

**SUNRISE PICKLEBALL CLUB**

Board of Directors Meeting Minutes

August 23, 2021

**OPENING**

The Board of Directors Meeting for Sunrise Pickleball Club (SPC) was called to order at 4:05pm at Rusch Park Meeting Room # 4 (following all COVID protocols).

**Present (In-Attendance) :**

Elaine Dykhouse (Secretary), Reine Steel (IT Dir), Rodney Coleman (Event Coord), Gwen Warrener (Membership Dir), Tom Bylsma (Tournament Dir)

Attending via SPEAKER PHONE: Amy Papenfuss (President), Bob O'Brien (Treasurer/SRPD Liaison), Vickie Warren (Vice President),

GUEST: Leslie Arnott (Captain of Ladder Captains), Jake Polito (SRPD)

**ABSENT**

Lan Huynh (Newsletter Editor)

**VACANT**

Ambassador

\*\*\*Unable to approve May / July minutes as they have not yet been presented to the BOD.

**OLD BUSINESS**

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June 2021 minutes were previously approved and already posted to the membership website (It was reported in July minutes that June was not approved).

May 2021 and July 2021 minutes are now approved and posted to the SPC website.

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Need an **ambassador** that lives in Citrus Heights to replace Lisa Hicks. No discussion at this meeting

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**Membership** it was reported that the membership has now exceeded 800. The May minutes indicate that a cap was voted; however, that appears to not have been set into place as 25 new members signed up in August. There was further discussion, in previous months, that to build new courts, have to show a "reason" for the expansion and that comes with increased membership. In July, it was approved by the Board & membership to increase the lifetime membership fee to \$1,000 and that two members have signed up for lifetime memberships, as reported by Gwen. Further discussion of closing the membership did not occur at the August Board meeting

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**501(3)C – No discussion**

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**Shade** Send any shade proposals (or any proposals in general) to Jake and he'll run through the district. Doesn't see any restrictions on shade except drilling into something permanent. Reine brought up **WATER FOUNTAIN** and the need for bottle refill station and Jake was VERY positive about that and said to submit, as the park may take on that expense on 50/50 as it is a public use update.

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**THE BISTRO**

As reported by Jake, Sunrise Park and Recreation Director, both Amy and Vickie will be stepping away from any involvement with the Bistro. Marie Rivera (main contact) and Christine Jackson are currently in discussion and possible contract with the park district, to run the Bistro as a private entity, with no attachment to SPC. Specifics, such as price and utilization of the facility, remain under discussion between the Park District and Marie and Christine. If agreed, there will be a time frame for when all requirements to run the bistro may be acquired (i.e., permits, etc.). Should this agreement not occur, the park district will issue an immediate "cease and desist" order but the club will still have access to the building for storage use and for sale of typical snack bar items (packaged items).

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**AED and First Aid Kit** (from July minutes) – Vickie Warren is doing a CPR class as a fundraiser toward SPC purchasing an AED unit and first aid kit. Cost of the AED is approximately \$1,200 and first aid kit approximately \$400. Motion by Reine for SPC to pay the difference between the funds raised and the actual cost of the units. Seconded by Tom. Motion: Unanimous. Prior to purchase of the AED, Vickie Warren will determine if the Park District has an AED onsite and if so, it's location.

➔ **No discussion of this topic**

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**Wind Screens** (from July minutes) – were previously approved for the sidelines of courts 6 and 12. There was discussion about now purchasing the screens at a cost of up to \$3,000 and it was decided to wait a few months to see if costs come down.

➔ **No further discussion of this topic**

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**Court Repairs** (from July minutes) – Gwen reported that gate repairs have been made by the park district except for court 9. However, court 11 also needs repair. Gwen will follow up.

➔ **No further discussion of this topic**

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## **NEW BUSINESS**

Kingsley Lee Tournament October 1-3, 2021: It was discussed, and unanimously approved, to offer the Lee family a couple of complimentary entry into the tournament. Tom was to deliver the announcement to the family (which was later reported they were truly grateful for the kind gesture).

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## **FINANCES**

Bob reported that it is not possible to produce a financial statement from the data he has received. Various expenses and deposits seem to have been recorded that he is not able to identify due to lack of documentation and not having a treasurer in place for a while.

He reported that as the Treasurer, that a \$50 "allowance" was too low for the directors, but until a proper budget is put into place, that threshold should stay in place. As long as year numbers balance, there will be no year end report to file taxes against.

- 1) All bank deposits must be communicated immediately to the treasurer documented with receipt and forwarded to [spctreasurer002@gmail.com](mailto:spctreasurer002@gmail.com)
- 2) Purchases of \$50.00 or more require board approval – exception is the purchase of balls for sale to members.
- 3) All Board approved purchases must be communicated immediately to the treasurer documented with receipt and forwarded to [spctreasurer002@gmail.com](mailto:spctreasurer002@gmail.com)
- 4) It was discussed by the Board that a proper department budget be created, thus funneling into the master budget. Furthermore, a better ledger control be put into place, so inputs and outputs are better tracked, and overall income / spending is captured.
- 5) As the fiscal year starts in January, it is desirable to have a budget meeting in September, as the budget for 2022 should be in place by December, at the latest (November would be better).
- 6) It was suggested that the VENMO account be updated:
  - a) Currently using VENMO Personal
  - b) Need to move to VENMO BUSINESS
  - c) Use account for ladders, drills, drop-ins, etc. but NOT for membership
  - d) Second Gwen, unanimously approved
- 7) PROPOSAL TO DROP THE PRESIDENT AS A SIGNER ON THE BANK ACCOUNT
  - a. This removes the President from a conflict-of-Interest position
  - b. TOM BYLSMA second, UNANAMOUSLY PASSED

- 8) PROPOSAL to add a second signer to the account – this does not require a Board Executive.
  - a. This adds a level of transparency to the account
  - b. Discussed and suggested TOM BLYSMA (Tournament Dir) and BOB O'BRIEN (Treasurer) be the two signatories on the banking account
  - c. GWEN WARRENER second, UNANAMOUSLY PASSED
  
- 9) Reine reported that the Club's PAYPAL account is under the previous treasurer's name, home address and phone number. It was discussed to close this account, Reine to complete more research and report back in September.

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**LADDER – UPDATE**

Discord continues surrounding the various ladders and the main reasons are:

- 1) Perception of too many ladders
- 2) Ladder players want to have court assignments (versus rotating when busy)
- 3) Ladder players pay a fee, thus "entitled" to the assigned courts
- 4) Delays in finishing ladder play due to court rotation, interferes with people having to go to work and disrupts the continuity of "ladder" play.

Current Ladder Play:

Monday	Two morning ladders (8:30am / 10:30am)
Tuesday	Two morning ladders (8:30am / 10:30am)
Wednesday	One Morning / One evening ladder
Thursday	Two evening ladders
Friday	Two evening ladders

Further open discussion occurred and it was agreed to send out a survey to the membership to get their input on ladder play. Until the findings of the survey are received, the Fall Ladder will be postponed for a few weeks. Vickie to communicate to the ladder captain of captains, which will be followed by an email blast to all members.

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**Public Courts**

Jake, from Sunrise Park and Recreation District, informed the Board that the park is reviewing the current public court assignments and has desire to move them to a more accessible location and requested the Board's input. Further review is ongoing and will be reported once the Board is informed by the park district.

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Tom reported that he had many tee shirts left over from previous tournament and instead of donating thought he might be able to sell for a few dollars. Board agreed to allow Tom to sell / dispose as he saw fit.

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**Teaching Pros**

Gwen presented a final draft of the “Guidelines for Teaching Pros”. She will add a signature and date line and include that the teaching pros insurance certificate will also name SPC. Guidelines will be voted upon via email.

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**MAIL CHIMP (for bulk email communication)**

Communicating with the general membership has become a monumental task for membership, using standard Google email, thus the utilizing of “mail chimp” came into discussion. An email presentation and vote took place and moving to use mail chimp for bulk email communication was approved (see attachment of information concerning this application).

**Adjournment**

Meeting was adjourned at 6:00pm by Elaine

➔ Next Meeting: September 23, 2021 at 4:30pm at Rusch Park

Minutes submitted by: Elaine Dykhouse, Secretary