

Jefferson City Pickleball Club Executive Committee Meeting
Wood's Condos Pool House, 5:00pm – 6:00 pm, 8/10/2020

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

Executive Board Meeting Minutes

1) *Officer Reports:*

- President Casey Parnell:
 - i. Announcements shared about all upcoming events on website, Facebook, and flyers at LU courts and YMCA courts
 - ii. All court reservations made and paid for all upcoming events
 - iii. Have developed plan for membership meeting with help from Cindy and Kevin
 - iv. 70 RSVPs for the membership meeting (members + guests)
 - v. Working on 2020-2021 budget proposal for September meeting
 - vi. Still need to follow up about Doug's bench
 - vii. Confirmed with Missy that I'll be offering lessons through the Linc Sept-Oct
 - viii. Need to continue to promote KaSandra's clinic and membership meeting
 - ix. Tom has agreed to serve as club Historian
 - x. Plan to email Missy about extending wind screens around sides of LU courts

- Vice President Kevin Haslag:
 - i. Registration for ladder league is full, first week schedule distributed 8/9/20
 - ii. Sent out public health reminder to all league participants
 - iii. Check on insurance policy with Dan Holt to make sure it's what we need- he currently policy is fine but we should consider adding directors and officers coverage. Have reached out Luebbering Insurance to get a quote for additional coverage
 - iv. Have shared all upcoming activity information via the website
 - v. Need to take photos to place officers' photos on the website
 - vi. Handing out balls to members at membership meeting

- Treasurer Brian Douglas:
 - i. Current account balance is \$3,880.24. Haven't sorted through the income items to separate the memberships & renewals, ladder league, PayPal and donations yet.
 - ii. Have not heard from Prison Brews regarding outstanding check from the Holiday Party that was never cashed. Will issue a new check.
 - iii. Have not heard from Midwest Advertising regarding check we sent them to cover our costs for club storefront items. We can assume they are okay with our payment and this is a closed expense.
 - iv. Paid rental fee for use of Lincoln courts for Ladder League.
 - v. Purchased misc. items from Menards for ladder league

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- vi. Articles of Incorporation – paid \$11.25 to renew with MO Secretary of State
- vii. Tax forms – nothing to report
- Secretary Susan (Sue) Kerrigan:
 - i. Sent Board members and Missy Morarity minutes of the July 22nd meeting.
 - ii. Sending meeting time and agenda for this meeting to board, general membership and Missy M.
 - iii. Membership Report:
 - 1. Total current membership is 83
 - 2. Paid for 20-21 are 83 members – 3 past members will not renew due to moving or injury – Shawna B and Jared D still need to renew
 - 3. Still collecting member head shots for membership list and member ID cards
 - iv. Communications with Members and Non-Members
 - 1. Sent emails to members and non-members (as info was relevant) reminding them of: new member/renewal registration window; ladder league registration window; Pizza & Play general membership meeting info and poll.
 - v. Club Yearbook
 - 1. Created a short yearbook for review by board members. Need to know if basic committees will stay as designated in the bylaws, Booklet includes:
 - a. Overview of Programs Welcome Letter from President
 - b. Mission Statement
 - c. 2020-2021 Officers – should I include board members personal email with this?
 - d. Member Benefits
 - e. Where We Play
 - f. Club Contact Info – webpage, Facebook, Gmail account
 - g. Appendix I – Club Leadership Structure & Duties; Club Bylaws; JCPC Code of Conduct and Basic PB Rules; New & Renewal Membership Forms
 - h. Appendix II – Membership Listing
 - 2. When approved Booklet and Appendices I & II will be sent to members in digital form and Booklet and Appendix I will be posted on the club website.
 - vi. Member ID Cards
 - 1. Creating ID cards for all members
 - 2. Sending digital ID cards to members who have sent me head shots to place on cards
 - vii. Dunham's Sports Discount Cards
 - 1. Continuing to send a welcome email to new members, which includes a digital copy of the discount coupons. Members should

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keep these digital coupons on their cell phones for easy use when checking out.

2) New Business:

- There are only 6-8 slots left for the clinics with KasSandra Marie Gehrke Aug. 27 & 28. We will continue to encourage players to fill these spaces.
- Casey will be offering lessons through the Linc in September – 5 weeks on Mondays from 7 – 8 pm. Participants will register through JC Parks.
- More than half of current members have RSVP'd to come to the General Membership Pizza & Play meeting. They also will be bringing guests. Currently we are planning on approximately 80 people and will purchase food for 100. Numbers will most likely increase and Casey will keep us updated as they change. Cindy will have a sign-in table where people can: pay for their guests; plan to sign up for committees; receive their 3-ball perk; get their picture taken for their ID card/yearbook; register for the tourney.
- Officers will create monthly reports and pass them on to the club secretary prior to each monthly executive board meeting. This will allow for review prior to meetings and discussion will be speeded up. Officers shall create exit reports that are presented at the end of the club fiscal year detailing their duties and timelines. These will be used by incoming board members so there is process in place for each officer to approach their position without having to start from scratch.
- Brian has enrolled JCPC to again support SOMO in their Drive It Home Raffle. Tickets will be available for members to sell. An online portal will also be created to purchase tickets. Special prizes are available for those that sell at least \$40 in tickets. Tickets cost \$5 each or 5 for \$20. Payment should be made to SOMO and funds collected will be turned over to them. Sale run now through Oct. 31.
- Dotty will work with JC Parks towards getting scheduling posted in the display case at the LU Courts. A disclaimer will also be posted on court use – our club does not have authority to limit use of courts unless we pay to reserve specific times. Courts are run through JC Parks and others may schedule events that will limit open play usage.
- The club liability insurance policy was renewed. Additional items to consider are officer liability coverage and bond fees. We need to make sure the current officers are referenced in the policy and the mailing address is updated to either the PO Box or a current officer. It was moved to hold over to Sept. any decision to update the policy.
- It was moved to hold over to Sept. the adoption of a working budget for the club.
- Short-term and long-term goal setting
 - i. Dotty and Janet reviewed the survey results and found that most were very positive. The short term goal of the board is to now determine what should be prioritized. The following items were determined to be most important:
 1. Playtime calendar – continue to maintain this and publish on Facebook, website, and disseminate through email when necessary.
 2. Courts – maintain and advance process to acquire more court space. Taos and St. Martins are additional communities that we may be able to help establish courts. Mayors, K of C, and VFW

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members should be approached for help. We can check with Carol O. to see what was done to get courts established in California, MO.

3. Exclusivity – players continue to play with those of their skill level that they are comfortable with, but officers should mingle and play around with all skill levels so as to encourage players to also do the same. This will improve skills and build camaraderie.
 4. The survey results will be posted in pdf form with goals side-to-side so members will see that we are working towards their needs.
 5. Members-At-Large may be assigned to chair special committee groups that are developed as a result of survey results.
- Formation of committees based on goals
 - i. We will continue with our core committees and add special committees as needed. A sign-up sheet will be promoted at the general membership meeting so members can work to help meet our goals. Board members will serve on committees as follows: Tournament – Kevin, Cindy & Bud; Communications – Tom, Casey & Sue (need to check with Paul R. regarding writing articles etc.); Membership & Marketing – Sue & Karen; Facility/Equipment/Supplies – Dotty, Janet (also Mike B.). Dotty will spearhead a Time & Talents promotion to find other members to join committees. Tom will continue as club historian. Storefront was very time consuming. Hopefully this will be an easier task in the future since it is already established. Kevin & Casey will continue to work on items for sale and when this will be open to the membership. Casey will help and guide committees throughout the year.
 - ii. We will hold off on completing the handbook so we can update bylaws to match committee needs/purposes.
 - iii. We will work towards developing a committee that would also include JC Parks Commission members and their Recreational Services Committee members. This group will hold discussions regarding adding dedicated pickleball courts in Jefferson City. These are the people that can allocate funds towards this end. We can help with grants and additional funds raised by our club. We need to keep our options open.
 - Planning for Membership meeting – plan attached
 - i. Board members were assigned duties and will arrive @ 1 hr. prior to the meeting to set up and begin preparations for the event. Other volunteers will be needed and board members should approach others to help.
 - ii. Dotty and Kevin will bring some lawn games.
 - iii. Dotty will ask JC Parks to supply and additional Port-A-Potty and additional trash cans and bags.
 - iv. Kevin has Pickleball Central swag bags that will be labeled with member names. These will be filled with balls and additional items acquired from JC Parks and Convention & Visitor's Bureau.
 - v. Brian will inquire with vendors for pizza pricing and make arrangements to purchase and pick up food for the event.
 - vi. Board will check with Dick L regarding getting Coke products donated and getting cups and ice from Lions Club.

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- vii. There was a vote and approval to allocate \$500 of club funds to be used for food & drink as needed.
- viii. Cindy will check with Charlie H. regarding a Bluetooth speaker for the bullhorn used for announcements.
- ix. Board members will supply tables for registration area. Brian will ask the Mid America Bank if we can use their pop-up tents.
- x. Brian will have SOMO Raffle ticket info. A silent auction will be held with items purchased from Pickleball Central's mystery sale. Money from the auction will be designated for the establishment of a future court development fund that will be created and held separate from other club funds.
- xi. Kevin will organize the round robin tourney with the help of Cindy, Bud, Tom, Karen and Brian.
- xii. Casey and Kevin will continue to inform board members of additional duties and timeframe to setup and break down the event.

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 Sept. 23rd at 5 pm.

Respectfully submitted: Sue Kerrigan, Secretary