

Jefferson City Pickleball Club Executive Committee Meeting
Wood's Condos Pool House, 5:00pm – 7:00 pm, 7/22/2020

Present: Casey Parnell, Kevin Haslag, Sue Kerrigan, Brian Douglas, Cindy Greene, Dotty Sanning, Bud Creekbaum, Janet Bloemke, Karen Douglas

Executive Board Meeting Minutes

1) *Officer Reports:*

- President Casey Parnell:

- i. Sent letter to club members and non-members to introduce herself and outline club purpose and goals.
- ii. Posted a survey on Facebook for members and non-members to voice their opinions on how our first year went and what they would like to see our club do in the future. Results will be compiled and posted soon. The board plans to use this feedback for future planning purposes.
- iii. The board plans to use a more structured approach to holding board and general business meeting this year. The goal is to develop a process of how and when we meet, how we distribute information from those meetings to the membership, etc. This process can then be handed off to future boards so we can be consistent in how we communicate.
- iv. Continuing to work with pro KaSandra Marie Gehrke on additional opportunities for August clinics and lessons in JC. Mailed her a copy of the JC Magazine that had a feature article on our June clinic with her.
- v. Membership and Renewal Membership is now available online at the club website: www.jcpbc.org with the opportunity to make payment online through PayPal. All membership and renewal forms should be either entered online or downloaded and mailed to the club PO Box. If entering online but paying by check the form should be completed online and the check then to the PO Box. Please refrain from handing payments and forms to club officers/members. This will avoid the chance of the payment/forms becoming lost or misplaced.
- vi. A new annual member perk has been added – each paid member will receive 3 new pickleballs. As memberships and renewals are confirmed Kevin will begin to distribute these. Please be patient as Kevin gets to everyone.
- vii. Members-At-Large are appointed to the Executive Board and have voting privileges . Please welcome those added this year: Cindy Greene, Dotty Sanning, Bud Creekbaum, Janet Bloemke, and Karen Douglas.
- viii. Missy Morarity, JC Parks, has placed a sign in the LU courts lock box reminding players that all items stored in the box are property of JC Parks and should not be removed from the courts. Balls continue to disappear. If you use your personally owned balls be sure to mark them with your name/initials and take only those home with you when you leave the courts. If you find that there are no balls in the box then balls are available at The Linc for purchase as a minimal cost. Club member Ethan Aragon has personally donated balls to stock the lock box at this time. We thank him for his generosity.

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- ix. It has come to the boards attention that some were unaware of how the distribution of funds from the Doug Massie Tournament were distributed. This was not made without consulting Petra Massie, and at her discretion there wasn't a very public ceremony to pass on the donation. An initial donation of \$8000 was made to the Massie Children's Educational Fund in November 2019. After all bills were paid an additional \$500 donation was made after the first of the year in 2020. We regret that this information may not have been distributed to members and tournament players at an earlier date. Your executive board will be sure to make timely notifications to all of any funds donated to outside entities from future events.
 - x. Casey has reached out to LU regarding placing a Doug Massie Memorial Bench at the Yvonne Walker Hoard Tennis Courts. Some additional funds collected from private donations were earmarked for the bench purchase but since the courts are on LU's property we need their permission to install this. She is awaiting a response.
 - xi. The board is working to establish a proposed budget so we can effectively plan events for this year. It is a goal to then forward a proposed budget to each incoming board so they can plan their year as well.
 - xii. Kevin is working with member Dan Holt to review our liability insurance policy so we can determine if it needs a revision for this year. We are required to have this for sponsored events held at JC Parks facilities. Dotty has volunteered to sit in on future meetings club officers hold with Missy and Aaron from JC Parks as we work through our responsibilities as we host clinics, tournaments, lessons, etc. Missy is willing to work with us on hosting lessons in The Linc.
 - xiii. Casey will reach out to Tom Kirchner, asking him if he is willing to continue as club Historian/Archivist. Tom has been actively taking pictures and posting them on our Facebook page to document our club activities. All members are encouraged to take and post pictures as well.
 - xiv. Casey will email Missy to ask about the possibility of extending the wind screens at the LU Courts. After the tornado damaged screens were removed the replacements don't cover the same space as before. This may be due to a difference in the insurance replacement cost to replace these. The club wants to know if there are plans to replace the missing pieces, and if not, what needs to be done to request this.
- Vice President Kevin Haslag:
 - i. Kevin updated the club website by adding the President's letter, survey link, online registrations for new members and renewals, board member names and the contact us email address.
 - ii. Due to lockdowns the Ladder League had to suspend before we were able to hold our medal distribution. Kevin has had to contact winners while we were apart and has finally been able to post pictures of those winners along with a congratulatory message on Facebook.

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- iii. Kevin estimated our storefront costs based on the \$10 member coupon and shared this info with Brian to help finalize payment to Midwest Advertising.
 - iv. Kevin is working with Dan Holt to make sure our liability policy meets our needs.
- Treasurer Brian Douglas:
 - i. Brian and Casey met at the bank and removed Kurt from the account added Casey in his place. They then had new debit cards made in their names.
 - ii. Brian sent our past year's budget spreadsheets to Casey so they can begin to develop a proposed budget.
 - iii. We haven't received an invoice for our portion of the storefront expense. Since this is an outstanding expense it was voted to send a letter to Midwest Advertising expressing our estimated cost due along with a check to cover this cost.
 - iv. Brian is talking to an accountant about completing and state and federal tax documents the club needs to file. He should also finalize our federal 501/C3 status.
 - v. There was discussion on how to handle membership dues in lieu of "services rendered" as we are receiving donated services for graphic work on club related logos for: tournaments, leagues, storefront, etc. from a club member. Some board members opted to cover the dues for this member.
 - Secretary Susan (Sue) Kerrigan:
 - i. Membership Report:
 - 1. Total current membership is 66.
 - 2. Paid for 20-21 are 19 members – 1 person has a ck in the mail – 1 PayPal is pending.
 - 3. 2020 fee waived due to Covid-19 for 12 members who joined after Jan. We waived Scott Loethen's fee last year because he did our graphic work at no charge. As mentioned earlier some board members will cover his dues for this fiscal year.
 - 4. 34 members still need to pay their dues. Sue will email current members who still need to renew and explain the online process for this.
 - 5. Membership cards will be sent to members digitally.
 - 6. Members may be asked for a digital head shot that can be put on the membership card.
 - 7. A member handbook will be formatted that can be sent digitally. We would like to include member names and pictures with this to help others familiarize themselves with fellow club members. The handbook will be distributed before the end of August.
 - 8. An updated flyer will be created and posted online, at The Linc, YMCA and on the Message Board at the LU Courts listing how to find info on learning about pickleball the club and how to join.

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This flyer will also be given to board members so they can distribute to other venues (St. Stanislaus, Camdenton, California, etc.)

- ii. Club Email Ownership and Updates
 1. Changed email ownership from Diane Keevil to Sue Kerrigan.
 2. Club email can be accessed by President, Vice-President and Secretary
 3. Items received that have importance to other officers or members will be forwarded to them as necessary.
 4. Items should be stored in appropriate folders by person who oversees the action in the email message
 5. Trash needs to be cleared so it doesn't get too bogged down.
 6. Sue maintains the Contacts address book for the club membership. Kevin maintains additional subheadings for Ladder Leagues and Tournaments. Duplications in contact entries need to be avoided. If a contact is already created new labels can applied to add them to additional subheadings. Major changes in contact info should be approved with Sue to be sure member info is updated in the membership listing.
- iii. Dunham's Sports Discount Cards
 1. Discount cards were issued and will be sent to paid members digitally. 10% off good for purchases until it expires on 8/31/2021, 20% off on special days: 8/28-30/20 and 9/25-27/2020. These can be kept on your cell phone for use at the store.
 2. One additional coupon for 20% on one item good thru 7/31/2020 was given to a board member to use.
- iv. St Mary's Tennis & Pickleball Rally
 1. Flyer came in US mail regarding the St. Mary's Tennis & Pickleball Rally. Casey will post a web link to this info for members/non-members on our Facebook page.

2) Old Business:

- The registration process will be clarified to members and non-members through email and on our Facebook page and website. Only online and mail in forms and payments should be used. Mail sent to the PO Box will be picked up by Sue or Casey. Any payments received can be deposited by either Brian or Casey.
- The executive board will meet monthly on the 4th Wednesday of the month at 5 pm. Until further notice meetings will be held at the Woods Condo Pool House. As the weather cools meeting place may move indoors to The Linc in the vending area.

3) New Business:

- All new board members – including Members-At-Large – were welcomed. Tasks for these members will be assigned as needed throughout the club's fiscal year.

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- Casey wants to establish club short-term and long-term (3-5 yr) goals so we can track progress and determine what may need to be done to accomplish these goals. Permanent pickleball courts will be a high priority goal of our club.
- Retention or formation of new/additional committees may directly be related to these goals. Bylaw revisions may need to be made after a review of committee needs.
- Survey results will be reviewed and compiled to help form club goals. Dotty, Janet and Sue volunteered to help review survey results to help determine club needs.
- COVID-19 Policy – as the state has moved to a phase that has allowed for total opening of businesses and public spaces, the board is now comfortable with posting set play times at the outdoor courts. Mon-Sat 7:15 -10 am at LU Courts, M/WF 4:30 – 7:30 pm at the LU Courts, Thurs 6-8 pm at St. Stanislaus courts, Play is always subject to weather conditions and players should still exercise CDC guidelines for safety. Those still not comfortable with playing in larger groups can schedule their own foursome at a time outside the club posted open play times. Club playtimes will be listed on the website and Facebook page. Dotty will check with Missy about posting play times on the Message Board at the LU Courts. These are generalizations and members should feel free to arrive earlier and stay later if they have enough players to form a game or to practice drills.
- Upcoming events (i.e. ladder league - most popular event per survey, pro clinics, newbie nights, lessons, tournaments, social events) will be offered as time and funds allow. Some may be planned per survey results or additional polls of members.
- A General Membership Play & Pizza night will be held at the LU Courts on Aug. 22nd. This will be an informational event to promote our club and goals. Members are encouraged to renew before or at this meeting as the next ladder league event begin August 11th and a member discount of \$15 will be a perk that you won't want to miss. As ladder league will have a limited number of slots, members will be allowed first registration choice and then registration will be opened to non-members. Cindy volunteered to help collect fees at the meeting for new and renewing members.
- The board voted to once again be a raffle partner for the SOMO (Special Olympics MO) Drive It Home Raffle. Brian signed the partnership commitment form and Sue emailed it to SOMO. Once we get approval we will have raffle tickets to sell. Prizes are: 2020 GMC Canyon 4X4, Six cash awards of \$500 each, trips to Branson and Las Vegas.

There being no future discussion the meeting was adjourned. The next executive board meeting will be held at the Wood's Condos Pool House on Aug. 26th at 5 pm.

Respectfully submitted: Sue Kerrigan, Secretary