



Meeting Minutes

Director's meeting May 6th, 2025, 7pm Via Zoom

Present: Erin, Vashti, Steve, Ryan, Kiyishi, Salma, David, Chris

1. Accept amended minutes of the previous meeting on April 5th, 2025
MOTION by Erin, seconded Ryan. All in favor

2. **Financial report**
 - 2.1 Erin reported that Allen feels we are compliant and within the threshold for non-profits.
 - 2.2 Erin reported on the financial status of the club.
 - 2.3 Allen recommended investing some of the funds into a GIC.
MOTION by Vashti to invest \$16,000 into a one year GIC. Seconded by David. All in favor.
Action: Allen to set up this investment.
 - 2.4 Chris proposed the Board create a document explaining the reasons for the cash retention.
MOTION by Chris, to prepare a document explaining the reasons for cash retention for compliance requirements for the non-profit, seconded by Kiyoshi. All in favor.
ACTION: Chris to prepare a draft.

3. **Presidents Report**

Erin welcomed Salma to the Board and expressed excitement about the composition of the new Board and the fresh perspectives they will bring to the table. Erin thanked David and Steve for their efforts in preparing for a successful host orientation event. She also shared that IPOP has opened as a new destination for indoor pickleball. Erin reported that she attended a meeting with the Indoor Users Athletic Association and there may be a fit for the club to join this group at some point.

4. **Organizational Chart**

Erin shared her vision of a draft organizational chart. The purpose is to clearly define the role and responsibilities of the directors and team leaders.

5. Facilities and Equipment

1.1 Erin and Kiyoshi reported on the requests submitted to the city for court improvements, some of which have been completed. They include repairing the damage to the court surface; stabilizing the post bases; weeding and trimming of vegetation; new center straps; bear proof garbage cans and a windsock.

1.2 The squeegees are in poor condition and do not do a good job.

MOTION by Kiyoshi to purchase 3 higher quality squeegees and collapsible handles, seconded by David. All in favour.

ACTION: Kiyoshi to purchase squeegees.

6. Player Development Report

6.1 Ryan reported on running two clinics this year. One would be held early in the season and one later in September. He mentioned bringing in a second set of instructors for the second session. The possibility of adding in warm ups and post pickleball stretches and also adding a rules clinic were discussed.

6.2 Skill level criteria was discussed in regards to the clubs play sessions and terminology and descriptions on the website.

ACTION: Erin will include more definitions of skill levels on the next newsletter to members, including more information regarding the various sessions. Allen will change the wording on the website to ‘OPEN’, replacing ‘Social’ and ‘All Skill Levels.’

6.3 Ryan shared that the Crossroads Hospice organization has reached out to partner with the club and do some fundraising.

MOTION made by Ryan to support the concept of working with Crossroads for the upcoming tournament, seconded by Chris. All in favor.

Host Report

David presented the host responsibilities document. He expressed a need to continue to build depth in the host team.

ACTION: Allen to add the document to the website.

7. Social Committee Report

No report at this time.

8. Social Media Report

Salma shared her vision for the new instagram account and the potential for it to be educational, fun and informative.

ACTION: Salma to send a one line sentence and link to the account, to Erin to include in the upcoming newsletter.

9. New Members Report

Vashti reported that she is sending blast emails to the new members. She has also created a hard copy of the new member package to be kept in the lock box.

ACTION: Vashti to send the new members package to Salma to include on instagram.

10. Medical Incident Reporting

Chris requested that the medical incident report via the website be given a high priority in being forwarded to himself and Irene.

ACTION: Allen to prioritize this communication to Chris and Irene when it is received.

11. Zoom feature-Meeting Summary

Allen has been using the mechanism to create a meeting summary during the Board meetings. Erin will be using the summary as an adjunct to the minutes she prepares for this meeting.

12. Season Prep

Plans are well underway for the opening day on May 19th. Erin has purchased the whiteboards and Kiyoshi has modified them for use. David has most of the balls and has distributed the others to the hosts. The intent is to have 10 balls in the bin at any given time. Each regular host will have 4 balls to keep on hand and use as needed. David has created a two week sign in sheet with empty spaces at the back for newer members to sign in.

13. Merchandise

Chris suggested each Board member and host receive a nameplate.

MOTION by Chris to purchase these nameplates at a cost of \$15 each, seconded by Kiyoshi. All in favor.

ACTION: Allen to order the nameplates.

14. Next meeting

Wednesday June 4th, 2025, 7pm via Zoom.

15. Adjourn

MOTION to adjourn made by Steve, seconded by David. All in favor.

Meeting adjourned at 8:50 pm.