

Cochrane Pickleball Club Board Meeting Minutes

Date: February 4, 2025 Location: Via ZOOM Link

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

1. **Call to Order:** The meeting was called to order at 6:30 PM by Greg Young, President.
2. **Review and Acceptance of Minutes of January 7th, 2025 meeting:** Greg Young moved that the minutes be accepted, seconded by Brett Mackey. All were in favour. Motion to accept the Board Meeting Minutes of 1/7/25 passed unanimously.
3. **Review of Committee FlowChart (for CPC Website):** Mary Ellen Martin explained that when she updated the chart, she changed the title 'Committee Director' to 'Board Liaison,' which she explained seemed a more cooperative term versus 'Director' which may give the impression that one person was making all of the decisions. All agreed to the change. Catherine Burdett suggested renaming the Internal Communication Committee to the Communication Committee to encompass both internal and external communication. Catherine also emphasized the need to align Club messaging and grant compliance. Another suggestion was to have an odd number of members on a committee for decision making purposes, and Ken Little suggested that there not be too many Board members on each committee.

Catherine Burdett also stated that Joanne Ferster has asked for a volunteer to take over maintaining the CPC website. This would involve someone with a working knowledge of WordPress, and does NOT have to be a Board member. We are looking within the general Club membership and Joanne would be able to assist in transferring her knowledge/experience.

4. **Committee Director Plans:**
 - a. **Court Usage Committee:** Greg Young shared a usage plan for the Quigley courts using 3 courts, stating that there were always two options until the Greystone Courts opened. One was just Rec Play and the other was to provide a degree of programming and structure for members who had all paid their yearly fees. Les Franke, on the Town Liaison Committee, will meet with the Town of Cochrane representative (Trish Kluane) to discuss the upcoming season and other issues.

Mary Ellen Martin made a motion to approach the Town to rent the Quigley courts for opening day (May 12th) until our Club relocates to

Greystone, and to utilize the schedule proposed by the CUC. Seconded by Jerry Shannon. All in favour. Motion to rent Quigley Courts and use the CUC schedule for play passed unanimously.

- b. **Membership Engagement Committee:** Mary Ellen Martin and Val Ball have been handing out the new Club business cards to new players at Spray Lakes Sports Center. The Committee would like to put up posters around SLSC and around town where allowed, advertise on the Club Facebook page and possibly the Town Facebook page. It is also suggested that Club cards be given to Bill Cooper to distribute to his indoor program participants. Mary Ellen Martin and Val Ball have been in touch with Les Franke and there are 7 new beginner players to date. Each new player will receive a free two hour lesson in the spring once their registration is confirmed. Mary Ellen recommended that Jo Ferster include a short blurb about introductory lessons on the CPC website under Membership. Basic information has also been given to Susan Kanik so that she can answer any questions through email. It was suggested that Gary Cooper, who gives lessons at SLSC, might be helpful to the club for beginner lessons.

Action Item: Mary Ellen Martin has sent the court rental rates at SLSC to Greg Young for future reference.

- c. **Facility Construction Committee:** Ken Little reported that the Licence of Occupation is still in the hands of the Town of Cochrane. At his point, washroom development has come to a standstill at Greystone. Possible permit issues. Catherine Burdett reported that fences have been going up around the sports areas in Greystone. Ken Little reported that Entity One will be purchasing the sound attenuation fences for the courts and the Town will be installing, maintaining, and storing them. No product data available at this time. Ken Little stressed that the Club be on top of the fence issue, since the materials are coming from the US. It was decided to leave the matter with Joanne Ferster and Les Franke as they deal with the Town and the developer.
- d. **Communications Committee:** See 4a.
- e. **Player Development Committee:** Mary Ellen Martin reported that Tony and Linda Van Son are excited about the Skills and Drills program for this year, and would like to procure some certified coaches for higher level rated players. It was reported that we do have some certified coaches in the member ranks but we'd need to verify their credentials. It was also suggested that certified coaches could offer private lessons to members and that this could be set up using Court Reserve. The Board decided to further discuss these issues at future meetings.

- f. **Youth Committee:** Brett Mackey reported that the YC would like to promote itself through various channels such as the CPC Facebook page, the CPC website, and posters at Spray Lakes Sports Center. It also planned to reach out to school principals to request inclusion of a notice in their newsletters. The Pickleball Alberta sponsored Try It program will be run tentatively the third week in June at the Greystone Courts. More information is coming. The PA sponsored Hotshots Program which is the highlight of our year, will be run in July (one day per week, for 2 hours over 4 weeks). If numbers allow, Brett also suggested the possibility of running a year-end tournament for the juniors and organizing summer camps for youth in future years. Val Ball reported that volunteers for the committee needing a VS (Vulnerable Sector) Background Check can have it done through the RCMP by submitting a cover letter from the Club President at a cost of \$10 each. Members agreed that the Club could cover the cost. There will be Saturday morning lessons offered to the Juniors. The goal is to attract 50 Juniors to register with our Club, but the number of volunteers will determine the capacity we can handle.

Action Item: Greg Young to write a letter for police background checks for Youth Program volunteers.

- g. **Tournament Committee:** Greg Young proposed a charity tournament August 26-28 and tentatively having the Club Championship July 28-30 using Pickleballbrackets.com. Ken Little suggested moving the Club Championship to September. No decision was made as to dates, or for the beneficiary of the charity tournament. Also the issue of Wi-Fi came up and its cost. Options mentioned were Telus, Shaw, and Starlink. Also, it was pointed out that the Town of Cochrane will have security cameras set up on site at the Greystone courts. Therefore, another option introduced was to piggyback on the Town's Wi-Fi.

Action Item: Catherine Burdett request that Les Franke investigate with the Town the feasibility of somehow piggybacking on the on-site Wi-Fi used for security cameras at Greystone.

- h. **Remainder of Committee Plans:** Tabled to March Board Meeting.
- i. Greg Young referenced a **Free Referee Clinic** being offered by Pickleball Alberta. It would run on a Saturday and Sunday for 12 people, and would need a classroom, possibly in May, and the suggested site would be Spray Lakes Sports Center. More information to follow. As far as **sponsorship**, it was reported that Les Franke is working with the Town of Cochrane on an agreement for signage at the Greystone Courts. There will be a bylaw for signage in place in the future.

5. **Volunteer Outreach Process and Discussion:** Catherine Burdett proposed reaching out to those who had expressed interest in volunteering in the past, as well as sending out a call for volunteers to the entire club. She asked the board members to provide a high-level description of the roles they need help with, which she would then use to create an outreach email.

Action Item: Committee Liaisons are to email Catherine by Monday, February 10th, a description of the roles that they need assistance with in their committees.

6. **Youth Membership Fees:** Citing the spirit of the grant, that the Club make the sport of pickleball cheap and accessible for members, **Brett Mackey motioned that for the 2025 season the fee for Youth members be \$0. Greg Young seconded the motion, all were in favour. The motion passed unanimously.** Youth members will however have to pay mandatory fees for Pickleball Canada and Pickleball Alberta. These cover insurance, pickleball development, and administration, and total just under \$30. It was decided that all youth members must wear protective eyewear while playing. As well, both Jerry Shannon and Catherine Burdett suggested that we approach Paul Shoebridge from Black Knight Paddles for paddles for the program and as a possible sponsor down the road.

Action Item: Brett Mackey to contact Paul Shoebridge regarding Black Knight Paddles for the Youth Program.

7. **Ratings Policy: Vote to approve amended policy changes:** Mary Ellen Martin suggested that the wording "introductory course" be changed to "introductory lesson." Also that COPC (Cochrane Outdoor Pickleball Club) be amended to Cochrane Pickleball Club (CPC). The Rating Team proposed that they would not offer any more ratings AFTER the Club Championship. Mary Ellen Martin suggested that they reconsider this depending on the date/month of the Club Championship. If it is in July, then there should be more ratings to follow. If moved to September, then that would be agreeable. **Greg Young motioned to approve the Ratings Policy with amendments to be completed, seconded by Brett Mackey. Seven members were in favour. Ken Little voted against the motion. The motion passed.**

Action Item: Greg Young to send updated Rating Policy to Steve Katulka with agreed changes.

8. **Town of Cochrane: Quigley Court Rentals/Greystone Courts Signage:** Catherine Burdett reported that Les Franke is the primary Club contact with the Town and that she will offer support if needed. He is in discussion with the Town. Court rental is expected to go up from \$4 to \$6 at the Quigley Courts. Catherine Burdett reported that Joanne Ferster and Les and Nicki Franke have expressed their desire

to stay on the Grant Compliance Committee until 2030. All members were in agreement, citing the need for continuity.

9. **Court Reserve:**

- a. **Budget and USD exchange:** Catherine Burdett reminded the Board that at the AGM, a budget of \$3000 CAD had been approved for the 2025 season, and she forecasted that we will be within budget for the year. She reiterated that the program had great support last year.
- b. **Stripe: Action Item: Bob Marescaux and Catherine Burdett wil research the financial integration of Stripe and assess the impact of exchange rates on the costs before implementing this year. (*Stripe is a feature of Court Reserve that allows the paying of fees, etc.).**
- c. **Other Booking Apps:** The Board discussed that down the road, if exchange rates continue low, it might look at Canadian booking apps to replace Court Reserve. Mary Ellen Martin is passing her accumulated information on other booking apps to Ken Little for future review.

10. **Financial Update:** Treasurer Bob Marescaux reported that in the RBC Chequing account there is \$35; Savings account \$17, 449; GIC \$417,680 plus interest; as well as a current transfer of \$4950 to Savings from new memberships.

11. **Out of Town “Drop ins” Waivers and Costs:** Due to the length of discussion this item would likely take, it was tabled to the March Board Meeting.

12. **Introductory Lessons:** Mary Ellen Martin and Val Ball discussed the introduction of a free introductory lesson for new members. **Action Item: Mary Ellen Martin to contact Joanne Ferster regarding adding information about introductory lessons for new members to the website.** It was suggested that Gary Cooper, who gives lessons at SLSC, might be helpful to the club regarding lessons for new members. **Action Item: Mary Ellen Martin to send Greg Young the court rental rates at SLSC.**

13. **Set date/time for Next Meeting:** March 4, 2025, at 6:30 PM (ZOOM)

14. **Call to Adjourn:** Greg Young motioned to adjourn the meeting at 8:14 PM, seconded by Brett Mackey. All were in favour. Motion passed unanimously.

Minutes prepared by: Brett Mackey, Secretary