

# Victoria Regional Pickleball Association

## Minutes

Monday, January 22 at 7:00 p.m.

Via Zoom

### **In Attendance**

Connie McCann, President  
Beverly De Haitre, VP, Director  
Damaris Brix, Secretary  
Joanne Rykers, Treasurer  
Judy Langford, Director  
Lindsey Stene, Director

### **Regrets**

Jules van Rosebrook, Director

### **Approval of Minutes**

The minutes of the November 2023 board meeting were approved as presented. There was no Board meeting in December.

### **Financial Report**

The financial report will be presented at the AGM on January 29, 2024. Joanne explained that the very healthy Island Savings balance is deceiving as our facility rental costs still need to be paid out. Judy will be able to provide details on the cost of each facility at the AGM.

The program registration fee is determined by the rental and instructor cost, plus an additional 20%. This 20% covers the cost of the program manager, equipment such as nets, balls, sign-up genius fees, storage locker fees, cancellation fees, and other admin costs. This formula will be reviewed after one year.

Joanne advised that our revenues were in excess of \$139,000. She recommends that we implement a structured system for budgeting and accounting. Should we apply for grants and government loans in the future we will need a suitable accounting system in place. It was agreed that we should consult with an accountant, which could potentially be one of our members. Connie will put out a request for a volunteer after the AGM. If no one steps forward, we will hire someone to set up a system. Next year we will aim to present a budget at the AGM.

### **AGM**

The AGM is scheduled for Monday, January 29<sup>th</sup> at First Met Hall. To achieve a quorum we need close to 70 people to attend. The pros and cons of offering the AGM by Zoom was discussed. It was eventually agreed that we would not offer it

this year due to the technological challenges, as well as the difficulty in verifying memberships online. Individuals who can't attend can submit a proxy.

Connie has received bios from three individuals willing to run for the board. Other individuals can let their name stand at the meeting.

Beverly will manage the voting process. Tony Melendez-Duke and Roger Graves will tally the ballots. Other volunteers have been organized to set up, check membership, and marshal the door. The Board nominated Connie to chair the AGM.

### **Programmer Letter of Agreement**

The Board reviewed the updated letter of agreement for the programmer position held by Kari Frazer. Any reference to 'employee' has been changed to 'contractor'. It was agreed to double the number of hours from 64 to 128 for the winter term concluding April 30, 2024. Kari will be asked to notify the board when she nears 80 hours. The Letter of Agreement also stipulates that VRPA will pay the programmer a one-time payment of 134 hours for additional time logged in the fall session. The contractor will provide details on how those hours were accrued. Depending on the matter, the programmer reports to either the president, the treasurer or the facilities director. If the programmer wants to do anything beyond the normal scope of the letter of agreement such as course or instructor evaluation it should be approved by the board ahead of time. The Board approved the Letter of Agreement.

### **Esquimalt Curling Club**

Connie has been in discussions with Esquimalt municipality about converting the curling rink into 4 True Court pickleball courts from mid-April – mid-September. The discussion is around having the courts available for 14 hours per day/seven days a week. Kari would assist on programming, but the registration would be done through Esquimalt Recreation. This still needs to be approved by council.

### **New Nets**

Malcolm Macaulay, one of the founding members of VRPA, has suggested an acquisition program for pro nets. These nets cost @\$2500 each and would be used at major events such as the provincials or used at a potential facility to be built in the future. The committee asked for more information before making a decision. Connie will do research on these nets and bring back to the February meeting.

### **Queen Alexandra Centre for Children event**

Virginia Jacklin, past board member, has proposed approaching QA about installing pop-up courts in their parking lot on summer weekends and running small tournaments. Her suggestion is that any profit beyond expenses would be donated to the Children's Health Foundation of Vancouver Island. VRPA would provide nets and balls. Virginia would apply to QA. The Board wondered if any group could approach VRPA to support their cause, and if fundraising for an organization is within our mandate.

Connie will speak to Virginia about it further.

### **LEAD Equipment Manager**

Connie previously circulated a job description for a Lead Equipment Manager. This position would be the point of contact for all our programs to ensure that the necessary balls and nets are available and in place as needed. The job description itemized all the other aspects of the position which is currently being done by a volunteer.

### **Facilities Coordinator Position**

Judy will write up a job description for the Facilities Coordinator position so that it can be formalized. Judy is currently filling this important role.

### **Thank You**

Connie expressed her appreciation to Bev and Jules for serving on the board. She said that it has been an honour to have been with Bev at the table.

Jules has been a great leader and has done so much for Pickleball on the Westshore.

Connie will follow up with a formal letter of thanks to our outgoing board members.

### **Nets at Pearkes**

Judy advised that she has heard many complaints about the nets at Pearkes. Connie suggested that Judy write a letter to Graham, Pearkes Mgr, about the condition of the nets. Connie will jointly sign it. Bev noted that there are cracks in the Pearkes floor that need to be repaired as they are a tripping hazard.

### **Kings Rd**

Judy advised that it is her understanding that Kings Rd courts will be bookable again starting in the spring. She believes the city will prioritize court time as follows:

1. Designated times with no bookings
2. Rentals for organized sessions such as lessons or clinics
3. Individual long-term rentals
4. Single use rentals

### **Valentines Day**

In appreciation of the assistance VRPA gave for the set-up of the Crystal Garden courts, the city of Victoria has offered VRPA the two courts for 3 hours on Valentines Day. VRPA will use the time to run a fun event for a small group of players chosen randomly. Bev and Mary Orme will assist with it.

Connie is amassing door prizes for various events. It was agreed that \$500 would be budgeted for the 4 upcoming events. Approved

The next Board meeting will be Monday, February 26th at 3:15 pm.

Meeting adjourned at 8:45 pm