

Jefferson City Pickleball Club Executive Committee Meeting
St. Stanislaus Pavilion, 5:00pm – 7:00 pm, 9/23/2020

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. Announcements shared about all upcoming events on website, Facebook, and flyers at LU courts and YMCA courts
 - ii. Clinics and lessons with KaSandra were a success. It rained in the morning, so we had to move the first session inside to the Linc. We paid her \$95 via check to cover \$5 discount for each club member who participated
 - iii. Membership meeting was a success- 53 members and guests attended, round robin went smoothly, pizza was delicious and local, lots of volunteers helped, and raised money for permanent courts through raffle sales
 - iv. Had to handle first case of COVID-19 within the local pickleball community. Delayed ladder league by 14 days due to this case and have shared updates with everyone as we get them. Would like to develop clearer procedure for handling these situations in the future
 - v. Ran out of time to develop full budget proposal by September meeting. Working on 2020-2021 budget proposal for October meeting
 - vi. Still need to follow up about Doug's bench
 - vii. Emailed Missy about extending wind screens around sides of LU courts and placing a windsock on top of the fence. She passed this request along to LU and LU has denied the request saying they do not want to allow people to hang or hand out "personal" items at the courts. I'm going to follow up to get clarity on this. May need a windsock that has no logos or flag print.
 - viii. Pushed back lessons through Parks and Rec to start on September 21st-first night had 11 attendees

- Vice President Kevin Haslag:
 - i. Ladder league has been postponed for two weeks due to a positive COVID-19 case and will resume in 14 days as long as there are no new cases
 - ii. Tuesday night has one more night and Thursday has two more nights and then summer league will be finished
 - iii. Need to get summer ladder league logo from Scott for the medals and purchase the stickers
 - iv. Need reimbursement from the club for copies made for league flyers and score sheets. Brian will take care of this.
 - v. Lots of club members have helped keep score during league
 - vi. All board members have helped in various ways to make the ladder league run smoothly
 - vii. Have already some expressing interest in participating future ladder leagues
 - viii. Need to change court reservation dates with the Linc for final ladder league dates
 - ix. Got quote from Luebbering Insurance for additional liability coverage for officers/board -see quote attached-club member, Dan Holt, recommended this additional coverage
 - x. Have shared all upcoming activity information via the website

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- x. Need to take photos to place officers' photos on the website
 - xii. Handed out balls at membership meeting and ladder league but still have some to distribute to members-can this be completed by membership committee? Cindy will help and Kevin will mark the Google sheet with members who have received this perk.
 - xiii. Membership meeting round robin tournament went well and was fun for all-have had requests to do something similar again in the future
 - xiv. Delivered the last of the spring storefront items last week
- Treasurer Brian Douglas:
 - i. Current account balance is \$5685.56
 - ii. Check #1014 dated January 20, 2020 to Prison Brews has never cleared the bank. Called bank to stop payment at cost of \$25 that will be automatically deducted from our account. New Check written for original amount of \$188.30 and given to Kurt Dudenhoeffer to deliver personally
 - iii. Check #1023 dated July 17, 2020 made out to Midwest Advertising Associates for \$378 still outstanding and hasn't been cashed and there has been no conversations between us and them since the check was mailed with a letter thanking them for their service. Kevin will check with them on status of this check,
 - iv. Deposit of \$696.25 made August 31, 2020 from the membership meeting and tournament. \$200 of that was start up cash, \$215 was for the paddle that was raffled off, won by Dick Luckenhoff, 4 T-shirts at \$10 each, and the rest was membership, and ladder league. We spent \$373.86 on pizza from West Main Pizza.
 - v. Special Olympics raffle sales were \$80 and money and tickets were turned in at SOMO.
 - vi. PayPal Deposit September 11, 2020 of \$1252.23 for memberships and ladder league, don't know how that was broken down yet need to get with Kevin Haslag to see the report. Brian will review the PayPal reports to determine which fees were collected for dues and which were collected for league. Also will determine how much was paid out in expenses to use PayPal.
 - vii. September 11, 2020 \$95 check to Sandra Gehrke for lessons for membership discount.
 - viii. Reminder to those who took Special Olympic raffle tickets to bring sold tickets and money to the meeting and I will take care of passing along to Carol Griffin.
 - ix. Brian will develop a spreadsheet designating long term and short term goals for funds. \$2,000 from Pickledilly, raffle money collected, and possibly ladder league fees will be earmarked in the budget proposal still being developed.
 - x. Casey, Kevin and Brian will schedule a meeting to work on proposed budget.
 - Secretary Susan (Sue) Kerrigan:
 - i. Sent Board members and Missy Morarity minutes of the August 12th meeting.
 - ii. Sending meeting time and agenda for this meeting to board, general membership and Missy M.
 - iii. Membership Report:
 - a. Total current pd membership is 93
 - b. Need the membership form for Jared Dollar. Someone at the registration table for the Aug. meeting had taken this. I never got a form from him for 2019-2020 so really need his current form for 2020-2021. Since we

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- are meeting virtually this can be scanned and sent to me or take photo of front and back and send to me.
- c. Still collecting member head shots for membership list and member ID cards
 - iv. Communications with Members and Non-Members
 - a. Sent emails to members reminding them of: upcoming Dunham's Sports special discount days; reminder to send head shots; and that we will send member handbook ASAP once it is approved by the board. Working on a free pdf version of the handbook that can be viewed online in booklet form.
 - v. Club Yearbook (carried over from previous meeting)
 - a. Created a short yearbook for review by board members. Need to know if basic committees will stay as designated in the bylaws, Booklet includes:
 - i. Overview of Programs Welcome Letter from President
 - ii. Mission Statement
 - iii. 2020-2021 Officers – should I include board members personal email with this?
 - iv. Member Benefits
 - v. Where We Play
 - vi. Club Contact Info – webpage, Facebook, Gmail account
 - vii. Appendix I – Club Leadership Structure & Duties; Club Bylaws; JCPC Code of Conduct and Basic PB Rules; New & Renewal Membership Forms
 - viii. Appendix II – Membership Listing
 - b. 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. Board members were asked to take 2 weeks to review these items and send any corrections/additions for approval. When sending these use the reply all feature for the board so everyone will see your responses.
 - vi. Member ID Cards
 - a. Creating ID cards for all members. Distributed physical cards to those in attendance at the General Membership meeting.
 - b. Sending digital ID cards to members who have sent me head shots to place on cards
 - c. Gave Brian receipt for purchase of ID cards. Enough for 3 membership years. Need reimbursement of \$34.99 for Staples receipt.
 - vii. Google Sheets
 - a. Need Kevin to fill in the info on those members he's given balls to on the Google Sheet listed with his name in the heading dated 8/31/2020. There was one new member added after bags were made up with balls. Should have another bag of balls for newest member Debbie Klindt. This will help in getting balls to all current members. Once this is completed I can transfer the info to the main membership spreadsheet.
 - b. Officers can view the main spreadsheet listed as Executive Board View. This has been shared with all board members, including Members-At-Large. It is view only so if you find any changes need to be made you'll have to let me know. This should allow you to find phone #'s and addresses if you need them.
 - c. Sent a editable membership spreadsheet to Casey as a backup. As changes are made I will send updated reports to replace older versions,

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2) New Business:

- i. 2020-2021 budget timeline revision is still in the works, more time and information is needed to create this,
- ii. Michael Stewart, a 5.0 PB Pro, has friends in JC and had called and was coming to town in early October and wanted to offer a clinic and/or visit with the club. Casey told him we'd just held a few and there might not be much interest at this time. His plans may have now changed so this may not be possible at this time, he'll let her know of changes in his plans,
- iii. King of the court is a version of league play where winners are determined on a weekly rather than a long-term basis. This allows players to sign-up as they are available, and subs aren't needed. Kind of a challenge court concept where players can move up or down in standings dependent upon play that week. We can reserve the 4 marked courts and if interest is high enough the back courts can be marked and used as well. This would be a pay at the courts as you sign-in event with a set price per event date of \$5 for members and \$10 for non-members. Winner may get their picture with a "big pickle" crown that can be reused for each event winner. May start this at the 3.0-3.5 level and have a test date trial run. Length of play time and number of play dates per week will be determined by interest. May test this with Monday or Friday AM players since Kevin is free on those days. Dotty will check with AM players on interest level.
- iv. COVID-19 response procedures – If we receive information regarding a positive COVID result in a player a board member will need to get permission from that player, in writing, on whether or not they want their personal information shared. This would then go to Casey to disseminate to the membership. Otherwise we will handle future responses as done previously. Inform players of the case without revealing personal info and tell players they can continue to play at their own risk. A statement on our COVID policy can be posted on our website.
- v. Open play enforcement/guidelines – there is concern that some small groups are playing during open play at the LU courts and are not allowing for rotation in of players waiting on the sidelines. Since the courts are controlled by JC Parks we are limited in how we can intervene. We can politely explain how players rotate in but unless they have proof with them that they have reserved and paid for court use we may not be able to do much.
- vi. Recruitment to fill committees
 - a. Communications
 - i. Casey
 - ii. Tom
 - b. Activities
 - i. Kevin
 - ii. Bud
 - iii. Linda Sommers
 - c. Membership
 - i. Sue
 - ii. Kevin
 - iii. Karen
 - d. Facilities/equipment/supplies/permanent courts
 - i. Casey
 - ii. Janet
 - iii. Dotty
 - iv. Mike Bloemke

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- v. Shawn McCall
- vi. Katelyn McClain
- vii. Committee meeting priorities for next month
 - a. Communications
 - i. Draft first-quarter newsletter
 - ii. Update website with photos and videos from first-quarter events
 - b. Activities
 - i. Complete ladder league
 - ii. Start King of the Court
 - iii. Brainstorm activities for fall/winter
 - c. Membership
 - i. Storefront plan developed – committee will research other possibilities and try to get this set up before our next meeting.
 - ii. Finalize member handbook
 - iii. Hand out remaining balls to members
 - d. Facilities/Permanent courts
 - i. Hold first permanent court brainstorming meeting – ck on tennis courts in St. Martins which might be made into 4 PB courts.
 - ii. Look at indoor playing options for winter – need to check with SOMO to see if their facility will allow us use of any indoor court space.
 - iii. Designate a portion of yearly net income to be held over for future permanent court development in Jefferson City. These funds would be combined with funds from partner organizations and grants. We are continuing to look for opportunities to have local communities raise funds towards developing courts in outlying communities as well.
 - e. Officers
 - i. Propose revisions to bylaws
 - ii. Draft budget for 2020-2021
 - iii. Draft COVID-19 response plan
 - iv. Purchase board insurance?
 - v. Wrap up Special Olympics raffle sales
- viii. Board Insurance-see estimate below:

The quote from Luebbering Insurance for board officers' insurance is copied below directly from an email from Luebbering Insurance:

"We received a quote from West Bend on the Directors & Officers policy.

It is a \$1,000,000 policy with \$1,000 deductible.

The rate is \$450 for the year. They have several payment plans.

You can pay in full, semiannual, quarterly, nine pay (25% down), 10 pay (equal installments) or 12 pay."

There being no future discussion the meeting was adjourned. The next executive board meeting will be held on October 28th at 5 pm location TBD.

Respectfully submitted: Sue Kerrigan, Secretary