

MINUTES

Executive Meeting of the Penticton Pickleball Club (PPC)
Held on **Wednesday, October 16, 2019** at 10:00 AM at the
South Main Drop In Centre (Lunchroom)

Present: Graham Perrie, Dave Burgoyne, Mark Tamblyn, Don Jeffery, Don Milne, Kim Coleman, Janice Manders, Terri Draude

1) Call to Order

The first meeting of the new Executive was called to order at 10:00 AM.

2) President's Report

Mark and Graham welcomed members to the 2020 PPC Executive.

3) Secretary's Report

a)

MOTION: Janice M./Don J. That the Minutes of the October 8, 2019, Executive meeting be adopted. CARRIED.
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b) Insurance Coverage for Non-Members – There was discussion and concern expressed that drop in guests may not be covered for insurance purposes. It was noted that even though waivers are signed the PPC is responsible for ensuring the courts are appropriately set up for play. Don J. agreed to investigate the issue of coverage and report back at the next meeting.

c) Responsibility for up to date Website - Mark indicated it is in the Secretary's job description to provide the Website Administrator with updates to keep it current. Graham volunteered to check with the Administrator (Diane) to confirm she is agreeable to continue her involvement with the website.

4) Treasurer's Report

a) 2020 PPC Budget - Don provided copies of the Financial Statements to September 30, 2019, which were ratified at the AGM, to the Executive for review. Discussion followed about the possibility of posting financial statements, the AGM agenda and minutes to the website for the membership to view. Dave agreed to check with Diane about the feasibility of posting financial data on the website, ensuring it is secure and available to members only.

b) Letter of Intent to the City – After Mark provided the history of the funding for the new courts Don J. provided the Executive with a copy of the revised letter for review.

MOTION: Graham P./Dave B. That Mark continue negotiations with the city recreation department to finalize the "Licence to Use or Occupy Contract" for the 2020 season. CARRIED.

MOTION: Graham P./Dave B. That Mark draft a letter to individual members of City Council to thank them for their support with a copy of the Letter of Intent on behalf of the PPC attached. CARRIED.
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Mark agreed to negotiate a clause that allows empty courts during the club's operating schedule to be designated as public courts, with the city assuming liability for those courts.

It was agreed that Don J. and Graham would sign the contract with the city.

The Executive expressed its appreciation to Mark for his continued negotiations with the city on behalf of the PPC.

5) Committee Reports

- a) Programs – As the 2019 Program Director, Mark presented a copy of the draft program for the 2020 season to the Executive. He provided his suggestions for the new Executive to consider:
 - (i) Wednesday mornings – keeping 3.5 but provide two sessions as was done in the 2019 season.
 - (ii) Friday mornings – to change the 8:00 – 10:00 space to drop in.
 - (iii) Saturday mornings – to combine the 0-2.5 and 3.0 skills and drills, leaving 8:00 – 9:30 available for drop in.
 - (iv) Need to find a time for the 33 4.0 players on the schedule; possibly Monday or Thursday evening.

Graham suggested we try the new program and see how it works.

The Program Committee will meet in March, 2020.

- b) Fundraising – Don M. agreed to take on the fundraising role for the PPC. Details to be decided later.
- c) Ratings – It was agreed that Janice take on this role for the PPC. Discussion followed on whether ratings details (self or UTPR) should be included in the registration process and whether they would be available to the public or Captains only. It was agreed this be tabled until after a discussion about the website logistics can occur with Diane.

Janice explained the process she would like to see for moving ahead with member ratings. She suggested the PPC bring Brooke Siver in as early as possible in the beginning of the new season to provide ratings. New members to the club would be dealt with on an individual basis, and reviews for those interested, could be considered half way into the season. Janice suggested she start looking into Brooke’s availability immediately in an attempt to determine dates for the amount of time needed to complete ratings for potentially 100 members at the 3.0 – 4.0 levels. Agreed to table further discussion until the next meeting.

MOTION: That Janice attempt to make arrangements with Brooke Siver to do club ratings for the 3.0 – 4.0 members in early to mid-May, 2020.	Janice M./Kim C.
CARRIED.	

MOTION: That the PPC allow only club or tournament rated members to play in programs 3.0 and up.	Janice M./Terri D.
CARRIED.	

MOTION: That for the first two weeks, or until they have an opportunity to be rated, members play in the programs where they think they are rated.	Janice M./Kim C.
CARRIED.	

Concern was expressed that during the 2020 year of transition, members who join during the year or are unavailable to attend Brooke’s ratings, may be left out of programs. It was agreed that these members will be referred to the Rating Committee to be placed appropriately.

- d) Membership Chair – Graham agreed to talk to Diane about the handling of new memberships and whether members from the 2019 season be ceased and blocked from the website as of September 30.

It was agreed that new memberships should be opened up as soon as possible.

The format for the online membership process was discussed. The most efficient process may be for membership details to be directed to Don J. with the website, potentially, being capable of assembling a membership roster from the membership applications. Graham will consult with Diane about the process for names posting to the roster after payment is received (the link between Paypal and the roster).

It was suggested that Terri be identified to submit membership details to Pickleball BC and revise the PPC Welcome Letter and send it to new members.

6) Other Business

- a) AED Program – Tim Mills, a certified instructor, has graciously agreed to continue providing training to members in the 2020 season.
- b) Contact E-Mail Address – 781 contact messages came through the site in the 2019 season. It was suggested that Terri be the initial contact person. She would receive the messages, review, answer and refer them as appropriate.
- c) How/When to Decide on Programs – Dave agreed to be the Director of Programs. Mark, Pat Meyer and Kim agreed to assist in this role. It was agreed the Program Chair Coordinator should be responsible for confirming the Program Captains. It was suggested that Captains receive training in this role to help them manage their responsibilities.
- d) Vice President Oversees Job Descriptions – Dave B. agreed to take this on this workload in his capacity as the Vice President.
- e) PPC Cash Position – Don J. pointed out that:
 - (i) The PPC has only approximately \$4,000 in our chequing account to cover substantially more than that for approved spending on website improvements plus any other costs the club may incur before we start collecting 2020 members’ fees.
 - (ii) We need to get the website set up to start collecting 2020 members’ fees as soon as possible.
 - (iii) we need a plan to solicit/encourage members to pay 2020 fees now rather than waiting until April, 2020.

7) Next Meeting

It was suggested, if there is a need, the next Executive meeting be conducted by email. Otherwise, it will be scheduled in early April, 2020.

8) Adjournment

MOTION: That the meeting be adjourned.	Dave B./Don J. CARRIED.
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The meeting adjourned at 11:45 AM.

Submitted by Terri Draude, Secretary
October 23, 2019