

Jefferson City Pickleball Club Executive Board Meeting
October 28, 2020, 5-7pm
Sue's Home – 1501 Notting Hill Dr. (please wear a mask)

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:*

i) President Casey Parnell:

- (a) Wrapped up Monday night lessons
- (b) Working with Lucas Lamb to try to set up private lessons at the Firley YMCA
- (c) Watched many club members participate in the Show-Me State Games tournament in Columbia
- (d) Still need to follow up about Doug's bench
- (e) Emailed Missy about windscreens coming undone in recent storms
- (f) Haven't heard back from LU about windsock
- (g) Emailed Missy about follow up discussion about indoor play times at the Linc and permanent courts-haven't heard back yet

ii) Vice President Kevin Haslag:

- (a) Completed the budget for the ladder league and ladder league was completed after delays due to weather
- (b) Checked PayPal against ladder league entries
- (c) Got quote from Luebbering Insurance for additional liability coverage for officers/board -see quote attached-club member, Dan Holt, recommended this additional coverage
- (d) Sent Jared a text to fill out member registration info
- (e) Janet Bloemke, Mike Bloemke and I talked to the Y about open play, leagues, tournaments and King of the Court
- (f) Sent Lucas Lamb at YMCA a follow up email. Lucas Lamb sent email with new open play times and costs at Firley YMCA. Casey thanked Janet and the committee for their work on getting this going.
- (g) Created spreadsheet to track players at open play at the tennis courts for month of September
- (h) Entered info for "3 ball perk" delivered to members into Google Sheets member listing. Still have some to deliver so will need to get with those members who haven't received theirs yet and make arrangements for delivery
- (i) Started working on protocol for ladder leagues
- (j) Looking to start Newbie Nights over winter months, possibly at Firley YMCA
- (k) Have shared all upcoming activity information via the website
- (l) Started updating website-board pictures and pictures of ladder league winners
- (m) Sold all used balls from league play to members 66 (sanitized @ \$1 each)
- (n) Posted executive board minutes from August and September on the webpage
- (o) King of the Court – see New Business
- (p) Storefront – see New Business

iii) Treasurer: Brian Douglas:

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- (a) Current bank account total \$5,468.58
- (b) Midwest Advertising - outstanding check from Storefront for \$378.00 but they are fine with amount check is written for, just haven't gotten around to cashing it yet.
- (c) Stop payment for original check o Prison Brews (\$25 fee) on Sept 22. Second check #1026 to Prison Brews for Holiday Party has cleared on Sept 25
- (d) Other expenses/income: Amazon charge for pickleballs \$123.68 on Oct 15; Deposit dues \$30 on Oct 6, dues \$30 on Oct 19, dues \$60 on Oct 21
- (e) Permanent Court Funds=\$3,015.00
- (f) Brian and Casey will start a savings account to deposit court funds into so they will be held separate from checking funds. This will also be a place to deposit grants if they aren't spent directly towards courts/supplies and give us a record of funds saved for tax and other purposes.
- (g) Put at least 20% of all future revenue from tournaments, leagues and other activities into permanent court savings account.
- (h) \$2,075.58 currently available for annual expenses
- (i) Question: Can we cover known expenses for the year with available funds and no additional income opportunities without dipping into permanent court funds? Must-pay expenses \$3,611.46 – may need to add a fee for an accountant to help with Fed 501c3 filing. May be able to utilize members who have accounting background to do this (Dennings?)
- (j) Brian will update mailing address/name on state tax exempt account and file tax return showing we don't owe due to low revenue amount.

iv) Secretary Sue Kerrigan:

- (a) Sent Board members & Missy Morarity minutes of the Sept. 23rd meeting.
- (b) Sending meeting time and agenda for this meeting to board, general membership and Missy M.
- (c) Membership Report:
 - (i) Total current pd membership is 97.
 - (ii) Still need the membership form for Jared Dollar. I never got a form from him for 2019-2020 so really do need his current form for 2020-2021.
 - (iii) Still collecting member head shots for membership list and member ID cards.
 - (iv) Question: is the membership price good for the value delivered? Board decided yes and should add this breakout to the webpage description.
Estimated value of member benefits:
 - 1. Balls: \$10
 - 2. Event registration savings:
 - i. ladder league-\$45
 - ii. pro clinics-\$30
 - iii. tournament-\$15
 - iv. king of the court-\$40

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3. Storefront item: \$10
4. Annual membership meeting: \$25
5. Social events: \$20
6. Total: \$195.00

(d) Communications with Members and Non-Members

- (i) Sent emails to members reminding them of: new special discount program from Head Rewards Program; asked for volunteers to serve on committees; told members about sale of used pickleballs from league play (first come/first served to purchase sanitized balls for \$1 each); reminder to send head shots and that we will send member handbook ASAP once it is approved by the board.

(e) Club Yearbook (carried over from previous meeting)

- (i) 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 – still updating with places and times
 - 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

- (ii) 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.

(f) Member ID Cards

- (i) Creating ID cards for all members. Distributing physical cards to those who weren't in attendance at the General Membership meeting by US mail.
- (ii) Sending digital ID cards to members who have sent me head shots to place on cards so they can keep them on their cell phones.
- (iii) Gave Brian receipt for purchase of ID cards. Enough for 3 membership years. Need reimbursement of \$34.99 for Staples receipt.

(g) Google Sheets

- (i) 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 10/20/2020. This will help in getting balls to all current members. Once this is completed I can transfer the info to the main membership spreadsheet.

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- (h) Sent Casey a copy of the Excel membership listing dated 10/20/2020 as a backup. Will continue to send updated listings to her with current information as needed.
- (i) 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.

2) New Business:

- a) 2020-2021 budget proposal was approved as corrected knowing that this is a flexible document. Changed revenue transferred from tournaments/leagues/etc.to permanent court fund shall be at least 20% after expenses. Payment of any other expenses over \$100 will need board approval, under that amount can be paid out by president and treasurer as needed. A discretionary fund may need to be added to future budgets for these additional expenses.
- b) COVID-19 response procedures – approved Casey's statement for posting and distribution to members
- c) Open play enforcement/guidelines – approved Casey's statement for posting and distribution to members
- d) Reschedule November board meeting to Nov. 18th
- e) Committee reports: Recruitment to fill committees – latest committee lists
 - i) Communications
 - (1) Casey Parnell
 - (2) Tom Kirchner
 - (3) Dennis Gragg
 - ii) Activities
 - (1) Kevin Haslag
 - (2) Bud Creekbaum
 - (3) Rich Denning
 - (4) Linda Sommers
 - (5) Casey Parnell
 - iii) Membership
 - (1) Sue Kerrigan
 - (2) Kevin Haslag
 - (3) Karen Douglas
 - (4) Casey Parnell
 - iv) Facilities/equipment/supplies/permanent courts
 - (1) Janet Bloemke
 - (2) Dotty Sanning
 - (3) Mike Bloemke
 - (4) Shawn McCall
 - (5) Katelyn McClain
 - (6) Mike Gerling
 - (7) Dennis Gragg
 - (8) Kevin Haslag

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- (9) Casey Parnell
- f) Committee updates and priorities for next month
- i) Communications needs to meet soon
 - (1) Draft first-quarter newsletter
 - (2) Update website with photos and videos from first-quarter events
 - ii) Activities
 - (1) Start King of the Court
 - (2) Brainstorm activities for fall/winter – members really enjoyed pizza/play party
 - iii) Membership
 - (1) Storefront plan developed - Kevin met with the Storefront Committee members to choose items to sell this winter. A compiled list of items to sell in the Winter Storefront was sent by email to Laura @ Midwest Advertising to get quotes on pricing so we can get this going after approval at the board meeting. Hope to hold sales for delivery before Christmas.
 - (2) Finalize member handbook – board members need to sent approval/corrections to Sue by Nov. 6th.
 - (3) Hand out remaining balls to members ASAP
 - iv) Facilities/Permanent courts
 - (1) Hold first permanent court brainstorming meeting
 - (2) Pursue indoor playing options for winter. Missy is trying to coordinate open play times at the Linc so they don't conflict with times at the Firley YMCA.
 - (3) Casey says Missy and Aaron from JC Parks are working towards a positive outcome for permanent courts outdoors – possibly using existing outdoor space within the JC Parks properties.
 - v) Officers
 - (1) Propose revisions to bylaws – review revisions marked in red and get approvals or input to Sue by Friday Nov. 6th. Once approved these can be sent digitally to membership,
 - (a) Wrap up Special Olympics raffle sales. All SOMO tickets and dollars were due to be turned in by Oct. 31
 - (b) Board Insurance-see estimate attached * Board approved adding this and Brian is checking on if we can pay this additional amount in installments without added processing fees.

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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."

Next meeting is scheduled for November 18th, 5pm, location Sue's home – 1501 Notting Hill Dr. JC 65109. Please wear a mask.

Attachments: proposed budget, notes from meeting with YMCA, member yearbook, Storefront item list, COVID response statement, open play statement