



**March 4
Board Minutes, 4pm, 2024**

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

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
	Welcome all		
4:00	Adoption of March 4, 2024 agenda	Moved:Gerry Seconded: Garry Motion Carried:Yes	
4:05	Adoption February 5, 2024 meeting minutes	Moved: Gerry Seconded: Denis Motion Carried: Yes	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
4:05	<p>Board Member resignation: We have received a letter of resignation from Board Member Diane Gagnon. Diane was instrumental in managing our first big flurry of annual membership as well as ensuring it all functioned well with the Website. Her countless hours and hard work were of great benefit to the club. Diane was a valuable contributor to all board discussions and helped push the club in a positive direction. Merci Diane.</p>		
4:05- 4:10	<p>Atlantic's Update: Gerry/Pete Atlantic Regionals is now public and registrations open April 1. Pete and Gerry highlighted that all is in order and that they keep progressing in harmony with Pickleball Canada.</p>		
4:10- 4:20	<p>Meeting with City of Moncton Reps (Verbal update from Moe)</p>		
4:20- 4:25	<p>League update: The men's league final was scheduled to finish on Saturday March 23. There is a tournament up north that weekend and also our sponsor can't host us at his bar that day. They would like to have the finals on Wednesday the 27th at 5:30. We will be done at 7 so not to impact that reservation. Motion: Change date to...</p>	<p>Moved: Pete Seconded: Garry Motion Carried: Yes</p>	
4:25	<p>Disciplinary committee Entered into the minutes (ratification from the in-camera session of February 20th. Motion: That we create a disciplinary committee chaired by Garry and with Gerry, Andrea's support. Moved: Pete Seconded: Garry Motion Carried: Yes</p>	<p>Moved: Seconded: Motion Carried:</p>	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
4:25- 4:30	<p>Rating system</p> <p>Entered into the minutes (ratification from the in-camera session of February 20th)</p> <p>Motion: Create an advance session that requires members to have a rating of 3.5 or better with CTPR or Pickleball Brackets or an independent rating conducted by club officials.</p> <p>Moved: Pete Seconded: Garry Motion Carried: Yes</p>	<p>Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	
4:30- 4:35	<p>Private event at the club:</p> <p>Motion: That any member or group of members of the Pickleball Moncton must seek permission and present an action plan to organize an event that is not posted on the schedule by the Pickleball Moncton. All such activities must be approved by the board and made available for everyone to participate.</p>	<p>Moved: Gerry</p> <p>Seconded: Garry Motion Carried: Yes</p>	
4:35- 4:45	<p>Court Surface</p> <p>With a clear understanding of our finances for the remainder of the fiscal year, do we want to explore purchasing a floor covering?</p> <p>Estimates from two separate suppliers to be presented at the meeting.</p> <p>Motion: That we have Pete and Moe go visit existing courts from each manufacturer in Quebec.</p>	<p>Moved: Thelma</p> <p>Seconded: Linda Motion Carried: Yes</p>	
4:45	<p>Curling event.</p> <p>Still nothing new to report. (We will keep this on future agendas until the event is done)</p>	<p>Moved:</p> <p>Seconded:</p> <p>Motion Carried:</p>	
-----	Committee Reports -----	-----	-----
4:45- 4:50	<p>Finance: Treasurer (Appendix A)</p> <p>Any Question/Comments?</p> <p>Move to adopt as presented</p>	<p>Moved: Thelma</p> <p>Seconded: Andrea Motion Carried: Yes</p>	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
4:50- 5:00	<p>Membership Diane Ross has graciously volunteered to tackle this file while we find a fulltime replacement. (Merci Diane!!)</p> <p>a) Motion: That we proceed with adding 50 new members from the waiting list based on the process and criteria outlined in the report. (Appendix B)</p> <p>b) Motion: that we introduce an early bird membership for the 7 am to 8am time slot for an annual of \$100 per year.</p>	<p>a) Moved: Garry Seconded: Denis Motion Carried: Yes</p> <p>b) Moved: Pete Seconded: Gary Motion Carried: Yes</p>	
5:00- 5:05	<p>Membership Comms and Marketing</p> <p>1) Sponsorship update (Gil)</p> <p>2) Swag (Moe): The on-line store will be open and promoted to members.</p>		
5:05	<p>Social: Update Linda: Board liaison The next activity be St Patrick's day Mixer on March 16 from 1pm to 5. Food will be brought in around five and the bar will be open.</p>	<p>Moved: Andrea</p> <p>Seconded: Gerry Motion Carried: Yes</p>	
5:05- 5:25	<p>Scheduling (Report Appendix C) Denis R.</p> <p>a) Motion: Starting March 10th, 2024, the 4 p.m. reservation sessions on Wednesdays, the Advanced and Open session on Saturdays at 2 p.m. will be temporarily used for orientation and evaluation sessions for new members and members wishing to play in the 3.5+ and be renamed, Evaluation Session.</p> <p>b) Motion: The 5:30 pm session on Monday to be Intermediate level play and the 7 pm session be Interm/advance.</p> <p>c) Motion: Starting April 1st, 2024, create a bubble of 4.0+ with three courts from 4 pm reservation on Tuesday and replace the three advance session courts on Saturday at 2 pm with 4.0+. The skill committee will prepare a rating system for the Board by April 1st.</p>	<p>a) Moved: Denis Seconded: Garry Motion Carried: Yes</p> <p>b) Moved: Denis Seconded: Thelma Motion Carried: Yes</p> <p>c) Moved: Denis Seconded: Thelma Motion Carried: Yes</p>	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
	<p>d) Motion: That the Sunday team session at noon be a mandatory ladder format.</p>	<p>d) Moved: Denis Seconded: Andrea Motion Carried: Yes</p>	
<p>5:25- 5:35</p>	<p>Training Update (Garry) See attached Appendix D</p> <p>a) Motion: That we have Tailored Pickleball Academy in on the 29th for discussion and the 30th for paid training sessions to our members. We will offer this to our members first before opening up to outside. Specific times will be set by Denis and Gary.</p> <p>b) Motion: Policy for any member who wants to hire trainer/instructor/coach. If payment is required, The member must supply the liability insurance information of the trainer/instructor/coach to the director of the training committee prior to event to the facilities director. Member must reserve a court for said event. Minimum liability is \$1,000,000.00 If training is free, member must supply trainer/instructor/coach's pickleball Canada registration number of the trainer/instructor/coach to a training committee member Member must reserve a court for said event.</p>	<p>a) Moved: Gary Seconded: Thelma Motion Carried: Yes</p> <p>b) Motion: Garry Seconder: Andrea Motion Carried: Yes</p>	
<p>5:35- 5:40</p>	<p>Facilities and Ambassador committee (Pete K.) See report: Appendix Accepted as presented.</p>	<p>Moved: Seconded: Motion Carried:</p>	
<p>5:40</p>	<p>Health And Safety (Andrea) For information: See Appendix Accepted as presented.</p> <p>Motion: That it is be mandatory that all members be obligated to wear protective eye glasses beginning April 2, 2024</p>	<p>Moved:Gerry Seconded: Garry Motion Carried:YEs</p>	
<p>5:40</p>	<p>Governance (Gerry) Gerry to bring information and recommendations on “conflicts of interest”</p>	<p>Moved: Seconded:</p>	

Time	Agenda item (Notes below)	Adoption	Assignment and/or Action item
5:40- 6:00	<p>Proposed Changes to Club Etiquette Updates in progress. Will be brought forward to next meeting.</p> <p>Code of Conduct review Motion: That the code of conduct is approved as presented in Appendix H.</p>	<p>Motion Carried: Moved: Garry Seconded: Denis Motion Carried: YEs</p>	
	<p>Next Meeting: Monday April 8 @ Pickleball Moncton</p>	5:57 Linda	
	Adjournment (Linda)		

Appendix below



Appendix A

Pickleball Moncton Inc. Balance Sheet

As at February 29, 2024



Assets	
<i>Current Assets</i>	
Cash	\$77,422.83
Petty Cash (note 3)	\$0.00
GIC Investment (note 1)	\$50,000.00
HST Receivables	3,290.79
<i>Total Current Assets</i>	<u>\$ 130,713.62</u>
<i>Fixed (Long-Term) Assets</i>	
Ball Machine (Class 8)	\$2,655.22
Accumulated Depreciation	\$0.00
<i>Total (Long-Term) Fixed Assets</i>	<u>\$ 2,655.22</u>
Total Assets	<u>\$ 133,368.84</u>
Liabilities and Owner's Equity	
<i>Current Liabilities</i>	
Accounts payable (note 2)	\$3,640.00
HST Payables	195.09
Receiver General payable	-
Unearned Membership Fees	35,394.82
<i>Total Current Liabilities</i>	<u>\$ 39,229.91</u>
<i>Owner's Equity</i>	
Retained earnings prior year	\$49,498.02
Retained earnings	44,640.91
Other	-
<i>Total Owner's Equity</i>	<u>\$ 94,138.93</u>
Total Liabilities and Owner's Equity	<u>\$ 133,368.84</u>

Note 1 - An amount of 50,000 was invested in a variable rate GIC at the rate of prime minus 2.8%.
At time of investment prime rate was 7.2% so rate of return was 4.4%

Note 2 - 364 Key Fobs Deposits @ \$10 (to be reimbursed upon the return of key fobs)

Note 3 - Balance of Petty Cash is now zero after \$5.35 was returned to bank account

Pickleball Moncton Inc.

Income Statement

As at February 29, 2024



REVENUE

Membership Fees	\$92,143.11
Grants	\$0.00
Donations	\$0.00
Sponsorships	\$0.00
50/50 Ticket Sales	\$387.00
Drop in Fees	\$1,199.76
Rebate From Pickleball NB	\$0.00
Locker Rentals	\$603.48
Other Income	\$0.00
Clothing Sales Commission	-

TOTAL REVENUE	\$94,333.35	\$94,333.35
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EXPENSES

Rent	31,075.00
Security	336.39
Material & Supplies	6,665.57
Key Fobs	1,237.50
Advertising & Promotions	2,224.23
Repair and Maintenance	4,663.29
Accounting & Legal Fees	249.99
Interest and Bank Charges	119.00
Heating	-
Food	796.32
Office Supplies	1,750.15
Depreciaton Ball Machine (note 1)	\$0.00
Insurance	\$575.00
Other	-

TOTAL EXPENSES	49,692.44	\$49,692.44
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NET INCOME		\$44,640.91
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# of Members Paid for Summer	202
# of Members Paid for Year 2	308

Appendix B

New Members- Orientation

Working group: Andréa Boucher, Garry Uhl, Thelma Cassidy, Diane Ross et Denis Ross,
Regrets: Pete Korecky.

Action plan

Following the BOD voted motion, on March 5, 2024, forward the email to future members from the waiting list if they are still interested to join. Create a pbminfo@gmail.com or use Diane Ross's email as of 2022 who will act as registration officer while the Club finds a new director of the board for this position.

Inform all active members by email of motions that were adopted for welcoming new members.

By March 8, 2024, they must have indicated their intention, by email, to join pickleball Moncton. If positive, an email with the link to join and pay will be sent to them.

On March 9, 2024, the number of (???) is not reached, an email will be sent to the next members on the list to reach the number (???) voted by BOD. By March 11, 2024, they must let us know their intention, by email. Again an email will be sent to them with the link to join and pay.

After any new member registers, an email will be sent to let them know of all proper links and when the information session and evaluation will take place.

Wednesday, March 13 and 20th, at 4 p.m, and Saturday, March 16, and 23rd, 2024 at 2 p.m. will be reserved for information and evaluation sessions. These sessions will be renamed Session Information Session on Play time scheduler.

Information session (30/40 min)

Moe Belliveau, intro
Denis Ross, scheduling,
Garry Uhl, training
Garry Uhl, Court etiquette,
Pete Korecky, Facilities, and Andréa Boucher, Health and Safety.

On-court evaluation (60/80 min)

1st step; separate the group of whom played the game before. Who played racket sport before. No experience
One evaluator per court. If there are more than 24 members, divide the number of members present by the number of courts and rotate the players on the courts for equal playing time.

Garry Uhl will be responsible to provide evaluators from the coaching staff.

Appendix C

Schedule director's report March 2th, 2024

Meeting: Marc Leblanc, Phil Cassidy, Mathieu Ouellette, Denis Ross.
Regrets; Mireille Lanouette, Renée Blanchard

To offer information and evaluation sessions for new members and to carry out evaluations of members wishing to play in the 3.5+ category, the following motion is suggested;

- **Motion:** Starting March 10th, 2024, the 4 p.m. reservation sessions on Wednesdays, the Advanced and Open session on Saturdays at 2 p.m. will be used for orientation and evaluation sessions for new members and members wishing to play in the 3.5+ and be renamed, Evaluation Session.

On Monday evening bubble sessions were created for two groups at the time, Intermediate and Interm/Advance, because we had a 8 pm session, not used. Due to the change in the schedule;

- e) **Motion:** The 5:30 pm session on Monday to be Intermediate level play and the 7 pm session be Interm/advance.

To answer to 4.0+ member's needs, create a bubble instead of forcing them to reserve.

- f) **Motion:** Starting April 1st, 2024, create a bubble of 4.0+ with three courts from 4 pm reservation on Tuesday and replace the three advance session courts on Saturday at 2 pm with 4.0+. The skill committee will prepare a rating system for the Board by April 1st.

Open session Discussion about Open sessions. The committee feels that members of different levels have a hard time to find a good use of these Open sessions for all. The Committee feels that one of the mandatory Open sessions is a Ladder System.

Motion: That the Tuesday 5:30 pm session be a mandatory Ladder system's session and posted on PTScheduler as such.

We have to define why our members need reservation courts. Last October, the board showed a desire to create more bubbles, in the evening. As we experienced in the past 18 months, the way reservations are used is probably not what we were expecting. As of now, reservations are often used to create Bubbles. Should we restrain members from sharing courts or limit the amount of time a member can reserve per week ?

- The schedule committee could not come to a solution and decided to leave it as is and see what will be the effect on skills rating on reservation's pattern.

Denis Ross

Appendix D

Training Committee Report March 2024

- 1) New member training will start March 10th at 8AM

Will get additional help for the event.

- 2) Tabling outside trainer till Gilles has returned. Will be back on agenda for April.

- 3) Policy for any member who wants to hire trainer/instructor/coach

If payment is required, The member must supply the liability insurance information of the trainer/instructor/coach to a training committee member prior to event to the facilities director. Member must reserve a court for said event.

Minimum liability is \$1,000,000.00

If training is free, member must supply trainer/instructor/coach's pickleball Canada registration number of the trainer/instructor/coach to a training committee member
Member must reserve a court for said event.

- 5) Tabling till April Training committee would like to bring in guest instructors/trainers/coaches for Sunday

member training. Would like the board approval to proceed with Cam Taylor for some of these sessions. We will also look for others

- 6) We will host a Pickleball Canada Level 1 instructor training in April (More details to follow)

We will host a Pickleball Canada Level 2 instructor training in Sept. (More details to follow)

These sessions will require 3 courts for approx. 6-8 hours

Appendix E

**Report to the Board of Directors
Facilities and ambassadorship
Pickleball Moncton
March 4th 2024**

In the last 30- day reporting period we replied to 4 enquiries regarding membership, and 4 enquiries regarding court usage.

- The enquiries regarding membership received a reply which included an explanation of the waiting list process, as well as an invitation to attend a 2.0-3.0 session with myself as their host. (All enquiries were beginners and were residents of the GMA) Two enquiries took me up on this offer and advised me they plan to join the waiting list.
- The enquiries regarding court usage were for groups of three or more. A very diplomatic note explaining our court access policies was returned to these potential members. I did not receive any further communications.
- Courts and Lounge temperature received zero complaints during the past month.
- Line court maintenance occurred three times in this period. Service and kitchen lines require the most attention.
- At the far end of the courts (court 5) we taped and secured electrical cables which posed a potential trip hazard.
- The Social Committee bulletin board was installed as per Maureen Duffy's request.
- 8 water bottles were sanitized and delivered as a donation to Harvest House. Next up is the long term lost and found clothing,
- There was blood cleaned up on court #2 last Saturday morning. When an injury occurs, it is the players responsibility to clean up the fluids when possible.
- We have proceeded with the purchase of barriers to limit ball intrusion during practice sessions. Total cost was \$470.00
- We will have a Keurig machine positioned in the lounge by next weekend. Players will be responsible for their own pods.

End of Report

Respectfully Submitted.

Peter Korecki

Chair Facilities

Appendix F:

Health and Safety

First aid kit checked

AED verified weekly

With fluctuating temperatures more water dripping on courts

Electrical wires situated at the back of courts 4&5 have been taped down to avoid someone tripping.

Appendix G

Pickleball Moncton Member Code of Conduct

Policy:

The Pickleball Moncton Club (PMC) has a code of conduct to which all members, guests, and visitors of the club must adhere.

Purpose:

To create a positive atmosphere for the club. The Code of Conduct will allow members, their guests, and visitors to fully enjoy the benefits of the club; while ensuring that other members may be afforded the same benefits without impairment.

Pickleball Moncton adheres to the Pickleball Canada Code of Conduct.

Pickleball Moncton in addition has the following:

- 1) Members will be honest and show thoughtful interpersonal communication with demonstrated respect for opinions and the sensitivities of other members.
- 2) PMC is a volunteer run club where members pitch in and share in the responsibilities and tasks that are essential to run the club.
- 3) Members are encouraged to share with the board any recommendations for change to improve the workings of the club.
- 4) Members will treat all people that volunteer to help run the club with courtesy and respect and will respect the authority and decision making vested in referees, rating officials, tournament officials and volunteer members in leadership roles. Differences of opinion related to safety should be voiced immediately. Other concerns or suggestions should be shared respectfully with those of the board at

an appropriate time.

- 5) If needed, members will point out to guests, appropriate and expected conduct at club activities.
 - 6) Members will not damage the club's reputation by words, actions or written communications.
 - 7) Members will not speak, communicate or infer to speak on behalf of the club, unless authorized by the board.
 - 8) Members will respect the rules of the club and will not complain, or give direction to other members, change set ups, adjust thermostats etc.
 - 9) Members will abide by the policies of the club.
 - 10) Members recognize that, failure to abide by this code may result in disciplinary action. This may range from a simple discussion of the matter, to a warning, to suspension or to revocation of membership
 - 11) Members will bring conflict and complaints of unresolved policy breaches, or other issues that have a detrimental effect on their or other member's enjoyment of the club to the board.
 - 12) Members are expected to create an environment that supports the dignity of, and equality for, all members and free of discrimination and harassment.
 - 13) Good natured ribbing and taunts shall be limited in nature with no ill-natured remarks
- Should you wish to speak with the board please contact: (e-mail ?)