






The Kensington Pickleball Club promotes pickleball for all ages, levels and abilities, creating a fun, healthy and social experience.

KPC Board Meeting Minutes (Agenda Items)

 **Location:** Irishtown Community Hall
 **Date:** September 29, 2025
 **Time:** 5:30 PM

Presence: Reg Boudreau (RB), Louise Clément (LC), Ian Macdonald (IM), Sandra McGaghran (SM), Jason Milley (JM), Christina Wells (CW)

Regrets : none

I. Approval of agenda

- **Approved by SM, seconded by CW**

II. Approval of September 3, 2025, Board Meeting minutes

- **Approved by JM, seconded by RB**

III. Business from September 3, 2025, Board Meeting

- New Board Members were provided the Board Meeting Minutes of the previous 2 years for onboarding and ensuring continuity of Board activities.
- No outstanding business to follow up on.

LC 02-10-2025 (rev 08-10-25)



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IV. Governance: Selection of Officers and transfer of responsibility for KPC Board 2025-2027

- KPC President: Jason Milley (voted at AGM, September 15, 2025)
- KPC Vice President: Sandra McGaghan
- KPC Treasurer: Christina Wells
- KPC Secretary: Louise Clément
- **Motion proposed by: JM Seconded by: IM Approved: unanimously**
- **Motion proposed by LC: Board members to sign a Nondisclosure Agreement (NDA) and Conflict of Interest to align with KPC bylaws. Seconded by JM. Approved unanimously**
- **Actions:** Create NDA and COI form to be signed by all KPC Board Members.

Transfer appropriate financial responsibilities to CW (treasurer), SM (VP), JM (P) with selected financial institution.

V. Capacity planning (offer and demand)

- JM provided the Board with previous attendance data. Data shows peak attendance in November 2024. Attendance throughout most of the months is over 25 players per session (3 courts available). The data does not provide information on the peak time per session.
- Generative discussion on overcapacity issue, possible actions envisioned.



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- **Motion proposed by SM: Continue to monitor attendance and not make any immediate decisions that would impact playing sessions. Seconded by RB Approved unanimously**
- **Motion proposed by IM: Investigate options to address overcapacity, including how other clubs have dealt with the challenge. Seconded by JM. Approved unanimously**
- **Actions:** Inform KPC members of new sign in procedure on FB chat.
Provide sign-in/sign-out sheet at entrance to gym at each session.
Monitor attendance of 3 QEES sessions over the next months.
Query on solutions other clubs have implemented to address capacity issues. (impact on member experiences to be considered)

VI. Technology Overview

- Overview was provided of the Pickleball Canada National System (PCNS) website, KPC website, KPC email, KPC Facebook group and chat (Messenger), KPC Board chat.
- Discussion on required access for Board Members, based on roles and responsibilities.
- **Actions:** Provide to all KPC Board Members access to member data and mass email in PCNS.
Provide to IM and CW access to admin roles in PCNS (KPC section) website.
Provide to CW as treasurer access to financials in PCNS.



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Provide SM as VP access to admin functions in Facebook group and FB chat (messenger).

VII. Membership Update

- Discussion related to Board Decision in September 2025 to align membership renewals with Pickleball Canada renewals and use of the PCNS. Communication was sent to all KPC members that renewals must be done by October 1, 2025. Existing members that do not renew by the due date will be considered “drop-in” members.
- Brief discussion on present classification system of membership (members, drop-in) and what privileges and benefits members have based on the member type. Continue discussion at next Board meeting.
- **Motion by LC: Existing members that do not renew by the due date will be considered “drop-in” members. A grace period of 5 days (October 6,2025) will be respected before being withdrawn from the KPC FB chat that is for members only. Seconded by SM. Approved unanimously**

Actions: Message reminder to all KPC members on FB chat of October 1, 2025, as due date for renewals.

Update KPC Membership Roster and FB chat members.

Provide “drop-in instructions” and waiver form prior to entrance into gym.

VIII. Rules/Conventions/Etiquette



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- Discussion on the importance of promoting awareness to KPC members of the Pickleball Canada Rules, local KPC rules, conventions and etiquette.
- **Actions:** Review content of KPC website regarding local rules, conventions and etiquette such as staying behind the green line, names on paddles, bringing paddles to the available court.

IX. Health and Safety

- Discussion triggered by a recent incident at QEES gym that caused an injury to a player.
- **Motion by SM: All members need to be proactive and <speaK up> if a safety issue is identified. A review of first aid equipment and materials available and required to be done by KPC Board members. Seconded by LC. Approved unanimously**
- **Actions:** Bring first aid kit back to QEES.

Identify (what and where) the first aid equipment (AED) and materials (ice, medication) available at QEES.

X. Committees

- Discussion on need for different committees to be set up such as Equipment, Social events, Tournaments, Player Development. Engagement of KPC members to different committees is key to their success. Continue discussion at next Board meeting.
- **Motion by JM: Social committee established, presided by CW. Seconded by LC Approved unanimously**
- **Actions:** Social event planned for the Holidays early December 2025.



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XI. Communications and Engagement of KPC members

- Discussion on the importance of maintaining excellent communication with KPC members, various Pickleball organisations and the community. Transparency is a guiding principle to bring to life the KPC mission and allow the club to learn and grow. It is assumed that FB chat (Messenger) is the primary means of communication.
- **Motion by JM: Moving forward, approved Board Meetings will be posted on the KPC website. Seconded by CW. Approved unanimously**
- **Actions:** Upload minutes on KPC website once approved by Board.

XII. Treasurer's Report

- Overview of finances presented. JM informed Board that the money collected from membership fees through the PCNS will be transferred to KPC's financial institution.
- Existing balance is approximately \$4,000.00 (carry over of 2024/2025 balance and 2025/2026 membership fees).
- Comprehensive report will be provided at next Board Meeting

XIII. Roundtable and Closure

- Discussion on how we in this meeting lived the mission of KPC.



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- **MOTION by IM: to adjourn the meeting. Seconded by RB. Approved unanimously**
- Meeting adjourned at 8:10 PM.

XIV. Next Meeting

- 5:30 PM October 29,2025 at Irishtown Community Hall

Proposed new agenda items at next meeting

- Membership classification and terminology (under Membership Update)
- Bylaws review (under Governance)
- Competitive Play



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