

MINUTES

PAO BOARD MEETING

Date: Thursday October 29, 2015

Time: 7p.m.

Location: Kitchener Pickleball Club, 69 Agnes St

Present: P. Archambault (Chair) J. Sikorski J. Hale
M. Homer A. Krahn B. Cook-Abbott
R Cammaert

1. Call to Order

The meeting was called to order at 7.10pm.

2. MINUTES OF PREVIOUS BOARD MEETING

On a motion by R Cammaert and seconded by Joseline Sikorski, the minutes of the Board Meeting held October 8, 2015 were approved as written.

3. Business Arising

- Questions arising around roles and responsibilities addressed
- General availability of group over next 12 months confirmed
- Insurance Liability Coverage (deferred to Next meeting)
- Ottawa Tournament in 2017 follow up
- Tournament post mortem report from M Brandon was presented by P Archambault. The discussion focused on what worked well and where we can improve. There was agreement to seek feedback from the players as part of a broader questionnaire. The Tournament Financial Statement/Budget was reviewed and filed.
- It was agreed that appointment of a 2016 Tournament Director was a priority. P Archambault volunteered to take that role.
- R Cammaert and J Hale volunteered to serve on a planning committee for the 2016 tournament.
- J Sikorski agreed to lead a committee, with participation from M Homer and B Cook-Abbott to review potential locations for both 2016 and 2017 tournaments.

ACTION:

1. J. Sikorski to contact Ottawa to explore their interest in hosting the 2017 Tournament
2. B Cook-Abbott to create a Tournament Checklist based on available material provided to date and share with Board
3. P Archambault to begin development of a Tournament Manual which would contain all required information
4. B Cook-Abbott to create first cut Table of Contents for manual
5. Subcommittee to present a draft proposal for discussion at next Board meeting
6. Tournament location committee to conduct site reviews and shortlist Tournament locations for 2016 (including Markham, Kingston, Ottawa).

4. Election of Officers

Following discussion of roles and availability the Directors called for nominations and election of the PAO Officers for the 2015-16.

The 2015/16 elected Officers for the PAO are:

President: J Sikorski, elected by ballot

Vice-President: A Krahn accepted on a motion by J Sikorski/R Cammaert

Treasurer: M Homer accepted on a motion by J Sikorski/R Cammaert

Secretary: B Cook-Abbott agreed to continue in the position.

5. Treasurer's Report

The Financial statements were presented and filed.

It was noted that web sponsor renewals are currently in progress and major sponsorship contacts are still outstanding.

To accommodate the geographic distance and vacation absences among signing Officers, the recommendation for three in lieu of two signing officers was discussed.

On a Motion made by J Sikorski, seconded P Archambault it was resolved that:

The PAO will amend the existing financial policy to allow for the provision of three designated signing Officers, with the provision that any two of the three signing authorities may sign, on behalf of the PAO.

Further, that the 2015-16 three PAO signing authorities are the President, Treasurer and Secretary.

The Motion was unanimously carried.

ACTIONS:

1. J Sikorski to coordinate change of signing authority with TD Bank
2. B Cook-Abbott to share a draft sponsorship policy / outline that the Board could refine and confirm. Document to be attached to Minutes.
3. J. Sikorski to update policy manual with the approved signing authority revision.

6. Sub-Committee Roles and Responsibilities

Some responsibilities were reviewed and refined (as per attached document).

It was agreed that a full review of committee structure etc. would be deferred to the next meeting.

7. PAO Government Grant Application Process

J Sikorski provided some background information relating to original plan and subsequent activities. The USAPA is developing an educational program for Pickleball Instructors. P Archambault has the USAPA program development contact. Follow up actions will be discussed at a future meeting.

8. . Ontario Not-for-Profit Corporations Act

A brief update was provided by B Cook-Abbott. The Act will not be enacted before 2017 and organizations will have 3 years to fully comply. BCA to provide further information as it becomes available.

9. Discussion of Central Filing of PAO Board records/documents, (BCA)

J Hale proposed a solution for centralization, shared access and retention of PAO documents. An update will be provided at the next board meeting.

10. Establishment of Calendar for PAO Board Meetings and Priorities

There was Director agreement to schedule board meetings on the last Tuesday of each month.

The next three meetings are scheduled on:

Nov 24, Dec 15 and Jan 26 at 7pm in Kitchener, at 69 Agnes St.

Consideration to hold future meetings in other locations to be determined.

11. Fall Survey of Membership Priorities using Survey Monkey – deferred to Next Meeting

12. Establish a Meeting Date to Update our Strategic Plan - deferred to Next Meeting

13. Other Business

None

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED ON A MOTION BY P. ARCHAMBAULT AT 911PM.



Secretary, B Cook-Abbott