): New opportunity</p>		
4:30- 4:30	<p>Curling event. Reminder: Nov 4th 2024 - a 5-hour run of the system in the Pickleball shed. This will not/should not interrupt play</p> <p>Nov 16th – Dec 14th we will be out of the facility while the curling event is held.</p> <p>Moe: Potential use of other space during Curling event is under review.</p>		

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
4:30- 4:40	Review of minimum of 4 players during primetime. Member Feedback: What are we hearing? What is the true purpose of this: - Maximize use of courts during primetime No Change required		
4:40- 4:55	Empty court use during primetime 4pm and 7pm slots. If a court during these slots are not booked 24 hours ahead can someone then book for whatever they wish and with no minimum number of players required? No. At this time there is no way to monitor this		
4:55- 5:00	Pickleplanner \$540 (US) vs. other scheduling software. Update and Recommendation: Denis That we pay \$540 US to continue on with Pickleplaner	Moved: Denis Seconded: Garry Motion Carried: Yes	
5:00- 5:10	General Manager The board agreed to hire a general manager. Now that we have one complete year under our belt the time may be right to begin the process. (Process, job description/responsibilities, remuneration etc.)? Consensus : Monique will chair that sub-committee and seek input and support from other board members if/when required.		
5 :10- 5 :20	Committee Duties Need to document current roles and responsibilities each chairperson currently has. Part of the goal of this exercise is to have proper documentation of all the work you deliver on behalf of the membership as well as to identify which elements can be delivered by a General Manager. Also, do Chairs need to be Board members or can they be another club member and have (or not) a board member as liaison? Current committees: Finance (Linda) Communications/Marketing (Monique)	Moved: Seconded: Motion Carried:	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
	<p>Membership (Vacantish)</p> <p>Social (Linda: Liaison/Maureen Duffy : Chair</p> <p>Scheduling (Denis)</p> <p>Training (Garry)</p> <p>Facilities (Pete)</p> <p>Ambassador (Pete)</p> <p>Health and Safety (Jennifer)</p> <p>Governance (Gerry)</p> <p>Each board chair/liaison to provide their report to Monique by August 21.</p>		
5:20-5:35	<p>Membership payment structure</p> <p>Potential switch to monthly withdrawals (Perpetual):</p> <ul style="list-style-type: none"> - Easier to manage for the club, - Easier on members' cash flow, - This could now work as we have achieved the solid base we were stiving to achieve. <p>The PCO system will be evaluated and a recommendation whether to charge monthly or a one-time annual fee all at once will be brought forward at next meeting.</p> <p>(Linda)</p>	<p>Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	
5:25-5:40	<p>Unused courts</p> <p>As a board we have always agreed that empty courts are not ideal.</p> <p>Two questions/consideration:</p> <ol style="list-style-type: none"> 1) Do we want this 24 rule to apply to bubbles as well that are not using all 6 courts? 2) Are certain bubbles underused and therefore reservations should be added on one or two courts until the demand is consistently strong? <p>Consensus: No changes required</p>		

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
5:40- 5:50	Rental Opportunity (Moncton Sport & Social Club) See attached Appendix A Consensus: No per our policy	Moved: Seconded: Motion Carried:	
5:50	Parking lot: <ul style="list-style-type: none"> - It's done. And two three weeks ahead of what was anticipated. - Lines planned to painted the third week of August. 		
-----	Committee Reports -----	-----	----- ---
5:50	Finance: Treasurer (Appendix C) Any Question/Comments? <ul style="list-style-type: none"> - Credit Card: We have applied for a credit card now that we have one year under our belt to cover membership dues and auto-payments. (this will free up the need for Board members to cover these costs out of pocket and submitting a reimbursement claim) 		
5:50	Membership Update: Denis (verbal update)		
5:50	Membership Comms and Marketing 1) Sponsorship update (Gil): Nothing to report at this time but with the potential added costs to our operations increasing, this will need to become a priority this fall.	Moved: Seconded: Motion Carried:	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
5:50- 5:55	Social: Update Linda: Board liaison		
5:45- 5:45	Scheduling Denis R. -Report (Nothing new at this time)		
5:55	Training Update (Garry) Nothing to report at this time		
5:55- 6:00	Facilities and Ambassador committee (Pete K.) See report: Appendix C		
6:00	Health And Safety Pete (Interim)		
6:00	Governance (Gerry) 1) Gerry to bring information and recommendations on “conflicts of interest” (Next meeting)		
6:00	Next Meeting: Tuesday September 3 rd 10am @ Pickleball Moncton	Moved: Seconded: Motion Carried:	
	If time permitting we will tackle some to the following subjects or simply bump top the next meeting		
	Non Disclosure Agreement (NDA): Consideration: That all board members sign an NDA (Daft to follow at next meeting) Consensus: Moe to share draft prior to next meeting and decide on next steps.		

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
	Adjournment	Linda 5:58pm	

Appendix below



Appendix A

From: Nicole Carlson <nicole@sportandsocialclub.ca>

Date: July 2, 2024 at 10:51:18 AM ADT

To: pickleballmoncton.coms@gmail.com

Subject: Collaboration and Court Rental Inquiry for Pickleball

Hello Pickleball Moncton Team!

I hope this email finds you well. My name is Nicole, and I work on the national marketing side for the Sport & Social Club. I recently had the pleasure of meeting some of your members during the Atlantic Championships in Moncton, and I was so impressed with the enthusiasm and community spirit of Pickleball Moncton.

I'm reaching out on behalf of our Moncton Sport & Social Club. Though we have only been in Moncton for a year, we are quickly becoming the go-to place for adult recreational sports like volleyball, basketball, and softball. This fall, we are excited to introduce pickleball to our lineup, aiming to engage our existing players and introduce them to the sport.

We are looking to rent court space at your facility for the fall and winter seasons and are prepared to pre-pay for up to 24 weeks of consistent playtime. Since our players are primarily working-age adults, evening times would be ideal.

We understand that as the largest pickleball club in Moncton, your courts may already be in high demand. If renting space from your facility is not feasible, we would greatly appreciate any recommendations or introductions to other gyms or facilities in Moncton that host pickleball games.

Thank you for considering our request. We look forward to the possibility of working together to continue growing the pickleball community in Moncton.

Best regards,

Nicole

Appendix B. Finance (Report to follow during the month and ratify at next month's Board meeting.)

Appendix C

Facilities & Health and Safety Report

**To the Board of Directors
Tuesday August 6th 2024**

The Courts

Surfaces maintained excellent adhesion during this reporting period. The additive used by the cleaning service is working well.

We have positioned four spray water bottles that players can use to ensure their court shoes are clean.

Maintenance taping continues with repairs to service and kitchen lines requiring the most attention. Some of the tape has turned slightly yellow so I have written to the manufacturer and Amazon Prime to see if we can obtain a discount on our next order, or be comped 4-5 rolls.

Access to the Facility

The paving project required our members to utilize door 5 for 9 days. We locked and unlocked each day.

Thanks to Gerry, Garry, Moe & Nicole for helping me out when I was not available.

Paving is now complete and members can enter via the FOB door. Because there are curling events commencing, Curl Moncton often has the main door unlocked. Please ensure we remind our players to take all belongings out onto the playing surface deck

Guest Ambassador

We had 14 playing guests during the reporting period.

Eight of these guests were from Newfoundland & Labrador and the revenue from these guests will be remitted to Linda Williams when I next see her in person.

Health & Safety

There were zero incident reports filed during the reporting period.

We have purchased two pairs of Emergency Shears to assist the AED safety protocol. One set will be positioned in the AED side package upon receipt.

Respectfully Submitted

Pete

Peter J. Korecki

Facilities Chairperson & Guest Ambassador

Appendix D



DO we need ID (recommendation)

Code of Conduct/Disciplinary Process

Purpose

To provide a fair and consistent approach to dealing with Pickleball Moncton members whose conduct or behavior falls below acceptable standards as per established club policies and code of conduct.

Policy

Members of Pickleball Moncton should be able to enjoy a safe and comfortable facility free from bullying, harassment, violence or other actions that would compromise the safety of others. Members whose conduct or behavior falls below acceptable standards will be subject to disciplinary action in order to reduce or eliminate the chance of recurrence and improve the enjoyment of the facility.

Scope

This policy applies to all members of Pickleball Moncton and their guests.

Definitions

Board means the Board of Directors of PBM.

PBM means Pickleball Moncton.

Facility means Curl Moncton located at 80 Lockhart Avenue, Moncton, NB or any other venue administrated by PBM.

Infraction means contravening an established standard.

Serious infraction means violence towards a member(s), threats of violence, bullying and harassment, or repeated infractions resulting in a written warning.

General

1. Each PBM member is expected to conduct themselves in a manner which conforms to the applicable established standards.
2. When a violation of an established standard occurs, each case will be investigated and any disciplinary action will be administered on the merits of each case.
3. As applicable, progressive discipline will be applied, with the expectation that the member's behavior or conduct will change to meet acceptable established standards in the early stages of progressive discipline.
4. However, should there be a serious infraction, the Board retains the right to bypass the progressive discipline steps and apply an appropriate disciplinary sanction, up to and including termination of membership.
5. Suspended members are prohibited from using the facility unless clearly detailed as part of the written suspension arrangement. Any member who attends the facility to play while privileges are suspended will have their membership terminated immediately.

Progressive Discipline

In progressive discipline the objective is to address a, relatively minor, infraction before it develops into a serious infraction or becomes a repetitive offence. This is accomplished through a series of disciplinary actions, with the severity of discipline escalating should the infractions persist. The following describes the levels of progressive discipline.

Level 1 – Verbal Warning

This level will provide an opportunity for a Board member to address a violation of a standard by a member at an early stage. Specific actions needed to correct the problem and a time frame within which to accomplish them should be defined.

Steps:

- 1) Give an explanation of when and how the behavior or action took place. This will include the reason as to why the behavior or action was unacceptable.
- 2) Give an opportunity for the member to explain the situation and their actions. This should be his/her opportunity to give their side of the story.
- 3) Give a description of the desirable and/or acceptable behavior or actions.
- 4) Give a verbal warning regarding the undesirable behavior or action.
- 5) Inform the member that further disciplinary action, up to and including termination, could follow if unacceptable behavior continues.
- 6) Explain that the incident will go into general file, but that it is a warning and will be taken note of in order to follow up on possible further disciplinary actions.

While this early intervention is considered a verbal warning, the PBM member should maintain his/her own record of when the discussion took place (date and time) as well as the required actions to be taken by the member to reverse the infraction.

Level 2 – Documented Warning

Should there be a subsequent infraction, this level will once again provide an opportunity for the Board member and PBM member to address the problem. Specific actions needed to correct the problem and a time frame within which to accomplish them will once again be reviewed. At Level 2 the Board member will document the discussion, providing the member and the Board with a copy via email or in person. A copy will also be placed in a file created for that member.

Steps:

- 1) Give an explanation of when and how the undesirable action took place. This will include the reason why the behavior or action was unacceptable.
- 2) Give an opportunity for the member to explain the situation and his/her actions. This should be his/her opportunity to give their side of the story. This may be done at the subsequent Board meeting if desired.
- 3) Give a description of the desirable and or acceptable behavior or actions.
- 4) Give a written warning regarding his/her undesirable behavior or action in the event that the behavior or action had either been discussed in a previous verbal warning or action was considerably severe in nature.
- 5) Provide the Member with a copy of the written warning and another will be placed in their file with date and time of the event.
- 6) The Member involved in the infraction will sign the document as proof that he/she has received it.
- 7) It will be explained to the Member that further disciplinary problems will be addressed with further disciplinary actions up to and including termination of membership.

Level 3 – Suspension

In cases of a serious infraction or when a member has committed a series of infractions that have previously been reviewed at Level 2 disciplinary action, a suspension will be issued.

Steps:

- 1) Member will be given written documentation regarding the suspension in relation to the undesirable behavior or action in the event that the behavior or action had either been discussed in a previous verbal or written warning or the behavior or action was considerably severe in nature.
- 2) The documentation will include information on the offence and the term of the suspension and why the member has been suspended.
- 3) The member will be given an explanation of when and how the undesirable action or behavior took place.
- 4) The member will be given a description of the desirable and/or acceptable behavior or actions.
- 5) Member will be provided a copy of the suspension and another copy will be placed in the member's file.
- 6) Member will sign the document as proof that he/she has received it.
- 7) It will be explained to the member that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

The length of the suspension will depend upon the seriousness of the infraction. Note that if previous discipline was in the form of a suspension, a subsequent suspension must be of greater duration. It is suggested that a minimum suspension be for a period of 30 days.

Level 4 – Termination

In cases of repeated serious infractions or dependant upon the seriousness of the infraction, the Board may choose to terminate membership.

Members of PBM will not be refunded membership dues as a result of Level 4 – Termination.

Members who have been terminated are prohibited from accessing the PBM operated area of the facility.

Membership terminations will be reviewed by the Board after the Annual General Meeting each year and not before.

Filing a complaint:

If you wish to file complaint send a detailed report to: ??? (Have two names on this list. The President and one other person in case of any conflicts.

Report (Draft)

Name

Contact info:

Date:

Please provide written details of the incident including

Incident Date(s)/Time(s):

Persons involved

Issue description

Witnesses if any (and their contact info)



From: Beth Crawford <bcrawford@moncton.unitedway.ca>

Date: Tuesday, July 30, 2024 at 12:05 PM

To: Maurice Belliveau <mbelliveau100@outlook.com>

Subject: RE: United Way - Corporate Event Inquiry

Hi Moe,

I wanted to give some background information regarding the possible event.

This idea came from the City of Moncton, they would be the ones hosting the event as a fundraiser for United Way. The idea is still very much in its infancy, and they had asked us to reach out to get some more information. The City of Moncton would set up the event and then ask other companies to sign up teams, with their registration fee going towards United Way. There is also an idea is for Mayor Arnold to challenge the other Mayors (Riverview and Dieppe).

I know that pickleball popularity is growing, I also see that there is a waitlist for memberships and your schedule is very full, but we have no idea how many teams would sign up. Nor do I have any idea what the City of Moncton's budget would be.

I have personally never played pickleball, but if we were to have enough teams to fill all 6 courts, from your experience, would a pickleball tournament be a full day even or a half day event? Based on that, would there be a Saturday in October or November that the City of Moncton could book the courts.

We really don't mean to be difficult; we just don't have a lot of the specifics yet. If this doesn't sound like something that would be possible, based on the club schedule or members, please let me know.

I truly appreciate your time and any insight you can provide.

Warm regards,

Beth

Beth Crawford

Relationship and Engagement Manager

Gestionnaire des relations et de l'engagement

bcrawford@moncton.unitedway.ca

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