



# Sussex Pickleball Club: Board Meeting Minutes

Date: January 7, 2026

Time: 7:02 PM – Adjournment

Location: 1067 Main Street, Sussex Corner

Chair: Jan Sas

Secretary: Sheena MacDonald

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## 1. Attendance

**Present:** Jan Sas (President), Elissa Colpitts (Vice President), John Kierstead (Treasurer), Sheena MacDonald (Secretary), Pam Cole, Brittany Smith, Meghan Sherwood, Sarah Strang, Andrew Byers, George Parisella.

## 2. Executive Reports

### Treasurer's Report

- **Current Balance:** \$24,849.00.
- **Facility Revenue:** The club made \$750.00 from church sessions in December (with a monthly cost of \$305.00).
- **Outstanding Items:** Need to collect membership "kickback" from Pickleball Canada.
- **Action Items:** John to follow up on unpaid dues by comparing the membership list with the Playtime Scheduler. Webpage access issues need to be resolved.
- **Membership Status:** 159 members are currently shown as expired. Sheena will send a reminder email giving members one week to renew before being removed from play sessions.
- **Motion:** To accept the Treasurer's report.
  - *Moved by:* Elissa Colpitts | *Seconded by:* Pam Cole | **Status: Passed.**

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## 3. Operations & Court Management

### Facility & Equipment

- **Maintenance:** John will contact the church regarding cleaning the gym floor to ensure player safety.

- **Balls:** A motion was made to purchase 40 balls for church play. Meghan will check availability for Franklin or Onix brands at Source for Sports. John to reimburse the purchaser.
  - *Moved by:* Sheena MacDonald | *Seconded by:* Jan Sas | **Status: Passed.**
- **Nets:** A motion was made to purchase a new net (\$250 with a 10' practice net included) from Amazon.
  - *Moved by:* John Kierstead | *Seconded by:* Sarah Strang | **Status: Passed.**

## 4. Scheduling & Playtime

- **New Restrictions:** To ensure equal play opportunities, members are now limited to **two sessions per week** at the church. Members may sign up for additional sessions on the day of play if spots remain open.
- **Session Types:** New designations will include one session each of "Beginner," "Intermediate," and "Advanced" per week. Men's and Women's sessions will remain; all other sessions are now "Open Play."
- **Action Items:** Pam and Brittany to meet to finalize scheduling strategies. Sheena to email members regarding these changes.
  - *Moved by:* Pam Cole | *Seconded by:* Sheena MacDonald | **Status: Passed.**

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## 5. 2026 Budget & Club House

- **Budget:** A separate meeting will be scheduled specifically for the budget.
- **Reimbursement:** Sarah to obtain a receipt from Norb for an extension cord for reimbursement.
- **Club House:** The board will schedule a new meeting with the Town to discuss location options and required materials per regulations.

## 6. Annual General Meeting (AGM) Preparations

- **Date/Location:** Sarah to inquire about booking the Town office for **February 9th at 6:00 PM.**
  - **Bylaw Amendments:** Changes to be sent to Sheena by Jan 12th. Key proposals include:
    - Reducing the number of board members from 10 to 9.
    - Restricting membership so that two people from the same household cannot serve on the board simultaneously.
  - **Elections:** Nominations will be called for leading up to the AGM. Sheena to approach Brittany regarding the Secretary role; Andrew to consider Treasurer or Secretary executive positions.
  - **Pre-AGM Meeting:** The board will meet **February 4th at 7:00 PM** to review the AGM agenda.
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## 7. Summary of Action Items

Task	Assigned To
Send membership renewal reminders	Sheena MacDonald
Contact Church regarding floor cleaning	John Kierstead
Source balls (40 count) from Source for Sports	Meghan Sherwood
Meet to finalize scheduling/Playtime issues	Pam & Brittany
Send email to members regarding new play limits	Sheena MacDonald
Confirm Town office booking for AGM	Sarah Strang
Send bylaw amendments to Secretary	Board Members

**Adjournment:** \* Moved by: Sheena MacDonald | Seconded by: Elissa Colpitts |

**Status:** Passed.

**Next Meeting:** February 4, 2026, at 7:00 PM.