



## MEETING MINUTES

Director's meeting April 23, 2024, at 7 pm via Zoom

**Present:** Julie, Erin, Irene, Vashti, Ryan, Adrian

**Absent:** Allen, Steve, David

1. Accept minutes of March 19, 2024 meeting

**MOTION** accepted and seconded, Passed

2. **Financial report - Erin**

2.1 Reminder that all financial information is posted on the website for secure review by Directors

2.2 Erin reported that the AGM financials are also posted on the website and the club currently has \$35,0551.21 in the G and F account.

**ACTION:**

- a) The GIC matures on February 1, 2025
- b) Julie and David will prepare monthly budget financials for next meeting

3. **President's Report – Julie**

Julie reported that member participation at the 'Battle of the Paddle' tournament was excellent and demonstrated the success of the club's player development efforts.

Current membership is at 491 members

**ACTION:**

Julie will send an email to members with instructions on how to register their details for tracking tournament participation with Pickleball Canada

4. **Coquitlam Report – Erin**

4.1 **Walkabout** with the City will be scheduled prior to season opening on May 20

4.2 **Update on Sports Advisory Meeting** - New Burke Mountain Secondary

School/Community Centre will have two tennis courts but no dedicated pickleball courts. The City's Manager of Future Planning acknowledged that there is a growing need for dedicated PB courts in the City and is working on future pickleball courts. The Club will continue to advocate for a dedicated 12+ court location in future planning

4.3 **Update on Bramble Courts** – these courts are scheduled for major rehab in 2026 so the City will only do minimal fixes at present. Current fencing will not support windscreens. The City will assign a construction crew to repair the drain/drainage problems. Erin is working with the Senior Facilities Staff to resolve current communication/follow-up issues with that department. Water fountains are now installed in washrooms

**ACTION:**

- a) Erin will work with the Facilities department to have repairs completed for the May 20 opening
- b) Erin will continue preparing a general list of court requirements and specs for input into future parks/facility planning

**5. Signage and Paddle Rack**

City Signage for general court use will be installed at both gates, along with people counters/QR codes. Location for the paddle rack/white board was briefly discussed. It was decided to leave the paddle rack in its present location until the City signage (with graphics) is installed.

**ACTION:**

Erin is working with staff to find out what the past stats are in regards to the number of people attending the courts, as recorded by the people counters

**6. Update on Barcoding Sign in System**

6.1 **Report** - Allen was thanked for the time he spent researching possible scanner systems and preparing a detailed report outlining options/use. The report was attached to the Agenda for review

6.2 **Pros and Cons** of using a scanner system to track analytics was discussed at length, including on-going maintenance costs, storage, security of personal information, use by multiple operators, number of hosts needed, type of membership card (virtual or physical) and adoption/resistance of a scanner system by members themselves. It was agreed that continuing with the paper sign-in system is in keeping with the Club's "drop-in" feel that members like

**ACTION:**

- a) To keep the current paper sign-in system in use for the 2024 season and defer use of a barcoding scanner system for further discussion next season
- b) Julie will work with Allen to create a format for a monthly stats report that will be sent to Allen for input and analysis for planning purposes

**7. Update on Season Planning**

7.1 **Hosts** – Julie and David have been working on recruiting 2024 Hosts. Julie sent an email invite to members. Members are now signing up for host dates up until the end of July using the Host calendar on the website and by replying to Julie's email request

7.2 **Equipment/Supplies** - Adrian reported that we have a current inventory of 100 Selkirk balls for Club play, and 50 Franklin balls for tournament play

7.3 Erin **reported** that Kiyoshi is willing to continue with minor court and equipment issues.

7.4 **Julie reported** that more coordination is needed to manage equipment/replacement, etc. Recommended that an equipment Host be recruited to replace David and Kiyoshi

**ACTION:**

- a) Erin reported that she has a list of keys/keyholders and will distribute keys to Directors and Host leads as needed

- b) Adrian will check the AED and place in the storage box
- c) Julie and David will prepare an 'orientation' package for hosts and set up a training date

**7.5 Monday Morning Play** - Brief discussion about keeping Monday morning 8-11 am session as open play or to split it by skill level

**ACTION:**

Monitor open play usage for the first 4 weeks of the season and then review if changes needed

**7.6 Update on Ladder Play/Round Robin** - Coordination of Monday Ladder play will be done by Ryan, Heather and Julie. Ryan reported that using all 8 courts for Ladder play this season will accommodate 32 members plus 4 on wait list and will help ensure that this program runs smoothly. Round Robin Play on Tuesday's using 4 courts will accommodate 20 players plus 4 on wait list, and will not interfere with Novice play on the other 4 courts

**ACTION:**

Allen will complete the on-line sign-up procedure for both programs prior to May 20. Sign-up will begin 48 hours in advance of each program.

**8. WhatsApp Protocol/Usage**

8.1 **Erin re-stated** that the primary purpose of the WhatsApp program is for members to schedule games (during non-Club court time)

8.2 **Erin reported** that she had a positive discussion with the member who posted an inappropriate survey question on WhatsApp relating to questions posed at the AGM about purchase of a ball machine, and advised him of the proper use of the App

**ACTION:**

Erin will continue to monitor WhatsApp and remind members, when necessary, that posts that don't relate to scheduling should be posted on the POCOMO Buy and Sell area on the website instead.

**9. All other Old Business will be deferred for next meeting**

**Meeting Adjourned at 8:50 pm  
Next Board Meeting is May 14, 7 pm via Zoom**

# Barcoding Suggestion

April 20,2024

## A. Missing court time analytics

1. We have no seasonal data that tells us:
  - a. what is the frequency of participation on a weekly, monthly and seasonal basis
  - b. what is the volume of participation on a daily, weekly, monthly and seasonal basis
  - c. what the day-of-the-week participation level is over the season
  - d. what percentage of our membership participates in scheduled court times

## B. Barcode scanning as a solution to provide data

1. Purchase a handheld touch computer capable of scanning barcodes and connecting to our website database to determine membership validation  
Example: Zebra mobile computer  
<https://www.zebra.com/us/en/products/mobile-computers/handheld/tc2x-series.html>
2. For backup, more than one device would be purchased
3. A method needs to be developed to keep the instruments secure that may or may not include storage in the lockbox

## C. Check-in scenario for our members

1. The member shows their barcode on their phone, on their membership card or on printed paper.  
The attendant scans the barcode  
The member is admitted
2. The member does not show their barcode.  
The attendant looks up the member's name on our website
  - a. If the membership is active, then the member signs in and is admitted
  - b. If the membership is not found, then the member is advised to join.
  - c. If the membership has expired, then the member is advised to renew
  - d. If the member has joined on the day of the check-in, then our website will not be updated until later in the day and the attendant will have the member sign in on paper.  
Pickleball Canada is not yet able to provide a method for our attendants to check membership status on the PCO website.
3. Purchase a folding table, folding chair and pen/paper for the attendant

## D. Membership cards

1. We provide digital versions of the membership cards
  - a. Members download their digital card to their phone
  - b. Members print their digital card with their printer
2. We provide physical membership cards
  - a. Purchase a supply of business cards from our printer
  - b. Purchase a label printer to print the barcodes on the blank side of the business card  
Example: <https://www.staples.com/brother-desktop-ql-1110nwb-direct-thermal-printer/product-2861525>
  - c. Purchase a card laminator or a vinyl card holder or a card lanyard
  - c. Devise a method for the initial mass distribution of the cards
  - d. Devise a method for the single distribution of the cards for subsequent new members

## E. Budget

1. \$2500 maximum
2. Specific items may vary from the examples provided

## F. Images

1. Barcode scanners
2. Digital membership cards
3. Physical membership cards

Image 1

Mobile  
computer  
scanner  
with  
on-screen  
keypad



Image 2

Mobile  
computer  
scanner  
with  
keypad



Image 3

Zebra  
TC8000  
mobile  
computer  
scanner



Image 4

Scanner  
range



Image 5

Digital  
membership  
card



Image 6

Physical  
membership  
card in  
a vinyl  
holder

