



Meeting Minutes: Sussex Pickleball Club Board Meeting

Date: Monday, November 20, 2025

Time: 7:00 PM – 9:30 PM

Location: Sussex Corner Municipal Building

1. Attendance

- **Present:** Jan Sas (President), John Kierstead (Treasurer), Sheena MacDonald (Secretary), Pam Cole, George Parisella, Brittany Smith, Sarah Strang, Meghan Sherwood.
 - **Absent:** Elissa Colpitts (Vice President), Andrew Byers.
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2. Call to Order / Welcome

- **Confirmation of Quorum:** Meeting called to order. Quorum confirmed.
 - **Introductions:** Official introduction of the new President, Vice President, and Non-Executive Members.
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3. Transfer of Knowledge & Administration

- **Discussion:** *Jan has been given all passwords and logins from Susan and has access to Wave.
 - The mailing address is currently 45 Maxwell Drive. Jan will check with the Town of Sussex about using 75 Perry St. as the correspondence address. Susan will keep her address in place in the interim.
 - Mailing address updates will be required on all government and bank accounts if the change to 75 Perry St. is finalized.
 - The SPC Pickleball site requires updates to remove old directors and add new ones.
- **Action Items:**
 - **Meghan:** To look into the Facebook page transfer, as it is currently linked to Susan's personal profile.
 - **Jan:** To add an additional administrator to the Pickleball Canada site.

- **Sheena:** To send John his email and password.
 - **Brittany:** To take over scheduling via Playtime Scheduler and purchase an admin account (reimbursement by John).
 - **Elissa:** Supported by the Board to set up centralized credential storage.
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4. Financials & Board Structure

- **Banking:** Norb needs to be removed from the bank account. Elissa will be asked to serve as the third signing authority.
 - **Bylaws:** The Board needs to amend bylaws to reflect an odd number of members (9 proposed) for proper voting. The voting process will remain unchanged.
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5. Playtime Logistics (Anglican Church)

- **Discussion:** "Ladies of the Morning" and "Men of the Morning" sessions are not filling up. Discussions included opening these to open play, removing them, or rescheduling.
 - **Costs:** Currently \$125/month for 7 sessions; additional sessions are \$20 each. Discussion held on adding sessions to accommodate players who are currently unable to play.
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6. Facilities & Budgeting

- **Clubhouse:** Sarah approached Ted about sharing a clubhouse per the Town's suggestion. The Board decided **not** to agree to this to ensure the club continues to advocate for its own dedicated space.
 - **Equipment:** Items need replacement; detailed discussion deferred to the Budget meeting.
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7. Policy & Committees

- **Policy Review:** Reviewed "Use of Courts" and "Disciplinary Action" policies. Sheena to send these to the membership as reminders.
- **Committee Assignments:**
 - **Sponsorship & Grants:** Sarah, Lenora, John, Susan, Jenna, Elissa.
 - **Tournament:** Susan, John, Lenora, Rob Friars.
 - **Scheduling:** Brittany, Pam.

- **Maintenance:** Tasked with addressing toilet paper/sanitizer for outhouses during tournaments.
 - **Grants:** Need clarification from the Town on specifications before pursuing grants for a clubhouse or lights. Jan to review the spring Town meeting notes with Pam.
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8. New Business

- Consideration of hiring a summer student.
 - Clubhouse development remains the top priority.
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9. Adjournment & Next Meeting

- **Adjourned:** 9:30 PM
 - **Next Meeting: December 4th**
 - * **Focus:** Budget and Policies.
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Action Items: Sheena (Secretary)

- **Credential Transfer:** Send John his specific email address and login password.
- **Policy Distribution:** Email the "Use of Courts" and "Disciplinary Action" policies to the general membership as a reminder of club standards.
- **Board Updates:** Update the SPC Pickleball website to remove outgoing directors and add the names of the new directors.

Action Items: Brittany (Scheduling)

- **Admin Setup:** Purchase a professional Admin account for **Playtime Scheduler**.
- **Expense Tracking:** Submit the receipt for the Playtime Scheduler account to John (Treasurer) for reimbursement.
- **Scheduling Oversight:** Begin managing the club's court sessions through the new admin portal.