

# MINUTES

Director's meeting, July 24, 2023 7:00 pm

Present: Julie, Erin, Kiyoshi, David, Steve, Rod, Barbara, Adrian

Absent: Allen

1. Accept minutes of previous meeting June 26/23  
Motion to accept minutes. Seconded. Passed
  
2. Financial Report/Monthly budget report  
See attachment below  
David explained the attached form in detail which will be extremely helpful in future budgeting and planning. Some figures were approximate.

**ACTION:** David, Julie, Erin and Allen will meet to adjust the approximate figures to more accurate values.

3. President's Report - Julie  
Nothing to report at this time.
  
4. Post Tournament discussion
  - a) John, Heather and Allan did a great job.
  - b) Only a portion of the medals were donated. More had to be purchased resulting in a few remaining to be used in the future
  - c) An adjustment in the registration format will be needed next time in order to give the TD a better understanding of player numbers

**ACTION:** A thank you gift card will be given to John & Heather (\$150.00). A thank you gift card will be given to Allan (\$100.00)

5. This season's adjustments
  - i) Tuesday's ladder play - August court time will return to a 3 hour timeframe
  
  - ii) skill drills or clinics - waiting to hear from Steve Deakin regarding his availability for a clinic. Days suggested were Aug 15 & Aug 20 for a 2-3 hr clinic

**ACTION:** Julie will advise us of S. Deakin's availability

**ACTION:** Erin will confirm with the City that a clinic is allowed

- iii) additional court time - 1 hr will be added for Wednesday mornings for two 2 hr sessions to replicate Saturday am (8-10am social play/10-noon competitive play)

**ACTION:** Julie will include the schedule adjustment for Wednesday morning in a members email due to go out by July 27th

iv) balls for sessions - PoCoMo balls will be provided for each court

**ACTION:** Kiyoshi will provide small containers to be placed beside each net post and well marked PoCoMo balls

6. Updates

i) August 19th Town Ctr introduction to Sports - Julie and Steve are still waiting for further information from the City

ii) Windscreen evaluation - Kiyoshi found a supplier for an adequate amount of screen for the South fence on court 1.

**ACTION:** A club member has offered to donate the windscreen. Kiyoshi will pass on the merchant and specifications.

**ACTION:** Erin will contact the City to ensure the windscreen is acceptable.

**MOTION:** To install the windscreen providing the City gives approval. Seconded. Passed.

iii) Lock box- three lock boxes of different sizes were discussed.

**ACTION:** Rod will determine amount of sponsorship toward the cost

**ACTION:** Erin will advise the City

7. Merchandise (promo items, etc) & other wish list items (ball machine)

a) Due to lack of time, this item has been tabled.

8. Tournament - September 16, 17

a) Due to circumstances beyond his control, Kiyoshi is no longer available to organize this tournament

**ACTION:** Julie will email some format suggestions for our review

9. AED training

<https://www.youtube.com/watch?v=FM9tVKcGYAU>

**ACTION:** Link to be included in next membership email due to go out by July 27th

10. Other Business

i) Message to members regarding the October expiration date for new members

**ACTION:** Julie will include an explanation in the next member email due to go out by July 27th.

**ACTION:** Allen will post a note on the website as an awareness for new members

ii) Referee training - tabled

iii) Possible Sponsorships - tabled

iv) Member survey - to act as a mid-season check in. Questions should go to Adrian by Friday, July 28/23

**ACTION:** Adrian will create a survey for the membership. Topics to include but not limited to: present play sessions and clinics

**NEXT MEETING:** Due to August being a very busy month, there is no set meeting but rather we will correspondence by email.

## Revenue & Expense Report - July 10, 2023

	This Period	Year to Date	Planned	Year End Totals
<b>Revenues</b>				
Membership Fees	737.23	6,086.23	7,000.00	13,086.23
July 8/9 Tournament	2,356.25	2,356.25		2,356.25
Entry Fees - Pickleball Canada (169 entries)	1,394.25	1,394.25		1,394.25
Local Entries (12 entries)	120.00	120.00		120.00
Entry Refunds	-40.00	-40.00		-40.00
50/50 Draws	882.00	882.00		882.00
Sept 16/17 Tournament			2,400.00	2,400.00
<b>Total Revenues</b>	<b>3,093.48</b>	<b>8,442.48</b>	<b>9,400.00</b>	<b>17,842.48</b>

<b>Expenses</b>				
Administration	3.60	148.25	19.04	167.29
Court Bookings	1,362.48	1,362.48	5,392.12	6,754.60
Defibrillator (AED)		1,577.00		1,577.00
Lockbox			800.00	800.00
July 1 Refreshments			200.00	200.00
July 8/9 Tournament				
- Court Bookings			476.32	476.32
- Refreshments & Materials	310.33	310.33		310.33
- Other Expenses	120.64	120.64		120.64
Sept 16/17 Tournament				
- Court Bookings			476.32	476.32
- Refreshments & Materials			400.00	400.00
- Other Expenses			200.00	200.00
<b>Total Expenses</b>	<b>1,797.05</b>	<b>3,518.70</b>	<b>7,963.80</b>	<b>11,482.50</b>
<b>Brought Forward</b>				<b>17,911.65</b>
<b>Net Income</b>	<b>1,296.43</b>	<b>4,923.78</b>	<b>1,436.20</b>	<b>6,359.98</b>
<b>Ending Balance</b>				<b>24,271.63</b>