

**MINUTES OF A ZOOM MEETING held on the 16<sup>th</sup> day of February, 2024, by the Board Members of the Cochrane Pickleball Club at 7:00 PM.**

**IN ATTENDANCE:**

- ❖ Greg Young, President
- ❖ Joanne Ferster, Vice President
- ❖ Robert Marescaux, Treasurer
- ❖ Nikki Franke, Secretary
- ❖ Les Franke, Member at Large
- ❖ Ken Little, Member at Large
- ❖ Catherine Burdett, Member at Large

**Meeting Called to Order: Greg Young**

**Seconded: Joanne Ferster**

**APPROVAL OF MINUTES OF LAST MEETING:**

Motion to approve: Joanne Ferster

Seconded: Les Franke

Approved by all except Nikki Franke who abstained since she was not at the last meeting.

**ACKNOWLEDGEMENT OF LORRAINE MAKOWECKI'S RESIGNATION:**

Lorraine Makowecki submitted her resignation as Secretary of the Cochrane Pickleball Club to the Board by email. Her resignation was duly noted and accepted by all.

Motion to approve: Nikki Franke as secretary to replace Lorraine Makowecki for this term: Greg Young

Seconded: Joanne Ferster

Approved unanimously.

**GRANT UPDATE:**

Joanne and Greg attended a zoom meeting with the CFEP representative at 10:30 on Wednesday February 14<sup>th</sup>, 2024. In summary Joanne explained that the funds must be used specifically for the construction or building itself, and not for any other purpose such as advertising, promotion etc. In addition, Joanne informed the Board that she had received, from the CFEP Grant Committee, documents which she had already read, signed and returned to them. Their protocol stipulates that they need five

days in which to review the signed documents and that two weeks after the money will be deposited into the Club's bank account.

Joanne also informed the Board that CFEP wants written documentation from Entity One Inc. stating that they, Entity One Inc., acknowledge that they will be responsible for the financial recording of this project. Joanne also said that photos will be taken during the different stages of construction by the Court Construction Committee as an additional means of recording the building of the courts.

Should there be print, speaking or advertising with any GOA representative for the required marketing of the CFEP grant, they require 25 days to review the verbiage.

Ken asks about whether CFEP wants to know which funds are spent where and by whom. Joanne thinks if we force Entity One Inc. to put out bids that it will slow down the building process. Ken disagrees. He thinks it's risky to manage the funds this way. But Joanne has confirmed with the CFEP committee that bids or the exact process for getting contractors is not a requirement for the grant. Les and Nikki both suggest that we would expect Entity One to provide a schedule for both work and payments regardless of the CFEP expectations. After the completion of the project the project manager is required to complete the financial reporting documents in detail.

#### **ADVERTISING REQUESTS FROM SUSAN KANIK:**

Joanne received and circulated to the Board requests that Susan Kanik, as Club contact, had received from various businesses offering discounts in exchange for advertising on our website. Joanne did not think that any of these discounts were of particular interest to the membership. Catherine questioned whether we, as a Club, have any protocols in place for assessing advertising and their usefulness or the quality of their products. Les felt that we should be more selective in choosing who we should allow to advertise on our website to benefit our club. We should be vetting potential vendors etc. Currently we have no opportunity for advertising on banners at the courts until we get to the new courts and then we will have to see what would be possible then. Joanne asks Nikki to write an email to Susan Kanik to inform her of this decision.

#### **TOWN MEETING:**

Joanne informs the Board that the Town of Cochrane is reluctant to meet in person. She says that if we get a meeting in person they want an agenda prior to the meeting to which they will probably respond in an email rather than meet in person.\*

Greg thinks that we should insist on meeting in person since it is more difficult to say no in person. Les agrees and suggests that he and Greg prepare an agenda toward a meeting with the Town. Greg and Les are tasked with setting up a meeting with the Town in April.

Les asks Catherine if she will assume the role of Captain of the Round Robin Captains. Catherine agrees.

MOTION to make Catherine Captain of the Round Robin Captains: Les

SECOND: Joanne

APPROVED: Unanimously

Joanne asks Catherine if in her role of Captain would she be willing to take over the task of reporting cancellations to the Town. The Town has provided forms which they require to be submitted no later than the day following the cancellation. Catherine agrees to do this also.

#### **SURVEY RESULTS FOR SCHEDULE:**

The results of the survey indicate that the vast majority of the membership want the 9:00 am-5:00 pm option for scheduled play.

#### **SCHEDULING COMMITTEE AND SCHEDULE REVIEW:**

Four options were submitted for review by the Board. The first three options were similar in format. The fourth option eliminated Ladder Play on Wednesday thereby creating 4 more time slots allowing time for an additional Round Robin Event for each Skill Level.

Discussion ensued regarding the pros and cons of Ladder Play. Ultimately it was determined that the membership should decide on this issue. Joanne will create a survey soliciting the membership to vote on whether they would prefer an extra round robin event per week in lieu of the ladder event, or whether they would prefer to keep the ladder event, and should the ladder be run as a DUPR event or without DUPR.

Les asks Catherine if she would replace him on the Scheduling Committee. Catherine agrees.

MOTION to replace Les with Catherine on the Scheduling Committee: Les

SECONDED: Greg

APPROVED: Unanimously.

#### **SIGN UP GENIUS ALTERNATIVES FOR ROUND ROBINS:**

Greg Young, Lorraine, and Catherine Burdett have been researching this issue.

Among the sign-up software companies that Catherine researched she decided that the best choice was Court Reserve. According to Catherine Court Reserve limits the amount of times people can sign up for events; there are less administrative issues; it provides data which would be helpful to the club for decision making; it provides an option for communications and payments etc. should we decide to use it for such purposes. It also creates a waitlist for us which not all software companies can provide. Catherine outlines what the costs would be and with the permission of the Board, will sign up to conduct a pilot test on Court Reserve. This will also allow her to determine what we need or want and costs involved in more detail. Catherine will also try Signup.com to determine this software's functionality, features and cost.

Joanne adds that when at Greystone the courts will not be for our use only since they will also be public courts.

MOTION to allow Catherine to try out Court Reserve and Signup.com: Les

SECONDED: Nikki

AGREED: Unanimously

Greg adds that he likes “Team Reach” because it is free. It is available on iPhone and Android but not certain that it is available on desktop.

**UPDATE ON RATINGS:**

Les will be having a committee meeting later in the month and will present policy changes to the Board for approval.

**UPDATE ON PLAYER DEVELOPMENT:**

Les will be soliciting instructors soon and will be offering a Basic Training for New Instructors program. This will be optional but beneficial so that instructors will teach skills with the same techniques and progressions. Instructors will only teach to students at a lower skill level than themselves. Lesson Plans will reflect skills to help students to move up since they will parallel Skill Ratings.

**PROTOCOL FOR COMMITTEES PRESENTING TO THE BOARD:**

Les reminds everyone that all Committee Leads should submit their proposals to the Board including any policy changes before implementation. The whole board should have input before posting.

**MEMBERSHIP NUMBERS AND DISTRIBUTION (AS OF FEBRUARY 16, 2024):**

Les reports that the Membership is currently at 116:

2.0=7, 2.5=19, 3.0=31, 3.5=20, 4.0=21, 4.5=2, Non Rated=4, New= 12 (varying levels)

All new members have been contacted by Les.

**WEBSITE POSTINGS:**

Les suggests that we check the Website and remove any material that is not current and either replace it or leave it blank now so that there is no confusion for members. Joanne reports that she has most recently posted the new USA Pickleball rules of play, breaking news, and updated photos.

**BOARD OF DIRECTORS FLOWCHART AND “STAYING IN YOUR LANE”:**

Les distributed the flow chart to the Board to see if the Committee Directors currently posted are valid. Joanne asks whether the latest flowchart is okay as it stands. Les replies that Committee Directors should submit a current list of Committee Leads plus Committee Members so that it may be updated. Until this information is verified Les asks Joanne to wait before updating it on the website.

Les also says that requests to have any specific, pertinent questions, information etc. should be directed to the appropriate Committee Director for action. Sometimes information being given by those outside of committees may not be accurate or up to date and can cause confusion.

**BOARD MEETINGS SCHEDULING:**

Les requests that the Board consider scheduling a Board Meeting at a regularly scheduled time of month so that everyone knows in advance when that date will be.

The next Board Meeting is scheduled for March 14<sup>th</sup>, 2024 at 7:00 pm.

**MOTION TO ADJOURN:** Joanne

SECONDED: Greg

AGREED: Unanimously

MEETING ADJOURNED at 8:20 pm.

**\*FUTURE BUSINESS** to be addressed in next meeting:

Following the close of the meeting, Joanne asks Les if he would consider being the Lead for the communication with the town as she feels she is not being as effective as we need and she is very busy with the new courts. Les agrees to take on that position.

Therefore a Motion has to be made at the next Board Meeting approving Les as the new lead for this position.

Minutes prepared by Nikki Franke.