

Cochrane Pickleball Club Board Meeting Minutes

Date: August 14, 2025 2:00 PM-4:00 PM

Location: SLS Sport Facility Centre

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

1. **Call to Order:** The meeting was called to Order at 2:00 PM by Club President Greg Young.
2. **Review and Adoption of Board Meeting Minutes of 7/17/25:** Greg Young moved to approve and adopt the Minutes of July 17, 2025; seconded by Jerry Shannon. All voted in favour. The motion passed.
3. **Review of Club Schedule:** It was brought to Mary Ellen Martin's attention that the 4.0 Round Robins are sometimes experiencing low numbers possibly due to skill disparity. Suggestions were made to possibly create 3.5/4.0 events, aged based divisions for better competitive balance, and/or the creation of a level above 4.0 (4.25) and possibly based on DUPR play to reach that level. All agreed that creating opportunities for robust competition at all members' skill levels should be our goal.
Action Item: Catherine Burdett will run a report from Court Reserve on demographic analysis and ratings/ages to bring back to the next meeting to help inform future scheduling decisions.
4. **Lessons on Public Courts:** It was brought to Mary Ellen Martin's attention that Club coaches were using public courts for member lessons and therefore, not rotating off. Discussion ensued with the decision that either the Club member could book a court through the Town either at Greystone or Quigley, or better yet, reserve a court on Court Reserve using what is now "Cohort Play" to use for lessons.
Action Item: Catherine Burdett will look at Court Reserve to allow "Cohort Play" to be used for lessons, and be booked by members. Notification will be sent to the general membership regarding reserving courts for lessons with their coach.
5. **Club Championship: Update, Budget:** Tournament Committee Lead Greg Young updated the members on the preparation for the Club Championships (CC) to be held on all 20 courts in September. So far registration has been steady. Budget modifications this year will see the elimination of the "goodie bags" which will save

\$375, and the purchase of a large two-sided whiteboard (around \$270) for tournament usage. If there are a large number of teams signed up, age levelled division will be considered. The medals budget has been increased to allow for the purchase of more quality medals.

Greg Young moved that the Board approve the \$1200 budget for the CC; seconded by Jerry Shannon. All were in favour. The motion passed. Action Item: Catherine Burdett to look into the activation of the UR Store for the purchase of referee shirts and possible Club attire.

6. **Overhead Structures, Seating:** Ken Little reported that progress on the washroom/storage facility has stalled due to permitting issues. Once these are rectified, construction will continue.
The members continued their discussion on the purchase of overhead structures, benches, and tables. A number of options are being looked at. The protocol in place requires approval from the developer and the Town of Cochrane. A possible sharing of costs with the Town is a consideration. The Board is nearing the point where proposals for both shade structures and benches can be taken to the developer. Further discussion was tabled to the September meeting.
7. **Youth Program Update:** Brett Mackey updated the Board on the Youth Program. At this point in the season, there are 20 juniors registered. However, the biggest issue is getting them to sign up for events. Only two Jr. Play events have been held so far this season and no weekend lessons have been given due to no registrants. The minimum for any event is just two youth players. He also shared that the Club also completed its first Pickleball Alberta (PA) sponsored Hotshots program with 11 registrants. There was even interest from non-registered families in the third week of the program. PA Coach Claudia Solito did an excellent job as the lead instructor. From all accounts, the juniors registered had four fun-filled, enjoyable sessions learning pickleball skills and playing games. The Club is in line to receive a \$300 grant from Pickleball Alberta for hosting the program. This money could be used to subsidize our own mini-camps next season, run by our own volunteers.
8. **Mini-Tournament-Update:** Due to complications with the preparations for the Club Championship, this event has been cancelled. All 2.0 and 2.5 rated players are encouraged to participate in the Club Championships in September. Whether you win or lose, they are fun and a great experience!
9. **Ratings Policy Amendment 2.0-2.5:** Ken Little continues to work on the amendment which will clarify the path for players to move from a 2.0 to a 2.5

rating.

Action Item: Ken Little to submit the amendment to the Board for approval. Once approved, this policy will be shared with Club members and posted on the website.

10. Bylaws vs Policy & Process—Membership cancellations conditions, board spending without member approval, Club Championship pre-requisites: Catherine Burdett shared that a number of issues or items have come up this season that need to be further defined and published. Ken Little stated that he and Lorraine Makowecki, currently on the By-Law Committee, will have any bylaw additions or amendments ready for the AGM for the general Club membership to vote on. These would include changes in voting rules (online vs in-person).

11. Annual General Meeting: Board members decided that the Annual General Meeting (AGM) will be held on **Tuesday, October 14th at 1:00 PM at Frank Wills Community Hall**. It was also decided that any votes that need to be carried out will be done “online” versus a combination of in-person and online.

Action Item: Greg Young to secure booking of the venue for that date.

12. Social Club: Season Wrap Up—Members decided that Thursday, October 16th would be the date for the **“Pickleball Closing Social.”** Upon investigation, Ducks on the Roof is not available for the 16th, so we have confirmed **Saturday, October 18th**. Club members can search it under the category of ‘Social Event.’

Sign up at: [PB Closing Social](#)

13. Season Closing Dates: Programmed events, Closing: Catherine Burdett reported that the Club has asked the Town to leave the nets up as late as October 17th, weather permitting. The Town will confirm as they are taking down nets at both Quigley and the Greystone public courts following Thanksgiving.

14. Court Reserve Functionality to Season End: Catherine Burdett reported that Court Reserve will stay functional until the end of the season.

15. Google Workspace: Best Practices, Timing to Implement: Catherine Burdett shared again that the Club has been granted Google Workspace for Non-profits. This would allow a central archive of Club documents and videos, the sharing of documents to volunteers on committees (i.e. Skills and Strategies), and allow Board members to work on documents collaboratively in real time. She shared that ‘best practice’ is to take the time to plan as to how we are going to use it for next season,

and that the proper training is in place for effective usage. The members decided to defer planning and further discussion on this topic until after the Club Championship. Catherine also recognized the work of Lynda Huot, our webmaster, who has recently mirrored our website in case it were to go down, and who does a lot of work behind the scenes. Catherine also proposed a revamp of the CPC website to bring it up to date and reflect who we are as an organization. Discussion also ensued on the future need for more committees (i.e. Website Committee, Referee Committee, Sponsorship Committee, etc.). The hope is that the general membership will step up when the time comes to assist the work of the Club in these roles.

16. Ratings Program Review: Feedback from participants: Catherine Burdett presented testimonials from Club members who have gone through the new rating process. In almost all cases, those who provided feedback, whether the member had passed or not, gave positive feedback regarding both the process and the ratings team.

17. Health and Safety Committee Update: AED, Instruction: Val Ball reported that the AED is now installed inside the small shed to use in emergencies. At present, in lieu of instruction by professionals, the idea of a video on usage be posted for the general membership to view.

Action Item: Brett Mackey will review current AED tutorial videos online and select one to post for the membership to view if they are interested in learning how to use this life saving device.

How to use an AED: [American Red Cross AED Tutorial Video](#)

This video will also be posted on the CPC website.

18. Volunteer Recognition: Update- Jerry Shannon and Catherine Burdett reported that sign up has been good. Volunteers can register on Court Reserve by searching under the category of 'Social Event' or event specific: Volunteer Appreciation—Pizza and Pickleball. Registration closes Wednesday, August 20th at 5:00 PM.

Sign up at: [Pizza and PB Volunteer Appreciation](#)

19. Financial Update: Treasurer Bob Marescaux reported that the Club has: \$25,605 in the savings account, not counting the GIC at \$93,957. This latter total is for the final payout of construction costs for the new courts. There is also \$322 in the chequing account.

20. Select Date/Time for next meeting: Members agreed that the next Board meeting would be held on Tuesday, September 16th at 2:00 PM.

21. Adjournment: Greg Young moved to adjourn the meeting at 3:50 PM; seconded by Brett Mackey. All were in favour. The motion passed.