

Cochrane Pickleball Club Board Meeting Minutes

Date: March 4, 2025 **Location:** Via ZOOM Link

Attendees: Greg Young, Catherine Burdett, Brett Mackey, Bob Marescaux, Val Ball, Ken Little, Jerry Shannon, Mary Ellen Martin

1. **Call to Order:** As President Greg Young arrived a few minutes late, Vice President Catherine Burdett called the meeting to order at 6:39 PM.
2. **Review and Acceptance of Minutes of February 4th, 2025 Board Meeting:** Val Ball made a motion to accept the Minutes, Brett Mackey seconded, all in favour. Motion passed.
3. **Completion of Committee Plans for 2025:**
 - a. **Grant Compliance Committee:** Catherine Burdett stated that she will stay in contact with Joanne Ferster as far as sharing the Greystone Courts schedule for grant compliance review. Ken Little brought up the point that courts for the handicapped are available and this should be made clear to the public. Catherine reminded members that Joanne Ferster, and Les and Nikki Franke have expressed their plan to stay on with the Grant Compliance Committee until 2030.
 - b. **Court Maintenance Committee:** Ken Little stated that volunteers will be needed, and he will devise a detailed work plan once volunteers are in place. Volunteers will be performing tasks such as hosing down the courts when needed, squeegeeing water off courts after rainfall, etc. Ken also stated that he has sent a number of inquiries to the Construction Project Manager at CIMA including topics such as proper hose bibs and drainage slope without getting responses. The committee has commented that this person is probably very busy with more pressing issues and will get back with responses when it is necessary. The drainage slope was tested at 1% which is optimal for a new 20 court facility.

Action Item: Ken Little will send a list of questions regarding court maintenance details to Catherine Burdett.

Action Item: Catherine Burdett to reach out to Jo Ferster on the Construction Committee regarding list of questions.
 - c. **Health and Safety Committee:** Catherine Burdett confirmed that the AED (defibrillator) will be handled by the town. Val Ball will be responsible for assembling a well stocked first aid kit with ice packs, once storage is

available. Ken Little explained that the new storage space will be a 10'x10' room within the washroom facility, initially with a key lock. At present, it appears that washroom construction is currently delayed due to permit issues. Jerry Shannon brought up the idea of having Round Robin Captains be equipped with First Aid training. Val Ball stated that she will be contacting Chelsea Mann with the Activettes who could offer First Aid training for members.

Action Item: Val Ball will research the cost and availability of a one day First Aid training course for Club members.

- d. **Social Committee:** Catherine Burdett reported that Lorna Kowalski will remain as Committee lead and Fay Durocher will be on the committee. They have asked for four additional volunteers. Plans this year are in the making and may include events around tournaments, National Pickleball Day, the Season Opener and Closer, and the Youth program, to name a few. The hope is to use the Greystone Club Courts as well as local eateries.
 - e. **Town Liaison Team:** Catherine Burdett noted that Les Franke had a very successful meeting with representatives from the Town of Cochrane and that the contract proposal is very favorable to the Club. See #4 below.
 - f. **Bylaw Committee:** Ken Little and Lorraine Makowecki have met and will be working on reviewing the Club's bylaws in the upcoming months. The target is to have potential modifications ready for the Annual General Meeting later this year.
 - g. **Round Robin Committee:** Catherine Burdett stated that she is looking for a RR coordinator, and asked if anyone on the Board would like to assume the Board Liaison position overseeing the role. At this time there were no volunteers. With more evening and weekend RR programming, and 16 returning Captains, Greg Young stated that the Club will need more. The idea of "Co-Captains" was also floated to allow more flexibility among Round Robin leaders. Greg also stated that Tony VanSon is looking for a Ladder Coordinator. This person could come from general membership.
4. **Court Rental Agreement for Quigley Courts (May 5-30)** Catherine Burdett referred to Les Franke's recent report to the Board regarding the new agreement to be signed with the Town of Cochrane on April 1, 2025, giving the Club the weekday use of four courts at Quigley Monday to Thursday, and three courts on Fridays, with a small price increase. A further extension of the court rental into June will be sought if required. As far as the Club is concerned, court signage and

the grand opening are still a work in progress and in the hands of Jo Ferster, Les Franke and the Town of Cochrane.

Action Item: Catherine Burdett will work with Jo Ferster to update the Club website regarding the Quigley schedule, that Greystone will not be ready on Opening Day (May 12th), and highlighting programming for the Greystone Courts for evenings and weekends this season.

5. **Draft Court Schedule Greystone/Quigley Schedule (4 courts)** Greg Young presented the Court Usage Committee's draft of the **Quigley Schedule** for four courts that would run approximately to June 6th if needed. Bob Marescaux suggested one amendment that involved the switching of two Round Robin blocks, the 3.0 Men's and the 3.5 Mixed on Mondays and Tuesdays.

Bob Marescaux motioned to accept the Quigley schedule with the amendment, seconded by Val Ball, all in favour. The motion passed.

Greg Young presented the draft schedule for the **Greystone Courts**. Discussion ensued as to what time the blocks should begin: 8 AM or 8:30 AM? Also discussed was the language to be used on the schedule: Cohort Play versus Reservable Courts, Open Play, etc. As well, should Drill Time be scheduled on the courts, and when should Court Reserve be used for non-programmed blocks. After much discussion, it was decided to table the Greystone schedule until the next meeting, but each Board member is asked to review the draft schedule and bring two suggestions they would like to make. In the meantime, the schedule will be going back to the Court Usage Committee for further work. Board members also discussed voting on the schedule before the next board meeting to ensure that we can manage members' expectations and get the schedule posted and emailed to them as soon as possible.

Jerry Shannon brought up the point about members bringing non members in to play on CPC courts. The consensus was that this is an obvious insurance issue. Mary Ellen Martin asked for the board's feedback on whether out of town visitors and/or guests should be able to use member courts or if the preference would be to use the town courts. Ideas were presented on both sides but members decided to table that discussion until the next board meeting.

Ken Little explained that a ball machine would require a coordinated system with trained volunteers to manage access and maintenance. The members discussed the need to clearly communicate policies on the CPC website and on social media. A final note of clarification was made by Catherine Burdett that the Greystone schedule will have to meet the terms of Grant Compliance.

6. **Volunteer Outreach:** Catherine Burdett reported that Volunteer Outreach is almost ready to launch, and that the Club will need lots of volunteers, with everyone having to do their part.
Action Item: Catherine Burdett and Brett Mackey to coordinate and launch the Volunteer Outreach Campaign via Club email.
7. **President's Letter for Background Checks Status:** Greg Young reported that we now have a modifiable cover letter to use for club members who require mandated vulnerable sector background checks, particularly for the Youth Program.
8. **Out of Town Drop Ins/Waivers:** There was a little more discussion regarding the case of a member bringing a friend who is a non-member to play in an organized Club event like a Round Robin. Could they or should they sign an insurance waiver? As well, it was stated that ultimately the Ratings Committee would likely not allow it. As noted in #5 above, the consensus seemed to be that non-members of the Club should play on the 8 Public courts (with or without Club members). Discussion was tabled to the April meeting.
9. **Member Identification on the CPC Courts (Wrist bands?):** After a brief discussion, it was clear that there was no strong support for Club issued identification wristbands. Catherine Burdett proposed the use of a reusable magnetic "chalkboard" surface name tag as a cost-effective alternative. This will be investigated at a later date.
10. **Membership Engagement: Intro Lessons/Coaches/New Poster:** Mary Ellen Martin reported on CPC business card distribution, and Catherine Burdett stated that Gary Cooper, who is giving lessons at SLS, has been given some to hand out. Mary Ellen reported that a new poster for the membership drive has been created and is ready to print at a cost of around \$10 for the quantity needed. She researched locations around the Town of Cochrane, and seven sites said that they would display a poster. Mary Ellen also found out that SLS would not display a poster, as our programming is in competition with their programs. She also reported that there are 11 people signed up for introductory lessons, and that she has a team ready to teach them, likely at the Quigley courts in early May. Discussion on coaches will be carried over to the next meeting.
Ken Little made a motion that Mary Ellen Martin get a limited quantity of posters printed for distribution to sites around Cochrane, seconded by Bob Marescaux, all in favour. Motion passed.

Action Item: Catherine Burdett to work with Joanne Ferster to clean up the Club website and create CPC Facebook posts to promote Club membership.

11. **Greystone WiFi:** Greg Young reported that he had contacted the Red Deer Pickleball Club and found out that they had contracted Telus to provide WiFi service for their tournament. The consensus is that this will likely be our path going forward when the Club sees a need for WiFi at tournaments and other events.
12. **Pickleball Alberta Symposium:** Greg Young stated that the Symposium will take place in Calgary on May 31-June 1, at a cost of \$75. After a brief discussion, there was no volunteer(s) to attend at this time. Members were asked to give the event more consideration. This matter was tabled until the April Board meeting.
13. **Referee Clinics:** Greg Young relayed that Pickleball Alberta is offering a free two day clinic on a weekend, but they would want to see 10 or 11 participants from our Club. It was suggested that if we could not meet the number from within our Club, we might possibly open participation to neighbouring clubs (Calgary, Airdrie). Since an appropriate date would likely be in May, and a classroom and a court are needed, SLS was suggested as a venue. The goal for the Club is that participants coming out of this clinic will be receiving ongoing support and certification opportunities.

Action Item: Greg Young to contact Pickleball Alberta to determine what weekends are available in May, and if the participation could be shared with other clubs. This should be done within seven days so we can start to reach out to members promptly if needed.

14. **Stripe Integration into Court Reserve:** Catherine Burdett and Bob Marescaux reported that integrating Stripe payments through Court Reserve could streamline payment collection for various Club activities. Implementation is planned for April with the Court Reserve seasonal subscription commencing April 1st.
15. **Addressing Social Media Posts:** Catherine Burdett reiterated the need for the CPC to maintain its current approach of using its own communication channels rather than external social media posts to get our messaging across. All agreed.
16. **Black Knight Paddles for CPC:** Brett Mackey provided an update on Black Knight paddles, stating that he had been in touch with Paul Shoebridge, a member of the Club and local BK distributor, who put him in touch with Rob Cooley at Canada Wide Sports, the national wholesaler. Rob Cooley has offered pickleball paddles and eyewear to the Club at wholesale costs and would be interested in a future sponsorship agreement with CPC down the line. Brett also highlighted Mary Ellen Martin's idea of approaching Club members for paddle donations to give to new members who are in need of paddles. The idea of a "**Paddle Drive**" where used paddles could be dropped off at the courts was brought up. All thought that was a

great idea.

Action Item: Brett Mackey to follow up with Paul Shoebridge and Rob Cooley re: BK Paddle pricing for members.

17. Promotion of Local Tournaments: Catherine Burdett suggested that in the future, the CPC not publicize “non-club” tournament information, with the reasoning that members can find all tournament information on the Pickleball Alberta website and there’s no reason for us to inundate members with unnecessary messaging. All agreed.

18. Financial Update: Treasurer Bob Marescaux reported that the Club has \$286,000 for future building costs, and that he will reinvest the cashable GIC. He also stated that there is \$24,000 in the Savings Account for operational expenses.

19. Set Date and Time of next meeting: Members agreed that the next Board meeting will take place on Wednesday, April 2, 2025 at 6:30 PM via Zoom link.

20. Adjournment: Greg Young motioned to adjourn the meeting at 8:41 PM, seconded by Catherine Burdette. All in favour. Motion passed.

Minutes prepared by Brett Mackey, CPC Secretary