



MEETING MINUTES

Director's meeting April 15, 2025, at 7 pm via Zoom

Present: Erin, Irene, Ryan, David, Steve, Adrian, Kiyoshi, Vashti, Chris

Absent: Allen

1. Accept amended minutes of February 25, 2025 meeting
MOTION by Erin, seconded by David. All in favour **Carried**

2. **Financial Report**
No significant changes since April 8, 2025 AGM. Erin will check and report back at next meeting on the threshold amounts of funds that Non-Profits are permitted to hold.

3. **2025 Board Positions**
Erin Davidson nominated and approved as President
Ryan Fenrick nominated and approved as Vice President
Allen Wilson remains as Treasurer
ACTION: Erin will draft job descriptions for Board and Team positions
ACTION: David and Allen will ensure that Chris and Salma have proper access to Club membership lists, financials, etc.
ACTION: Board members to send a head shot to Allen for posting in the photo gallery on the Club website

4. **New Board Position**
 - 4.1 Erin reported that one Board position currently remains vacant. She received two resumes - Salma Dinani and Amir Karimi. These were circulated to the Board with the Agenda. The skills and suitability of both candidates were discussed.
ACTION: Erin will notify successful candidate of appointment
MOTION to appoint Salam Dinani to the Board as a Member at Large
Made by Erin, seconded by Ryan. All in favour **Carried**

 - 4.2 Erin suggested that Board meetings be switched to Wednesday nights when the season starts so they don't interfere with scheduled Round Robin/Novice play on Tuesday nights.

5. **Coquitlam Report**
 - 5.1 Erin and Kiyoshi will attend a walkabout with City Staff prior to season start to discuss needed court repairs, landscaping, and other facility matters.
ACTION: Erin to summarize list and circulate to Board, and report meeting results at next meeting

5.2 Erin reported that rental contracts have been submitted and signed for 2025 season. The addition of July 1st club play was approved by the City

6. Season Preparation

6.1 Erin reported that she is compiling a “season start” checklist of items/tasks that can be as a template in future

6.2 There was a discussion on several items including whiteboards, lockbox, supplies, use of paddle rack, and sign-in sheets

ACTION: Kiyoshi will work on a signalling system for paddle rack

6.3 There was discussion on the New Member welcome package and the process for sending this info out to new member on an on-going basis.

ACTION: Vashti will print copies of the New Member info sheet and place in lockbox. Vashti will draft an email template to be sent as a welcome to new members and will work with Allen on this

ACTION: Allen will add New Member info to the website

7. Host Coordination/Orientation

David reported that 12+ members have signed up as hosts to date. The amenities room at Steve’s condo building in Port Moody is booked for the May 4th orientation.

ACTION: Erin will draft an email invitation for members with an update on the 2025 season and another call for hosts

ACTION: David will draft an agenda for the orientation

ACTION: Erin will contact Shannon to see if she will do the AED demo

ACTION: Steve will order delivery of refreshments for the orientation

8. WhatsAPP

8.1 Erin reported that a well-known member unexpectedly passed away and that another member asked that their name be removed from the WhatsApp chats

8.2 Erin suggested creating a separate WhatsApp group for board members and hosts to simplify communications between these groups

8.3 Erin reported on a member’s complaint about being excluded from play during non-club time. The protocol/expectations during public play and club play time were discussed. Private bookings on City courts are not permitted at any time because of insurance requirements

9. Tournaments

Ryan reported details from the tournament committee meeting on March 22. These included, recommendations for using the same format as 2024; purchasing better quality medals; including a charity component with CrossRoads Hospice Society; logistics for refreshments, registration, and parking; volunteer prizes; 50/50 draw; First Aid attendant. He suggested that these recommendations will be used for the July and September tournaments

ACTION: Ryan will finalize a tournament budget and present at next meeting for approval

ACTION: David will create an Expense Claim form and distribute to directors for use when submitting incurred expenses

10. Post AGM review

David reported that 27 members attended the Zoom meeting. Erin suggested that future AGM meetings should encourage more member participation by adding a formal Q&A at the end of the business part of the meeting.

11. Social Committee

Erin suggested forming a Social Committee to coordinate/organize such things as tournament refreshments, supplies, etc. Irene volunteered to lead this and suggested that Salma be invited to co-lead.

12. Rules Clinic

Chris and Ryan suggested that a rules clinic be held by zoom prior to season and tournament start. Barb and Rod Dueck were identified as possible resource people for this type of clinic. Clinic could include an update on 2025 rule changes and information on how to become certified as an official referee through PBC.

ACTION: Ryan and Chris will present a proposal for further discussion at the next meeting

13. Next Meeting: Tuesday at May 6 at 7 pm via Zoom

14. There being no other business,

MOTION to adjourn made by David, seconded by Chris. All in favour **Carried**

Meeting was adjourned at 9:11 pm