



## Board Meeting Agenda Sept 5, 4pm, 2023

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

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
	<b>Welcome all</b>		
4:00- 4:05	<b>Adoption of August 8<sup>th</sup> agenda</b>	Moved:Linda  Seconded:Second Motion Carried: Yes	
4:05	<b>Adoption August 24 special meeting minutes</b>	Moved:Thelma  Seconded:Gerry Motion Carried:Yes	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
4:05- 4:20	<p><b>Lease:</b> Review of lease draft: (Approved)</p> <p>With no major changes brought forth the Lease is ready for signatures.</p>	<p>Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	
4:20	<p>Approval to reimbursement payment of \$1,150.43 for new computer. (This budget was pre-approved at a previous Board Meeting</p>	<p>Moved: Linda</p> <p>Seconded: Diane G.</p> <p>Motion Carried: Yes</p>	
4:20- 4:30	<p>Part-time staff: Discussion/ feedback</p> <p>Consensus: <b>Moe to take the lead in preparing a review of the need (or not) to hire a part-time person for the club.</b></p>	<p>Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	
4:30- 4:35	<p><b>Reports submissions:</b></p> <p>Looking for consensus that all reports be submitted the Wednesday, the week before Board Meetings with the intention of having the agenda out on the Friday of that week.</p> <p>Consensus: Everyone in agreement.</p>	<p>Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	
4:35- 4:40	<p><b>Request/Letter</b> from Taylored Pickleball Academy</p> <p>Update: Flyer went out and numbers are “creeping in” according to Cam.</p>	<p>Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	
	<p><b>Committee Reports</b></p>		
4:40- 4:45	<p>Finance: Treasurer</p> <p>a) June 2023 Balance Sheet and Income Statement attached (<b>Appendix A</b>)</p> <p>Any Question/Comments?</p> <p>Move to adopt as presented</p> <p>b) Potential investment of GIC at bank. (Linda)</p> <p>Motion: that we invest \$49,999K in a variable rate investment with BMO.</p>	<p>a) Moved: Pete</p> <p>Seconded: Gerry</p> <p>Motion Carried: Yes</p> <p>b) Moved: Linda</p> <p>Seconded: Gerry</p> <p>Motion Carried: Yes</p>	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
4:45- 5:00	<p><b>Membership</b></p> <p>1) General update (Diane G.):</p> <ul style="list-style-type: none"> <li>a) 201 Members signed up for the summer, including 73 new members not previously registered with PBM</li> </ul> <p>Total since beginning 315</p> <ul style="list-style-type: none"> <li>b) Key Fob management update.</li> <li>c) How long do we give members to re-sign starting on, or near the 10<sup>th</sup> of September. Direction: Diane recommends that we have a two-week window so that there is not a rush for key fobs on October 1. (Folks will want their fobs.)</li> <li>d) Event to celebrate the 1-year anniversary of Pickleball Moncton (Is this something we want to celebrate?)</li> <li>e) Do we need a cap on Membership? Let's reevaluate once we get to 325</li> <li>f) Waiting List? No need. First come first serve.</li> </ul>	<p>Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	
5:00- 5:10	<p><b>Membership Comms and Marketing</b></p> <p>1) Website: Moe to walk us through progress to date.</p>	<p>Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	
5:10- 5:20	<p><b>Social:</b> Update/Plan for the fall (Linda/Thelma)</p> <ul style="list-style-type: none"> <li>a) Plan update (Thelma): Committee to come back the Board with a 12-month plan.</li> <li>b) Potential Christmas party: Committee received feedback from Board members and will come back with a recommendation.</li> </ul>	<p>Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	
5:20- 5:40	<p><b>Scheduling</b></p> <ul style="list-style-type: none"> <li>a) See attached <b>Appendix B</b></li> </ul> <p>Motion: That we adopt the schedule as presented minus the Wednesday sessions that split the women and men and that the reservation time begin be 12 noon.</p> <ul style="list-style-type: none"> <li>b) Playtime Scheduler and Pickleplanner club rules. (see <b>Appendix C</b>) This was not completely understood and was pushed to the next meeting seeking clarification.</li> </ul>	<p>a) Moved: Pete</p> <p>Seconded: Garry</p> <p>Motion Carried: Yes</p> <p>-----</p> <p>b) Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	<p>Moe and Denis</p>

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
5:40- 5:50	Training Update (Garry) Non to report.	Moved:  Seconded: Motion Carried:	
5:50- 5:55	<p><b>Health, Safety and Facilities</b></p> <p>a) See report: <b>Appendix D</b> Update regarding refrigerated bottle filler. Installation costs came back substantially higher than originally forecast. This is due to two factors:</p> <p>a) The need to utilize licensed and bonded installers as stipulated by Curl Moncton. (understandable)</p> <p>b) the need for a dedicated drain, and air flow pipe with installation cost confirmed at \$2,000</p> <p>An alternate refrigerated bottle filler without a drain, but still accessing potable water has been sourced. Cost of the unit is \$1100 plus tax versus the previous \$1,550. Installation cost is quoted as \$1600.00 How would the BOD like to move forward on this initiative?</p> <p>Consensus: A water cooler cost \$4,000 all. (We will put this on hold for now)</p> <p>b) <b>Heating/cooling</b> (standing item). <b>Courts:</b> Fine <b>Lounge:</b> Fine</p>	Moved:  Seconded: Motion Carried:	
5:55- 6:00 If needed	<b>Governance (Gerry)</b> Nothing to report	Moved:  Seconded: Motion Carried:	
	<b>Next Meeting:</b> Tuesday September (Tentative) 15 <sup>th</sup> at 8:30 am @ Pickleball Moncton		
	<b>Adjournment</b>	Time:	

Appendix below



# Appendix A

## Pickleball Moncton Inc.

### Income Statement

As at August 31, 2023



#### REVENUE

Membership Fees	\$21,046.96
Grants	-
Donations	-
Sponsorships	-
50/50 Ticket Sales	-
Drop in Fees	195.63
Rebate From Pickleball NB	-
Locker Rentals	43.48
Other Income (note 1)	-
Clothing Sales Commission	-

<b>TOTAL REVENUE</b>	<b>\$21,286.07</b>	<b>\$21,286.07</b>
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#### EXPENSES

Rent	\$6,075.00
Key Fob System	-
Material & Supplies	1,919.75
Key Fobs	618.75
Advertising & Promotions	-
Repair and Maintenance	595.72
Accounting & Legal Fees	249.99
Interest and Bank Charges	36.50
Heating	-
Food	\$171.01
Office Supplies	1,055.35
Other (note 1)	20.00

<b>TOTAL EXPENSES</b>	<b>\$10,742.07</b>	<b>\$10,742.07</b>
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<b>NET INCOME</b>	<b>\$10,544.00</b>
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# of Members Paid for Summer 200

Note 1 : 20 dollars paid from 5050 that was collected in year one.

# Pickleball Moncton Inc.

## Balance Sheet

As at August 31, 2023



<b>Assets</b>	
<i>Current Assets</i>	
Cash	\$63,067.98
Accounts Receivable	-
HST Receivables	1,450.72
<i>Total Current Assets</i>	<u>\$ 64,518.70</u>
<i>Fixed (Long-Term) Assets</i>	
Fixed Assets	-
<i>Total Fixed Assets</i>	<u>\$ -</u>
<b>Total Assets</b>	<b><u>\$ 64,518.70</u></b>
<b>Liabilities and Owner's Equity</b>	
<i>Current Liabilities</i>	
Accounts payable (note 1)	\$2,780.00
HST Payables	1,696.68
Receiver General payable	-
Unearned Membership Fees	-
<i>Total Current Liabilities</i>	<u>\$ 4,476.68</u>
<i>Owner's Equity</i>	
Retained earnings prior year	\$49,498.02
Retained earnings	10,544.00
Other	-
<i>Total Owner's Equity</i>	<u>\$ 60,042.02</u>
<b>Total Liabilities and Owner's Equity</b>	<b><u>\$ 64,518.70</u></b>

Note 1 - 278 Key Fobs Deposits @ \$10 (to be reimbursed upon the return of key fobs)

## Appendix B:

	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 / Réserveation	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation
8 - 10	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	((1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Open/Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Introduction - Training (4-5-6) Reservation / Réserveation
10 - 12	(6) Advanced / Avancés	(6) Intermediate/Intermédiaires	(6) Inter/Adv - Inter/Avancés 1-2-3 Women / Femmes 4-5-6 Men / Hommes	(6) Inter/Adv - Inter/Avancés	(6) Advanced/Avancés	(6) Advanced/Avancés	(6) Inter/Adv - Inter/Avancés
12 - 2	(6) Intermediate / Intermédiaires	(6) Inter/Adv - Inter/Avancés	(6) Intermediate/Intermédiaires 1-2-3 Women / Femmes 4-5-6 Men / Hommes	(6) Advanced / Avancés	(6) Intermediate / Intermédiaires	(6) Inter/Adv - Inter/Avancés	(6) Intermediate/Intermédiaires
2 - 4	(6) Inter/Adv - Inter/Avancés	(6) Advanced / Avancés	(6) Advanced / Avancés 1-2-3 Women / Femmes 4-5-6 Men / Hommes	(6) Intermediate/Intermédiaires	(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) Advanced / Avancés	(6) Reservation / Réserveation	(6) Intermediate/Intermédiaires	(6) Reservation / Réserveation	(1-2-3) Open / Ouvert Possible Special Event to 10 p.m (4-5-6) Reservation / Réserveation	(1-2-3) En famille / Family (4-5-6) Single / Simple	(1-2-3) Self training/Pratique (4-5-6) Team play / En équipe
6 - 8	(1-2-3) Intermediate/Intermédiaires (4-5-6) Inter/Adv - Inter/Avancés	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserveation	(1-2-3) Inter/Adv - Inter/Avancés (4-5-6) Advanced / Avancés	(6) Reservation / Réserveation	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserveation	(6) Reservation / Réserveation	(6) Reservation / Réserveation
8 - 10	(1-2-3) Intermediate/Intermédiaires (4-5-6) Inter/Adv - Inter/Avancés	(6) Reservation / Réserveation	(1-2-3) Inter/Adv - Inter/Avancés (4-5-6) Advanced / Avancés	(6) Reservation / Réserveation	(1-2-3) Open / Ouvert (4-5-6) Reservation / Réserveation	(6) Reservation / Réserveation	(6) Reservation / Réserveation

### Saison /Season

2023 /2024

**DEFINITIONS / DÉFINITIONS**  
(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

Interm 2.0 - 3.0  
Interm/Adv 3.0 - 3.5 -  
Adv/Avancé 3.5 +

**If a special event is to take place, members will be inform ASAP. Si un évènement est pour avoir lieu, les membres en seront informé le plus tôt possible.**

Splitted the last two sessions for Monday and Wednesday to accomodate members.

Les deux dernières sessions de lundi et mercredi sont partagés pour accomoder les membres.

Added an Open session on Tuesday at 6 p.m, either 3 or 6 courtsd. Ajout d'une session Ouverte à 18h, le mardi

Added a session on Saturday, 4 p.m, for Family Play. Members brings Child and/or Grand Children. (\$\$) Ajout d'une session Famille, samedi à 16h. Membres apporte leurs enfants et/ou petit-enfants. (\$\$)

Added a session for Self Training, Sunday 4 p.m. Ajout d'une session pratique, dimanche à 16h.

If demand for W/M Leagues, this would be on Tuesday and Thursday at 7 p.m. The 4 and 6 p.m sessions would be reduce to 1h30 min. Bar open at Curl Moncton both night.

S'il y a une demande pour les Liges F/H, ceci seraient les mardis et jeudis à 19h. Les sessions de 16h et 18h serait réduites à 1h30 min. Bar ouvert ces deux soirées.

If needs for Team Play league, this would be Friday at 4 p.m. S'il y a un besoin pour une ligue pour jeux en équipe, cela serait le vendredi à 16h.

Club training sessions would be on Sunday from 8 to 12. Interm/Adv session would be eliminated. The Training Comity shall identify dates for training before the start of the new season.

Les sessions de formation pour le Club seraient les dimanches entre 8h et 12h. La session Interm/Avancé serait éliminée. Le Comité du training devrait établir les dates avant le début de la prochaine saison.

If needs for U19 sessions, this will be on Monday and/orTuesday at 8 p.m if members are not using it totally or partially.

S'il y a un besoin pour du U19, ceci serait le lundi et/ou mardi à 20 h si nos membres ne les utilisent pas en totalité ou en partie.

The Social Committee has priority for the Friday evening session. Le Comité Social a priorité pour les sessions du vendredi en soirée.

## Appendix C:

### Where and who gets the e-mail. Add e-mail. Add ball machine as a member (Need rules)

#### Règles pour Play Time Scheduler & Pickle Planner

##### **Pickle Planner Platform**

You can reserve a court, three days in advance at 12 a.m.

When making a reservation on Pickle Planner you must enter all names of members participating in that reservation.

Choosing a Guest because a member did not create his/her account, is not an option.

If you have a Guest (as described by the Club) you must send an email to the Club to inform of the name(s) and method of payment.

The list of names for the session must be accurate at the time the reserve court is in use. This has to be done at least 24 hours prior to the start of that session.

The person that made the reservation must be present for the session.

If Pickleball Moncton observed that this rule is not followed, the member reserving may lose his privilege to reserve courts.

(Français)

##### **La plateforme Pickle Planner**

Vous pouvez réserver un terrain, trois jours à l'avance, à 12h.

Lorsque vous effectuez une réservation sur Pickle Planner, vous devez inscrire tous les noms des membres participant à cette réservation.

Choisir Guest parce qu'un membre n'a pas créé son compte n'est pas une option.

Si vous avez un invité (tel que décrit par le Club), vous devez envoyer un courriel au Club pour l'informer du(des) nom(s) et du mode de paiement.



## Appendix D:

### Pickle Ball Moncton Facilities, Health & Safety

#### Report to the Board of Directors

#### September 4<sup>th</sup> General Meeting

#### Facilities

- Update regarding refrigerated bottle filler.

Installation costs came back substantially higher than originally forecast. This is due to two factors:

- c) The need to utilize licensed and bonded installers as stipulated by Curl Moncton. (understandable)
- d) the need for a dedicated drain, and air flow pipe with installation cost confirmed at \$2,000

An alternate refrigerated bottle filler without a drain, but still accessing potable water has been sourced. Cost of the unit is \$1100 plus tax versus the previous \$1,550. Installation cost is quoted as \$1600.00

How would the BOD like to move forward on this initiative?

- Update regarding Computer purchase.

A Lenovo unit was sourced, complete with required software for \$1,150.00 taxes included, versus the \$1600.00 plus taxes (\$1,840)

The computer is up and running and is now the principal tool for key Fob processing.

- The mold infested drywall in our lounge area has been removed and replaced with M2Tech, a product which will not bear mold or fungi.
- Lease, will be covered as a topic by President Moe.
- Court lines will be revamped this coming Wednesday evening. Play has been blocked commencing at 4:00 pm. I am still looking for 2 more volunteers to spread the work load. Process will include removing the existing tape, and all adhesive matter, treating with "Goo be Gone", and TSP, utilizing painter's tape to define the line position, and then painting white lines. I will experiment with line removal on court 6 Monday or Tuesday evening depending on availability. The intent is to have the courts finished and play fully resumed by Thursday morning. We will need a Comm's plan in case the lines are not dry in this time line.

### **Health & Safety**

- We had one member/player injury resulting in an Incident report. Date was August 14<sup>th</sup> at 9:50 am. Injury was a fractured wrist. Ice was sourced from Curl Moncton, as our cold pack inventory was depleted. (since replaced and currently 3 in stock) Member did not report slippery floor conditions on his submission. Member was escorted to George Dumont Hospital by Normand Richard'.
- I reviewed the Betts cleaning crew's process for washing the court surfaces. We have agreed that the water and cleaning agent will be flushed and renewed for every two courts. Also, since court #4 is often the most slippery, (due to dust coming through the man door when people do not follow our guidelines) we will commence the far courts on court 4 with a fresh mix.

Report respectfully submitted.

Pete Korecki

**Appendix E:**

**Appendix F:**

**Appendix G**