

Pagosa Pickleball Club Board of Directors Meeting – August 31, 2022

Location: Ruby Sisson Library

Meeting started at 1:10 PM and adjourned at 4:07 PM

Board attendees: Steve Chaney, Al Pfister, John Costa, , Tina Heffner, BJ Jones, Ann Mayer, Mark McNown Non-board attendees: Greg Schulte, Marie Thatcher

Treasurer's report

Bank Balances

Checking	\$8,035.57
Savings	\$8,652.21
PayPal	\$ 569.75
Total	\$17,257.53

There are no outstanding payables or liabilities

Income Statement 2022-2023 YTD

7/1/2022 through 8/31/2022

INCOME		EXPENSES	
Membership Dues	\$1,425	Supplies	
Donations		Indoor balls	\$0.00
Operating Expense	\$1,258	Outdoor balls	\$0.00
TOTAL Donations	\$1,258	Other Equipment	\$0.00
Other Income		Court Repair/Expense	\$0.00
Shirts Sales	\$1,219	Office Supplies	\$32.62
Amazon Smiles	\$0	Miscellaneous	\$0
TOTAL Other Fund Raising	\$1,219	TOTAL Supplies	\$32.62
Interest on Savings	\$0	Shirt Expense	\$1,468.05
TOTAL INCOME	\$3,902	Administration	
		Annual Meeting	\$985.96
		Software	\$2,244.00
		Miscellaneous	\$10.00
		TOTAL Administration	\$3,239.96
		Miscellaneous - PayPal	\$70.92
		TOTAL EXPENSE	\$4,811.55
		NET INCOME	-\$909.55

There was a discussion as to how we will be using our funds as we go forward. In the past, our focus was on raising money for the construction of new courts. With that as a goal we had not developed an annual budget specifying future expenses and projects. Based on recent history we collect approximately \$4,000 in member dues and \$900 in shirt sale profits. Our annual software, administration, supplies and insurance operating expenses are estimated to be around \$3,600. This does not include any additional expense for gym rental or other potential member benefits.

It was generally agreed that we need to develop and approve an annual operating budget. John will create an initial draft for review at our next board meeting.

Election of Officers

Steve reviewed the process for the election of officers. As stated in our bylaws, officers are elected for two-year terms. This was done after the board election of 2021. Our current officers' terms will run through the current year.

T-shirt update

We ordered 93 shirts at a cost of \$1,451. To date profit \$789

We have sold 84 and have 9 purple shirts remaining for sale.



New Courts Update

The cement for the new courts was poured on August 25th. The fence posts have been installed and fencing will be installed after the courts have cured further. The court needs to cure for approximately 30 days before the surface coatings can be applied. There is a minimum temperature requirement that will impact when and if the coatings can be applied. We are hopeful that this can be finished this fall. The decision will be up to Renner and Darren at Parks and Recreation. The cement slab between the courts will be poured soon. The supports for the shade structures will be installed however the shade structures will not be put up until next season. Due to the likelihood of damaging wind around the courts wind screens will not be installed.

Darren has proposed creating an area just to the south of the courts for the placement of a few picnic tables.

At some point there will be a Grand Opening event however no date has been determined.

Status of Wild Apricot Implementation

We have made great progress in completing the steps necessary to implement the Wild Apricot software. Tina and John with assistance from Rodger have developed much of the new website. John has updated the email templates for system generated messages that are sent to members related to joining the club, renewing memberships and making donations. John is in the process of formatting our current membership spreadsheet into a form to be imported into Wild Apricot. John will complete the application to Wild Apricot Pay to set up our payment processing that will replace PayPal.

Once we believe the website is ready to go Tina and John will schedule a demonstration for the board. As soon as we believe we are ready to launch we will reach out to Jarrett for assistance in transitioning from the Wild Apricot domain to our current pagosapickleball.org.

John will provide AI with a copy of the Wild Apricot invoice. AI will complete a short write up about the implementation of the software and present this to the Community Foundation Serving Southwest Colorado.

Consideration of Change of Fiscal year - July-June vs January-December

Our official year based on our corporate documents is January thru December. We were granted tax exempt status in March of 2018. In June of 2018 we started signing members and collecting dues. At the time we made the decision to operate and report to our membership using a fiscal year of July through June. When applying for grants we reported financial information on a calendar year.

With the adoption of a variable twelve-month membership year based on the date a member joins, John recommended tracking and reporting based on the calendar January thru December and retiring the pickleball year record keeping and reporting. This is in line with our statutory year. It will eliminate the effort of maintaining two sets of data.

All agreed. John will update our treasures report to reflect this change.

Determination of Membership Status - Deadline for Renewal and Grace Period

We have 117 members who have paid their dues for the 22/23 “pickleball year“ of July through June.

We have 163 members who paid their dues for the 21/22 year but have not yet renewed for 22/23. There are 75 members represented in the highlighted area that would be considered delinquent because they had not renewed their membership by September 1st. With the transition to Wild Apricot and a flexible 12-month membership year we have extended the grace period.

<u>Last Date Paid</u>	<u>#</u>
21-May	8
21-Jun	44
21-Jul	33
21-Aug	7
21-Sep	3
21-Oct	2
21-Nov	24
21-Dec	5
22-Jan	7
22-Feb	4
22-Mar	10
22-Apr	9
22-May	7
<hr/>	
Total	163

As we import our member data into Wild Apricot, John recommended all 284 members be imported as current and their renewal date be based on the date they last paid their dues. Any member who had not renewed prior to the implementation of WA will have a renewal due date of 10/31/2022.

Going forward, any member who has not renewed their membership by the end of their twelve-month period will receive the standard series of email notifications and will be suspended after the grace period stated in their reminder emails.

We agreed we establish a 30-day grace period after the renewal date before removing a member from the club.

Status of Next 50 application

Al reported that we were not successful with our application for the Next 50 grant. In his discussion with the grant staff, he learned that they did not award grants to any pickleball organizations that applied

Al reported that the next opportunity to identify potential grants will be at the upcoming Rural Philanthropy Days gathering next September. The location has not been finalized however the board agreed we should participate and look to coordinate with the Town and County to increase the likelihood of success.

NEW BUSINESS

Consideration of Purchase of More Nametags

In October of 2019 we ordered 250 nametags to help new and existing members get to know one another. This has been a popular benefit to our members. We just used the last nametag. John provided pricing for 100 at \$5.09 each and 200 at \$4.59 each. A motion was made and seconded that the club purchase 200 at \$4.59 for a total of \$918. The motion passed unanimously. John will place the order.

Consideration of Winter Gym Rental

Last years rental of the Community Center gym for the months of December 2021 through April 2022 was a very popular benefit with our membership. The cost to rent the gym was \$2,619 which was partially offset by donations of \$1,318.

There was discussion about repeating this again this coming winter. This discussion included:

- Should offer 2 courts or move the clinic to another day?
- Should we limit participation to members who have paid an additional fee?
- Should we expand the number of months?
- How would we track payment and enforce the fee requirement?

Tina made a motion to rent the Community Center gym on Thursday afternoon from 1:30 PM to 4:00 PM for the months November 2022 through 2023. Play to be restricted to those members who have paid a separate membership fee to be determined by the board. Members would have access to all three courts. Members who have paid this additional charge would be given a wrist band. BJ seconded the motion and it passed unanimously.

Consideration of Revision/Reprint of Brochures

In March 2019 we printed a brochure to use in our fund-raising efforts. We recently delivered the last of this first printing to the Visitor Center. Although we achieved our initial fund-raising goal for new courts we will need to continue to raise money through donations and sponsorships. Additionally, the Visitor Center would like to continue to use the brochure to promote pickleball as a town attraction. In 2019 we paid just under \$100 for 200. Al made a motion to update and reprint 1,000 copies. BJ seconded the motion and it passed unanimously.

Steve Chaney will get a quote and provide a draft for approval before placing an order.

Proposal for Implementation of Intermediate Skills Clinics

There was continuing discussion on how to integrate beginners into more intermediate play and how we will handle the growing number of people showing up for the beginner clinics. The board acknowledged the need for more beginner and intermediate clinics.

Ann Mayer had proposed implementing a clinic to teach intermediate skills to beginners whose skills have moved on from our beginner clinic. She outlined a proposal that would create three or four groups of 6-8 people. Each group would be on a separate court focusing on a specific skill for 30 minutes before rotating to the next clinic/court. To control the number of people a sign up would be required. There would also be a review of the applicant's skill level to make certain they have the prerequisite skills required for the clinic to be effective for all participants. Ann will discuss this idea with potential volunteer helpers and report back to the board.

We will continue to explore options. There is a belief that the new courts will provide more court capacity allowing us to expand mentoring to more hours and days. We will still need to secure enough volunteers to help to make whatever path we take work.

For now, we need to rely on the self-select aspect of our queue system encouraging beginners to group paddles with other of the same level until they feel comfortable playing with more intermediate players. The board agreed we will continue to message the membership to encourage understanding and support as we were all beginners at one time.

The beginner clinic has seen as many as 16 people showing up. Greg suggested that if we continue to see that level of demand we will need to limit the number requiring people to sign up in advance. John indicated this can be handled with Wild Apricot. Ann asked Greg if he would consider dividing the clinic time into 2 sessions. He said he would see how demand looks as we get into winter and see what the best solution would be.

The board recognizes there is no easy solution for the winter. We are limited to one facility with three courts to share. Other than renting the courts on Thursday and possible Saturday, there are no other options to increase indoor court time.

Directors and Officer Insurance

The club has a liability insurance policy used in conjunction with renting the Community Center gym and the PLPOA Clubhouse. This policy is renewed annually. Ann Mayer and Tina have proposed we need Directors and Officers insurance in addition to our liability policy. There was discussion as to whether it is necessary. It was agreed that we would take this up at a future meeting.

Proposal for Implementation of Regular Schedule of Board Meetings

Tina proposed that we establish regularly scheduled board meeting every two months on the dates listed below.

October 13, 2022
December 8, 2022
February 9, 2023
April 13, 2023
June 8, 2023
August 10, 2023
October 12, 2023
December 14, 2023

Her feeling is that that club has grown and two meetings per year, as stated in the bylaws, is not sufficient. Steve Chaney pointed out the difficulty in getting everyone together without the flexibility of surveying board members as to their availability and setting fixed dates was likely to result in a scheduled meeting without enough members to have a quorum. BJ said if we didn't have enough they could just get together for a discussion. After further discussion from both sides a motion was made to set the schedule as listed above. The motion was seconded and passed with 6 in favor and 1 opposed. We will operate with the fixed dates and see how it works over the next year.

Discussion of Grand Opening Tournament 2023

We agreed we will organize a Grand Opening tournament in 2023. Due to uncertainties around the completion dates for the new courts we will discuss this at a future board meeting once we have more information. In the meantime, we will begin initial planning for the event.

Proposal to Survey Members to Determine Desired Club Activities

Ann and Tina offered to conduct a survey to poll members as to what activities or events they would like to see. All were in favor and agreed we will review the results in our next meeting.

TOPICS TABLED TO NEXT MEETING

Discussion of Extending Club liability insurance to include Directors, Officers and Instructors

Proposal for implementation of Code of Conduct and liability waiver requirement

Proposal for amendment of bylaws

Tina's Suggestion to Update Board / Officer Organizational Structure

- 2 Co-Webmasters
- 1 Membership Director
- 1 Merchandise Director
- 1 Activities Director
- 1 Membership Representative

Proposal for implementation of "Organizations Specific" email addresses