



Pickleball BC Association Board Meeting
23-01-10, 6:02 pm Zoom

Attendees

| | | | |
|------------------|---------|--------------|---------|
| Dave Eaton | Present | Al Thomson | Briefly |
| Brett Forsythe | Absent | Rod Williams | Present |
| Walter Knecht | Present | | |
| Sharon MacDonald | Present | Rick Folk | Present |
| Brian Shum | Present | | |
| David Snell | Present | | |

1. **Quorum** - achieved.
2. **Agenda**
Moved / seconded by David S/ Al - the Agenda as presented be approved. Carried.
3. **Prior Meeting Minute Review**
Moved / seconded by Rod/Brian the December 2022 minutes be approved as presented. Carried.
4. **New Board Member**
Moved/seconded by Al/Walter to appoint Rick Folk to the PBC Board. Carried
WELCOME RICK!
5. **Reports**
 - a. David S - Website - report attached
David is dropping sponsorship -> WK
 - b. Sharon - Grant - report attached
 - c. Rod - Membership - report attached
 - d. Rick - Officiating
Just getting feet wet - upcoming focus - Provincials, ref shirts - colour etc.
 - e. Dave - Facilities - report attached
Extra comments from Dave:
 - i. It seems many muni's etc are not keeping up with the growth - what can we do, and hence point ii following



ii. Clubs need to be careful and preplan any member capping concepts - why, at what level, locals that are just late getting to it, re-opening the list vs. waitlisted people.

f. Brett - Tournaments - no report

Believe, in conversation with Richard Chambers, the Provincials are well in control.

Perpetual trophies - offer to donate 3 to the cause - noble thanks you.

Questions - what events are eligible - there could be 50+ based on the planning to date. Other problems - recovering for next year, changing event descriptions, general management with the volume. Cost as a factor was brought up.

Good aspects - a step up from other tournaments, better reward for high achievement.

Potential solution - a trophy wall of pictures on our website - name date, event etc. Recognition for all to see, stays in place etc.

This conversation is not over!

g. Brian - Financial - reports attached

Small misc conversation of both Cash position today and end of 2022 statements.

Moved/seconded by Brian/Dave to adopt /approve the 2022 Year End statements as presented. Carried

6. Other

a. Logo

Discussion surrounding last two offerings sent out - copies included. Most or all others are off the table as more than a week ago. Below are the Photo Shopped copies in the desired colour configurations.



POST MEETING CORRECTION - BLUE lines not red on the banner!

The banner style to be used primarily in 'letterhead' applications. The medallion in most other applications.



The Board position is that 'we' have made the decision, after much consultation with others.

The creators/artists (Pickleball Depot) will be asked to modify their originals following our colour request, provide high res copies (suitable file formats) and a full unrestricted use agreement in favour of PBC.

If possible we would like to have this in place by Jan 15, 2023.

b. AGM 2023, Feb 22, 2023

No controversial or even other new business has been submitted, there is not an over abundance of board nominees - no voting on such matters need to be arranged.

Formal Notice of Meeting will be sent w/o Jan 15.

c. Major governance documents - policies and more

The following Policies if/when approved will have the following last minute updates prior to issue:

- i. All to have "draft" removed.
- ii. All to have the logo updated.
- iii. All to have the 'in force date' updated to Jan 15, 2023.

All these policies have been available for review, have been sent to various levels within PBC over the past 3 or 4 months. The motions to adopt following:

1. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Abuse Prevention Policy. Carried.
2. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Complaint Initiation Policy. Carried.
3. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Complaint Resolution Policy. Carried.
4. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Concussion Recognition and Response Policy. Carried.



5. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Conduct and Ethics Policy. Carried.
6. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Conflict of Interest Policy. Carried.
7. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Equity and Access Policy. Carried.
8. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Grants and Funding Policy. Carried.
9. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Heart Attack Recognition and Response Policy. Carried.
10. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Medical First Aid and Reporting Policy. Carried.
11. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Policy Development Policy. Carried.
12. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Privacy Policy. Carried.
13. Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Stroke Recognition and Response Policy. Carried.

Two other major documents presented for approval via motion:

Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Strategic Plan 2023-2025. Carried.

Motion moved by Walter, seconded by Rod, to approve and adopt updates etc to the Pickleball BC Board Orientation Manual. Carried.



Post-amble to Policy motions:

- All will be posted on the website - soon
- All will be mentioned in the Jan newsletter, some with details. This gives all members advice, a link to a copy and a suggestion to read.
- All Clubs will get a longer detailed description 'soon'. Some will become a 'requirement' for affiliation.

7. More Other

Short discussion on the merits of membership in Sport Tourism Canada. Several Clubs have been advised to 'check them out' and consult back for assistance.

BC Recreation and Parks - our joint report is out with BCRPA for review - should have comments back already - will check on this tomorrow. Ray Dear, Dave Eaton and Al Thomson have copies and were asked for feedback. 'We' are behind - expected Feb 2023.

Meeting adjourned 7:12 pm.

Next meeting - 6 pm PST, Feb 7, 2023 via Zoom.



REPORTS

Snell's Report To The Board January 10th 2023

1. Communications & Social Media
 - a. 2nd Press Release Provincials TBA Jan 2023
 - b. News Stories
 - i. 13K Membership Milestone
 - ii. Final 2023 Rules Changes Summary
 - iii. Chilliwack Court Funding Info TBA
 - iv. Victoria Good News Stories (thx Dave)
 - v. Provincials Update Jan 2023
 - vi. The February 2023 Wellness Show Continued PR
 - vii. Continue positive stories –continue suggestions please!!
 - c. Walter's January Newsletter Planned – Links to Website Pls!
 - d. AGM announcements
 - e. Tweets Sent Every News Story Posted
2. Website:
 - a. Logo/Banner:
 - i. Once approved, News Story & change all logos and banners
 - ii. Header above shows one set of finalists blue/red–if this is chosen, suggestion to change yellow lines of banner to blue to match the blue surround on the medallion
 - b. Comparative Stats:
 - i. December Newsletter Day Traffic down to approx 35% of previous visits
 - ii. Improved Overall December stats (100% ↑) after trailing/even most of the year: approx 2500 unique visitors
 - iii. 2.06 Pages per unique visitor (50 - 100+/day) holding
 - iv. Jan 6th 2022 vs 2023 anomaly – Newsletter last year?
 - v. December vs Nov 2022 Key Word Search Sources (approx 700):
 1. Google/Yahoo 90%+ of all searches & searches up 76%: Higher .com vs .ca
 2. Pickleball Canada ↑ 72% @ 10% of searches
 3. Clubs' Searches: Surrey, Northshore and Vancouver
 - vi. Most Dec vs November 2022 Page Visits
 1. Home page ↑
 2. 2023 Tournaments Highest Search (separate page now) @ 10% (up 30%)
 3. Where To Play, Clinics
 4. News (↑30%+) – Victoria Good News & Provincials most visited



5. Become a Member (+30%)
 - c. 2023 Updates TBA:
 - i. New Landing Page & Site Look and Feel
 - ii. Encourage more BC good news stories
 - iii. BC Players' Focus Stories and Details
 - iv. New Info area on Tournament page or page for Provincials
 - v. Consolidate/Add/Delete older pages & content
 - vi. More links in media Press Releases, e-Blasts, Newsletters...
 3. Sponsorship – Responsibilities handed over to Walter due to conflict of interest concerns
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Report to PBCA Board – January 10, 2023

New Applications: Pending

1. Deaf Pickleball BC – no further discussion on this has occurred. Grant was to cover tournament costs which does not fall under our current criteria.
2. Metchosin Pickleball Club -- not a PBC affiliated entity – Suggestion that some conditions such as 50% be PBCA members as per past precedents – Walter was speaking with Carol Voyt for a follow up on more information.

Rejected

1. Peninsula Pickleball Meet Up – this Club is already established and the Club would not sponsor this spinoff group – The request was for seed money for nets and winter indoor rental -- It was felt it did not meet the criteria

Submitted by Sharon MacDonald



December Membership Report – Rod Williams

New Clubs operating this Month – The Pickleball Society (North Van)

Balfour Pickleball Club has dissolved and I am keeping it hidden but available if another group wants to use the name.

There are currently 82 BC clubs and affiliates launched and processing memberships through PCNS. South Cowichan has begun the affiliation process.

Registrations.

4257 memberships processed during December. 518 or 12% (a smaller number than usual) are brand new PCO Members and the rest are renewing or previously expired members.

With the December 1 opening up of registration by several clubs a few shortcomings of the PCNS surfaced. The issues with Waitlists and Caps has been fixed but not until several dozen hours were put into fixing the discrepancies.

As of December 31st, there were 13028 Active PBC members, 4160 more than at Dec 31st 2021. On that date 6844 memberships expired dropping our membership to 6184. So far in January 508 have renewed or joined.

There are currently 11082 inactive memberships in PBC. PCO will be purging this list at some point once the memberships have been expired for 2 years.

National PCNS News –

There has been no new Analytics information released by PCO but as of Aug 31, BC accounts for 29% of all PCO memberships, and has provided 33% of all the revenue generated by the PCNS system. [Old News, but a new report should be issued this month]



Pickleball BC

Report to the Board – January 10, 2022

Not a lot of news to report since the last meeting, which I missed due to a 3-week vacation in December.

A few clubs are seeing progress on their facility issues, including Victoria Regional Pickleball Assn. – their good news is on our website now, with some more likely to come in the next few weeks; too early to report on at this point. They are also working with North Saanich to expand courts at Wain Park; early days on this one too. It looks like sound absorbing material may be the key to this one, as it will with many others.

With the continual and impressive growth in the sport in our province, quite a few of the clubs will need to push for court expansion to handle the demand or be faced with possible restrictions on membership, which can create a whole other set of problems. Such a decision must come with agreed on guidelines around when to restrict membership, how to know when it's ok to re-open, how to handle those who inquired during the restriction period, and how to communicate all of this to members and would-be members.

Our final report in conjunction with BC Recreation and Parks is nearly ready for distribution – both parties making “final” adjustments to the document that Walter created, along with help from one of our contacts at BCRPA.

Dave Eaton, Facility Development



Financial - Brian

**Pickleball BC Association
Statement of Revenue, Expenses and Unrestricted Net Assets
For the Period Ending December 31, 2022
(Unaudited)**

| | 2022 | 2021 |
|---|----------------------|----------------------|
| REVENUES | | |
| Membership | \$ 31,630 | \$ 27,573 |
| Advertising Revenue | 2,510 | 2,790 |
| Referee Clinic Revenue (net) | 0 | 0 |
| Interest Revenue | 248 | 153 |
| Misc Revenue | 150 | 3,830 |
| | <u>\$ 34,538</u> | <u>\$ 34,346</u> |
| EXPENSES | | |
| Website | \$ 1,105 | \$ 1,830 |
| Advertising & Promotion | 0 | 0 |
| Referee Clinics | 530 | 0 |
| Office | 15,810 | 1,982 |
| Grant Program Expense | 6,260 | 0 |
| Bank Fees | 179 | 174 |
| | <u>\$ 23,884</u> | <u>\$ 3,986</u> |
| EXCESS OF REVENUE OVER EXPENSES - Current Year | \$ 10,654 | \$ 30,360 |
| UNRESTRICTED NET ASSETS - Beginning of year | 59,726 | 29,366 |
| UNRESTRICTED NET ASSETS - End of year | <u>70,380</u> | <u>59,726</u> |
| UNRESTRICTED NET ASSETS : | | |
| Bank Balance | 44,980 | 35,402 |
| Investments | 25,200 | 25,141 |
| Accounts Receivable | 0 | 0 |
| Accrued Liabilities | 0 | (817) |
| Prepaid Expenses | 200 | 0 |
| UNRESTRICTED NET ASSETS - End of year | <u>70,380</u> | <u>59,726</u> |



PICKLEBALL BC

Pickleball BC Association
Selected Account Analysis
Year Ended Dec 31, 2022

| | | | |
|---|----------------|--------|---------------|
| Bank: | | | |
| VanCity | | 44,980 | |
| PayPal | | 0 | |
| PCNS | | 0 | |
| | | | <u>44,980</u> |
| Investments: | | | |
| GIC Jul 06/22 (3 year 2.85; 3.10; 5.0%) Maturing Jul 06/25 with anniversary options | | 6,200 | |
| GIC Nov 24/22 (3 year 4.25; 4.40; 5.0%) Maturing Nov24/25 with anniversary options | | 7,000 | |
| GIC Nov 28/22 (3 year 4.25; 4.40; 5.0%) Maturing Nov28/25 with anniversary options | | 12,000 | |
| | | | <u>25,200</u> |
| Prepaid Expense | | | |
| Deposit for Health & Wellness Show (Feb/23) | | 200 | |
| | | | <u>200</u> |
| Advertising Revenue: | | | |
| WebSite Advertising Revenue | Pre Aug 14/22 | 1,140 | 1,790 |
| WebSite Advertising Revenue | Post Aug 14/22 | 650 | |
| Newsletter Advertising Revenue: | | | |
| MAK Raquet Sports | | 100 | |
| GRUVN | | 60 | |
| Pickleball Depot | | 100 | |
| Cheryl Young | | 100 | |
| Steve Deakin Pickleball | | 100 | |
| Holiday Park Resort Resort Community (Kelowna) | | 100 | |
| Pickleball Superstore | | 100 | |
| GRUVN | | 60 | |
| | | | <u>720</u> |
| | | | <u>2,510</u> |
| Interest Revenue: | | | |
| Account Interest | | 0 | |
| Term Deposit Interest | | 248 | |
| | | | <u>248</u> |
| Misc Revenue: | | | |
| Volleyball BC Tri-Sports event | | 150 | |
| | | | <u>150</u> |
| WebSite Advertising Expense: | | | |
| Ken Holman remuneration | 1,140 | | 1,105 |
| Included in Bank Fees | (35) | | |
| | <u>1,105</u> | | <u>1,105</u> |



PICKLEBALL BC

Pickleball BC Association
Selected Account Analysis
Year Ended Dec 31, 2022

Referee Clinic Expense:

| | | | | | |
|---------------------------------------|--|--|--|--|------------|
| Deaf translation Services | | | | | 189 |
| PB Clinic for the deaf (Dan Clecours) | | | | | 341 |
| | | | | | <u>530</u> |

Office Expense:

| | | | | | |
|--|----------------------------------|-----|-----|----------|---------------|
| MailChimp | | | | | 2,765 |
| Zoom Subscription (1 yr - Expires May 2022) | | | | | 224 |
| BC Annual Report (2022) | | | | | 40 |
| PCNS Development Annual fee (includes fee paid on behalf of Clubs) | | | | | 4,800 |
| Board Meeting - In Person (Burnaby) | | | | | 2,205 |
| Sound Testing | Dave Eaton | 352 | 243 | (20) | 575 |
| | Walter Knecht | | | | 573 |
| | Pickleball Depot (Paddle Rental) | | | | 474 |
| | BAP Accoustics | | | 18,900 | |
| | BC Recr & Parks (recovery) | | | (16,000) | 2,900 |
| | | | | | <u>4,522</u> |
| Regional Meeting (Interior) | | | | | 252 |
| Regional Meeting (Nanaimo) | | | | | 400 |
| Sport BC (Annual Membership - Sep 2023 Expiry) | | | | | 525 |
| Misc | | | | | 77 |
| | | | | | <u>15,810</u> |

Grant Expense

| | | | | | |
|--|----------------------|----|-----------|--------------|--------------|
| See attached summary. | | | | | 6,260 |
| Notes: | Applied | 24 | | | |
| | Awarded | 16 | 7,750 | (6,260) | <u>1,490</u> |
| | Rejected | 8 | | | |
| Expired & Lapsed Claims Period: | | | | | |
| Y | Ron Brent Elementary | | 13 | | |
| Y | Pacific Sports | | 424 | | |
| Y | Lynmour Elementary | | 500 | | |
| C | Comox Valley PB Club | | <u>53</u> | 990 | |
| Claims period expiry waived due to reconstruction of Bramble Park: | | | | | |
| C | POCOMO PB Club | | | 500 | |
| Reconciliation of Expired & Pending Claims | | | | <u>1,490</u> | |

Bank Charges:

| | | | | | |
|---------|--|--|--|--|------------|
| PayPal | | | | | 77 |
| InterAc | | | | | 43 |
| Trackie | | | | | 59 |
| | | | | | <u>179</u> |



WK Report Covering "Other" on the Agenda

a. The LOGO

No intention to relate irrelevant history - we seem to be on a path to change the PBC logo. The wavy flag, while we may technically not be stopped from using it - did not score well in our customer survey.

"My" choice is for a set of 2 logos. One for use in/on text type documents in a header or footer position - a banner style. The other, more popular, is for use on most other material - shirts, caps, big banners, advertising flyers etc.

The most popular ones or ONE, still with some colour choices floating. These colours are a close match to the Prov flag colours (RGB numbers).

Blue medallion style with green inner ring OR red inner ring



Banner green blue text combo or red blue text combo





s

b. AGM 2023 - Feb 22, 6 pm Zoom

All set to send last 'save the date' notice Jan 15.

No nomination, no voting, no scutineer. My thanks to Sharon for volunteering to vet any nominations that did come in.

No extraordinary motions brought forward - no prior discussions needed

Agenda to include:

Confirm quorum

Notice confirmation

Minutes last GM (AGM 2022)

Reports - from each 'department' - written submissions by Jan 25 please. To be included in final meeting notice Jan 31

Announce Board members for 2023

Attendance cut off at Jan 31 membership, but technically members can sign up and attend up to the start of the meeting.

c. Governance documents

Final approval on **Policies 1 thru 6** - copies on request only

- 1 Abuse Prevention
- 2 Conduct and Ethics
- 3 Conflict of Interest
- 4 Policy Development
- 5 Complaint Initiation
- 6 Complaint Resolution

Final approval on **Policies 7 thru 13** - copies on request only

- 7 Privacy
- 8 Grants
- 9 Concussion
- 10 Equity
- 11 Medical Injury
- 12 Heart attack
- 13 Stroke

Adopt/approve **Strategic Plan** - copy on request only

Review concept and contents of **Board Member Orientation** document. This has



been revised last week - new copy available.

ALL policies and other documents are on hold until the logo issue is clarified. They will also get "in force" date updates = end of January 2023 probably.

Then all will be released. The 13 formal Polices will be uploaded to the web replacing where others exist. The Jan 15 newsletter should contain significant info on each for the edification of the members.

There will be a separate email to all Clubs detailing their compliance requirements.

And there are more policy statements in progress.

- d. PADS - conversations towards a massive tournament days go well - until the PADS contact goes silent - sometimes sickness, sometimes - ??
- e. Vancouver Wellness Show Feb 11 & 12.
Karen is in contact with 'them'. We are all good to go. Twenty four volunteer 'players', 4 setup take down people, raffle prizes (no charge raffle) all set. Waiting on banner and poster to deck the walls with.